



1750 N. Florida Mango Road, Suite 103
West Palm Beach, FL 33409
(561) 844-8778 • Fax (561) 844-8986

Janitorial Services meeting your needs, exceeding your expectations

**Invitation to Bid
Bid No.:12224-595
City of Fort Lauderdale - Janitorial Services for Parks**

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TAB 1

A



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Dear Procurement Committee,

Ability of Personnel:

- a) **Project Manager: Leonardo Dalerta**
- b) **Site Supervisors: will be locally hired at time of contract award**
- c) **Fulltime service Crews: will be locally hired at the time of contract award**

Brief Resume of each key employee who will furnish professional and technical support expertise on this account. This should include the following:

d) Management:

Image Companies is located in West Palm Beach, Florida. Client / Prospective Clients Tours of the Image Office are available. Meet the staff and see Operation Center, Inventory Warehouse, Image Academy Training and much more. Image has a 1 hour response time to all locations within our service area. Our entire staff will be hired locally including all janitorial, specialties, Management, Administrative Support Staff. Most importantly Image Companies services rest above all else on the staff assigned. The following staff would be directly assigned to the City of Fort Lauderdale .

Tim Wilson- 27 Years Industry Experience, 27 Years with Image Companies
Member of BOMA, USGBC, BSCAI
Certified IICRC (Institute of Inspection, Cleaning and Restoration) - Commercial
Janitorial Services, Water and Fire Damage Restoration, Carpet Care and Spot Cleaning,
Odor Control, 10 Years Industry Experience with Green Cleaning

Leonardo Dalerta- 20 Years of Industry Experience, 10 Years with Image Companies 5
Years Industry Experience with Green Cleaning
Bi-lingual (Spanish and English)

Eduardo Moya- 10 Years of Industry Experience, 5 Years with Image Companies
5 Years Industry Experience with Green Cleaning
Bi-lingual (Spanish and English)

B

MANAGEMENT TEAM WORKING WITH City of Fort Lauderdale

Tim Wilson- 25 Years Industry Experience, 25 with Image Companies

Member of BOMA, USGBC, BSCAI

Certified IICRC (Institute of Inspection, Cleaning and Restoration) - Commercial Janitorial Services, Water and Fire Damage Restoration, Carpet Care and Spot Cleaning, Odor Control

10 Years Industry Experience with Green Cleaning

Eduardo Moya- 10 Years of Industry Experience, 5 with Image Companies

Certified by BSCAI (Building Service Contractors of America and IICRC (Institute of Inspection, Cleaning and Restoration)

5 Years Industry Experience with Green Cleaning

Bi-lingual (Spanish and English)

Leonardo Darlerta- 20 Years of Industry Experience, 8 with Image Companies Certified by BSCAI

(Building Service Contractors of America and IICRC (Institute of Inspection, Cleaning and Restoration) 5

Years Industry Experience with Green Cleaning

Bi-lingual (Spanish and English)

Yaneisy Valdes – Operations Administrator

In charge of all facilities and the continuous support between the City of Fort Lauderdale and Image Companies, in charge of proper communication and reports of complaints, service tickets, requests and any additional service from City of Pompano Beach .

Ted Zabowski -Accounting

In charge of AP-AR; this contact person will be involved directly with the City of Fort Lauderdale Accounts Payable and Receivable and billing every month.

Raymond Valentin - Inventory Control

In charge of supplying and maintaining all the cleaning equipment working properly, to be delivered on time to the jobsite, person in charge of filling up the Supply Request sent by our cleaning staff and or Supervisors and assuring delivery on time. At the same time while on the jobsite this person will inspect the janitorial closets to assure cleanliness, supplies and chemicals in order, MSDS onsite.

Specialty Services

Image has an employee group of trained janitorial staff of over 250 staff in the Greater West Palm Beach. In charge of traveling to City of Fort Lauderdale when a Work Ticket is issued with clear instructions to complete: Carpet Cleaning, VCT Floors Strip and Recoated; etc.

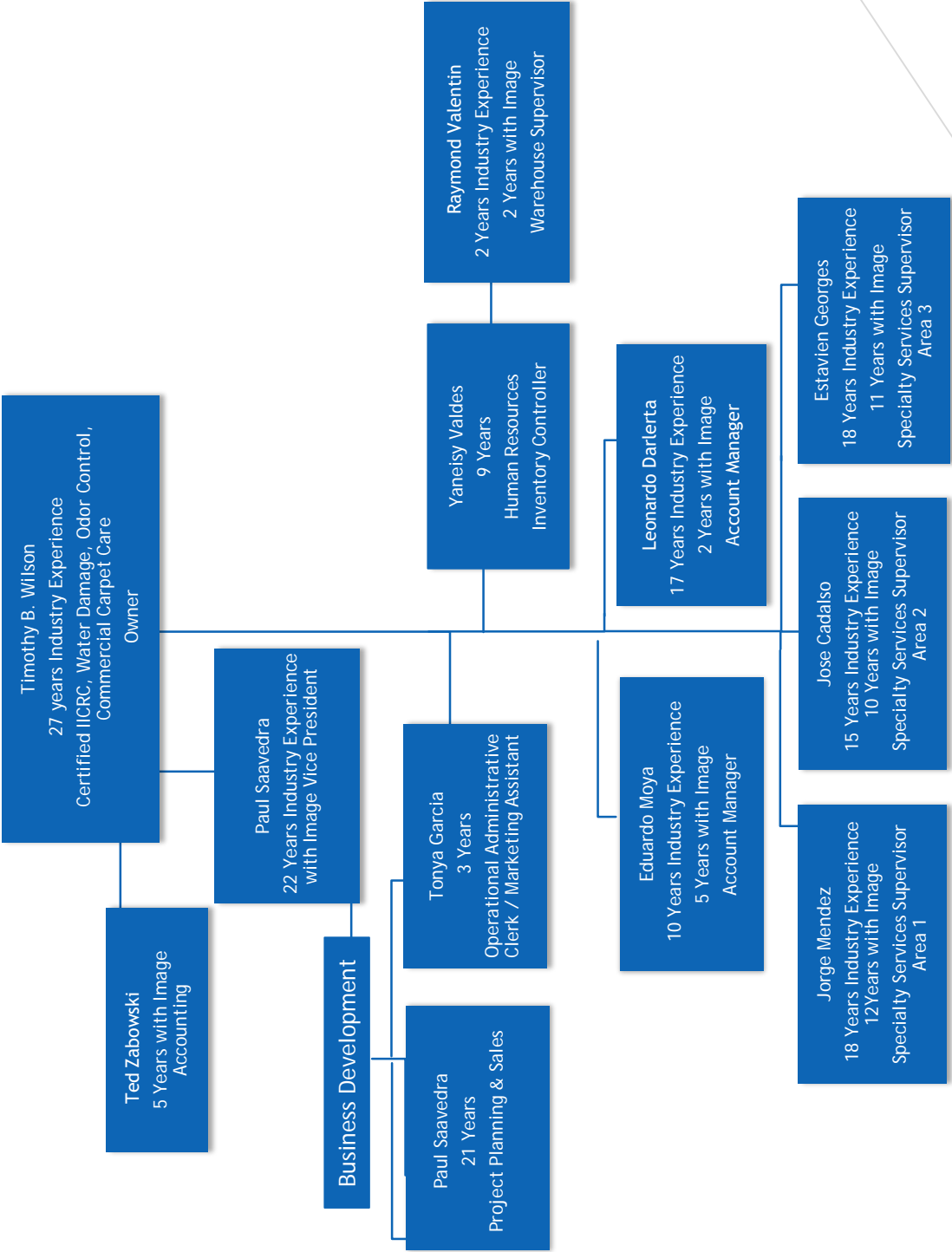
All communication from client and Image Companies, Inc. will be conducted as follows:

- 1) Email from the client to Service@Imagecompanies.com . This email is delivered to the following persons at Image Companies, Inc.
 - a) Tim Wilson / Owner
 - b) Yaneisy Valdes / Operations Manager
 - c) Leonardo Darlerta / Account Manager

The contact will be within the next 30 minutes of receipt of the email to follow up via phone call with the client and to obtain all the details from the complaint or request. Operations will immediately create a Work Ticket in our Win-Team Software to document the request or complaint from client. This Work Ticket is delivered via email and in person to the Account Manager every day at 5 pm in the Operations Meeting held at the office and every ticket is expected to be resolved every night and a follow up call or visit to the property is expected the next morning by the Account Manager. Work Tickets are also sent to the Onsite Supervisors at the jobsite for its completion and every Ticket has to be returned via fax every night to headquarters office with a signature of responsibility from the Supervisor acknowledging completion of the job.

C

Image Janitorial Services
Delivers Organizational Excellence
Meeting your Needs, exceeding your expectations!



TAB 2

D



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Janitorial Services meeting your needs, exceeding your expectations

STATEMENT OF QUALIFICATIONS

It is our goal to provide exceptional services to all our clients. We call this goal “The Goal Standard” Image Companies strives to provide customers and employees a unique opportunity; a forward looking company with an emphasis on an old fashion idea: Service.

We strongly believe in mutual respect, high expectations, enthusiasm for life and strong family values. We believe these virtues bring out the best in everyone. Through a strong relationship built on communication and a commitment to these ideals.

Image Janitorial, its customers and employees will reap the benefits of the Gold Standard.

We began as a small family owned operated business in 1987 and have grown to be the multifaceted full service company we are today. Over the years we have established and refined our business model, we constantly refine and improve our systems and service by patient observation, rapid response to customer needs and by remaining open to customer and employee recommendations.

Our goal of complete customer satisfaction has led us to increase our services to meet the ever expanding needs of our customers.

Image Companies responded with certification through:

BOMA – Building Owners and Managers Association
BSCAI - Building Service Contractors Association International
IICRC - Institute of Inspection Cleaning & Restoration Certification

There certifications gave us the knowledge and the tools to respond to our customer’s requests with the level of service they have come to expect from our company.

Why Image Janitorial Services?

Fervently Customer Driven

Your Property Management partner

Ready to serve you instantaneously

Utterly devoted to quality

Leaders in promoting indoor air quality and fighting sick building syndrome

Locally owned and managed

A strongly people-oriented company

If we are chosen as your service provider, Image Companies guarantees your facilities spaces will be brought to the highest level possible, this will include implementing a thorough initial cleaning and floor services.

Thank you for your time and consideration. Image Companies looks forward to the opportunity of becoming your facility maintenance partner in the future.

E

FREQUENCY DRIVEN PROGRAMS

Image Janitorial Services is not in the business of playing catch up cleaning. We are in the maintenance business. In order to maintain a high level of service we have provided a program which sets frequencies and set days for service items to be addressed. Each frequency driven item will be set up in the Image Work Ticket System. This ticket identifies and directs staff on the who, what, where, when and why a service is to be done. Our Account Managers use these established systems to keep your buildings clean at all times. We do not wait for any specific Item to be dirty, we maintain it at all times.



The key to a successful Janitorial program is supervision. There are many words for it: Trust but verify, inspect what you expect etc. Simply put we check our employees. All programs are set up with a Lead janitor for daily execution and supervision of staff. In addition, there will be a permanently assigned Account Manager who will work with Lead and Staff to ensure quality, The Account Manager will also meet with the client on scheduled basis to address client concerns, receive feedback and identify opportunities for service.

All clients will have multiple ways to relay information and requests,

- 1. Account Manager Cell Phone**
- 2. Account Manager Email.**
- 3. Image Corporate Office Operations Clerk, the Operations Clerk works in support of the Account Manager to schedule special services, receive and dispatch client concerns to the Account Manager and ensure clients communications are promptly dealt with. 561-844-8778 Ext 0**
- 4. Clients may also email to correspondence and requests to: service@imagecompanies.com**

TAB 3

F

Proposed Work Plan and Project Management Strategy

Management of City of Fort Lauderdale begins with the Right hire. Image Companies has an intensive hiring process that begins at the Application process. The application is entered into the Image Applicant Insight Program. This software program unique and proprietary to Image Companies allows us to review each applicant for 15 different factors that we have determined are crucial to a good hire, a long time employee and ultimately a satisfied client. The Image Applicant Insight program will allow us to examine and review each applicants experience in the janitorial field, language and writing abilities, work load and time availability, location and traveling ability as well as many other factors. This information which is reviewed for each potential applicant and job opening is invaluable in assisting in making the right hire. Once hired all Image employees have a background check both locally and statewide. And all Image Employees are processed through the Federal Department of Homeland Security. Once each employee has passed our background check and it is verified that the employee is legally authorized to work in the United States through the Department of Homeland Security, a well informed hire is made.

Once the employee is hired and before any Image employee is placed on any jobsite; Each Image employee must attend Image Academy. Image Academy is classroom training where all employees are trained in the Image way of providing daily services to all Image clients. All Image employees must attend these classes at the beginning of their employment and throughout their tenure with Image. Regularly scheduled classes are mandatory for all Image employees. Topics of Discussion are a) Basic Janitorial Services b) Restroom Care c) Office Cleaning d) Green Cleaning e) Chemical Handling and Usage f) Floor and Carpet Services g) Communications h) Safety, Ladder Safety, Chemical Safety and Blood Born Pathogen Protocol.

Prior to being assigned a permanent jobsite each Image employee must take and pass a 90 question final exam. This examination allows us to review each employee's retention of the material and to determine what may need to be reviewed and also what specific job functions or role each employee may be best suited for.

Each employee has been screened and proper trained they are then placed on the jobsite where Image Team Management Software assists all Image employees from Administration to the front line janitorial staff member to provide the best possible services for each and every Image Client.

1-Time & Attendance is a valuable tool which will allow Image to provide regular and real-time reports to the City of Fort Lauderdale as required by the ITB.

In recent years, businesses have been faced with stiff regulations in regard to accurate timekeeping records to document hours worked. Our automated time and attendance solution is vital to fully document Image Companies compliance with the requirements of the City of Pompano Beach as well as Department of Labor standards

Image Time & Attendance is a versatile, robust, time and attendance suite that meets the diverse needs of our Clients. It can completely automate timekeeping processes, saving valuable time and providing necessary information easily.

Telephone Timekeeping

How it Works

When the Image employee arrives at the job site, he/she uses a designated touch tone telephone to call into the Image Time and Attendance number. The system greets the employee, asks for a unique employee number and presents the employee with several options for clocking in or out. The employee is then asked for the job number which he or she is working at. The employee selects the appropriate option and hangs up the phone. The entire process is quick and easy for the employee.

Features & Benefits

Location verification with Caller ID – We know where our employees are clocking in and out from.

- In the job set up, Image is able to enter a valid list of phone numbers from which the employee can check in and out.
- When an employee places a call to Image Time and Attendance system to start or end a shift or check in or out for lunch, the system uses Caller ID to compare the number in the job file to the number on the incoming call.
- If the two numbers do not match, Image Time and Attendance flags this record and alerts the designated supervisor immediately according to preset preferences we have built per the City of Fort Lauderdale preferences per the ITB or discussions with City of Fort Lauderdale which it determines the most advantageous.

Alert Notifications – We find out about problems at the job 1st and quickly.

- Image Time and Attendance's sophisticated notification system will alert appointed employees in our organization to attendance discrepancies such as, tardiness, absences and caller ID mismatches.
- All supervisors and Acct Managers have the option to be notified via e-mail page or with a message in our individual voice mail box.
- Notification tolerances are configured based on City of Fort Lauderdale Schedule. For example, Image could wait 10 minutes after the shift start time before notifying a supervisor of an absence or it could wait 5 minutes – the options are virtually limitless.
- Settings can vary by job, location, schedule, day, employee and or client preference as well for ultimate flexibility.

Integrated voice messaging – provides a friendly communication tool for employees and supervisors.

- All employees with access to Image Time and Attendance have their own voice mail box.
- Employees can leave messages for supervisors and vice versa. Bilingual ability – Standard English and Spanish prompts; Voice Verification – Prevent employees from clocking in and out for each other in between travel time between jobs

Work Scheduling

After winning new business, how do we ensure that the schedule you committed to in the contract is executed? How do you track one time tasks and project work? The Work Scheduling program provides a solution for all of these challenges.

- After being awarded new business, information about the new customer flows directly from our Bid Module into the Work Scheduling program for minimal data entry. This information would be updated and verified at the Kick off Meeting if not sooner.
- Tracks periodic and project work for each job to ensure that no task ever gets missed. As tasks and contract responsibilities become due a work ticket and report is generated for each task due. Each work ticket and report is distributed to the Image employee and supervisor responsible for the completion of the work.
- The Win Team software includes over 500 industry standard tasks with built-in work descriptions. However specific work descriptions can be added or amended to ensure that specific City of Fort Lauderdale concerns/requests are executed correctly.
- Work descriptions can be modified and customized. These work descriptions will also print directly on work tickets for Client and employees to review.
- Events can be entered as one time or recurring tasks. Many recurring frequencies are available, including daily, weekly, bi-weekly monthly, quarterly, semi-annually and certain days of the week. Win Team can also specify a custom frequency.
- Billable and non-billable items are tracked.
- After the task is scheduled, Win Team will remember based on the frequency specified. Work tickets will be generated for employees too complete. If the task is billable, after the work ticket is

marked as “Complete,” the billing details are available in the Accounts Receivable invoicing module for immediate billing.

This program also contains an interactive calendar for all scheduled work. The calendar has multiple views, including a daily, weekly and monthly view. In addition, multiple filters exist so that you may focus on a particular customer, service location, crew or type of task, to allow for accurate forecasting and planning to manage specific duties easily.

From Account Manager down to the Supervisor level users can:

- View employee contact information
- Review & approve timekeeping information for payroll
- View & print management reports
- View scheduled work at job sites
- Request additional work on behalf of customers
- Approve requested work from customers
- Complete Work Orders

In addition to scheduling and tracking all tasks, the Win Team has the ability to budget and track all revenue and expense associated with a particular task or project to analyze the task or project. This is a very powerful tool to help you refine the way extra work or special projects are priced, the way pricing for specific duties is determined and most importantly allow Image to be efficient, proactive and help the District save money. In addition, it is extremely effective in tracking and complying with the LEED reporting requirements.

Compliance Tracker –

- Training requirements will also be tracked in the Compliance Tracker of Image Operation Management Software
- Alerts employees and managers of due dates via e-mail

Equipment Tracker

Inventory Management

Inventory supplies are a large cost in doing business. If Image is not effectively monitoring supplies and their associated costs, it is possible that the costs associated with keeping the City of Fort Lauderdale would be inflated. Reporting requirements such as chemical and equipment purchases are easily tracked, retrieved and reported with ease.

With the Image Operations Management Software Inventory module allows Image to enter all of the different products used in maintaining your property.

- Each item has its own master file record
- Track warehouse information, quantities on hand and re-order levels
- You can also store quoted prices from your vendors for each item to have on file
- When an item is sold or used at a job site or drop shipped, each step of the transaction is tracked closely
- Details such as who requested the item, who approved the request, the date, the pricing details if needed, the associated service location and the status of the request are tracked.

All material costs are tracked closely at the job level, which gives both Image and the City of Fort Lauderdale great insight into the material cost at each job but most important it will ensure that both Image and City of Fort Lauderdale are in compliance.

G

Staffing and Cleaning Responsibilities

The daily cleaning and staffing of the City of Fort Lauderdale will be performed by permanent assigned staff to a designated area. Image Companies Supervisor and Manager will verify that every employee has proper knowledge of the assigned area to be cleaned and under no circumstance employees are authorized to clean other area without prior authorization from Supervisor and Manager. In the event of staff being absent, the On Call staff will be placed in position to cover those specific areas until the assigned permanent employee returns to his/her daily duties.

Additional Quality Control Inspector* Each Image Account is randomly selected for inspection. The City of Fort Lauderdale will have a minimum of 2 days per week of unannounced Quality Control Inspection. All inspections are submitted directly to the Image office for review and processing. All necessary corrections and score reviews are shared within 24 hours of inspection with the Area Manager and Supervisor to be shared with Image staff for feedback, correction and training.

This schedule allows each Image staff to clean a designated area of approximately 15,000 square feet during the 4 Hour shift or approximately 3750 per hour. This allows for set up and breakdown of supplies and equipment, incidentals and ultimately a schedule that will allow for proper cleaning per the specifications. In addition, it allows the supervisor to be just a supervisor, ultimately leading to a better finished product daily.

In addition, Image will staff and train 5 additional staff members for staff coverage due to illness; emergency and or requested days off. With the additional staff Image will be able to meet the not only the staffing requirements but also have staff available for specialty work and or Supervisory requests for additional staff to maintain the City of Fort Lauderdale as necessary.

All staff will be directed by the Assigned Area Manager in conjunction with the Assigned Supervisor. With the daily work tickets, reports and recurring service schedule which is dictated by the RFP and built in the Image Operation Management Software both the Area Manager and Supervisor will be able to direct staff to duties and responsibilities per the desired frequency (Daily, Weekly, Monthly, Quarterly, Semi Annually and Annually). This at minimum per the RFP but with trained supervision each Area Manager and Supervisor will have the ability to request additional special services thru the Win Team system ensure City of Fort Lauderdale Satisfaction. These regularly scheduled services and any additionally requested services are all available for review by both Image and City of Fort Lauderdale staff.

Quality Control and Correction

The City of Fort Lauderdale staff will be scored for quality daily by the Supervisor and Lead assigned to oversee the daily cleaning. This will ensure quality and consistency. However, Image believes that additional oversight is necessary for the success of Image Companies at the City of Fort Lauderdale. Image will supply the City of Fort Lauderdale with unannounced Quality Control Inspections. All inspections are submitted directly to the Image office for review and processing. All necessary corrections and score reviews are shared within 24 hours of inspection with the Area Manager and Supervisor to be shared with Image staff for feedback, correction and training. *(Note-Quality Control Inspector is not part of the minimum requirements for City of Fort Lauderdale, this is customary on all Image jobsites and believe this additional step allows Image to provide better services for our clients. Image client retention is 7x the industry average. Industry average is 18 months for Client retention. Image client retention is 7 years) *

Day Time Porters:

Day Time Porters assigned for City of Fort Lauderdale will follow all the Cleaning Specifications given by City of Fort Lauderdale by area and by times.

Day Time Porters placed in the job-site will go thru our training class. Routine service during the daytime has different approach than the services at night time. Day Time Porters will be bilingual and we enforce the dress code as they are facing PB State College Management, Staff, students, and visitors.

Management:

Location and Service Area

Image Companies is located in West Palm Beach, Florida. Client / Prospective Clients Tours of the Image Office are available. Meet the staff and see Operation Center, Inventory Warehouse, Image Academy Training and much more. Image has a 1-hour response time to all locations within our service area. Our entire staff will be hired locally including all janitorial, specialties, Management, Administrative Support Staff. Most importantly Image Companies services rest above all else on the staff assigned. The following staff would be directly assigned to City of Fort Lauderdale.

Tim Wilson- 25 Years Industry Experience, 25 with Image Companies

Member of BOMA, USGBC, BSCAI

Certified IICRC (Institute of Inspection, Cleaning and Restoration) - Commercial Janitorial Services, Water and Fire Damage Restoration, Carpet Care and Spot Cleaning, Odor Control

10 Years Industry Experience with Green Cleaning

Eduardo Moya- 10 Years of Industry Experience, 5 with Image Companies

Member of BSCAI (Building Service Contractors of America)

IICRC (Institute of Inspection, Cleaning and Restoration) - Quality Control, Commercial Janitorial Service

5 Years Industry Experience with Green Cleaning

Bi-lingual (Spanish and English)

Leonardo Darlerta- 20 Years of Industry Experience, 8 with Image Companies Certified by BSCAI (Building Service Contractors of America and IICRC (Institute of Inspection, Cleaning and Restoration)

5 Years Industry Experience with Green Cleaning

Bi-lingual (Spanish and English)

Finally, Image will 100% self-perform the Eco Friendly Cleaning of the City of Fort Lauderdale. There will be no subcontractor(s) used to provide any services.

H



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Janitorial Services meeting your needs, exceeding your expectations

Dear Procurement Committee,

Identify number of crews working for each location

Describe how you will schedule basic janitorial service for each facility:

We will include all janitorial frequencies into our Tele Team system and produce daily, weekly, monthly, quarterly, semi annual and yearly reports to complete all tasks with each required frequency as per contract.

List the individual teams that will be working for that Group per building (s) includes Management, supervisory and maintenance crews

Image Companies will divide all frequency tasks among the following groups:

- 1) janitorial tasks will be completed by onsite cleaning crews
- 2) floor and carpet cleaning will be completed by Specialty crews assigned
- 3) Account Manager will verify that all tasks are completed and collect tickets with completion signatures of responsibility.

Describe how you will schedule basic janitorial service for each facility and how your firm will coordinate with periodic project and annual works tasks. Describe crew organization that will perform basic and project work.

- 4) janitorial tasks will be completed by onsite cleaning crews
- 5) floor and carpet cleaning will be completed by Specialty crews assigned
- 6) Account Manager will verify that all tasks are completed and collect tickets with completion signatures of responsibility.

Describe and present an example of your current reporting system used to compare actual performance against your schedule for regular service and describe how your form mitigates issues.

Please refer to attached report system copy

Describe your capabilities to respond to emergency or disaster situations including equipment such as Dewatering Methods or moisture removal tasks or other special cleaning services.

I



Image Janitorial Services - Staffing

We're your partner in building management. We'll work with you to make sure your building is clean and orderly. Our people are well trained, trustworthy, and our management is well organized. We'll do the job right, on time, and on budget.

We interview and thoroughly screen candidates for ability, character and temperament. We consider only those candidates with proper work credentials based on satisfactory work history of previous and present employers as well as qualifications. We verify all employees through local and statewide background checks via the Florida Department of Law Enforcement, The Division of Motor Vehicles, The Florida Division of Workers Compensation and The Department of Homeland Security and its E-Verification System. We are knowledgeable in matters affecting the hiring of personnel, including naturalization and immigration laws.



We staff a new building from four sources:

- Existing employees working at the building ONLY if they meet the strict standards of Image Janitorial Services, Inc.
- We find this approach minimizes the learning period. The current contractor's employees, whom we may hire after screening, interviewing testing and evaluating their performance, will be trained in our techniques and procedures through a required on site classroom training class.
- Current Image Janitorial employees at other locations. We know they do a great job already and have the track record to prove it; and
- Most importantly, we often hire based on referrals by Image Janitorial employees.



All staff is required to wear an Image shirt, an ID badge, khaki pants, a black belt and black OSHA approved shoes.

Training & Continued Education

All new employees receive in depth training to ensure that the high standards expected by Image Janitorial Services, Inc and its clients are maintained.

Image Janitorial Employee Training Program

Outlines employee training and ensures no steps are omitted thru classroom training, video training, practical applications, chapter quizzes and a final exam. A mini boot camp for all em-ployees.

Classroom Training:

1. Cleaning methods and specifications.
2. Types of and operation of equipment.
3. Chemicals and their safe use including Material Safety Data Sheets (MSDS), Blood Borne Pathogen Programs.
4. Customer relations.
5. Security Procedures

Testing:

After all employees have successful completed the Classroom training which includes a comprehensive final exam, all employ-ees are then assigned to a jobsite for their continued education.

On site training: Training Continues...

1. New employees are assigned an area, group or task always with an on-site supervisor.
2. The supervisor on site works with and instructs new employees to meet customer specifications.
3. Inspection and oversight is vital to quality training.





Image Janitorial Policy:

All employees are issued a handbook and agree to these tried and true policies which are in place for the customer and employees protection. Policies addressed range from Human Resources, discrimination, workers' rights & employers' rights, and customer expectations-to grooming, uniforms, employee reprimands and employee praise. A review of the companies policies can be requested at anytime by the employee and customer alike.

Security Procedures:

Paramount to providing quality cleaning is security. A job taken very seriously from the first day of training, to the daily ritual of securing each building at completion of services every night.

There are standards to every job. They are:

1. Designated employee for each job on every visit. Employees are trained at a specific jobsite. Through zone cleaning we can control who is in a specific area.
2. All employees must clock in. Using our state of the art employee tracking system, we can tell who is in the building, what time they started and what time they finished. Through employee voice recognition, we will verify that the designated employee is on-site.
3. Keys are only issued to a supervisor or job leader. These keys are labeled with an Image customer number, not the customer name, for security to the customer.
4. Keys may be kept in a designated lockbox on the jobsite (with the customers permission). This is the preferred method of key security storage. Keys will never leave the building as they are locked in a high security lockbox with keys issued only to customer, jobsite supervisor and Image Office. A total of 3 individuals will have access to keys.
5. On Multi-tenant space projects, a tenant checklist is used to secure each space. At the completion of cleaning each space, both supervisor and designated employee for said space lock and record the time. Both supervisor and employee must verify and sign that all information is accurate. A copy is faxed to the Image office and one is left for the customer's review. This helps limit unlocked doors. If a pass-card system is implemented in the customers building, the customer will be able to tell if any tenants entered the building after the cleaning service is completed.

1



Environmental Health & Safety

Presents ...

BACK SAFETY

*Or ...
How to prevent a lifetime of
back problems*

Back Injuries ...

- ▶ More than 1 million workers suffer back injuries each year, accounting for 1/5 of all workplace injuries or illnesses.
- ▶ One fourth of all compensation claims involve back injuries, which cost employers billions of dollars
- ▶ Add to that the employees' pain and suffering ...

Back Safety

Exit

Back Injuries ...

- ▶ They are exceedingly painful, difficult to heal, and have an effect on everything you do.
- ▶ After suffering one back injury, you are much more likely to experience another one later on.
- ▶ It is important to learn how to avoid injuring or re-injuring your back.

Back Safety

Exit

Back Injuries ...

- ▶ Do yourself a big favor by learning proper lifting techniques and the basics of back safety.
- ▶ You might be able to save yourself a lot of pain...
- ▶ ...and a lifetime of back problems.

Back Safety

Exit

2

Image Companies

Bloodborne Pathogen Training

WHY ARE WE HERE?

This training module is designed to provide a basic understanding of blood borne pathogens, common modes of their transmission, methods of prevention, and other pertinent information. All Image Associates whose job requires exposure to Blood borne Pathogens are required to completed this training.

- OSHA BB Pathogen standard
 - anyone whose job requires exposure to BB pathogens is required to complete training
 - employees who are trained in CPR and first aid

The more you know, the better you will perform in real situations!

What is a Blood borne Pathogen?

Microorganisms such as viruses or bacteria that are carried in the blood and can cause disease in people.



Common BB Pathogen Diseases

- Malaria is caused by a parasite called Plasmodium, which is transmitted via the bites of infected mosquitoes. In the human body, the parasites multiply in the liver, and then infect red blood cells. Symptoms include fever, headache, and vomiting, and usually appear between 10 and 15 days after the mosquito bite.
- Brucellosis is an infectious disease caused by contact with animals carrying a bacteria called Brucella. Acute brucellosis may begin with mild flu-like symptoms or symptoms such as fever; chills; excessive sweating; weakness and fatigue.
- Syphilis is an easily spread infection caused by the bacteria Treponema pallidum. The symptoms of syphilis depend on the stage of the disease. Many people do not have symptoms.
- **Hepatitis B (HBV)** is a virus that infects the liver and is transmitted primarily through blood to blood contact. Hepatitis B causes inflammation of the liver and can lead to more serious condition such as cirrhosis and liver cancer. There is no cure, however it could be prevent. Symptoms include fatigue, stomach pain, loss of appetite, and even nausea.
- **Hepatitis C (HCV)** is a viral disease that leads to swelling (inflammation) of the liver. The following symptoms could occur with hepatitis C infection, abdominal pain (right upper abdomen), dark urine, fatigue, generalized itching, jaundice and vomiting.
- **Human Immunodeficiency Virus (HIV)** is a retrovirus that causes the Acquired Immune Deficiency Syndrome (AIDS), a severe life-threatening illness which suppresses the body's ability to fight infection and can impede neurological function. Symptoms can vary, but often include weakness, fever, sore throat, nausea, headaches, diarrhea and swollen lymph glands.

Human Immunodeficiency Virus (HIV)

- HIV is the virus that leads to AIDS
- HIV depletes the immune system
- HIV does not survive well outside the body
- No threat on contracting HIV through casual contact
- Symptoms include: weakness, fever, sore throat, nausea, headaches, diarrhea, a white coating on the tongue, weight loss, and swollen lymph glands.



3

Safety Is Everybody's Business

Image Janitorial Services, Inc
2018

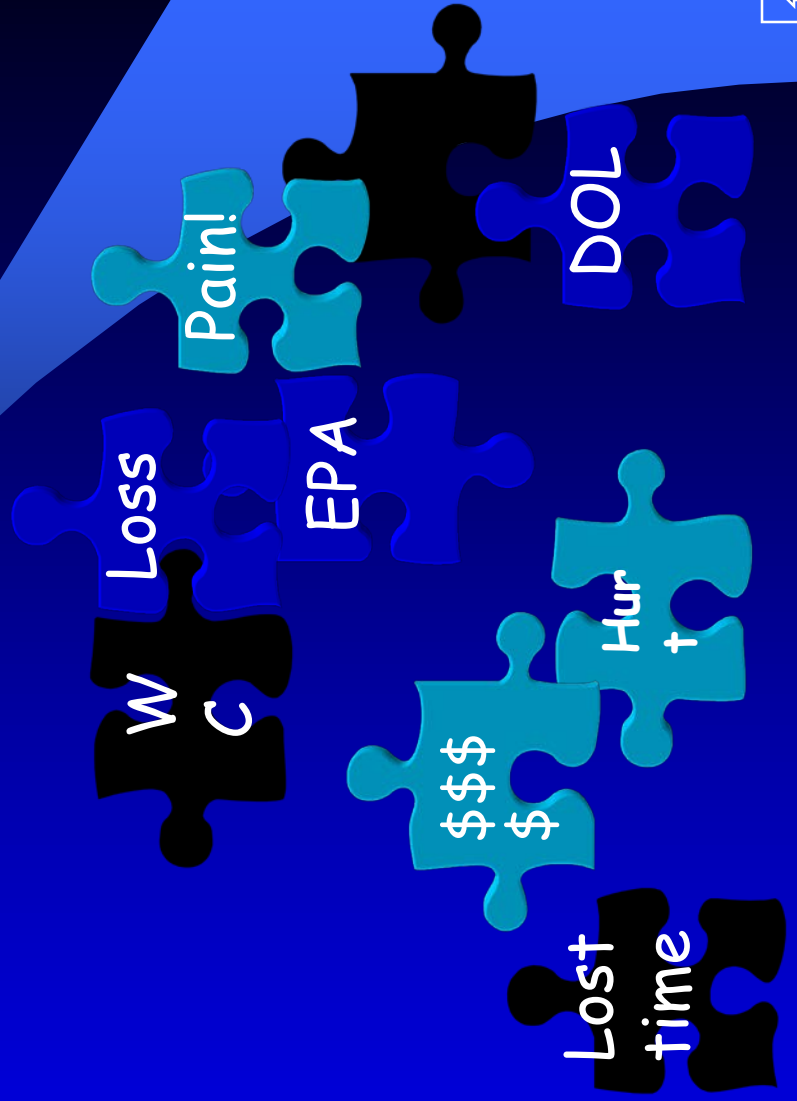
Course Objectives

- Help you decide that safety IS everybody's business, and why
- Provide you with an understanding of accident causes
- Explain safety responsibilities
 - For both employees and employers
- Introduce you to specific safety topics
 - Fire safety, lab safety, office safety



Why Worry about Safety?

- Why do you need to be concerned about safety?



Why Worry: Common Reasons

1. Getting hurt isn't fun!!

Not All Pain is Gain
Nobody likes getting hurt

Healthy employees are more
productive employees

Why Worry: Common Reasons

1. Getting hurt isn't fun!!
2. Cost of Accidents



4



IMAGE JANITORIAL SERVICES, INC.

Chapter 1: Interior Office Building Cleaning

This chapter is devoted to help you understand the theory and practice of professionally cleaning offices as well as other areas of an office building. The routine for cleaning an office can also be applied to lobbies, lounges, conference rooms and office work areas. This manual will define many cleaning concepts which are in active use today in thousands of cleaning companies all over the world. Our goal is to help you work smarter, and not harder! This educational manual is designed to help you save your Valuable time and energy while doing your best job up to professional standards of excellence!

Be A Professional

The material covered in this manual will help you perform your duties in a professional way. Please pay careful attention and if you have any questions, refer them to your Supervisor.

Your Personal Conduct

What you say, what you do, and how others perceive your conduct is an important topic. While on the job, you represent Image Janitorial Services, Inc , the company who is paying you to do the work. As a professional custodian, how you act will either generate respect for you, or may generate negative vibes. We'll show you how to get respect, and be eligible for promotions.

Keys; An Important Responsibility

A primary night responsibility of our company is building security, keys and locks, keeping unauthorized personnel out. Your job supervisor or maybe yourself (depending on the size of the job) will have access to all exterior and interior keys that will admit you into the building.

Report To Work On Time

It's your responsibility to report to work on time. If you can't report to work, you must notify your supervisor six hours in advance.

Find Something Valuable? Turn It In!

Should you find something of value, such as a watch or wallet, which appears to be lost. Turn it over to your supervisor. Your integrity is important. Your honesty will reflect very favorably on your character and impress the customer.

Report Burned Out Light Bulbs

Report burned out bulbs and other malfunctioning items to your supervisor. This is a service to the occupant of the office that will really be appreciated.

Break Something? Report It!

If you ever break anything, be sure to report the incident to your supervisor. Our company realizes that accidents do happen occasionally. It is better to report the broken item to the customer than the customer reported to us it was broken. Failure to report customer damage will lead to an employee reprimand and cost of repair or replacement. You will not be disciplined if you report the breakage to your supervisor. However, you may be disciplined if you do not report it or try to cover it up.

Don't Talk Too Much To Building Occupants

If you happen to meet an "office-person" working late, be cordial and polite. Your greeting should be brief. Never carry on lengthy conversations or gossip. You are a good-will ambassador for us and we are depending on your professionalism in every way.

Don't Smoke!

Needless to say, smoking during work periods is prohibited. Smoking while you clean will only hinder your cleaning efforts. Also, smoking could cause a fire, and then we are all out of work! All smoking is to be done in a designated smoking area.

Don't Drink Alcoholic Beverages'

Our company will not tolerate any drinking of alcoholic beverages, which could cause your discharge. We both have our reputations to protect. Don't Take Drugs if you are found to be an illicit drug user, you will be discharged.

Furnishings For Every Room Cleaned Have A Start Point!

The Seven-Step Cleaning Program For Offices

We will now discuss the seven-step program that you will use in cleaning offices and other rooms inside an office building.

STEP I. Getting Ready To Clean

The first step is: "Getting yourself ready to clean." You should be wearing a clean uniform with name badge for identification purposes.

Check Your Duty List

You will be given a duty list that indicates each job you will perform on your shift. Some of the duties will occur every time you clean. Others will indicate tasks you will perform weekly, monthly and even yearly.

Check With Your Supervisor

Check with your supervisor for any special cleaning instructions before you begin. He or she will describe any special cleaning task you may need to perform in your work area of the building.

Make Sure You Have Necessary Supplies

Make sure you have necessary supplies including a drying cloth and dampened cloth for uses, which will be covered shortly.

Using Cleaning Caddies and Mobile Barrels

Depending on the type of building you will be cleaning; you will work from a cleaning caddy or a mobile barrel. The cleaning caddy consists of a large trash bag, with liners, and shelves. You will store cleaning supplies and chemicals on the caddy, which you will need to perform the various cleaning duties on your duty sheet. You will need an assortment of damp cleaning cloths, dry cleaning cloths, a trigger sprayer containing glass cleaner and a another sprayer containing all-purpose cleaner. You will also need a dust wand, vacuum

cleaner, plastic liners, dust mop, wet mop, and wringer bucket set-up. Your supervisor will help you determine the supply items you will need for your assignment.

Using Mobile Barrels

In some buildings, in place of the cleaning caddy, you will use a large Waste mobile or Barrel on wheels. You will insert a small tray in one side of the top of the barrel to hold your cleaning supplies. You will be told of the type of system you will use in your building.

Work In Logical Patterns

As a janitorial professional, you'll want to work in logical patterns, so as not to miss a room.

Using pattern cleaning will save you time and energy and reduce the likelihood of missing an area. At the start of your shift, you will move out with a plan that starts with a fully stocked cleaning cart.

Unlock Door, Turn On Room Lights

Unlock the door of your work area, turn on the lights and move your equipment inside. Now, lock the door from the inside for your personal security.

A Cluttered, Well Occupied Office Is No Problem

Our systematic professional approach will help you clean any office. This is true regardless of its use during the day, or its level of dust or scattered debris. Most offices that you will clean will look slightly used, and be easy to clean.

STEP 2. Empty Ashtrays & Discard Paper Debris

Step two calls for emptying ashtrays and the pick-up and discarding of paper debris. To clean an ashtray, you should grasp it from the top. Arch your hand over the top of ashtrays, and lift it for cleaning. The palm of your hand is sensitive and will warn you of any smoldering materials that could cause a fire in your trash bag.

Empty Only Cold Ashtray Contents

Empty ONLY cold ashtrays into your trash container. Hold the ashtray well into the trash container before you upend it. This will minimize the spread of ashes into the air.

Empty Smoldering Ashtray Contents Into Metal Container

If the contents of the ashtray are warm or smoldering, empty it into a separate metal container filled partially with water. Fire is always a danger, and you must do your part to prevent fire from ever happening.

Cleaning Ashtrays

Wipe the ashtray clean with your damp cloth of smoke, stains and tar. The damp cleaning cloth that you use to wipe ashtrays should only be used for that purpose. Other procedures you will learn in this manual also call for the use of a damp cleaning cloth. The ashtray cloth should only be used for that purpose.

Replace Ashtrays Exactly Where You Find Them

Remember to replace ashtrays exactly where you found them on the desk or other furniture. The person who occupies the office you are cleaning will appreciate your consideration.

Sand Urns Need Daily Attention

Sand urns must be cleared of debris and ashes with the use of a sifter every day. Some new sand will have to be added from time to time. Check for the frequency with your supervisor.

Pick Up Disposable Trash

Used disposable cups and other paper debris should be discarded in the trash receptacle. Trash of this type can be found on desks, tables, and chairs and on the floor. Any trash you find will have to be picked up and discarded. Many day people are poor basket shots. It is your responsibility to pick

up loose and discarded debris such as papers, paper cups, cigarette butts and stirring sticks and put them into the wastebasket.

Do Not Discard Filled Paper Boxes

You must not discard paper boxes that you may find in offices. Unless the paper box is clearly marked as TRASH, you must not disturb it. Many times office people will leave Paper boxes on floors, which contain reports or other items that can't be filed. So they leave them on the floor in most cases. Be careful not to throw any boxes away which have Paper work in them. Discard only boxes labeled "TRASH".

STEP 3. Empty Wastebaskets & Containers

Step three is to empty wastebaskets and other containers of trash into plastic bags or your waste barrels. Periodically the insides of trash receptacles should be damp wiped.

A word of caution, never put your hands into a littered wastebasket, or uses your hand to push down trash in an almost full wastebasket. You might cut yourself! Your safety is important to us!

Empty Littered Plastic Liners

If the wastebasket is lined, lift the liner carefully away from your body and place or empty it into the trash receptacle on your cart. Reline the basket with new liner if necessary.

UNLINED Wastebaskets Are Emptied Directly Into Your Trash Receptacle. This is usually a trash bag on your cleaning cart or a lined barrel on wheels. Just remember to replace all wastebaskets exactly where you found them.

Reach Wastebasket Well Into Trash Receptacle

Remember to reach the full wastebasket well down into the cart bag before up-ending it. This procedure will prevent spillage or spreading of dust, which would mean extra work For you.

Wastebaskets Are Damp Wiped Regularly

Unlined wastebaskets are damp wiped regularly. This is usually done with some all purpose cleaner sprayed on a cloth to clean the insides of the basket. Plastic liners are replaced only when they become dirty or torn to the point where trash may fall through. Being frugal with liners will save money for your organization.

Have doubts? Ask your supervisor.

STEP 4. Dust All Horizontal Surfaces

Step four requires the dusting of all horizontal surfaces. This can be done with a cotton cloth, a treated dust cloth, a feather duster or a dust wand. Your supervisor will pick the method to be used in your office building. You will find that the cotton cloth is the most frequently used method.

Dusting Cloth Should Be Handled Properly

Use as wide an area of cloth surface as possible to fit your hand. Refold the cloth as the side you are working on gets dirty.

When all surfaces of the cloth are dust laden then replace it with a new one.

Wipe Up Spills

Use a damp cotton cloth, or paper towel to wipe any spills you find. This applies to desks, tables, ledges and etc. You can wipe up spills on veneer, formica, ceramic, metal and other protective surfaces.

Don't Attempt To Wipe Up Spills On Wood Furniture

However, you cannot use a damp cloth to wipe up spills on fine wood furniture such as cherry wood, mahogany, or other fine woods. Call your supervisor immediately if you find a

spill on this type of furniture. Also never use a damp cloth to clean fine wood furniture. Water could harm the surface of such furniture.

Wipe Up Spills First, Then Dry Dust

Always wipe up spills first, then proceed to dry dust.

Wipe With Your Good Hand!

Wipe with your good hand and lift with your other hand. If you're right handed clean with your right hand-your best hand-while lifting objects with your left hand. You left-handed people do the reverse and clean with your left hand and lift and replace items with your right hand.

Work In A Pattern While Dusting Furniture

You should always use a pattern when dusting any piece of furniture. Either work from right to left or left to right. If you are right handed, then you will start cleaning the right side of the surface working to your left. Do the reverse if you are left-handed. This way you will avoid re-distributing dust on surfaces you've already cleaned. This is a simple time and energy saving rule.

Don't Lift Heavy Items On Furniture

It's not necessary to lift and dust under heavy items every night. But make sure you dust under its edges as far as the cloth will reach every night. Continue to work from right to left, dusting under and replacing lighter objects.

Do Not Disturb Paperwork!

Dust around paperwork left on desks and tables. Remember not to move or discard any papers that you find on office furniture and equipment. This is an extremely important part of your training. Sometimes people who work at desks, sort paperwork according to priorities, or importance, or type of response necessary. If you re-stack papers, you could cause extra work on the part of the occupant of that office, and make that person very upset with the cleaning service. Leave paperwork untouched.

Dust Wands and Feather Dusters

In low dust-level areas some dusting procedures may call for the use of dust wands or feather dusters. These are used in place of cotton cloths. Check with your supervisor for his instructions regarding the type of duster you are to use.

Use Dust Wands For High Surface Cleaning

Use a dust wand or feather duster to dust the tops of picture frames, doorframes and other high ledges. These are favorite places for dust to hide. Never stand on a chair, using a cotton cloth to dust these places. Also, using dusters will save you time.

Hold Picture Frames Straight

A word about dusting picture frames. It is possible to leave a tilted picture frame unless you're careful. Hold part of the picture frame and other plaques and wall hangings, and dust with your free hand. This way, you won't have to go back later and eyeball the straightening of picture frames and wall hangings.

Clean Chalkboards Too!

Whatever cleaning specifications are called for in your area, like chalkboards for example, these must be cleaned according to the frequency scheduled. Clean chalkboards with a sponge and ammonia spray. Then wipe with a dampened cloth. Be sure to use straight strokes for optimum results, as chalkboards will show your cleaning pattern when they dry.

It is your job to perform your work to the potential of your ability! Success depends on you and your adherence to professional procedures.

Dust Computer Tables

J



1750 N. Florida Mango Rd, Ste 103
West Palm Beach, FL 33409
561-877-8778 • Fax 561-844-8986

Janitorial Services meeting your needs, exceeding your expectations

Equipment :

Carpet Cleaning Truck Mount Unit - Prochem Blazer
Floor buffer machines - Clarke RS16
Wet Dry Vacuums - Tenant 3500
Upright Vacuums - Sanitaire 5c899F and Sanitaire 5635A
Floor Scrubber - Avern. 36" Rotary Floor Scrubber
Portable Carpet Extractor - Nija 400 Carpet Extractor
Pro-Team Hepa filtered Vac Pac Vacuum cleaners - Pro Team 107109 Super Coach Vac HEPA
Maid carts - Rubbermaid 6173-88-3 shelf janitor cart with vinyl zippered bag
Micro Fiber mopping systems - Rubbermaid N/N
Rubbermaid tilt truck (garbage carts) - Rubbermaid 131542 TILT
Mop buckets - Rubbermaid FG758088YEL
Mop sticks - Rubbermaid RCPH245
Mop heads - Rubbermaid Heads 2402 ULINE
Green scrub pads - Scrubble by ACS96-050
Micro fiber towels - ELITE- heavy weight
Fixture brushes - No code
Pumice stick - Pumbice Heavy Duty Scouring Stick
Feather dusters - Lambswood 30-45 ULINE
Cob web removal head and extension poles - GOTCHA Cobweb remover
Brooms - Standard Angle Broom 12"
Lobby brooms - Lobby Broom ULINE
Dust pans - Rubbermaid FG253100BLA
Vacuum belts - Dyson DC4DC7DC14

Chemicals:

Spartan Chemicals
Green Solutions - All purpose Cleaner - 3501
Green Solution - Glass cleaner - 3507
Green Solutions - High Dilution Disinfectant 256 - 3508, 3516
Green Solutions - Neutral Disinfectant Cleaner - 3502, 3513
Green Solutions - Restroom Cleaner - 3503
Green Solutions - Carpet Cleaner - 3509
Green Solutions - Floor Seal & Finish - 3504
Green Solutions - Spray Buff - 3040-4440
Green Solutions - Chemical Management Dispensing Systems
Furniture polish - 7-7937-2
Stainless steel cleaner - 7-8198
Ajax - 200000017779
Tylex - 5813-24







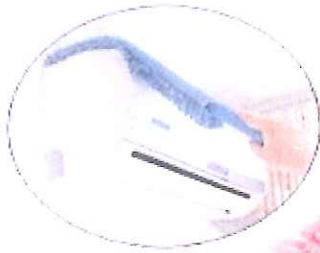
















K



1750 N. Florida Mangle Road, Suite 103
West Palm Beach, FL 33409
(561) 844-8778 Fax (561) 844-8986

Janitorial Services meeting your needs, exceeding your expectations

- 1. Company Name: City of Boynton Beach**
Address: 100 E. Boynton Beach Blvd., Boynton Beach, FL 33425
Contact Name: Gail Mootz
Phone: 561-742-6223
Email: MootzG@bbfl.us
Description of Work: Janitorial Services: City Buildings and Parks 7 x week
Service Dates: 2012 to ongoing
Approximate Contract Value: 1.5 Million over 6 years
- 2. Company Name: City of Vero Beach**
Address: P.O. Box 1389 Vero Beach, FL 32961
Contact Name: Carol S. Shoaf
Phone: 772-978-5474
Email: cshoaf@covb.org
Description of Work: Janitorial Services: City Buildings 5 x week
Service Dates: 2016 to ongoing
Approximate Contract Value: \$396,000 over 3 years
- 3. Company Name: Wycliffe Country Club**
Address: 4650 Wycliffe County Club Blvd. Wellington FL, 33449
Contact Name: Mark Jacobson
Phone: 561-472-6535
Email: M.Jackson@wycliffecc.com
Description of Work: Janitorial Services: Class A Country Club 7 x week
Service Dates: 2012 to ongoing
Approximate Contract Value: 1.7 Million over 6 years

L

This company is
not a minority
women owned
corporation.

M

Schedule of Subcontractor's NONE

TAB 4

Submission Requirement Checklist Forms

N

BID/PROPOSAL CERTIFICATION

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) Image Janitorial Services, Inc. EIN (Optional): 65-0273834

Address: 1750 N. Florida Mango Rd, Suite 103

City: West Palm Beach State: FL Zip: 33409

Telephone No. 561-844-8778 FAX No. 561-844-8986 Email: twilson@imagecompanies.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): _____

Total Bid Discount (section 1.05 of General Conditions): N/A

Does your firm qualify for MBE or WBE status (section 1.09 of General Conditions): MBE _____ WBE _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
#1	12/28/2018				

VARIANCES: If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark **N/A**. **If submitting your response electronically through BIDS SYNC you must also click the "Take Exception" button.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Timothy B. Wilson
Name (printed)

01/10/2019
Date:

revised 04/10/15


Signature

President
Title

O

SECTION VI - COST PROPOSAL PAGE - REVISED

Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor shall quote firm, fixed, costs for all services identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

Page 1 of 2

	LOCATIONS	DESCRIPTION	OPERATING HOURS	SERVICES PER YEAR	PRICE PER SERVICE (svc)	TOTAL ANNUAL COST PER LOCATION
1.	Bayview Park 4401 Bayview Dr. Located at northside of park. (Estimated Square Footage – 455 sqft.)	One Men and Women restroom. 1 Service per Day - Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ _11.51___/svc	\$ _4,201.15__
2.	Floranada Park Located at 5100 NE 14 Way, on north side of the school by baseball fields third base. (Estimated Square Footage – 88 sqft.)	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ _9.86___/svc	\$ _3,598.90_
3.	George English Park Located at 1101 Bayview Dr. (Estimated Square Footage – 600 sqft.)	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ _9.86___/svc	\$ _3,598.90_
4.	George English Park Administrative Office Located at 1101 Bayview Dr. (Estimated Square Footage – 200 sqft.)	One unisex restroom with shower. 1 Service per Week– Must be cleaned once per week, by 12-noon.	7AM to 4PM	52 SVC	\$ _11.54___/svc	\$ _600.08_
5.	Holiday Park multi-fields Located at 800 North Federal Highway. Located very close to Park Rangers office. (Estimated Square Footage – 660 sqft.)	One Men and Women restroom. 2 Services per Day - Must be cleaned 2 times a day. One cleaning by 9-am and the other must be 4 hours after first cleaning.	7AM to 8PM	730 SVC	\$ _11.51___/svc	\$ _8,402.30_
6.	Holiday Park Baseball fields, Located at most northern end of park, by NE 12 Way. (Estimated Square Footage – 744 sqft.)	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ _8.22___/svc	\$ _3,000.30_
7.	Holiday Park Jimmy Evert Tennis Center. Located at 800 North Federal Highway. (Estimated Square Footage – 648 sqft.)	One Men and Women restroom with showers. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 4PM	365 SVC	\$ _16.44___/svc	\$ _6,000.60__
8.	Floyd Hull Stadium – inside the Park at the corner of SW 8 th Avenue & SW 28 Street	One Men and One Women restrooms (in the new concessions)	7AM to 6PM	365 SVC	\$ _16.44___/svc	\$ _6,000.60__

	(Estimated Square Footage – 288 sqft.)	1 Service per Day – Must be cleaned before 12-noon daily.				
9.	Floyd Hull Stadium Across from Morton Center – Outfield area (Estimated Square Footage – 260 sqft.)	One Men and Women restroom (Madera-Tyrell Building) 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 6PM	365 SVC	\$ _17.10_/svc	\$ _6,241.50_
10.	Dottie Mancini Park. Located at 6400 NE 22 Ave. (Estimated Square Footage – 52 sqft.)	One unisex restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ _8.22_/svc	\$ _3,000.30_
11.	Sunset Park. Located at 3775 SW 16 St., beside the school (Estimated Square Footage – 120 sqft.)	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ _8.22_/svc	\$ _3,000.30_
12.	Parks Yard Restroom. Located at 220 SW 14 Ave., by the Foremen and Supervisors offices. (Estimated Square Footage – 314 sqft.)	Unisex bathroom and hallway with shower. Also, cleaning of the ladies restroom (3 sinks and 3 toilets and one utility sink) at the front of the building. 2 Services per Week (Monday and Thursday), by 12-noon.	7AM to 3PM	52 SVC Corrected to: 104 SVC	\$ _24.56_/svc	\$ _2,554.24_
13.	Las Olas Esplanade at Riverwalk. Located directly across from the IMAX complex. (Estimated Square Footage – 1737 sqft.)	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ _19.73_/svc	\$ _7,201.45_
14.	Riverland Park Located at 4000 Riverland Rd., on the north side of the park. (Estimated Square Footage – 120 sqft.)	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ _9.53_/svc	\$ _3,478.45_
15.	Mills Pond Baseball Restrooms 2201 NW 9 Ave. (by concession stand) Gated park entrance. (Estimated Square Footage – 184 sqft.)	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 6PM	365 SVC	\$ _9.86_/svc	\$ _3,598.90_
16.	Mills Pond at the Multi-fields. Location is at southern end of park. Gated park entrance. (Estimated Square Footage – 668 sqft.)	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	7AM to 6PM	365 SVC	\$ _9.86_/svc	\$ _3,598.90_

17.	Mills Pond Maintenance Located at: 2201 NW 9 Ave (Estimated Square Footage – 42 sqft.)	One unisex restroom – 1 Service per day	8AM to 4PM	365 SVC	\$ _11.00__/svc	\$ _4,015.00__
18.	Palm Aire Park Located at 3354 NW 63 St. (Estimated Square Footage – 636 sqft.)	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12-noon daily.	8AM to 4PM	365 SVC	\$ _11.51__/svc	\$ _4,201.15__
19.	South Beach Restrooms Located at the beach at A1A and Harbor Drive, across from Bahia Mar Hotel and Marina (Estimated Square Footage – 1290 sqft.)	One Men and Women restroom. <u>Monday through Friday:</u> Must be cleaned three (3) times a day at 7 am, 12 noon, and 4 pm. <u>Weekends:</u> must be cleaned six (6) times a day at 6 am, 9 am, 12 noon, 3 pm, 5 pm, 7 pm.	6AM to 8PM	1404 SVC	\$ _18.52__/svc	\$ _26,002.008__
20.	Fort Lauderdale Stadium Located at 1301 NW 55 Street (Estimated Square Footage – 260 sqft.)	Men and Women Restroom used for Soccer behind the left field bleachers, Main Men and Women Bathrooms located behind the food court area and Men and Women restrooms located behind the outfield bleachers. 3 cleanings per week - MWF	8AM to 9PM	468 SVC Corrected to: 156 SVC	\$ _17.95__/svc	\$ _2,800.20__
21.	Cooley's Landing Restrooms – 420 SW 7 Ave (Estimated Square Footage – 612 sqft.)	One Men and Women restroom. 1 Service per Day –	6AM to 7PM	365 SVC	\$ _9.53__/svc	\$ _3,478.45__
22.	Hardy Park Located at 25 SW 9 Street (Estimated Square Footage – 600 sqft.)	One Men and Women restroom. 1 Service per Day –	8AM to 9PM	365 SVC	\$ _9.53__/svc	\$ _3,478.45__
23.	Morton Activity Center Located at 2890 SW 8 Ave (Estimated Square Footage – 400 sqft.)	One Men and One Women Restroom – 1 Service per Day	8AM to 5PM	365 SVC	\$ _9.53__/svc	\$ _3,478.45__
24.	15th Street Boat Basin/Cox Landing Located at: 1784 SE 15 Street (Estimated Square Footage – 288 sqft.)	Need a daily cleaning of all the picnic tables under the pavilion by the restroom room. They will also need to wash the floor washed down daily and empty the 2 garbage can on eastside of the pavilion	8AM to 5PM	365 SVC	\$ _24.11__/svc	\$ _8,800.15__

		<p>.This structure is 25'x16'.</p> <p>The bathroom structure is 20'x 15 and the mens and ladies bathroom both have one toilet and one sink in each room. The soap, toilet paper and paper towel dispensers need to be filled daily and the baby changing tables need to be cleaned daily. The garbage cans in each bathroom also need to be emptied daily. Clean 2 drinking fountains.</p> <p>The walls and floor and light fixtures need to fall under the same cleaning schedule as the other bathrooms.</p> <p>The fish cleaning table also needs to be cleaned daily with the right chemicals and no abrasive material should be used on it. Please report any damage or functioning issues. The floor also needs to be cleaned daily and lighting and walls should be cleaned on the same schedule as stated in contract. The garbage can will need to be cleaned daily as well.</p> <p>This whole facility needs to be cleaned daily before 12 noon.</p>				
25.	Mangurian Park Located at: 3850 N Federal Hwy	One Men and One Women Restroom (1 service per day)	8AM to 9PM	365 SVC	\$ 9.04 /svc	\$__3,299.60__

	(Estimated Square Footage – 288 sqft.)					
26.	Osswald Park Located at: 2220 NW 21 Ave (Estimated Square Footage – 630 sqft.)	One Men and One Woman Restroom – 1 cleaning per day	8AM to 9PM	365 SVC	\$_11.51_/svc	\$_4,201.15__

(All cleaning schedules as outlined in Contract are subject to change by City)

TOTAL ANNUAL COST \$ _131,830.75_____

Special Events:

In addition, the City of Fort Lauderdale occasionally hosts special events which require a restroom monitor be present to ensure the restroom facilities are kept clean during City sponsored special events. Please indicate your cost for a restroom monitor below. This shall be a flat rate, regardless of nights/weekends/holidays.

\$ _18.50_____ per hour

P

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
N/A	
N/A	

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

Q

**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

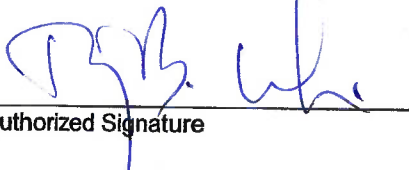
Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- (a) Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.


Authorized Signature

Timothy B. Wilson - President

Print Name and Title

01/10/2019

Date

R

LOCAL BUSINESS PRICE PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local business price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- (1) _____
Business Name is a **Class A Business** as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
- (2) Image Janitorial Services, Inc.
Business Name is a **Class B Business** as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
- (3) _____
Business Name is a **Class C Business** as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.
- (4) _____
Business Name requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
- (5) _____
Business Name requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
- (6) _____
Business Name is considered a **Class D Business** as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.

BIDDER'S COMPANY: Image Janitorial Services, Inc.

AUTHORIZED COMPANY PERSON: Timothy B. Wilson

NAME

SIGNATURE

01/10/2019
DATE

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019

DBA:
Business Name: IMAGE JANITORIAL SERVICES INC

Receipt #: 325-266060
Business Type: CLEANING/JANITORIAL
(JANITORIAL)

Owner Name: TIMOTHY B WILSON
Business Location: 814 14TH ST
PALM BEACH COUNTY
Business Phone: 561-844-8778

Business Opened: 12/08/2014
State/County/Cert/Reg:
Exemption Code:

Rooms **Seats** **Employees** **Machines** **Professionals**
250

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
150.00	0.00	0.00	0.00	0.00	0.00	150.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

IMAGE JANITORIAL SERVICES INC
814 14TH ST
LAKE PARK, FL 33403

Receipt # 1CP-17-00014764
Paid 07/18/2018 150.00

2018 - 2019

S

CONTRACT PAYMENT METHOD BY P-CARD**THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

_____ MasterCard

 x Visa Card

Company Name: Image Janitorial Services, Inc.

Timothy B. Wilson
Name (Printed)


Signature

01/10/2019
Date

President
Title

T



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
 www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

1750 North FLORIDA MANGO RD
 Ste 103
 WEST PALM BEACH, FL 33409

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
56-0007 CLEANING SERVICE	WILSON TIMOTHY		U19.111424 - 11/26/18	\$295.31	B40108717

This document is valid only when receipted by the Tax Collector's Office.

IMAGE JANITORIAL SERVICE INC
 IMAGE JANITORIAL SERVICE INC
 1750 N FLORIDA MANGO RD STE 103
 WEST PALM BCH, FL 33409

STATE OF FLORIDA
PALM BEACH COUNTY
2018/2019 LOCAL BUSINESS TAX RECEIPT

LBTR Number: 200218449
EXPIRES: SEPTEMBER 30, 2019

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



Development Services

0000049591

IMAGE JANITORIAL SERVICES INC
 1750 N FLORIDA MANGO RD # 103

CITY OF WEST PALM BEACH
2018 to 2019 BUSINESS RECEIPT

JANITORIAL SERVICES

NOT TRANSFERABLE

CITY OF WEST PALM BEACH
 P.O. BOX 3147, WEST PALM BEACH, FL. 33402

BUS. TAX ID.	CATEGORY	DESCRIPTION	FEE
93250	561720	JANITORIAL SERVICE	86.81
TOTAL			86.81
** PAID			86.81
			** BAL ** 0.00

EXPIRES
SEPTEMBER 30,
2019

**THIS DOCUMENT NOT VALID
 UNTIL FUNDS ARE COLLECTED**

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019

DBA:
Business Name: IMAGE JANITORIAL SERVICES INC

Receipt #: 325-266060
Business Type: CLEANING/JANITORIAL
(JANITORIAL)

Owner Name: TIMOTHY B WILSON
Business Location: 814 14TH ST
PALM BEACH COUNTY
Business Phone: 561-844-8778

Business Opened: 12/08/2014
State/County/Cert/Reg:
Exemption Code:

Rooms **Seats** **Employees** **Machines** **Professionals**
250

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
150.00	0.00	0.00	0.00	0.00	0.00	150.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

IMAGE JANITORIAL SERVICES INC
814 14TH ST
LAKE PARK, FL 33403

Receipt # 1CP-17-00014764
Paid 07/18/2018 150.00

2018 - 2019

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Image Janitorial Services, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1750 N. Florida Mango Road, Suite 103

6 City, state, and ZIP code

West Palm Beach, Florida 33409

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

6 5 - 0 2 7 3 8 3 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

10/11/2018

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Florida, Inc. P.O. Box 2412 Daytona Beach FL 32115-2415	CONTACT NAME: Denise Gordon PHONE (A/C, No, Ext): (386) 239-8864 FAX (A/C, No): (386) 323-9122 E-MAIL ADDRESS: dgordon@bbdaytona.com
INSURED IMAGE JANITORIAL SERVICES, INC 1750 N FLORIDA MANGO ROAD STE 103 WEST PALM BEACH FL 33409	INSURER(S) AFFORDING COVERAGE INSURER A: Southern-Owners Insurance Company INSURER B: Owners Insurance Company INSURER C: Technology Insurance Company, Inc. INSURER D: INSURER E: INSURER F:
	NAIC # 10190 32700 42376

COVERAGES**CERTIFICATE NUMBER:** 18-19/19-20 MASTER**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		72968728	04/01/2018	04/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y		9698226604	04/01/2018	04/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			9698226605	04/01/2018	04/01/2019	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A Y	TWC3767242	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Bid 1808-010.

CITY OF FORT LAUDERDALE AND THE CITY'S OFFICERS, EMPLOYEES, AND VOLUNTEERS ARE ADDITIONAL INSURED IN REGARDS TO THE GENERAL LIABILITY PER FORM 55373 0107 AND TO THE AUTOMOBILE LIABILITY PER FORM 89304. WAIVER OF SUBROGATION IN FAVOR OF CITY OF FORT LAUDERDALE AND THE CITY'S OFFICERS, EMPLOYEES, AND VOLUNTEERS APPLIES TO WORKERS COMPENSATION PER FORM WC000313. PRIMARY AND NON-CONTRIBUTORY ON THE GENERAL LIABILITY PER FORM 55373 0107.

30 DAY NOTICE OF CANCELLATION, EXCEPT FOR 10 DAYS FOR NON-PAYMENT OF PREMIUM, WILL BE PROVIDED TO THE CERTIFICATE HOLDER BY THE CARRIER FOR GENERAL LIABILITY, AUTO LIABILITY AND UMBRELLA LIABILITY POLICIES.

CERTIFICATE HOLDER**CANCELLATION**CITY OF FORT LAUDERDALE
100 N ANDREWS AVENUE

FORT LAUDERDALE

FL 33301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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TAB 5



CITY OF FORT LAUDERDALE

RFP TABULATION

RFP # 555-11543

TITLE: Janitorial Services, Parks

OPENED: 12/30/14

			Image Janitorial Services	
LOCATIONS	QTY	UNIT	UNIT COST	TOTAL COST
Bayview Park	365	svc	\$ 12.00	\$ 4,380.00
Floranada Park	365	svc	\$ 10.00	\$ 3,650.00
George English Park	365	svc	\$ 10.00	\$ 3,650.00
George English Park, Admin.	52	svc	\$ 12.00	\$ 624.00
Holiday Park, Multi Fields	730	svc	\$ 12.50	\$ 9,125.00
Holiday Park, Baseball Fields	365	svc	\$ 12.00	\$ 4,380.00
Holiday Park, Jimmy Evert Ctr	365	svc	\$ 17.00	\$ 6,205.00
Floyd Hull Stadium	365	svc	\$ 24.00	\$ 8,760.00
Floyd Hull Stadium, Outfield	365	svc	\$ 10.00	\$ 3,650.00
Dottie Mancini Park	365	svc	\$ 10.00	\$ 3,650.00
Sunset Park	365	svc	\$ 10.00	\$ 3,650.00
Parks Yard	52	svc	\$ 20.00	\$ 1,040.00
Las Olas Esplanade	365	svc	\$ 12.00	\$ 4,380.00
Riverland Park	365	svc	\$ 10.00	\$ 3,650.00
Mills Pond Baseball	365	svc	\$ 12.00	\$ 4,380.00
Mills Pond Multi-Fields	365	svc	\$ 12.00	\$ 4,380.00
Palm Aire Park	365	svc	\$ 12.00	\$ 4,380.00
South Beach	1404	svc	\$ 16.00	\$ 22,464.00
Fort Lauderdale Stadium	168	svc	\$ 18.00	\$ 3,024.00
Cooley's Landing Parking Lot	365	svc	\$ 10.00	\$ 3,650.00
Hardy Park	365	svc	\$ 10.00	\$ 3,650.00
Morton Activity Center	365	svc	\$ 10.00	\$ 3,650.00
15th St. Boat Basin/Cox Landing	365	svc	\$ 18.00	\$ 6,570.00
			\$ 116,942.00	



ADDENDUM NO. 1

RFP No. 12224-595
TITLE: Janitorial Services, Parks

ISSUED: January 14, 2019

This addendum is being issued to make the following change(s):

1. Section VI – Cost Proposal Page, Line Items 12 and 20 have been corrected. Bidder must use the Revised Section VI included with this addendum.
2. The end date has been changed to Wednesday, January 23, 2019.

All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
Procurement Administrator

Company Name: Image Janitorial Services, Inc.

(please print)

Bidder's Signature: _____

Date: 01/14/2019