

ALJ Services LLC

Here at ALJ Services, we stand by the following quote: “Unity is strength when there is teamwork and collaboration, wonderful things can be achieved.” ALJ Services was founded in 2008 and provides janitorial services. ALJ Janitorial is a leading provider of Industrial cleaning kitchen, hotels, schools, warehouse, and offices. We specialize in Kitchen, tile cleaning, carpet, and windows for Commercial buildings in cities. Our goal is to provide a clean and healthy environment for our customers through state-of-the-art cleaning technology and a commitment to customer service. Safety is a priority for our customers and employees, while in your facility we follow a detailed health /safety program. This insures quality service, happy employees and competitive prices. We provide a daily and weekly janitorial service, specialty cleaning programs for Carpet steam cleaning, Tile & grout clean/seal, VCT floor waxing, and restroom steam cleaning services.

ALJ Services is registered in Broward County as a small business and carries the following certifications: CBE, SBE, MBE, DBE, WBE, and SB. We have worked tremendously to develop our name within the community.

Chief Operation Officer

Chief Operation officer ALJ Services is Latoya Julien. ALJ services has about 25 years of experience put together. With this, they bring their knowledge and experience to the cleaning industry.

Antonella Julien currently provides administrative assistance to the company.

LATOYA JULIEN
President/ Management of Operation

Forward-thinking operations executive with a passion for being innovative and creative. With 10 years of experience in contract cleaning, the janitorial industry requires the aptitude to adapt and diversify roles when dealing with a diverse public audience. The managerial skill is maximized to induce productivity, to identify issues, solve problems, and regulate costs.

Professional Strengths

- Innovative Thinker
- Analytical Skills
- Active Listening
- Customer Service
- Goal Oriented
- Critical Thinking
- Communication Skills
- Skilled Problem Solver
- Training and managing teams

Professional Experience

ALJ Services LLC

President/ Management of Operation

- Deep knowledge of current literature and principles of supervision
- Familiarity with service vicinity and U.S. federal financial regulations
- Good understanding of government contracting, budget, cost, logistics
- Ability to conduct long range planning and forecasting
- Ability to provide leadership and establish working relationships
- Superior communication skills

Adjudicator

Florida Department of Economic Department

2013 ~ 2014

- Ability to plan, organize, and complete project assignment in a timely manner
- Problem solving technique, along with effective communication, written and verbal skills
- Ability to understand and apply applicable rules, policies and procedures to operational and management analysis
- Knowledge of establishing and maintain effective working relationship with others
- Organizing and document reports and data in logical format for presentation

Tax Consultant

2009 ~ 2010

GF Tax Services

- Prepared or assisted in preparing simple or complex tax returns for individuals
- Reviewed financial records such as income statements and documentation for expenditures to determine forms needed to prepare tax returns

TAG

2005 ~ 2007

Technical Equipment Specialist

- Provided technical support for AT&T, where we monitored and tracked service activities for residential and business customers
- Conducted on-going networking services through call follow-ups with connectivity, IP address setups, remote access, installation, open and close cases
- Supported field technicians during installations, submitted detailed reports on the process and the resolution outcome

Education

OSHA Training

University of Phoenix: Business Management

Broward College: Technology

Sonny Mohamed

SUMMARY

Extensive operational and project management experience spanning across several industries With over 11 years combined experience in providing janitorial services for public spaces, office buildings, private communities, and core strengths ranging from communication to customer service, liaison and inter-departmental skills to documentation, professes a strong and confident ability to get tasks accomplished from diverse groups. Worked in several fast paced and demanding environments and delivered stellar results. A team builder with good analytical skills combined with a keen eye on cost control and innovation, as well as a strong work ethic.

PROFESSIONAL EXPERIENCE:

TracFone Wireless, Medley, FL 2010-2013 Manager

Responsible for resolving any issue related with daily cleaning issues. Working directly with the Vendor and the all department in resolving all issues.

- **One point Liaison for dealing with all related issues from the various department, tasked with a continuous and patient follow-up and coordination with various department heads.**
- Handled minor repairs and verification for all Daily and Monthly maintenance schedules.
- Managed individuals / groups / staff coordination
- Maintained daily coordination with Operator Group, Operations, Departments, in resolving issues.
- Point person to create, track, and manage Change Requests
- **Created and maintained a unique “Daily Issue Tracker” to track issues over their complete life cycle from initiation to resolution and documentation.**
- **Created and Maintained related data documentation of interest to business users.**

American Marketing & Management, Inc Davie, FL 2005-2010 Operations Manager

- **Functioned as a contact for cost and profitability analysis for all projects**
- **Functioned as a Liaison for all Transportation Department coordination and permits**
- Managed all sales contract for locations via QuickBooks accounting software
- Initiated several cost savings procedures, which were integrated into the company mainstream

EDUCATION:

University of Guyana Georgetown, Guyana
Associate Degree – Chemistry 1998

Anna Regina Secondary School Essequibo Coast, Guyana
High School Diploma 1984

OTHERS:

SQL Advanced Training
PMP Certification

Nefry Quinonez

OBJECTIVE

My goal is to obtain a position in your organization to develop my skills. I am looking forward to using my expertise and knowledge that will allow me to grow and challenge me to more responsibilities.

SKILLS Very proactive, disciplined and motivated Good communicator Fast learner Basic computer skills Great team player Forklift Experience Verbal communication skills

EXPERIENCE

Creative Staffing/ General Warehouse Miami lakes, FL
Present

11/2017 -

- Certified Forklift Operator
- Accurately carried out written instructions
- Ensured timely response in stocking & packaging of reorders
- Loading/Unloading materials
- Followed company safety procedures to maintain work environment. Immense ability to establish and maintain effective working relationships

Beaver Street Fisheries/Warehouse Associate Jacksonville, FL
10/2017

02/2010 to

- Responsible for routine picking, receiving, shipping and packing functions in accordance with established work processes.
- Lift materials in and out of department.
- Maintained operating equipment and work area.
- Generating replenishment tasks.
- Processed outbound orders daily
- Working in cold storage and freezer, stocking and picking orders
- Janitorial/ maintenance

BP Gas Station/Customer Service Representative Hollywood, FL
03/2009

01/2007 to

- Managed the needs/requirements of high revenue commercial accounts
- Improve customer service based on client feedback

EDUCATION

HVAC CERTIFICATION • 2014 • FLORIDA CAREER COLLEGE

Heating Ventilation Air Conditioning Certified

HIGH SCHOOL • 2002 • INTERNATIONAL CHRISTIAN ACADEMY

High School Diploma 3.0 GPA

VOLUNTEER EXPERIENCE OR LEADERSHIP

- Volunteered at Trinity Church
- Helped feed the homeless
- Volunteers at Jackson Memorial Hospital
- Excellent Leadership skills as a Team Leader

Danilo Hernandez

Responsible for cleaning buildings, removing debris, and keeping areas neat and tidy. Vacuums and buffs floors, shampoos carpets, empties trash receptacles, and replace lining of trash cans.

Highlights of Qualifications:

- Hands-on experience in cleaning and maintenance of airport property, terminals, and offices
- Immense knowledge of cleaning methods and customer service practices
- Extensive knowledge of established personnel and safety rules and regulations
- Proficient in manual and power-operated cleaning machinery and tools
- Ability to interact with crew members, coworkers and supervisor, in a polite manner
- Ability to detect and mop any spillage in airport premises, in a timely manner

Professional Experience:

Airport Cleaner
August 2012 – Present

Responsibilities:

- Swept, scrubbed, and buffed all floors of airport buildings, efficiently.
- Vacuumed and placed all carpets and rugs within airport buildings, properly.
- Dusted, wiped, and polished all furniture, fixtures, doors, and windows, as directed.
- Collected trash from ashtrays and waste receptacles and cleaned them thoroughly.
- Detected and wiped off all finger marks and smudges, in a proper and careful manner.
- Gathered and moved wastepaper and other garbage to allocated disposal site.
- Washed and sanitized all water coolers and sinks within the airport buildings.
- Mopped and cleaned outside entrance areas, stairways and checkpoint areas.
- Collected and cleared out snow from passageways and walks, around the airport.
- Utilized and maintained all company-provided broom, vacuum cleaners, and other cleaning equipment.

Education

Associate Degree in Business Administration
Clovis Community College

Geraldne Rivera

Quality Control Manager with 7+ years of management experience. Knowledge of quality assurance activities including audits recommending and implementing corrective actions providing accurate documentation of statistical reports and ensuring overall compliance. Demonstrated excellence in communication skills with various levels of management state and federal regulators stakeholders and suppliers.

Core Qualifications

- QA requirements
 - Goal setting
 - Program management
 - ISO and OSHA requirements
 - KPI thresholds
 - Proficiency sampling
 - Data Management
 - Corrective actions
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Quality Control Manager

New Cityland, CA

1/2009 -10/1/2010

- Manage training Document Management System and Quality Management system.
- Planned and executed multiple tasks to ensure controlled documents were managed per procedures.
- Provided coaching to personnel on Quality systems (QS) to include document control and training. Acted as liaison with electronic quality systems vendor(s).

Quality Control Manager

11/1/2010 – Current

New Cityland, CA

- Developed and analyzed statistical data and product specifications to determine present standards and establish proposed quality and reliability expectancy of finished product.
- Formulated and maintained ASME Code Quality Control Manual in accordance with ASME requirements.
- Applied total quality management tools and approaches to analytical and reporting processes within each department.

Education

Bachelor of Science – Engineering

California State University

Fullerton,

CA

Six Sigma Certified (ASQ SSGB/SSBB)

Certified Manager of Quality/Organizational Excellence (ASQ CMQ/OE)

Cedric Cooper

Proactive, profit-driven supervisor of customer service operations for leading retail and supermarket chains. Deliver improvements to processes and employee development, driving breakthrough gains to customer satisfaction, workforce efficiency, revenues and margins.

Skills

Team Building and Leadership	Merchandising	Front-End Cashier Operations
Employee Training and Development	Customer Relations	Inventory Controls
Customer Service Excellence	Complaint Resolution	Loss-Mitigation Strategies

EXPERIENCE

JANITORIAL

09/2004 – 01/2009

- Ensuring all tasks performed meet necessary standards provided
- Perform housekeeping functions such as vacuuming, dusting, polishing, maintaining woodwork and other vital housekeeping functions
- Exposure to potential hazards exists with respect to equipment and work aides necessary to perform job duties
- Assign personnel to established work areas or project duties
- Working conditions consist of a temperature-controlled store environment with occasional exposure to outdoor elements while performing outdoor duties
- Polishes metalwork such as fixtures and fittings
- Demonstrate and promote GCA culture, values, and management philosophy

ABC COMPANY (Sometown, AR) |

Customer Service Supervisor, 2014 to Present

Oversee customer service desk for high-volume superstore, supervising up to 10 associates per shift in carrying out daily customer service operations. Resolve customer issues, manage returns, document faulty merchandise and prepare undamaged merchandise for return to the sales floor.

Contributions:

Won approval for “Customer Service Walk-About” concept, reassigning associates from the service desk to the sales floor during slower periods to assist customers and support loss-mitigation goals. Piloted Walk-About program in 2016, which proved so successful in increasing customer satisfaction that it is being rolled out district-wide.

Improved productivity of customer service desk by leading training initiatives and revamping schedules. Increased NPS by 18%, reduced overtime by 12% and accelerated returns processing time by 35%.

Led training for all associates on customer service best practices, credited as instrumental to store’s 10-point improvement on secret shopper score from 2015 to 2016.

DEF COMPANY (Sometown, AR) | Front-End Supervisor, 2012 to 2014 | Head Cashier, 2010 to 2012

Promoted to supervise front-end operations and cashier teams (up to 12 employees per shift).

EDUCATION

Bachelor’s Degree

Austin Richey

Janitorial Managers, also known as Janitorial Operations Managers, manage the staff responsible for cleaning buildings, hospitals, and other facilities. Sample resumes in this field indicate duties such as performing daily inspections and oversight of custodians, implementing training and development for custodians and management staff, and implementing safety standards according to company guidelines. Those interested in the position need to know how to use the tools and equipment needed for the job, such as carpet cleaners, floor polishers, steam cleaners and commercial washers, and dryers, as is shown by example resumes in the field.

Skills

- Experienced in cleaning and sanitizing various surfaces
 - Exceptional communication skills
 - Wide knowledge of working with various types of cleaning machines
 - Proven ability to interact and work harmoniously with other coworkers
 - Able to follow directions from the supervisor
 - Can perform all the demanding tasks of a janitorial job
 - Can be both a manager and a team member as well
 - Can easily clean 3500 square feet in one hour
 - Ability to follow all safety standards and other given rules and regulations
 - High physical stamina to handle even the most strenuous tasks
 - Can handle multiple cleaning assignments at once
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- Knowledge of cleaning procedures and practices
 - Prior experience working with cleaning chemicals
 - Knowledge of safety practices
 - Ability to meet physical requirements, such as lifting, bending and standing for duration of shift

Advanced skills: While most employers did not require the following skills, multiple job listings included them as preferred. Add these to your skillset and broaden your career options.

SHARLENE MERCADO

Program manager with 8 years of Information Technology (IT) and business management experience in both the public and private sector with key emphasis on infrastructure management, billing and telecommunications, vendor management, and program management.

CORE QUALIFICATIONS

- Adept at coordinating and managing multiple IT projects simultaneously.
- Strong team-building and collaborative talents, including maintaining communication with stakeholders at multiple levels.
- Able to define and initiate projects and assign project managers to manage costs, schedule and perform component projects, while working to ensure the ultimate success of various programs.
- Can track and correct software customization defects via the use of SDLC.

PROFESSIONAL EXPERIENCE

XYZ WIDGETS,

Stamford, CT

Project Management Professional, May 2006-Present

- Responsible and accountable for the coordinated management of multiple related projects directed toward business and other organizational objectives.
- Build credibility, establish rapport and maintain communications with stakeholders at multiple levels, including those external to the organization.
- Maintain continuous alignment of program scope with strategic objectives and make recommendations to modify programs to enhance effectiveness.
- Coach, mentor, and lead personnel within a technical environment. Present periodic Dashboard reports on the current program, future opportunities, and client issues to company executives and project team managers.

EDUCATION

Master of Science in Public Policy & Management (2010); GPA 3.9

Carnegie Mellon University, The Heinz School, Pittsburgh, PA

Dean's List; Graduated Summa cum Laude

Certificate in IT Project Management (2006); GPA 4.0

Georgia Institute of Technology, College of Computing, Atlanta, GA

Project Management Professional (PMP) (2005)

Certified through Project Management Institute (PMI), Harrisburg, PA

Kwan Baker

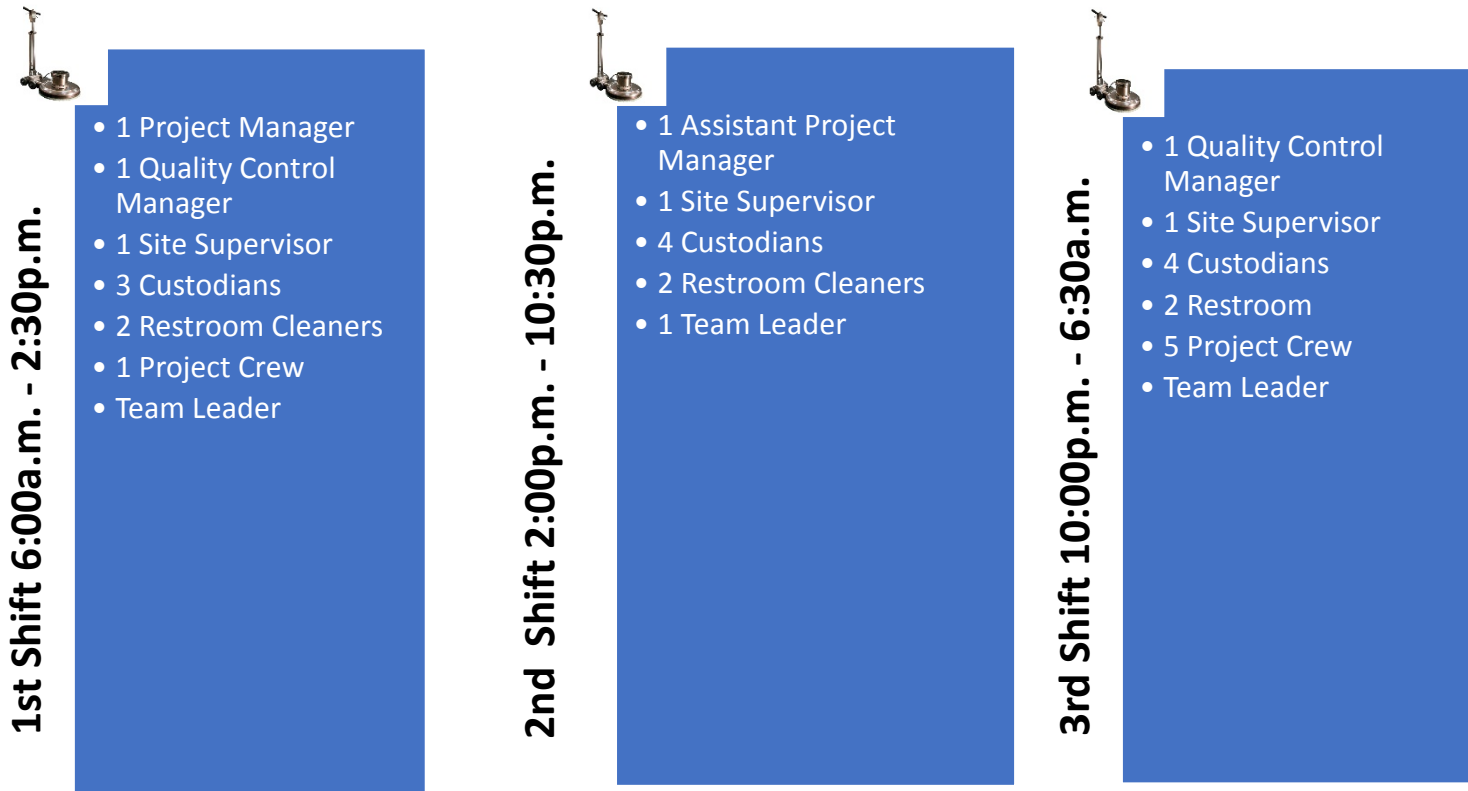
Job Summary

Responsible for cleaning buildings, removing debris, and keeping areas neat and tidy. Vacuums and buffs floors, shampoos carpets, empties trash receptacles, and replace lining of trash cans.

Primary responsibilities

- Sweep and mop floors.
- Clean buildings by emptying trash, sweeping, and cleaning surfaces.
- Clean and disinfect laboratory equipment.
- Sterilize patients' rooms.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Steam-clean carpets.
- Use cleaning solutions to remove stains and clean surfaces.
- Mix various cleaning agents.

- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture and scrub surfaces clean.
- Apply wax to coat floors and buff.
- Apply sealant to floors.
- Clean and service restrooms with mops and disinfectants.
- Mow lawns, trim shrubbery, plant flowers, and apply pesticides.
- Move heavy equipment and furniture.
- Identify and report possible repairs.
- Fix minor plumbing leaks.
- Shovel snow from sidewalks and sprinkle salt on surface.
- Spray insecticides and fumigants to prevent insect and rodent infestation.



Provide staffing levels for each shift intended for the RCC to ensure cleaning standards are met or exceed specifications.

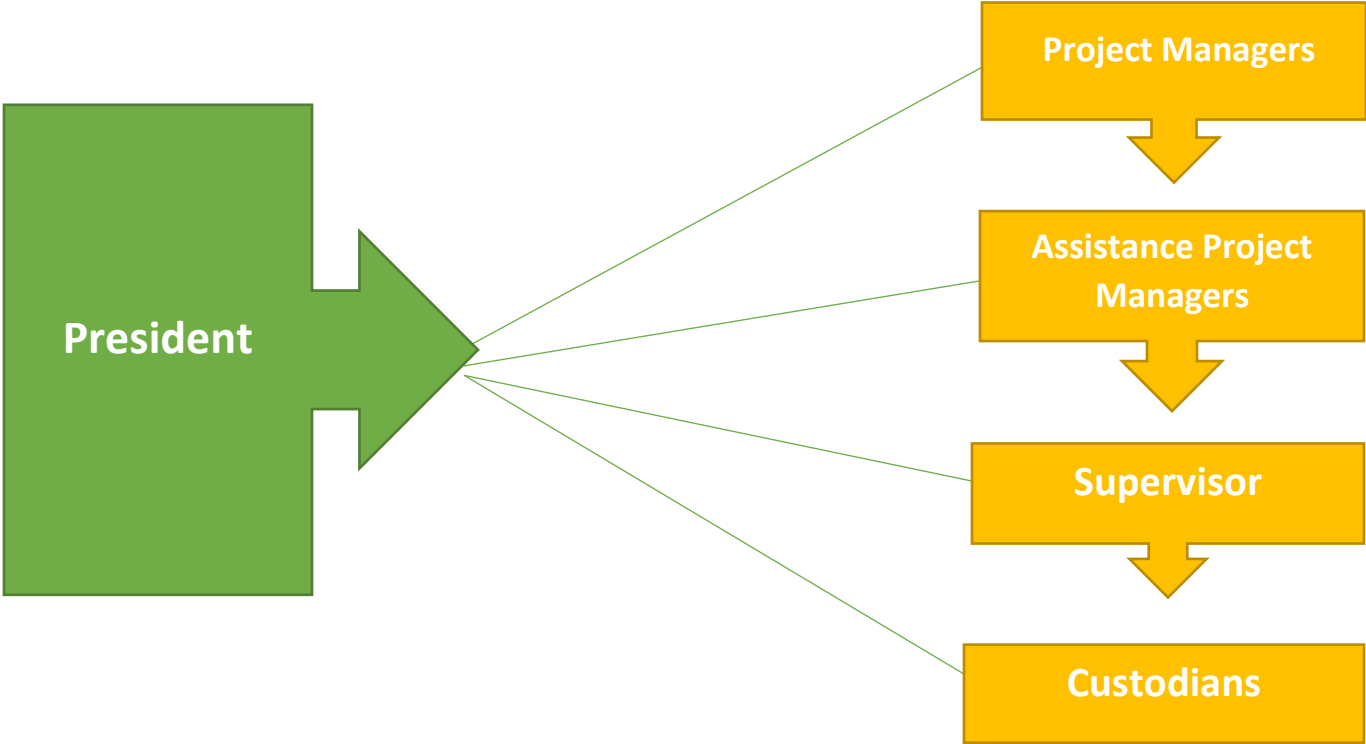
We are shaped around our customers’ needs. To ensure cleaning standards are met and specification are exceeded. With a dedicated team overseeing the entire process. We have assembled the number of supervisors, custodians, Project crews, and restroom crew for each shift. It is our goal to leverage our experience and talent to best service our client needs. We are always looking for new and innovative technique to complete the task at hand.

ALJ Services has several experience skilled workers that can successful manage the RCC job at the Fort Lauderdale airport, our elite team starts with our project manager and follows a step-down protocol of managers. Our Managements consist of; Assistance project manager, supervisor, custodians, rest room crew, and project crew.

The project manager is the one that manages 3 teams consisting of 40 workers. Management staff is on-site, they coordinate and over-see all the day-to-day activities. The Project Manager directs strategic initiatives to achieve thorough cleaning, exceeding our customers' expectations while achieving a high standard of cleanliness and safety. Streamlined work projects to decrease downtime between tasks.

Monitored project schedules for 3 identified inefficiencies and made recommendations for process improvements. Developed and shared best practices across the company, including mentored supervisory safety, coached and trained 40 employees. Each employee is provided MSDS pamphlet and are trained on chemicals and safety policies and procedures. The project manager verifies and logs in deadlines for responding to daily inquiries. This reduces and controls expenses by improving resource allocation. The project manager reports directly to the

CEO and supports in managing operation workflow. We coach and mentor staff members by offering constructive feedback and taking interest in their long-term career growth. Ensured good Cleaning Practices are completed. The project manager is the one that also writes reports, preparing schedules, and attending or accompanies the President on meetings with our clients.



Describe work plan for each shift to ensure cleaning standards are met or exceed specifications.

Supervisors are directly involved with each cleaning function and job inspections are conducted at multiple levels, as described in the quality control section of this document. Trained and experienced supervision will lead the staff. Each shift uses a chart system method that an hourly schedule routine method that is provided by the shift supervisor. Each shift has a supervisor 24/7. Trained cleaners will be assigned and responsible for their work area: Policing will be performed continuously. Quality control inspections. Shift supervisors will inspect each terminal daily. Our Quality Control Manager will be responsible to coordinate and lead our continuous improvement initiative throughout the contract. Every task is calendared per specifications of the project, including daily, weekly, monthly, quarterly, and annual work. Any task not completed to the supervisor's standards is reassigned to ensure contract compliance. Quality performance is assured by continuous supervision while emphasizing on employee involvement and cross-training. The quality control department will perform all quality control functions, including inspections and maintaining quality control project files.

Describe your floor care plan in order to maintain high quality floor surfaces.

We take great pride that all our technicians are properly trained on floors and floor equipment they are also knowledgeable on green chemicals and products. Our skilled technicians have experience and know the correct processes and materials to use to get the most out of your high-quality hard surfaces. However, cleaning in these areas may require more attention than the minimums listed to achieve desired results. Performing heavy cleaning duties, such as cleaning floors, vacuuming, shampooing carpets, stripping waxing, sealing and buffering floors. These are all performed by our night shift, which is our project crew due to low traffic and safety conditions.

Describe your restroom care plan in order to maintain cleanliness and continuity of paper and soap products stocked throughout each 24-hour day. Specifically, address if providing restroom attendants in high volume restrooms, including location and proposed scheduled hours.

To meet these demands ALJ services will maintain two months supplies one month on site in custodial closet if allowed the second month will be kept off site at all time. Without a plan of action, custodial workers can miss key areas of the restroom that still require cleaning. Therefore, ALJ Services furnish a cleaning chart to each of the 3-cleaning shift for the restroom.

Cleaning plan emphasize, sanitation of overlooked areas, such as light switches, partitions and stall locks. Workers should clean from top to bottom, starting on walls and mirrors, moving to countertops, then ending with floors. When mopping floors, start on the far side of the restroom and work towards the exit. This way, dirt and dust are not tracked throughout the restroom while floors are being cleaned.

When Cleaning and disinfecting all restroom fixtures, faucets, sinks, countertops, vents, shelving, partitions, mirrors, clean wall surfaces, toilets doorknobs, cabinet handles, toilet seats, toilet basins, toilet handles, and other touchable surfaces. Clean and disinfect changing table horizontally and vertically surfaces. Empty trash and other waste material. Trash shall be collected and disposed of at a location designated by the administrative or the supervisor. Restroom attendant will conduct refill check of on every restroom clean soap/paper towel dispenser, Empty, clean and disinfect waste and diaper receptacles. Replenish paper towel, soap, and toilet paper.

Describe your high cleaning plan to ensure the facilities are left dirt and dust free in high places and HVAC vents.

ALJ Service will be using the appropriate HVAC vent vacuum for high ceiling along with OSHA EAP plan, PPE protection and safety guidelines.

- HEPA vacuums
- microfiber dusters
- Scissor Lift

Describe your capabilities to respond to emergency or disaster situations including supply of specialized equipment required for de-watering or moisture removal tasks or other special cleaning services.

At the time of a disaster, every minute counts ALJ Services has a supervisor that will implemented an all hands-on -deck policy for disaster situation for any unforeseen situations. We have a team of 10 employees that will be deployed assist with the situation and work timeless to contain the situation. ALJ services will maintain a month supply paper product off site in case of any disaster should occur. This will minimize downtime in the event of a disaster or emergency and increase recovery back to full operations quickly. We have access to large portable and truck mounted extracting equipment, drying fans, generators, trucks, and other heavy equipment's to assist in the recovery of the de-watering and moisture removal.

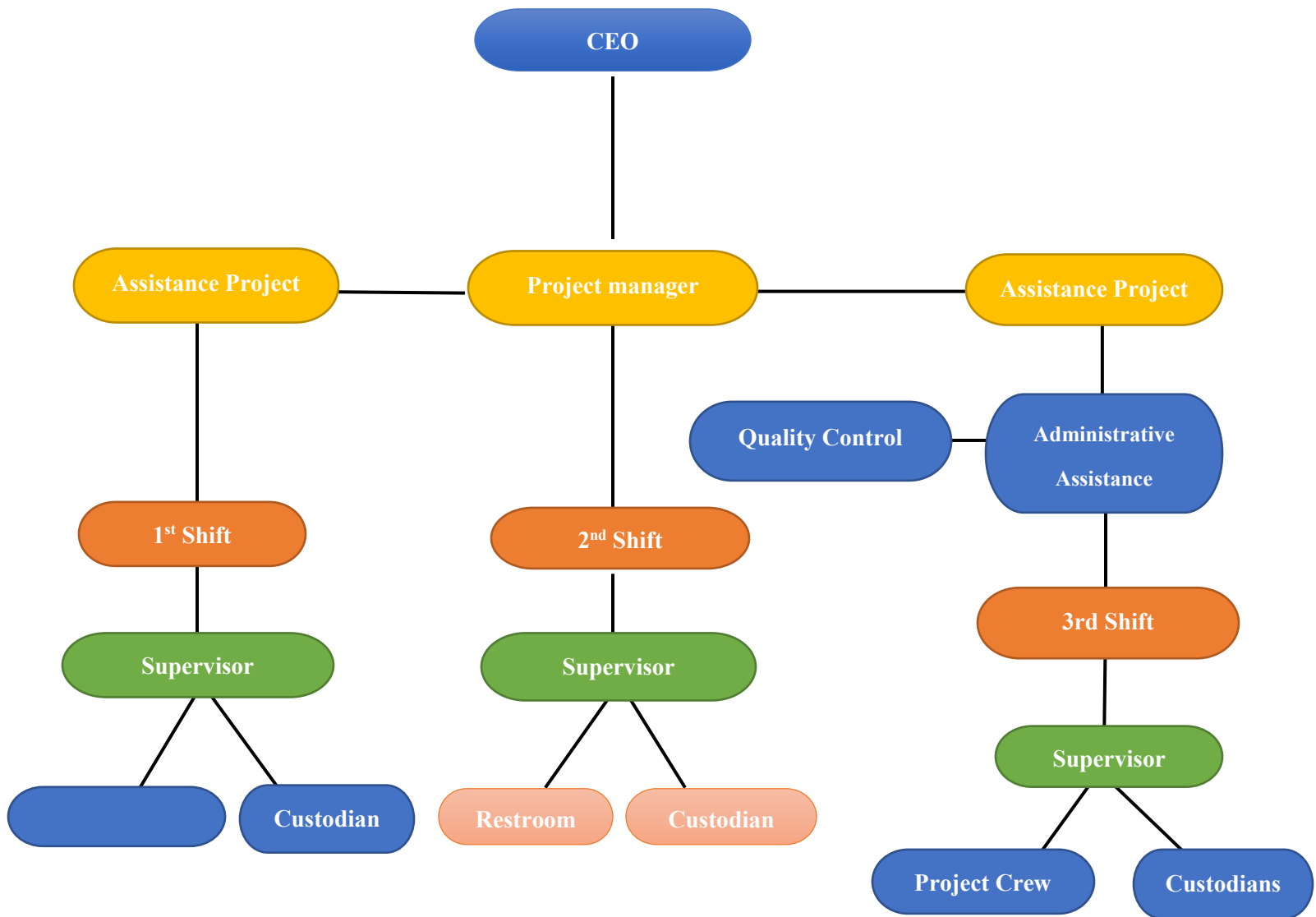
Describe how your company will achieve the services, quality standards and demands as outlined in the specifications.

ALJ Services has had experience in taking over other vendors contracts and employees, and with that in mind, we try to make the experience for the employees seamless as possible. We focus on training and work one on one with them to educate them and familiarize them with ALJ services cleaning procedures, we do put them on a 90-day probation maintaining the living wages standards. ALJ has also done research to better understand the way in which the airport conduct business. Our Project manager will be working closely with the administrative ensuring that we are meet their goals, eternally providing constructive feed back to the supervisors. The supervisor in turn will be providing the project manager with weekly, monthly, quarterly, and annually reports on employees. This will help us with our internal evaluation and to show what additional needs to be implemented to ensure that we are doing our job effectively.

ALJ Services has established relationships with other CBE supply vendors and will use that relationship to purchase the equipment and paper products necessary to do the job and store it at the assigned location.

ALJ Services will work closely with the administration to conduct background checks on each employee to ensure that they are all meeting janitorial security standards. ALJ will also be implementing additional policies, procedures, and random checks by supervisors to ensure that we meet and exceed all secure procedures to ensure that pin codes and badges are always visible and accounted for and reporting any lost, misplaced, or stolen badges are reported.

Describe your Quality Control Program.



Describe your Quality Control Program.

ALJ Services Quality Control (QC) is a system of routine procedures and activities, designed to measure, monitor, and control the quality of several internal procedures as they are being developed. The QC system is designed to provide routine and consistent checks to ensure that proper workload load, training data integrity, correctness, and completeness are being met. The supervisor's weekly and monthly documentation can be used to assist management in determining what QC procedures need to be modified to assist the company in establishing better communications, design coordination procedures, and managerial continuity and flexibility. Quality control is what ALJ Services use to help us identify and correct current issues and prevent minimize future issues. The quality control manager uses this system to monitor work, including aspects such as:

- Design checks and reviews
- Comprehensive evaluation of
- Correct application of methods
- Adequacy of basic data and assumptions
- Correctness of calculations
- Completeness of documentation
- Compliance with guidance, standards, regulations, and laws
- The concepts, assumptions, features, methods, analysis, and details are appropriate, fully coordinated, and correct
- The problems, opportunities, and issues are properly defined and scoped
- The results and recommendations are reasonable, within policy guidelines, and supported by the information

Our quality control process follows the site-specific scope of work and the data generated by both our customers and our inspections. This data is then analyzed to track performance. This ongoing process keeps track of how we perform and whether we meet our scope of work on a daily, weekly, monthly, quarterly and annual basis. The Quality Control Management include:

- Review the scope of work
- Conduct inspections and evaluate client feedback
- Collect data
- Create reports and analysis
- Review all reports and analysis and make necessary adjustments

Describe your inspection procedures. Include sample of reporting system and any technical aids used to monitor performance standards.

ALJ Services' inspection procedure consist on a daily, weekly, monthly, and quarterly and annual reports. The inspection is conducted by the daily supervisor and the quality control supervisor. These reports are used to monitor and enhance our quality control. The inspections are conducted at different frequencies of the day and are used as training tools.

List the company's current inventory of heavy equipment; i.e. truck mounted hot water extractor(s), portable lift(s), escalator step and moving walkway cleaner, truck to haul trash, mobile pressure cleaner(s), etc.

- safety signs
- power driven floor scrubbing machines,
- backpack vacuums,
- high dusting equipment,
- waxing and polishing machines,
- industrial floor and upholstery vacuum cleaners,
- necessary motor trucks,
- brooms, brushes,
- mops, pails,
- dust cloths,
- dust wands
- wet-dry tank vacuum cleaners,
- buffers,
- shampoo machines
- portable extractors
- gondolas for removing trash from the facilities
- commercial portable air blowers
- commercial portable dehumidifiers
- pressure washers
- sweepers
- brushes

For the above-mentioned heavy equipment, provide the response time for mobilization for each piece of equipment or if it will be stored on site.

From 30 minutes to an hour

List the company's current inventory of machinery for floor care that will be utilized and stored on site to perform the requirements within this contract (i.e. commercial vacuum cleaners, water extraction equipment, machine scrubbers, buffers, air scrubbers, etc.).

- shampoo machines
- portable extractors
- industrial floor and upholstery vacuum cleaners,
- waxing and polishing machines
- buffers,
- commercial portable air blowers
- commercial portable dehumidifiers

List office equipment and computer software programs that the company currently possesses in order to deliver electronic communications and reports to County staff; i.e. PC, facsimile, scanner, printer, photocopier, Adobe Acrobat©, Microsoft © Word, Outlook, & Excel, Janitorial Tracking software, etc.

- PC
- Scanner
- Printer
- Photocopier
- Adobe Acrobat
- Microsoft
- Word,
- Outlook,
- Excel ECT

Describe your company's Custodial Training & Safety Manual

ALJ training manual is designed to familiarize our employees with the knowledge and understanding of what to expect on the job. Each topic goes into great deals and explanation it also provides test and quizzes to test the individual's knowledges and understanding of what they learn.

Custodial Technical Training

The custodian will be able to:

1. State the difference between Custodial Orientation and Custodial Technical Training.
2. Explain the process of technical training.
3. Identify the Custodian II and the Coordinator roles in training.
4. Complete the training record.
5. Log on to the computer to take tests.

Safety

The custodian will be able to:

1. Describe what is meant by viewing safety as a system.
2. Name Go To people in his/her work area.
3. List ways custodians can make the workplace safer.
4. Follow emergency procedures for the building

Ergonomics

The custodian will be able to:

1. List suggestions for planning workflow that require using different muscle groups throughout the shift


2. Choose proper equipment
3. Know how to contact Wellness to start a warmup at Work program

You are responsible for completing your training, working safely, suggesting improvement ideas to your Coordinator, and reporting accidents (injuries or near misses).

Describe any additional training your company provides to assure staff will be pro-active and aware to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, security issues, etc.

ALJ Services has trained custodial personnel to watch for suspicious or unattended vehicles on or near facilities. We also watch for repeated visitors or outsiders who have no apparent business in non-public areas of the facility. Even including watch for abandoned parcels, suitcases, backpacks, packages, any unusual activities, monitor utility supplies, and routine work activities scheduled on or near assets.

CHECKLIST OF ACTIONS TO TAKE

<p>Step 1</p> <p>Leave the mail piece or substance where it was found. Do not disturb. Do not try to clean up the substance</p>	<p>Step 2</p> <p>Clear the immediate area of all persons and keep others away</p>	<p>Step 3</p> <p>Instruct people in the immediate area to wash hands and other exposed skin with soap and water</p>	<p>Step 4</p> <p>Direct these people to a designated area away from the substance to await further instruction</p>
<p>Step 5</p> <p>List the names of the persons in the immediate area of the mail piece or substance</p>	<p>Step 6</p> <p>Cordon off the immediate area</p>	<p>Step 7</p> <p>Shut down all equipment in the immediate area and HVAC systems (heating, ventilation, and air conditioning)</p>	<p>Step 8</p> <p>If possible without disturbing the mail piece or substance, document:</p> <ul style="list-style-type: none"> • Location of mail piece or substance • Description of substance • Description of mail piece (markings, labels, declarations, postage) • Addressee's name and address • Mailer's name and address
<p>Step 9</p> <p>District residents, businesses, and visitors should contact 9-1-1 and pass information documented in Step 8</p>	<p>Step 10</p> <p>Take actions and make appropriate notifications as directed or as published in your local emergency plan</p>		

Describe prime Vendor's experience on projects of similar nature, scope, and duration, along with evidence of satisfactory completion, both on time and within budget, for the past five years. Provide a minimum of three projects with references. Include: Project Title, Facility, Location, and Function, Contract Dates.

References:

- The League Trust 2017 – 2020
- *Janitorial, Pressure Cleaning, and Maintenance*
- 1800 NW 136th Ave Sunrise Blvd FL 33323

- **KD Company 2016 – 2017**
- *Construction/ Window Cleaning*
- 2681 N Flamingo rd. FL 33323

- **Black Diamond Elite Cheer 2016-2019**
- *Janitorial Cleaning at Sport Club*
- 2195 S Blvd #550 West Palm Beach FL 33406

- Port Everglades
- 1850 Eller Dr, Fort Lauderdale, FL 33316
- Windows
- 2018 – 2021

- **Past Performance: 2017**
- *Construction Cleaning/Maintenance Window Cleaning*
- ASMI Construction
- 1451 Brickell Ave Miami FL 33131

- **Dreams Work Innovations 2017**
- *Janitorial Cleaning/Maintenance*
- 333 Fern St. West Palm Beach FL 33401

Workload of the Firm:

For the prime Vendor only, list all completed and active projects that Vendor has managed within the past five years. In addition, list all projected projects that Vendor will be working on in the near future. Projected projects will be defined as a project(s) that Vendor has been awarded a contract but the Notice to Proceed has not been issued. Identify any projects that Vendor worked on concurrently. Describe Vendor's approach in managing these projects. Were there or will there be any challenges for any of the listed projects? If so, describe how Vendor dealt or will deal with the projects' challenges.

- **The League Trust** 2017 – 2020
- *Janitorial, Pressure Cleaning, and Maintenance*
- 1800 NW 136th Ave Sunrise Blvd FL 33323

- **KD Company** 2016 – 2017
- *Construction Cleaning/ Maintenance/Window Cleaning*

- 2681 N Flamingo rd. FL 33323

- **Black Diamond Elite Cheer**
- *Janitorial Cleaning*
- 2195 S Blvd #550 West Palm Beach FL 33406
- 2016 – 2019

- **Port Everglades** 2018 – 2021
- *Window Cleaning*
- 1850 Eller Dr, Fort Lauderdale, FL 33316

- **Housing Authority City of Fort Lauderdale**
- *Window Cleaning*
- 110 NE 3rd St #300, Fort Lauderdale, FL 33301