Bid Tabulation Packet
for
Solicitation BLD2121632P1

Janitorial Services - County Facilities

Bid Designation: Public

Broward County Board of County Commissioners

Chi-Ada Corporation

Bid Contact **Bartholomew Okoro**
bokoro@chiadacorporation.com
Ph 954-777-5177

Address **135 NW 163rd Street**
Miami, FL 33169

Supplier Code VC0000037220

Qualifications **CBE DBE MBE SB**

Item #	Line Item	Notes	Unit Price	Qty/Unit		Attch.	Docs
BLD2121632P1--01-01	BLD2121632P1: Janitorial Services - Branch Libraries - Agreement No. 1	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 70%	**First Offer - $8,305,458.26**	1 / lump sum	**$8,305,458.26**	**Y**	**Y**
BLD2121632P1--01-02	BLD2121632P1: Jantorial Services - Large Facilities Group 1 - Agreement No. 2	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 70%	**First Offer - $2,809,586.47**	1 / lump sum	**$2,809,586.47**	**Y**	**Y**
BLD2121632P1--01-03	BLD2121632P1: Janitorial Services - Large Facilities Group 2 - Agreement No. 3	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 70%	**First Offer - $2,132,353.69**	1 / lump sum	**$2,132,353.69**	**Y**	**Y**
BLD2121632P1--01-04	BLD2121632P1: Janitorial Services - Large Facilities Group 3 - Agreement No. 4	**Supplier Product Code: Provide What Percentage (%) of Bid Price is**	**First Offer - $2,866,496.52**	1 / lump sum	**$2,866,496.52**	**Y**	**Y**

		Labor Cost: 70%					
BLD2121632P1--01-05	BLD2121632P1: Janitorial Services - Large Facilities Group 4 - Agreement No. 5	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 70%	**First Offer - $2,156,097.72**	1 / lump sum	**$2,156,097.72**	**Y**	**Y**
BLD2121632P1--01-06	BLD2121632P1: Janitorial Services - Large Facilities Group 5 - Agreement No. 6	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 0	**First Offer - $0.00**	1 / lump sum	**$0.00**		**Y**
BLD2121632P1--01-07	BLD2121632P1: Janitorial Services - Large Facilities Group 6 - Agreement No. 7	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 0	**First Offer - $0.00**	1 / lump sum	**$0.00**		**Y**
BLD2121632P1--01-08	BLD2121632P1: Janitorial Services - Small Facilities Group 1 - Agreement No. 8	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 0	**First Offer - $0.00**	1 / lump sum	**$0.00**		**Y**
BLD2121632P1--01-09	BLD2121632P1: Janitorial Services - Small Facilities Group 2 - Agreement No. 9	**Supplier Product Code: Provide What Percentage (%) of Bid**	**First Offer - $0.00**	1 / lump sum	**$0.00**		**Y**

		Price is Labor Cost: 0					
BLD2121632P1--01-10	BLD2121632P1: Janitorial Services - Small Facilities Group 3 - Agreement No. 10	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 0	**First Offer - $0.00**	1 / lump sum	**$0.00**		**Y**
BLD2121632P1--01-11	BLD2121632P1: Janitorial Services - Small Facilities Group 4 - Agreement No. 11	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 0	**First Offer - $0.00**	1 / lump sum	**$0.00**		**Y**
BLD2121632P1--01-12	BLD2121632P1: Janitorial Services - BCJC West Building Bridges 4 & 5 - Agreement No. 12	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 70%	**First Offer - $4,814,888.45**	1 / lump sum	**$4,814,888.45**	**Y**	**Y**
BLD2121632P1--01-13	BLD2121632P1: Janitorial Services - Port Everglades - Agreement No. 13	**Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost**: 70%	**First Offer - $1,820,168.56**	1 / lump sum	**$1,820,168.56**	**Y**	**Y**
BLD2121632P1--01-14	BLD2121632P1: Janitorial Services - 911 Regional Dispatch	**Supplier Product Code: Provide What Percentage**	**First Offer - $807,513.75**	1 / lump sum	**$807,513.75**	**Y**	**Y**

Centers - Agreement No. 14	**(%) of Bid Price is Labor Cost**: 70%

Lot Total **$25,712,563.42**

Supplier Total **$25,712,563.42**

Chi Ada Corporation

Item: **BLD2121632P1:Janitorial Services - Branch Libraries - Agreement No. 1**

Attachments

Pricing agreement 1 2021 Broward bid_000052.pdf

Agreement 1 Final 2021 Broward County Janitorial Services - County Facilities Bid.docx

Broward County Bid Contract termination explanation_000061.pdf

Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

Item No.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	Two Year Total
1	**AFRICAN AMR. LIB. CULTURAL CT.**	12	Basic Cleaning	$ 8,685.11	$104,221.32	$ 9,032.51	$108,390.12	$ 212,611.44
	2680 N.W 6TH STREET	12	Restrooms	$ 805.00	$ 9,660.00	$ 837.20	$ 10,046.40	$ 19,706.40
	FT. LAUDERDALE, FL. 33311	12	Floors	$ 1,000.91	$ 12,010.92	$ 1,040.95	$ 12,491.40	$ 24,502.32
		Hourly	Porter (373Hrs./Month)	$ 26.00	$116,376.00	$ 27.00	$120,852.00	$ 237,228.00
		30,075	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 6,015.00	$ 0.25	$ 7,518.75	$ 13,533.75
		1	Windows	$ 3,000.00	$ 3,000.00	$ 3,120.00	$ 3,120.00	$ 6,120.00
		1	Air Quality	$ 2,972.92	$ 2,972.92	$ 3,091.84	$ 3,091.84	$ 6,064.76
		12	Cleaning Supplies	$ 2,000.00	$ 24,000.00	$ 2,080.00	$ 24,960.00	$ 48,960.00
		12	Paper Products	$ 3,093.84	$ 37,126.08	$ 3,217.59	$ 38,611.08	$ 75,737.16
		30,075	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 6,015.00	$ 0.25	$ 7,518.75	$ 13,533.75
		30,075	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 7,518.75	$ 0.30	$ 9,022.50	$ 16,541.25
			Total		$328,915.99		$345,622.84	$ 674,538.83
2	**BEACH BRANCH**	12	Basic Cleaning	$ 447.60	$ 5,371.20	$ 465.50	$ 5,586.00	$ 10,957.20
	221 POMPANO BEACH BLVD	12	Restrooms	$ 95.00	$ 1,140.00	$ 98.80	$ 1,185.60	$ 2,325.60
	POMPANO BEACH, FL 33062	12	Floors	$ 120.00	$ 1,440.00	$ 124.80	$ 1,497.60	$ 2,937.60
		3,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 600.00	$ 0.25	$ 750.00	$ 1,350.00
		1	Windows	$ 100.00	$ 100.00	$ 104.00	$ 104.00	$ 204.00
		1	Air Quality	$ 120.00	$ 120.00	$ 124.80	$ 124.80	$ 244.80
		12	Cleaning Supplies	$ 225.00	$ 2,700.00	$ 234.00	$ 2,808.00	$ 5,508.00
		12	Paper Products	$ 1,125.00	$ 13,500.00	$ 1,170.00	$ 14,040.00	$ 27,540.00
		3000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 600.00	$ 0.25	$ 750.00	$ 1,350.00
		3,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 750.00	$ 0.30	$ 900.00	$ 1,650.00
			Total		$ 26,321.20		$ 27,746.00	$ 54,067.20
3	**TYRONE BRYANT BRANCH**	12	Basic Cleaning	$ 1,105.00	$ 13,260.00	$ 1,149.30	$ 13,791.60	$ 27,051.60
	2230 N.W 21ST AVENUE	12	Restrooms	$ 275.00	$ 3,300.00	$ 286.00	$ 3,432.00	$ 6,732.00
	FORT LAUDERDALE, FL 33311	12	Floors	$ 275.00	$ 3,300.00	$ 276.00	$ 3,312.00	$ 6,612.00
		10,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		1	Windows	$ 200.00	$ 200.00	$ 208.00	$ 208.00	$ 408.00
		1	Air Quality	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		12	Cleaning Supplies	$ 750.00	$ 9,000.00	$ 780.00	$ 9,360.00	$ 18,360.00
		12	Paper Products	$ 750.00	$ 9,000.00	$ 780.00	$ 9,360.00	$ 18,360.00
		10,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		10,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,500.00	$ 0.30	$ 3,000.00	$ 5,500.00
			Total		$ 44,985.00		$ 47,905.60	$ 92,890.60

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	Two Year Total
4	**FT. LAUDERDALE BRANCH**	12	Basic Cleaning	$ 2,526.54	$ 30,318.48	$ 2,627.60	$ 31,531.20	$ 61,849.68
	1300 E. SUNRISE BLVD	12	Restrooms	$ 460.00	$ 5,520.00	$ 478.40	$ 5,740.80	$ 11,260.80
	FORT LAUDERDALE, FL33304	12	Floors	$ 460.00	$ 5,520.00	$ 478.40	$ 5,740.80	$ 11,260.80
		20,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 4,000.00	$ 0.25	$ 5,000.00	$ 9,000.00
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		1	Air Quality	$ 891.72	$ 891.72	$ 927.39	$ 927.39	$ 1,819.11
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 2,050.00	$ 24,600.00	$ 2,132.00	$ 25,584.00	$ 50,184.00
		20,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 4,000.00	$ 0.25	$ 5,000.00	$ 9,000.00
		20,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 5,000.00	$ 0.30	$ 6,000.00	$ 11,000.00
			Total		$ 87,175.20		$ 93,142.19	$ 180,317.39

Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

5	**J M COLLIER CITY BRANCH**	12	Basic Cleaning	$ 2,526.54	$ 30,318.48	$ 2,627.60	$ 31,531.20	$ 61,849.68
	2800 N.W 9TH COURT	12	Restrooms	$ 460.00	$ 5,520.00	$ 478.40	$ 5,740.80	$ 11,260.80
	POMPANO BEACH, FL 33069	12	Floors	$ 460.00	$ 5,520.00	$ 478.40	$ 5,740.80	$ 11,260.80
		16,584	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 3,316.80	$ 0.25	$ 4,146.00	$ 7,462.80
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		1	Air Quality	$ 891.72	$ 891.72	$ 927.39	$ 927.39	$ 1,819.11
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 2,050.00	$ 24,600.00	$ 2,132.00	$ 25,584.00	$ 50,184.00
		16,584	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 3,316.80	$ 0.25	$ 4,146.00	$ 7,462.80
		16,584	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 4,146.00	$ 0.30	$ 4,975.20	$ 9,121.20
			Total		$ 84,954.80		$ 90,409.39	$ 175,364.19
6	**CENTURY PLAZA BRANCH**	12	Basic Cleaning	$ 1,260.43	$ 15,125.16	$ 1,310.85	$ 15,730.20	$ 30,855.36
	1856A W. HILLSBORO BLVD	12	Restrooms	$ 600.00	$ 7,200.00	$ 624.00	$ 7,488.00	$ 14,688.00
	DEERFIELD BEACH, FL 33442	12	Floors	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		11,682	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,336.40	$ 0.25	$ 2,920.50	$ 5,256.90
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		1	Air Quality	$ 450.00	$ 450.00	$ 468.00	$ 468.00	$ 918.00
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	paper products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		11,682	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,336.40	$ 0.25	$ 2,920.50	$ 5,256.90
		11,682	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,920.50	$ 0.30	$ 3,504.60	$ 6,425.10
			Total		$ 65,293.46		$ 65,849.20	$ 134,647.26
7	**CARVER RANCHES BRANCH**	12	Basic Cleaning	$ 1,260.43	$ 15,125.16	$ 1,310.85	$ 15,730.20	$ 30,855.36
	4735 SW 18TH STREET	12	Restrooms	$ 600.00	$ 7,200.00	$ 624.00	$ 7,488.00	$ 14,688.00
	HOLLYWOOD, FL 33023	12	Floors	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		10,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		1	Air Quality	$ 450.00	$ 450.00	$ 468.00	$ 468.00	$ 918.00
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		10,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		10,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,500.00	$ 0.30	$ 3,000.00	$ 5,500.00
			Total		$ 64,200.16		$ 68,008.20	$ 132,208.36

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	*Two Year Total*
8	**DANIA BEACH PAUL DEMAIO BRANCH**	12	Basic Cleaning	$ 1,260.43	$ 15,125.16	$ 1,310.20	$ 15,722.40	$ 30,847.56
	1 PARK AVENUE EAST	12	Restrooms	$ 600.00	$ 7,200.00	$ 624.00	$ 7,488.00	$ 14,688.00
	DANIA, FL 33004	12	Floors	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		12,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,400.00	$ 0.25	$ 3,000.00	$ 5,400.00
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
195364		1	Air Quality	$ 450.00	$ 450.00	$ 468.00	$ 468.00	$ 918.00
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		12,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,400.00	$ 0.25	$ 3,000.00	$ 5,400.00
		12,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 3,000.00	$ 0.30	$ 3,600.00	$ 6,600.00
			Total		$ 65,500.16		$ 69,600.40	$ 135,100.56

Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

9	**DEERFIELD BEACH BRANCH**	12	Basic Cleaning	$ 2,453.00	$ 29,436.00	$ 2,551.12	$ 30,613.44	$ 60,049.44
	837 E. HILLSBORO BOULEVARD	12	Restrooms	$ 520.00	$ 6,240.00	$ 540.00	$ 6,480.00	$ 12,720.00
	DEERFIELD BEACH, FL 33441	12	Floors	$ 520.00	$ 6,240.00	$ 540.00	$ 6,480.00	$ 12,720.00
		15,120	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 3,024.00	$ 0.25	$ 3,780.00	$ 6,804.00
		1	Windows	$ 540.00	$ 540.00	$ 561.60	$ 561.60	$ 1,101.60
		1	Air Quality	$ 891.72	$ 891.72	$ 927.39	$ 927.39	$ 1,819.11
		12	Cleaning Supplies	$ 1,125.00	$ 13,500.00	$ 1,170.00	$ 14,040.00	$ 27,540.00
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		15,120	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 3,024.00	$ 0.25	$ 3,780.00	$ 6,804.00
		15,120	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 3,780.00	$ 0.30	$ 4,536.00	$ 8,316.00
			Total		$ 87,675.72		$ 93,038.43	$ 180,714.15
10	**DAVIE COOPER CITY**	12	Basic Cleaning	$ 1,260.43	$ 15,125.16	$ 1,310.20	$ 15,722.40	$ 30,847.56
	4600 S.W 82ND AVE	12	Restrooms	$ 600.00	$ 7,200.00	$ 624.00	$ 7,488.00	$ 14,688.00
	DAVIE FL, 33328	12	Floors	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		10,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		1	Air Quality	$ 450.00	$ 450.00	$ 468.00	$ 468.00	$ 918.00
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		10,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		10,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,500.00	$ 0.30	$ 3,000.00	$ 5,500.00
			Total		$ 64,200.16		$ 68,000.40	$ 132,200.56
11	**GALT OCEAN MILE CENTER**	12	Basic Cleaning	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
	3403 GALT OCEAN MILE	12	Restrooms	$ 375.00	$ 4,500.00	$ 390.00	$ 4,680.00	$ 9,180.00
	FORT LAUDERDALE, FL 33308	12	Floors	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		4,900	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 980.00	$ 0.25	$ 1,225.00	$ 2,205.00
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		1	Air Quality	$ 750.00	$ 750.00	$ 780.00	$ 780.00	$ 1,530.00
		12	Cleaning Supplies	$ 1,125.00	$ 13,500.00	$ 1,170.00	$ 14,040.00	$ 27,540.00
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		4,900	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 980.00	$ 0.25	$ 1,225.00	$ 2,205.00
		4,900	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 1,225.00	$ 0.30	$ 1,470.00	$ 2,695.00
			Total		$ 55,360.00		$ 58,182.00	$ 113,542.00

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	*Two Year Total*
12	**HOLLYWOOD BEACH CENTER**	12	Basic Cleaning	$ 450.00	$ 5,400.00	$ 468.00	$ 5,616.00	$ 11,016.00
	1301 S. OCEAN DRIVE	12	Restrooms	$ 200.00	$ 2,400.00	$ 208.00	$ 2,496.00	$ 4,896.00
	HOLLYWOOD, FL 33019	12	Floors	$ 200.00	$ 2,400.00	$ 208.00	$ 2,496.00	$ 4,896.00
		2,500	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 500.00	$ 0.25	$ 625.00	$ 1,125.00
		1	Windows	$ 175.00	$ 175.00	$ 182.00	$ 182.00	$ 357.00
		1	Air Quality	$ 225.00	$ 225.00	$ 234.00	$ 234.00	$ 459.00
		12	Cleaning Supplies	$ 450.00	$ 5,400.00	$ 468.00	$ 5,616.00	$ 11,016.00
		12	Paper Products	$ 750.00	$ 9,000.00	$ 780.00	$ 9,360.00	$ 18,360.00
		2,500	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 500.00	$ 0.25	$ 625.00	$ 1,125.00
		2,500	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 625.00	$ 0.30	$ 750.00	$ 1,375.00
			Total		$ 26,625.00		$ 28,000.00	$ 54,625.00

Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

13	**HALLANDALE BEACH BRANCH**	12	Basic Cleaning	$ 1,729.97	$ 20,759.64	$ 1,799.17	$ 21,590.04	$ 42,349.68
	300 S. FEDERAL HIGHWAY	12	Restrooms	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
	HALLANDALE, FL 33009	12	Floors	$ 701.00	$ 8,412.00	$ 729.04	$ 8,748.48	$ 17,160.48
		14,700	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,940.00	$ 0.25	$ 3,675.00	$ 6,615.00
		1	Windows	$ 550.00	$ 550.00	$ 572.00	$ 572.00	$ 1,122.00
		1	Air Quality	$ 325.00	$ 325.00	$ 338.00	$ 338.00	$ 663.00
		12	Cleaning Supplies	$ 795.00	$ 9,540.00	$ 826.80	$ 9,921.60	$ 19,461.60
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		14,700	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,940.00	$ 0.25	$ 3,675.00	$ 6,615.00
		14,700	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 3,675.00	$ 0.30	$ 4,410.00	$ 8,085.00
			Total		$ 76,741.64		$ 81,634.12	$ 158,375.76
14	**HOLLYWOOD LIBRARY**	12	Basic Cleaning	$ 6,125.40	$ 73,504.80	$ 6,370.42	$ 76,445.04	$ 149,949.84
	2600 Hollywood Blvd	12	Restrooms	$ 483.00	$ 5,796.00	$ 502.32	$ 6,027.84	$ 11,823.84
	Hollywood, FL 33020	12	Floors	$ 483.00	$ 5,796.00	$ 502.32	$ 6,027.84	$ 11,823.84
		31,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 6,200.00	$ 0.25	$ 7,750.00	$ 13,950.00
		1	Windows	$ 1,200.00	$ 1,200.00	$ 1,248.00	$ 1,248.00	$ 2,448.00
		1	Air Quality	$ 1,486.20	$ 1,486.20	$ 1,545.44	$ 1,545.44	$ 3,031.64
		12	Cleaning Supplies	$ 1,125.00	$ 13,500.00	$ 1,170.00	$ 14,040.00	$ 27,540.00
		12	Paper Products	$ 2,250.00	$ 27,000.00	$ 2,340.00	$ 28,080.00	$ 55,080.00
		31,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 6,200.00	$ 0.25	$ 7,750.00	$ 13,950.00
		31,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 7,750.00	$ 0.30	$ 9,300.00	$ 17,050.00
			Total		$ 148,433.00		$ 158,214.16	$ 306,647.16
15	**IMPERIAL POINT BRANCH**	12	Basic Cleaning	$ 2,454.59	$ 29,455.08	$ 2,551.77	$ 30,621.24	$ 60,076.32
	5985 N FEDERAL HIGHWAY	12	Restrooms	$ 458.00	$ 5,496.00	$ 476.32	$ 5,715.84	$ 11,211.84
	FORT LAUDERDALE, FL 33308	12	Floors	$ 458.00	$ 5,496.00	$ 476.32	$ 5,715.84	$ 11,211.84
		14,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,800.00	$ 0.25	$ 3,500.00	$ 6,300.00
		1	Windows	$ 750.00	$ 750.00	$ 780.00	$ 780.00	$ 1,530.00
		1	Air Quality	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		12	Cleaning Supplies	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		12	Paper Products	$ 1,225.00	$ 14,700.00	$ 1,274.00	$ 15,288.00	$ 29,988.00
		14,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,800.00	$ 0.25	$ 3,500.00	$ 6,300.00
		14,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 3,500.00	$ 0.30	$ 4,200.00	$ 7,700.00
			Total		$ 72,022.08		$ 76,626.92	$ 148,649.00

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	*Two Year Total*
16	**LAUDERHILL TOWN CENTER**	12	Basic Cleaning	$ 1,260.43	$ 15,125.16	$ 1,310.20	$ 15,722.40	$ 30,847.56
	6399 West Oakland Park Blvd	12	Restrooms	$ 600.00	$ 7,200.00	$ 624.00	$ 7,488.00	$ 14,688.00
	LAUDERHILL, FL 33313	12	Floors	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		10,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		1	Air Quality	$ 450.00	$ 450.00	$ 468.00	$ 468.00	$ 918.00
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 1,225.00	$ 14,700.00	$ 1,820.00	$ 21,840.00	$ 36,540.00
		10,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		10,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,500.00	$ 0.30	$ 3,000.00	$ 5,500.00
			Total		$ 57,900.16		$ 65,000.40	$ 125,900.56

Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

17	**LAUDERDALE LAKES BRANCH** 3521 NW 43RD AVE LAUDERDALE LAKES, FL 33319	12	Basic Cleaning	$ 1,205.00	$ 14,460.00	$ 1,253.20	$ 16,918.20	$ 31,378.20
		12	Restrooms	$ 705.00	$ 8,460.00	$ 733.20	$ 8,798.40	$ 17,258.40
		12	Floors	$ 705.00	$ 8,460.00	$ 733.20	$ 8,798.40	$ 17,258.40
		7,900	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 1,580.00	$ 0.25	$ 1,975.00	$ 3,555.00
		1	Windows	$ 1,200.00	$ 1,200.00	$ 1,248.00	$ 1,248.00	$ 2,448.00
		1	Air Quality	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		12	Cleaning Supplies	$ 681.00	$ 8,172.00	$ 708.24	$ 8,498.88	$ 16,670.88
		12	Paper Products	$ 925.00	$ 11,100.00	$ 962.00	$ 11,544.00	$ 22,644.00
		7,900	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 1,580.00	$ 0.25	$ 1,975.00	$ 3,555.00
		7,900	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 1,975.00	$ 0.30	$ 2,370.00	$ 4,345.00
			Total		$ 57,412.00		$ 62,567.88	$ 119,979.88
18	**MIRAMAR BRANCH - EDUCATION CENTER** 2050 CIVIC CENTER PLACE MIRAMAR, FL 33025	12	Basic Cleaning	$ 3,208.37	$ 38,500.44	$ 3,336.70	$ 40,040.40	$ 78,540.84
		12	Restrooms	$ 621.60	$ 7,459.20	$ 645.84	$ 7,750.08	$ 15,209.28
		12	Floors	$ 783.39	$ 9,400.68	$ 814.32	$ 9,771.84	$ 19,172.52
		30,181	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 6,036.20	$ 0.25	$ 7,545.25	$ 13,581.45
		1	Windows	$ 1,300.00	$ 1,300.00	$ 1,352.00	$ 1,352.00	$ 2,652.00
		1	Air Quality	$ 1,486.20	$ 1,486.20	$ 1,545.65	$ 1,545.65	$ 3,031.85
		12	Cleaning Supplies	$ 1,275.00	$ 15,300.00	$ 1,326.00	$ 15,912.00	$ 31,212.00
		12	Paper Products	$ 1,275.00	$ 15,300.00	$ 1,326.00	$ 15,912.00	$ 31,212.00
		30,181	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 6,036.20	$ 0.25	$ 7,545.25	$ 13,581.45
		30,181	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 7,545.25	$ 0.30	$ 9,054.30	$ 16,599.55
			Total		$ 108,364.17		$ 116,428.77	$ 224,792.94
19	**MARGATE BRANCH** 5810 PARK DRIVE MARGATE, FL 33063	12	Basic Cleaning	$ 2,427.46	$ 29,129.52	$ 2,873.52	$ 34,482.24	$ 63,611.76
		12	Restrooms	$ 370.00	$ 4,440.00	$ 384.80	$ 4,617.60	$ 9,057.60
		12	Floors	$ 588.00	$ 7,056.00	$ 611.52	$ 7,338.24	$ 14,394.24
		15,800	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 3,160.00	$ 0.25	$ 3,950.00	$ 7,110.00
		1	Windows	$ 1,500.00	$ 1,500.00	$ 1,560.00	$ 1,560.00	$ 3,060.00
		1	Air Quality	$ 891.72	$ 891.72	$ 927.39	$ 927.39	$ 1,819.11
		12	Cleaning Supplies	$ 835.00	$ 10,020.00	$ 868.40	$ 10,420.80	$ 20,440.80
		12	Paper Products	$ 1,225.00	$ 14,700.00	$ 1,274.00	$ 15,288.00	$ 29,988.00
		15,800	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 3,160.00	$ 0.25	$ 3,950.00	$ 7,110.00
		15,800	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 3,950.00	$ 0.30	$ 4,740.00	$ 8,690.00
			Total		$ 78,007.24		$ 87,274.27	$ 165,281.51

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	*Two Year Total*
20	**NORTH LAUDERDALE BRANCH** 6901 Kimberly Blvd. N. LAUDERDALE, FL 33068	12	Basic Cleaning	$ 2,526.54	$ 30,318.48	$ 2,627.60	$ 31,531.20	$ 61,849.68
		12	Restrooms	$ 460.00	$ 5,520.00	$ 478.00	$ 5,736.00	$ 11,256.00
		12	Floors	$ 460.00	$ 5,520.00	$ 478.00	$ 5,736.00	$ 11,256.00
		20,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 4,000.00	$ 0.25	$ 5,000.00	$ 9,000.00
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		1	Air Quality	$ 891.72	$ 891.72	$ 927.00	$ 927.00	$ 1,818.72
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 2,050.00	$ 24,600.00	$ 2,132.00	$ 25,584.00	$ 50,184.00
		20,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 4,000.00	$ 0.25	$ 5,000.00	$ 9,000.00
		20,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 5,000.00	$ 0.30	$ 6,000.00	$ 11,000.00
			Total		$ 87,175.20		$ 93,132.20	$ 180,307.40

Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

21	**NORTHWEST REGIONAL LIBRARY** 3151 UNIVERSITY DRIVE CORAL SPRINGS, FL 33065	12	Basic Cleaning	$ 13,902.81	$166,833.72	$ 14,458.92	$173,507.04	$ 340,340.76
		12	Restrooms	$ 1,101.62	$ 13,219.44	$ 1,145.68	$ 13,748.16	$ 26,967.60
		12	Floors	$ 1,101.62	$ 13,219.44	$ 1,145.68	$ 13,748.16	$ 26,967.60
		Hourly	Porter (238Hrs./Month)	$ 26.00	$ 74,256.00	$ 27.04	$ 77,226.24	$ 151,482.24
		36,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 7,200.00	$ 0.25	$ 9,000.00	$ 16,200.00
		1	Windows	$ 3,000.00	$ 3,000.00	$ 3,120.00	$ 3,120.00	$ 6,120.00
		1	Air Quality	$ 3,566.88	$ 3,566.88	$ 3,709.56	$ 3,709.56	$ 7,276.44
		12	Cleaning Supplies	$ 2,303.00	$ 27,636.00	$ 2,291.36	$ 27,496.32	$ 55,132.32
		12	Paper Products	$ 2,303.00	$ 27,636.00	$ 2,291.36	$ 27,496.32	$ 55,132.32
		36,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 7,200.00	$ 0.25	$ 9,000.00	$ 16,200.00
		36,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 9,000.00	$ 0.30	$ 10,800.00	$ 19,800.00
			Total		$352,767.48		$368,851.80	$ 721,619.28
22	**NORTH WEST BRANCH** 1580 N.W 3RD AVENUE POMPANO BEACH, FL 33060	12	Basic Cleaning	$ 1,663.03	$ 19,956.36	$ 1,729.55	$ 20,754.60	$ 40,710.96
		12	Restrooms	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		12	Floors	$ 558.33	$ 6,699.96	$ 580.32	$ 6,963.84	$ 13,663.80
		9,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 1,800.00	$ 0.25	$ 2,250.00	$ 4,050.00
		1	Windows	$ 650.00	$ 650.00	$ 676.00	$ 676.00	$ 1,326.00
		1	Air Quality	$ 590.00	$ 590.00	$ 613.60	$ 613.60	$ 1,203.60
		12	Cleaning Supplies	$ 485.00	$ 5,820.00	$ 504.40	$ 6,052.80	$ 11,872.80
		12	Paper Products	$ 750.00	$ 9,000.00	$ 780.00	$ 9,360.00	$ 18,360.00
		9,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 1,800.00	$ 0.25	$ 2,250.00	$ 4,050.00
		9,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,250.00	$ 0.30	$ 2,700.00	$ 4,950.00
			Total		$ 54,566.32		$ 57,860.84	$ 112,427.16
23	**POMPANO BEACH BRANCH** 1213 E. ATLANTIC BOULEVARD POMPANO BEACH, FL 33069	12	Basic Cleaning	$ 4,448.46	$ 53,381.52	$ 4,626.40	$ 55,516.80	$ 108,898.32
		12	Restrooms	$ 600.00	$ 7,200.00	$ 624.00	$ 7,488.00	$ 14,688.00
		12	Floors	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		12,918	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,583.60	$ 0.25	$ 3,229.50	$ 5,813.10
		1	Windows	$ 1,750.00	$ 1,750.00	$ 1,820.00	$ 1,820.00	$ 3,570.00
		1	Air Quality	$ 1,125.00	$ 1,125.00	$ 1,170.00	$ 1,170.00	$ 2,295.00
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		12,918	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,583.60	$ 0.25	$ 3,229.50	$ 5,813.10
		12,918	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 3,229.50	$ 0.30	$ 3,875.40	$ 7,104.90
			Total		$106,353.22		$112,209.20	$ 218,562.42

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	*Two Year Total*
24	**RIVERLAND BRANCH** 2710 W. DAVIE BLVD FORT LAUDERDALE, FL 33312	12	Basic Cleaning	$ 1,260.43	$ 15,125.16	$ 1,310.85	$ 15,730.20	$ 30,855.36
		12	Restrooms	$ 600.00	$ 7,200.00	$ 624.00	$ 7,488.00	$ 14,688.00
		12	Floors	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		10,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		1	Windows	$ 425.00	$ 425.00	$ 442.00	$ 442.00	$ 867.00
		1	Air Quality	$ 450.00	$ 450.00	$ 468.00	$ 468.00	$ 918.00
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		10,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,000.00	$ 0.25	$ 2,500.00	$ 4,500.00
		10,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,500.00	$ 0.30	$ 3,000.00	$ 5,500.00
			Total		$ 64,200.16		$ 68,008.20	$ 132,208.36

Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

25	**STIRLING ROAD LIBRARY** 3151 Stirling Road Hollywood, Fl. 33020	12	Basic Cleaning	$ 3,441.94	$ 41,303.28	$ 3,579.62	$ 42,955.44	$ 84,258.72
		12	Restrooms	$ 519.02	$ 6,228.24	$ 539.76	$ 6,477.12	$ 12,705.36
		12	Floors	$ 519.00	$ 6,228.00	$ 539.00	$ 6,468.00	$ 12,696.00
		20,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 4,000.00	$ 0.25	$ 5,000.00	$ 9,000.00
		1	Windows	$ 1,500.00	$ 1,500.00	$ 1,560.00	$ 1,560.00	$ 3,060.00
		1	Air Quality	$ 891.72	$ 891.72	$ 927.00	$ 927.00	$ 1,818.72
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 1,225.00	$ 14,700.00	$ 1,274.00	$ 15,288.00	$ 29,988.00
		20,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 4,000.00	$ 0.25	$ 5,000.00	$ 9,000.00
		20,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 5,000.00	$ 0.30	$ 6,000.00	$ 11,000.00
			Total		$ 90,751.24		$ 90,851.56	$ 187,602.80
26	**SUNRISE DAN PEARL** 10500 W. OAKLAND PARK BLVD SUNRISE, FL 33351	12	Basic Cleaning	$ 3,441.94	$ 41,303.28	$ 3,579.62	$ 42,955.44	$ 84,258.72
		12	Restrooms	$ 519.02	$ 6,228.24	$ 539.75	$ 6,477.00	$ 12,705.24
		12	Floors	$ 519.02	$ 6,228.24	$ 539.00	$ 6,468.00	$ 12,696.24
		20,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 4,000.00	$ 0.25	$ 5,000.00	$ 9,000.00
		1	Windows	$ 1,500.00	$ 1,500.00	$ 1,560.00	$ 1,560.00	$ 3,060.00
		1	Air Quality	$ 891.72	$ 891.72	$ 927.00	$ 927.00	$ 1,818.72
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 1,225.00	$ 14,700.00	$ 1,274.00	$ 15,288.00	$ 29,988.00
		20,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 4,000.00	$ 0.25	$ 5,000.00	$ 9,000.00
		20,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 5,000.00	$ 0.30	$ 6,000.00	$ 11,000.00
			Total		$ 90,751.48		$ 96,851.44	$ 187,602.92
27	**SOUTHWEST REGIONAL** 16835 SHERIDAN STREET PEMBROKE PINES, FL 33331	12	Basic Cleaning	$ 15,030.81	$ 180,369.72	$ 15,632.04	$ 187,584.48	$ 367,954.20
		12	Restrooms	$ 1,179.36	$ 14,152.32	$ 1,226.53	$ 14,718.36	$ 28,870.68
		12	Floors	$ 1,179.36	$ 14,152.32	$ 1,226.53	$ 14,718.36	$ 28,870.68
		Hourly	Porter (152Hrs./Month)	$ 26.00	$ 47,424.00	$ 27.04	$ 49,320.96	$ 96,744.96
		39,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 7,800.00	$ 0.25	$ 9,750.00	$ 17,550.00
		1	Windows	$ 3,500.00	$ 3,500.00	$ 3,640.00	$ 3,640.00	$ 7,140.00
		1	Air Quality	$ 3,864.12	$ 3,864.12	$ 4,018.68	$ 4,018.68	$ 7,882.80
		12	Cleaning Supplies	$ 1,300.00	$ 15,600.00	$ 1,352.00	$ 16,224.00	$ 31,824.00
		12	Paper Products	$ 2,500.00	$ 30,000.00	$ 2,600.00	$ 31,200.00	$ 61,200.00
		39,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 7,800.00	$ 0.25	$ 9,750.00	$ 17,550.00
		39,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 9,750.00	$ 0.30	$ 11,700.00	$ 21,450.00
			Total		$ 334,412.48		$ 352,624.84	$ 687,037.32

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	*Two Year Total*
28	**TAMARAC BRANCH** 8701 W. COMMERCIAL BOULEVARD TAMARAC FL, 33351	12	Basic Cleaning	$ 5,921.30	$ 71,055.60	$ 6,158.15	$ 73,897.80	$ 144,953.40
		12	Restrooms	$ 416.00	$ 4,992.00	$ 432.64	$ 5,191.68	$ 10,183.68
		12	Floors	$ 416.00	$ 4,992.00	$ 432.64	$ 5,191.68	$ 10,183.68
		30,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 6,000.00	$ 0.25	$ 7,500.00	$ 13,500.00
		1	Windows	$ 2,500.00	$ 2,500.00	$ 2,600.00	$ 2,600.00	$ 5,100.00
		1	Air Quality	$ 1,250.00	$ 1,250.00	$ 1,300.00	$ 1,300.00	$ 2,550.00
		12	Cleaning Supplies	$ 750.00	$ 9,000.00	$ 780.00	$ 9,360.00	$ 18,360.00
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		30,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 6,000.00	$ 0.25	$ 7,500.00	$ 13,500.00
		30,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 7,500.00	$ 0.30	$ 9,000.00	$ 16,500.00
			Total		$ 134,289.60		$ 143,381.16	$ 277,670.76

Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

29	**WESTON LIBRARY**	12	Basic Cleaning	$ 9,727.25	$116,727.00	$ 10,116.34	$121,396.08	$ 238,123.08
	4205 BONAVENTURE BLVD.	12	Restrooms	$ 729.54	$ 8,754.48	$ 758.72	$ 9,104.64	$ 17,859.12
	Weston, FL 33332	12	Floors	$ 729.54	$ 8,754.48	$ 758.72	$ 9,104.64	$ 17,859.12
		Hourly	Porter (115Hrs./Month)	$ 26.00	$ 35,880.00	$ 27.00	$ 37,260.00	$ 73,140.00
		25,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 5,000.00	$ 0.25	$ 6,250.00	$ 11,250.00
		1	Windows	$ 3,000.00	$ 3,000.00	$ 3,120.00	$ 3,120.00	$ 6,120.00
		1	Air Quality	$ 2,500.00	$ 2,500.00	$ 2,600.00	$ 2,600.00	$ 5,100.00
		12	Cleaning Supplies	$ 1,225.00	$ 14,700.00	$ 1,274.00	$ 15,288.00	$ 29,988.00
		12	Paper Products	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		25,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 5,000.00	$ 0.25	$ 6,250.00	$ 11,250.00
		25,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 6,250.00	$ 0.30	$ 7,500.00	$ 13,750.00
			Total		$227,565.96		$239,713.36	$ 467,279.32
30	**WEST REGIONAL LIBRARY**	12	Basic Cleaning	$ 15,030.81	$180,369.72	$ 15,632.04	$187,584.48	$ 367,954.20
	8601 W. BROWARD BLVD	12	Restrooms	$ 1,179.36	$ 14,152.32	$ 1,226.53	$ 14,718.36	$ 28,870.68
	PLANTATION, FL 33324	12	Floors	$ 1,179.36	$ 14,152.32	$ 1,226.53	$ 14,718.36	$ 28,870.68
		Hourly	Porter (160Hrs./Month)	**$ 26.00**	**$ 49,920.00**	**$ 27.00**	**$ 51,840.00**	$ 101,760.00
		39,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 7,800.00	$ 0.25	$ 9,750.00	$ 17,550.00
		1	Windows	$ 3,500.00	$ 3,500.00	$ 3,640.00	$ 3,640.00	$ 7,140.00
		1	Air Quality	$ 3,684.00	$ 3,684.00	$ 4,018.00	$ 4,018.00	$ 7,702.00
		12	Cleaning Supplies	$ 1,300.00	$ 15,600.00	$ 1,352.00	$ 16,224.00	$ 31,824.00
		12	Paper Products	$ 2,500.00	$ 30,000.00	$ 2,600.00	$ 31,200.00	$ 61,200.00
		39,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 7,800.00	$ 0.25	$ 9,750.00	$ 17,550.00
		39,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 9,750.00	$ 0.30	$ 11,700.00	$ 21,450.00
			Total		$336,728.36		$355,143.20	$ 691,871.56

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	*Two Year Total*
31	**YOUNG AT ART - MUSEUM AREA**	12	Basic Cleaning	$ 8,149.53	$ 97,794.36	$ 8,475.51	$101,706.12	$ 199,500.48
	751 SW 121 AVENUE	12	Restrooms	$ 614.15	$ 7,369.80	$ 638.72	$ 7,664.64	$ 15,034.44
	DAVIE, FL 33325	12	Floors	$ 614.15	$ 7,369.80	$ 638.72	$ 7,664.64	$ 15,034.44
		Hourly	Porter (243Hrs./Month)	$ 26.00	$ 75,816.00	$ 27.00	$ 78,732.00	$ 154,548.00
		41,822	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 8,364.40	$ 0.25	$ 10,455.50	$ 18,819.90
		1	Windows	$ 2,500.00	$ 2,500.00	$ 2,600.00	$ 2,600.00	$ 5,100.00
		1	Air Quality	$ 2,972.40	$ 2,972.40	$ 3,061.57	$ 3,061.57	$ 6,033.97
		12	Cleaning Supplies	$ 1,703.00	$ 20,436.00	$ 1,771.12	$ 21,253.44	$ 41,689.44
		12	Paper Products	$ 1,703.00	$ 20,436.00	$ 1,771.12	$ 21,253.44	$ 41,689.44
		41,822	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 8,364.40	$ 0.25	$ 10,455.50	$ 18,819.90
		41,822	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 10,455.50	$ 0.30	$ 12,546.60	$ 23,002.10
			Total		$261,878.66		$277,393.45	$ 539,272.11
32	**YOUNG AT ART - LIBRARY AREA**	12	Basic Cleaning	$ 2,622.01	$ 31,464.12	$ 2,726.89	$ 32,722.68	$ 64,186.80
	751 SW 121 AVENUE	12	Restrooms	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
	DAVIE, FL 33325	12	Floors	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		Hourly	Porter (243Hrs./Month)	$ 26.00	$ 75,816.00	$ 27.04	$ 78,848.64	$ 154,664.64
		18,178	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 3,635.60	$ 0.25	$ 4,544.50	$ 8,180.10
		1	Windows	$ 500.00	$ 500.00	$ 520.00	$ 520.00	$ 1,020.00
		1	Air Quality	$ 300.00	$ 300.00	$ 312.00	$ 312.00	$ 612.00
		12	Cleaning Supplies	$ 350.00	$ 4,200.00	$ 364.00	$ 4,368.00	$ 8,568.00
		12	Paper Products	$ 750.00	$ 9,000.00	$ 780.00	$ 9,360.00	$ 18,360.00
		18,178	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 3,635.60	$ 0.25	$ 4,544.50	$ 8,180.10
		18,178	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 4,544.50	$ 0.30	$ 5,453.40	$ 9,997.90
			Total		$143,295.82		$151,281.72	$ 294,577.54

Janitorial Services - Price Sheets - Branch Libraries - Agreement 1 (CBE Reserve)

33	**Lauderhill Central Park Library** 3810 NW 11 Place Lauderhill, FL 33311	12	Basic Cleaning	$ 1,975.00	$ 23,700.00	$ 2,054.00	$ 24,648.00	$ 48,348.00
		12	Restrooms	$ 815.00	$ 9,780.00	$ 847.60	$ 10,171.20	$ 19,951.20
		12	Floors	$ 815.00	$ 9,780.00	$ 847.60	$ 10,171.20	$ 19,951.20
		Hourly	Porter (200 Hrs./Month)	$ 26.00	$ 62,400.00	$ 27.00	$ 64,800.00	$ 127,200.00
		11,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,200.00	$ 0.25	$ 2,750.00	$ 4,950.00
		1	Windows	$ 500.00	$ 500.00	$ 520.00	$ 520.00	$ 1,020.00
		1	Air Quality	$ 500.00	$ 500.00	$ 520.00	$ 520.00	$ 1,020.00
		12	Cleaning Supplies	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		12	Paper Products	$ 750.00	$ 9,000.00	$ 780.00	$ 9,360.00	$ 18,360.00
		11,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,200.00	$ 0.25	$ 2,750.00	$ 4,950.00
		11,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,750.00	$ 0.30	$ 3,300.00	$ 6,050.00
			Total		$ 129,710.00		$ 136,166.40	$ 265,876.40
			Total (1) - Summary, all sites		$4,014,533.12		$4,246,720.54	$ 8,273,758.26

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price Per Hour	Annual Annual	Unit Price Per Hour	Annual Annual	*Two Year Total* 2 years
	Additional Labor:							
	Project Supervisor		50 hrs.	$ 30.00	$ 1,500.00	$ 32.00	$ 1,600.00	$ 3,100.00
	Site Supervisor		50 hrs.	$ 29.00	$ 1,450.00	$ 31.00	$ 1,550.00	$ 3,000.00
	Full Time Service Crew		50 hrs.	$ 28.00	$ 1,400.00	$ 29.00	$ 1,450.00	$ 2,850.00
	Part Time Service Crew		50 hrs.	$ 28.00	$ 1,400.00	$ 29.00	$ 1,450.00	$ 2,850.00
	Porter Day/Night		50 hrs.	$ 28.00	$ 1,400.00	$ 29.00	$ 1,450.00	$ 2,850.00
	Emergency Services Labor:							
	Project Supervisor		50 hrs.	$ 32.00	$ 1,600.00	$ 33.00	$ 1,650.00	$ 3,250.00
	Site Supervisor		50 hrs.	$ 30.00	$ 1,500.00	$ 32.00	$ 1,600.00	$ 3,100.00
	Full Time Service Crew		50 hrs.	$ 29.00	$ 1,450.00	$ 29.00	$ 1,450.00	$ 2,900.00
	Part Time Service Crew		50 hrs.	$ 29.00	$ 1,450.00	$ 29.00	$ 1,450.00	$ 2,900.00
	Porter Day/Night		50 hrs.	$ 29.00	$ 1,450.00	$ 29.00	$ 1,450.00	$ 2,900.00
	"Pass thru" (Services/Materials)				$ 1,000.00		$ 1,000.00	$ 2,000.00
			Total (2)		$15,600.00	$ 302.00	$16,100.00	$ 31,700.00
	Grand Total - Whole Group **(Total 1 + Total 2)**				$4,030,133.12		$4,262,820.54	$ 8,305,458.26

NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

YES	X	**Agree to the above statement.**
NO		**Disagree to the above statement.**

NAME OF COMPANY: Chi-Ada

AUTHORIZED PERSON NAME: Bart Okoro

AUTHORIZED SIGNATURE:

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.
All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: **DATE:** 5/24/2021

THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.

Chi-Ada Corporation
4820 West Commercial Blvd, Tamarac FL 33319
Phone: (954) 777-5177
Cell: (305) 962-0398
Fax: (954) 777-5147
bokoro@chiadacorporation.com

Broward County Board of County Commissioners

BLD2121632P1--01-01 - BLD2121632P1: Janitorial Services - Branch Libraries - Agreement No. 1



Letter of Transmittal

Chi-Ada Corporation
4820 West Commercial Blvd,
Tamarac Florida 33319
Phone: 954-777-5177 Fax: 954-777-5147
www.chiadacorporation.com

Bart Okoro
President OF Chi-Ada Corporation

May 24, 2021

Richard Trupiano
Purchasing Agent Senior
Broward County

On behalf of Chi-Ada Corporation, we are pleased to submit our proposal to provide Janitorial Services for Broward County facilities, which is a response to your Solicitation #BLD2121632P1.

We have read and understood the terms and conditions in the invitation to bid and we have submitted our response in accordance with these terms and conditions. If you should have any need for clarifications on this proposal, we are at your disposal to discuss, please contact me on (954) 777-5177 or fax at (954) 777-5147 or on email at bokoro@chiadacorporation.com.

We look forward to serving you and always assure you of our best professional services.

Yours Faithfully,

Bart Okoro
President

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1. Ability of Professional Personnel:

a. Chi-Ada Corporation's Qualifications and relevant experience of the Project Manager and all key staff

Chi-Ada Corporation's personnel are highly qualified. We based our contract compliance on the qualification of our key personnel. Being highly qualified is a significant factor in our success in all the contracts we are awarded. The president of Chi-Ada Corporation is our account manager for this contract. We are doing that to ensure that there is a strict adhesion to the contract compliance and that our employees have conversed professionally with Chi-Ada Corporation upper management.

The account manager has more than twenty-six (26) years in managing janitorial services. He overviews each contract with highly skilled key personnel comprised of the project manager, the assistant project manager, the quality control manager, and project crews and custodians. The project manager and assistant project manager have been managing our contracts for more than seventeen (17) years. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the experience and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen (16) years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve (12) years of supervisory experience. Professional custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one (1) to ten (10) years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equip them with the same cleaning knowledge, safety awareness, and the skill needed.

Resumes of Chi-Ada Corporation's key personnel

❖ Account Manager

Role in the Project:

- Control the overall project for a successful completion of the project.
- Control the suppliers and equipment needs of the project.
- Sign and order official documents with the Broward County
- Respond to the Broward County for any key issues of the project.
- Coordinate and report to the Broward County management about the compliance of the project

Bartholomew Okoro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Account Manager and President of Chi-Ada Corporation with twenty-seven (27) years of experience in janitorial services, management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.

Professional Experience

1995-Present: **President/CEO** (Chi-Ada Corporation, Florida)

- Oversee all of the company activities.
- Responsible for operations and financial performance
- Enhance the standing of the company with the outside world.
- Submit acquisition, proposals.
- Prepare strategies, plans and objectives.
- Review the performance of employees and keeps them informed!

1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida)

- Provided janitorial services to 43 bank locations.

1988-1992: Assistance Restaurant Manager

- Making guest reservations
- Supervise quality control.
- Plan public relations activities and party arrangements
  1988-1992: Assistance Restaurant Manager

Line Cook (Fontainebleau Hilton Hotel, Miami Beach, Florida)

- Prepare meals for major events.
- **Basic** food preparations

Education

1991 B.S. Degree in Hospitality Management (Florida International University, Miami, Florida)
1990 Associate Degree in Pharmacy (Miami Dade College, Miami, Florida)
1987 Degree in Hotel Management (College of the Bahamas Nassau, Bahamas)

Certification

Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations, Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

- **Fulton County: Janitorial services**

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility.
  Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Quality Control Manager

Role in the Project:

- Lead the inspection team.
- Inspect and report quality issues.
- Ensure contract compliances are met.
- Keep copies of inspection records.
- Report to the Account manager and the Broward County contract administrator

Maxine Goodall
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Excellent planning and organizational skills and strong leadership, excellent communication skill.
Quality Control Manager with 14 years of experience of managing governmental and private janitorial contracts inspection and contract ensuring compliance of contract specifications, re-evaluating operations to ensure the highest quality of service.

Professional Experience

2015-Present: **Quality Control Manager** (Chi-Ada Corporation, Florida)

- Oversee and implement all contract specifications and hiring and training managers and supervisors.
- Ensure compliance of contract specifications and re-evaluate operations to ensure the highest quality of service is provided to our customers.
- Write reports, prepare schedules and attend meetings with our clients
- Oversee the quality assurance of janitorial contracts

2005-2015 **Custodial Supervisor and quality control management** (Chi-Ada Corporation, Florida)

- On-the-job training of custodial personnel
- Inspecting and coordinating cleaning efforts throughout facilities
- Distributing of chemicals and cleaning supplies to Custodians
- Ensuring all work is performed in a safe manner

Education

1975-1979 High School Diploma (East Orange High School)

1982-1983 Some Courses in Drafting, Physics, Mathematics, English and Economics (New Jersey Institute of Technology (N. J. I. T.)

1987 Diploma in Mathematics, Plumbing, Drafting, Electrical Drafting, Computer Drafting, and Floor Plan (Lyons Institute, New Jersey)

Certification

Quality Control assurance certification
Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
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  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

❖ **Project Manager**

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Patrick Wnoakeofor
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Contract manager with (15) years of experience, exceptionally talented, creative and efficient manager of pools of supervisors and in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.

Professional Experience

2004-Present: **Operations/Quality Control Manager** (Chi-Ada Corporation, Florida)

Education

2009 master's degree in economics (Florida International University, Miami, Florida)

1998 B.S. Degree in Biology (Miami Dade College, Miami, Florida)

Certification
Green Cleaning
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations,
    Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

❖ Assistant Project Manager

Role in the Project

- Assist the project manager in managing the contract of Miami Dade Airport
- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Omar Turrel

Project/Operations Manager

Distinctive Qualifications

Expert abilities to listen others and move toward with common goals.
Proven ability to drive essential process change under strict deadlines.
Planning abilities in cleaning and expert in Maintaining facilities.
Ability to achieve best result in time supervision.

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Professional Profile

Excellent Janitorial and Supervisory Skill, capable to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in Service industries and overall success.

Chi-Ada Corporation: 2013- present

Project Manager

* Attend meetings, trainings to develop better skills with ability for multi tasks

- Serves as onsite Manager for assigned project location to insure all services.
- comply contract specifications.
- Serve as Inspector to make sure daily and weekly contract specifications are met.
- Effective time manager to Chi-Ada employees
- Report to Home office of incident if any and keep records.

Clean industrial Cleaning service 2011

- Conducts numerous training to blend super results.
- Developed staff operating procedures to ensure quality control.
- Take inventories of supplies.
- Comply to company standard and procedures.

Education

- Plantation High School 2000 Florida
- School of Environmental Service. 2010

Certification_____
Green Cleaning
OSHA Safety training

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

Fulton County: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility. Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Supervisors

Role in the Project

- Responsible for Staff Reporting to Work as Scheduled
- Responsible for Inspections of All Work Performed by Staff
- Verify All Reports, Time Sheets, Customer Request Response & Daily Inspections
- Assist in Problem Solving Concerns

Humberto Guerra
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge of completing projects and satisfying my clients. Good listen abilities to measure complaints, Effective leadership in business affairs. Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in maintaining facilities.

Professional Experience

May 2013-Present Chi-Ada Corporation: Site Supervisor

- supervisor of Chi-Ada employees Group A, evening shift
- Inspector to make sure daily and weekly contract spec are met
- Assist coordinate relationships with County representatives
- Assist time Chi-Ada management with employees
- Report to Project to General Manager matters of incident if any and record each.
- Assist in Orientation of new hire to develop better skills with ability handle multi tasks.
- Record Stocks of inventories and weekly supplies to the station stockroom.

2005- May ,2013: Diamond Cleaning services: Supervisor

- Assist employees training in Diamond cleaning service
- Assist staff understanding work procedures to ensure quality control
- Take charge of distribution of inventories
- Comply with company standard operating procedure

Education

Vocational school on Environmental Service

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maricela Hernandez
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

.

Professional Experience

2013-Present: **Supervisor** (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2009-2013 Supervisor: Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals
Proven ability to drive essential process change under strict deadlines
Leadership in Janitorial services industry and expert in Maintaining facilities.
Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Valerie Gomez

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

- Gain Knowledge and effective leadership in business. Hard Work, Goal Oriented, Compassionate to Others, and Effective communicator

Professional Experience

2012-Present: **Supervisor at** Chi-Ada Corporation

- Serves as supervisor for Metro Rail Locations North to insure all services comply contract specifications
- Daily inspection of all stations
- Record Keeping of any incidental and report to Management
- Draw weekly schedule for Chi-Ada employees
- Report to Project Manager of any incident on day to day stocks and inventories.
- Attend meetings, trainings to develop better skills with ability.

2001-12 Vista Janitorial service

- Orientation and training of Newly hire
- Supervise staff to ensure quality control
- Instruct New hire on Material Safety Data issues
- Adhere to company standard operating procedure

Education

High School Graduate.

Environmental Education

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maria Castro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge to completing projects and satisfying client's high ability to supervise and resolve problems. Hard working Individual

Professional Experience

2012-Present: Chi-Ada Corporation, Florida: Site Supervisor

- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

2005-2011: Diamond Cleaning service: Site Supervisor

- Request Materials and supplies when needed
- Direct and assist staff to ensure MSDS material Safety are followed.
- Help distribution of inventories
- Compliance to company standard operating procedure
- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

Education

High school graduate
College of Environmental studies

Additional Skills

Abilities to influence others make tough Decision and goal getting. Ability to drive essential process changes even at tough Times. Good Leadership in Janitorial services industry. Capable to achieve best results in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training
Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Marcel Macken
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Military Knowledge; Active Business interest, completing projects to satisfaction and ability to supervise and listen to complaints. Proven effective leadership in Task successfulness. Hard Work, Compassionate to Employees, Excellent Skill, Goal Oriented, and Effective Communicator

Professional Experience

2012-Present: Supervisor Chi-Ada Corporation

- supervisor Metro Rail South Stations enforcing contract specifications
- Ensure daily and weekly contract specification are met
- Foster relationships with County Property Managers
- Demonstrates effective time manager to Chi-Ada employees
- Ensure management are well inform of incidents and record keeping stocks and inventories.
- Disciplinary action writes ups

2009-2012 Diamond Cleaning service

- Supervise employees to adhere work standard and procedures
- Prepare employees Roaster to ensure quality control
- Monitored Supplies of inventories

Comply to company standard operating procedure

Education

U.S Military Services
High School Graduate
Miami Dade College

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Nitza Molina
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present: Supervisor (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

James Kakrah

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present Chi-Ada Corporation: Site Supervisor

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Coastal service

- Provide House Keeping on Board
- Ensure quality control
- Assist inventories
- company standard operating procedure

Education

Nautical College
Technical of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.

❖ Custodians and Project Crews

Number	Function	Title	General Experience
Custodians	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Responsible for general cleaning ❖ Cleans and maintains entry lobby including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary, to maintain excellent entrance appeal. ❖ Cleans restrooms on a daily basis, more if necessary, to maintain sanitary conditions. ❖ Cleans stairways and elevators on a regularly scheduled basis	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Restroom Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Project Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation

a. Subcontractors

Chi-Ada Corporation intends to subcontract 12.5% of this project to Ann's Janitorial Services Inc and 12.5% to McKenzie Cleaning.

Ann's Janitorial Services Inc

nn's Janitorial Services Inc is a woman-owned company whose founder and president is Norma Ann Kendall. Ann, along with her two daughters Shundell and Petal Richards, started the company in 2004 with a vision that today became a reality held and operated since its inception. Ann has been a nurse for 12 years with Jackson Memorial Hospital and decided after watching how her office was clean that it was much more to keep the environment and surroundings clean than what she was seeing done. With much research to attending classes from how to start a

business-to-business administration where she obtains a Business Degree from Barry University to conclude that there is a great need for people to work in the environment because of the population growth, the pollution in the air and the use of public places decided Ann's Janitorial Services Inc. will be best to serve its country with professionalism and integrity.

The firm is certified with both Broward and Dade Counties as CBE, SBE DBE and doing work with them presently as a subcontractor at FLL AirPort, Broward county main library, Broward county GG garage South and East courthouse And South garage, Port Ever Glade and Broward County Main Warehouse and Hunt/Moss Miami Dade CRA building (in South Miami), NANA tools for change, Meinser's electric and Coastal / Tishman Construction (Miami World CT. We are an insured company with OSHA training.

Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Ann's Janitorial Services CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674
January 27, 2021

Ms. Norma Ann Kendall
ANN'S JANITORIAL SERVICES, INC.
P.O. Box 85013
Hallandale Beach, Florida 33008

Dear Ms. Kendall:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** has been renewed. Your firm no longer qualifies for Small Business Enterprise because the number of full-time employees has exceeded the program's threshold.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in Periscope to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2021.01.27 17:01:17 -05'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE
ANNIVERSARY DATE: DECEMBER 16TH

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

Ann's Janitorial Services Letter of Intent for Agreement 1

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: Bid #BLD2121632P1

Project Title: Janitorial Services - County Facilities

Bidder/Offeror Name: Chi-Ada Corporation
Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319
Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: Ann's Janitorial Services, Inc.
Address: 11846 Southwest 8th Street , Pembroke Pines, FL, 33025 City: Pembroke Pines State: ___ Zip: 33025
Authorized Representative: Norma Ann Kendall Phone: 954-593-0707

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial services at Branch Libraries Agreement 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative
Signature: Norma H. Kendall Title: President Date: 05/07/2021

Bidder/Offeror Authorized Representative
Signature: [signature] Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

Ann's Janitorial Services Inc key personnel resumes

Norma A. Kendall

11846 sw 8th St Pembroke Pines, Fl 33025 | (954) 909-1307 | nkendall0575@yahoo.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

BACHOLEORS DEGREE | MAY 2009 | MIAMI DADE COLLEGE

- Major: Nursing Science

MBA | APRIL 2016 | BARRY UNIVERSITY

- Major: Business

Skills & Abilities

MANAGEMENT

- In charge of business development and growth
- Forecasting budget cost for current and future projects
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Always keep in consistent contact with clients

LEADERSHIP

- I have held position as chairwoman for my alumni at Concord Career Institute
- Vice chair for Miami Dade chambers of commerce
- Trustee for Hollywood Chambers of commerce.

Experience

HEAD NURSE | JACKSON MEMORIAL HOSPITAL | FEBUARY 1995 – JULY 2003

- In charge of creating schedules
- administration of medicine
- writing referrals
- assisting coordinating daily activities of the hospital.

JANITOR | SELF EMPLOYED | AUGUST 1998 – PRESENT

- General cleaning of office, banks, and various facilities
- Carpet extractions

Jermaine Kendall

7766 Panama St Miramar, Fl 33023 | (954) 604-3501 | jermainefromanns@gmail.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

HIGH SCHOOL DIPLOMA | JUNE 2004 | CHARLES W. FLANAGAN

- High school graduate

Skills & Abilities

MANAGEMENT

- In charge of janitorial crews as large as a 20 person teams for various facility sizes
- Coordinating schedules
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Built strong relationships with clients
- Created a strong communication network with my staff

LEADERSHIP

- I have held a lead technician position at Comcast
- Operations manager for commercial and construction janitorial projects

Experience

LEAD TECHNICIAN | COMCAST CABLE COMPANY | APRIL 2007 – JULY 2018

- In charge of fixing escalated trouble calls
- Certified fire/ and burglar alarm technician
- Installed and repaired both coax and network cable, internet, and landline

JANITOR | OPERATIONS MANAGER | AUGUST 2016 – PRESENT

- Coordinating optimal staff for projects
- In charge of pay rolls and scheduling
- Recruiting and training staff members
- General cleaning of office, banks, and various facilities
- Carpet extractions
- Strip and wax various types of floors
- Bathroom sanitizing
- Electrostatic sainting

McKenzie's Cleaning Inc

McKenzie's Cleaning Inc. is a full-service janitorial firm providing services for various agencies both in the public and private sectors. The firm has been in the Janitorial industry for over 15 years and is proudly growing steadily.

McKenzie's Cleaning Inc is specialized in janitorial /custodial services, floor care, and post-construction cleaning. It performs 70 percent of the work as a prime vendor and 30 percent as a subcontractor for larger firms in the same industry. The targeted clients are government facilities, county facilities, city facilities, airports, and seaports. McKenzie's Cleaning Inc decade-plus long services are incomparable because the firm built its business on integrity, accountability, and delivering what is promised. Over the years, McKenzie's has received and maintained many certifications with several different agencies and organizations. McKenzie's Cleaning Inc is certified as an 8A, MWOSB, HUBZONE, and DBE certified firm. In addition, they are a CBE and SBE certified firm in Miami-Dade County and Broward County and with both their School Board. Steadily growing, McKenzie's has put the above-listed certifications to good use. For example, under the 8A certification, the company has provided the janitorial services for the USDA facilities in Miami-Dade, the Coast Guard Base Miami and CEU location, and the FAA Towers and Air Route Center in Both Miami-Dade and Broward Counties. As well as, for the Department of Homeland Security Marine Facilities in Ft. Lauderdale Florida. In addition, McKenzie's Cleaning Inc provides janitorial and custodian services as a subcontractor for SP Plus at Port Everglades since 2009, where the company cleans all offices and garages totaling over 500,000 SF. Similar projects include Broward County Public Defenders Offices, State Attorneys Offices, Employee Assistance Program, the State Archives Buildings, and the 911 Dispatch Center. McKenzie also has experience as a subcontractor in neighboring Broward County, where the firm performs duties for Triangle Services (the prime), cleaning the Broward County Judicial Complex and 10 Libraries in Broward County. McKenzie was responsible for its employees, equipment, and supplies to get the job done on these projects. All of the above experiences mentioned are similar to that which is required. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experiences in supervising janitorial services.

McKenzie's Cleaning Inc CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

March 22, 2021

Ms. Terriann McKenzie
MCKENZIE'S CLEANING, INC
3600 State Road 7, Suite 38
Miramar, Florida 33023

Dear Ms. McKenzie:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** certification has been renewed.

Your firm's certification is continuing from your anniversary date but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to ensure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development
Cert Agency: BC-CBE
ANNIVERSARY DATE: February 7th

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

McKenzie's Cleaning Inc Letter of Intent Agreement 1

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: BLD2121632P1

Project Title: Janitorial Services - Branch Libraries

Bidder/Offeror Name: Chi-Ada Corporation

Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319

Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: McKenzie ' s Cleaning Company Inc

Address: 3600 S. State Road 7 Suite 38 City: Miramar State: FL Zip: 33023

Authorized Representative: Terriann Mckenzie Phone: (305) 249-5911

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.

B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.

C. By signing below, the above-named CBE is committing to perform the work described below.

D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial Services - Branch Libraries - Agreement No. 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative

Signature: Title: President Date: 05/10/2021

Bidder/Offeror Authorized Representative

Signature: Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

McKenzie's Cleaning Inc key personnel resumes

TERRIANN V MCKENZIE
tmckenzie@mckenziescleaning.com
(305)249-5911

OBJECTIVE

To own and operate a successful Janitorial / Cleaning Service where I will utilizing all the company's certification to doing business across the United States. .

Profile

- Energetic Self-starter, work well independently or as a member of a team.
- Strong leadership skills: able to direct and make decisions effectively.
- Innovative and Creative, results oriented, strong work ethic and self-confident.
- Articulate and adaptable; can respectfully communicate with anyone.
- Excellent organizational skills; detail oriented individual with the ability to efficiently and effectively manage multiple tasks.
- Solution Oriented; conflict resolution specialist.

PROFESSIONAL EXPERIENCE

McKenzie's Cleaning Company Inc. 8/2003– Current

- Develop and maintain relationship with Client
- Performed financial functions, maintained accounting records, and reviewed request for major and controlled items.
- Maintained service records
- Reconciled activity records for monthly and quarterly reporting reviews.
- Document and maintain activity records.

Dillard Senior High School

- Plans and implements a program of study designed to meet individual needs of students that adhere to the district philosophy and goals.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.
- Excellent classroom management skills

Education

M.S. Education Leadership,	Nova Southeastern University	2001-2003
Bachelor of Arts, cum laude	Florida International University	1998-2001
Associate in Arts	Miami-Dade Community College	1996-1998

Jocelyn Medina

Jocelyn@mckenziescleaning.com (786) 474-0102

PROFILE

Sophisticated and skilled professional with 3 plus years of customer service driven positions looking to pursue a professional position utilizing my specialized education, experience, ability to learn and grow, and passion for helping others; Demonstrated skill in supervising an efficient, well run team ; committed to excellent customer service.

CORE SKILLS

- Bilingual
- Customer Service
- Quick learner
- Communication skills
- Self-Motivated
- Responsible
- Team Work Skills
- Flexibility and Adaptability

EDUCATION

High School Diploma 2012
Americas High School El Paso, Texas

EXPERIENCE

McKenzie's Cleaning Services Miramar, FL 08/2017 – Current
Supervisor

- Act as the administrative point of contact between the president and internal/ external clients.
- Undertake the tasks of receiving calls, take messages and routing correspondence.
- Handle requests and queries appropriately and timely, produce reports, presentations and briefs.
- Applicant screening and background check preparation.
- Maintain dairy, arrange meetings and appointments and provide reminders.
- Take dictation and minutes and accurately enter data
- Pay bills on invoices, review payroll, review certifications
- Create and manage employee schedules
- Monitor office supplies and research advantageous deals or supplier's/ inventory management
- Develop and carry out an efficient documentation and filing system.
- Manage time and attendance System first point of contact

Varsity Facility Services Davie, FL 3/2015 – 6/2016
Supervisor

- Facilitated training to ensure appropriate skill levels
- Supervised cleaning staff, and ensured cleanliness in compliance with standards
- Supervised Day and Night cleaning staff
- Developed and maintain positive relationships with building managers, guest and all visitors
- Supervised and performed day-to-day operational activities
- Managed building cleaning supplies and inventory

1.1. Chi-Ada Corporation Profile

The Janitorial and custodial services industry is not new to Chi-Ada Corporation. The company has been in the sector for more than twenty-five (25) years. Founded by Bart Okoro on August 25, 1995, the firm grew to become one of the most reliable organizations in janitorial services in the United States. Today, Chi-Ada is servicing various private and public clients. Our reliability is the factor that led us to win important contracts in Miami Dade, Sarasota, Fulton, and Broward Counties. Our executive team and key personnel comprise unquestionable leaders equipped to manage and lead each project with a customer satisfaction mindset.

1. Provide a description of the company's history:

a. business location

Chi-Ada Corporation place of business is located at 4820 West Commercial Blvd Tamarac Florida 33319

b. **length of time in business**

Chi-Ada Corporation has been in business for twenty-five (25) years since the Company was incorporated on August 25, 1995.

c. **principals and their experience**

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

d. **list any change(s) in ownership and date(s) of such change.**

Chi-Ada Corporation has been owned by Bart Okoro since the company incorporation on August 25, 1995.

2. **Provide total number of current employees:**
   a. Full-time: 200
   b. Part-time: 103

3. **Provide total number of supervisory employees:**
   a. Full-time: 20
   b. Part-time: 7

4. **Provide total number of custodial workers:**
   a. Full-time: 186
   b. Part-time: 90

5. **Temporary employees**

Chi-Ada Corporation does not employ temporary employees.

6. **Health benefits to your employees**

Ch-Ada Corporation provides health benefits based on the company policy.

7. **Does your company require your employees to have a criminal background check?**

a. **Describe when this occurs and which job categories this applies to.**

Chi-Ada Corporation takes the security of every contract that it undertakes seriously. Therefore, our security plan starts from the hiring process. For that, Chi-Ada Corporation requires all new applicants and new hires to have criminal background checks. The Corporation requires all applicants for work, after a successful interview, to do FDLE background check. The result of the background determines if an offer will be made or not. The employment is denied if the applicant returns with a criminal report such as a felony. This is applied to all custodians, supervisors, and managers, as well as clerical office workers. Our second step is the establishment of rigorous control of our employees on duty. Every supervisor is required to check the behavior of the employees. The supervisor is also responsible for their signing out from the building, report any suspicious character or behavior in the facilities to the management of Chi-Ada Corporation.

1.2 Company Experience/Reference

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
1st Contract#	ITQ9562-13MDT (Miami Dade Transit Janitorial Services)
Period:	2013-2019
Annual Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169
Successfully Completed

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Miami Dade County

Contact Name: Lazaro Dominguez Reference date: 05/04/2021

Contact Email: "Dominguez, Lazaro (DTPW)" [Lazaro.Dominguez3@miamidade.gov] Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-13MDT	05/13/2013	to	01/08/2019	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☐	☑
b. Deliverables	☐	☐	☐	☑
4. Project completed within budget	☐	☐	☐	☑
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

PRIME CONTRACTOR: **Miami Dade Transit Groups A, B, C & D.**

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Annual Amount (g)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
	Miami Dade Transit/Group A					1,000,000	2013-19					
	Supervisors and Heavy Crew				40							
1	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1					5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
2	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
5	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

7	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,,286	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9				5.30am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

16	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group B											
1	Supervisors and Heavy Crew				27						State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2				5.30am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5				6am- 7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville	37,304	7	2	2				6am-	Yes	State and	Green

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

	5200 NW 27 Ave, Miami FL 33142								6.30pm		Local Law Enforcement	Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3				3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3					Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

											Enforcement	
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13					Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5					Yes	State and Local Law Enforcement	Green Cleaning
	Total									Yes		
	Miami Dade Transit Group C											
1	Supervisors and Heavy Crew				4						State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8					Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2					Yes	State and Local Law Enforcement	Green Cleaning
4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2					Yes	State and Local Law Enforceme	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

											nt	
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2					Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2						Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2						Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2						Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2						Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2						Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2						Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

15	College North 100 ne 5 Street Miami Fl 33132	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2						Yes	State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2						Yes	State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2						Yes	State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2						Yes	State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2					Yes	State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1					Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9						State and	Green

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

											Local Law Enforcement	Cleaning
2	Northeast Transportation Facility	140,000	7	2	6				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Northeast Perimeter Roving Facility	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3				7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1				12pm-5pm	Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

											Enforcement	
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2				7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
Contract	RFQ9562-34DTPW - JANITORIAL SERVICES – DTPW Rail, Mover, and Bus Facilities
Period:	2019-2024
Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191 **(b)**

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169 **(d)**

Ongoing Project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:
Miami-Dade Transportation and Public Works

Contact Name: Lazaro Dominguez — Reference date: 04/27/2021

Contact Email: Lazaro.Dominguez3@miamidade.gov — Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for Metrorail, Mover and Bus

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-34DTPW	01/09/2019	to	01/31/2024	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Provide Janitorial services for metro-rail, mover, bus, and park & ride locations

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☑	☐	☐
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☑	☐	☐
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

PRIME CONTRACTOR

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
1	Miami Dade Transit/Group A					1,000,000	2019-2024				
2	Supervisors and Heavy Crew				40						
3	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21			5am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
7	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
9	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

10	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,286	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
16	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9			5.30am-1am	Yes	State and Local Law Enforcement	Green Cleaning
17	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
18	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group B										

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

1	Supervisors and Heavy Crew				27					State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5			6am-7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville 5200 NW 27 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3			3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3				Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3				Yes	State and Local Law Enforcement	Green Cleaning
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13			5am-1am	Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5			6am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
									Yes		
	Miami Dade Transit Group C										
1	Supervisors and Heavy Crew				4					State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2				Yes	State and Local Law Enforcement	Green Cleaning
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2				Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2					Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2					Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2					Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2					Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2					Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2					Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2					Yes	State and Local Law Enforcement	Green Cleaning
15	College North 100 ne 5 Street Miami Fl	5,480		2					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

	33132										Enforcement	
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2					Yes	State and Local Law Enforcement	Green Cleaning	
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2					Yes	State and Local Law Enforcement	Green Cleaning	
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2					Yes	State and Local Law Enforcement	Green Cleaning	
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2					Yes	State and Local Law Enforcement	Green Cleaning	
20	School Board (includes mover wash bldg)	37,200		2	2				Yes	State and Local Law Enforcement	Green Cleaning	
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1				Yes	State and Local Law Enforcement	Green Cleaning	
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9					State and Local Law Enforcement	Green Cleaning	
2	Northeast Transportation Facility	140,000	7	2	6			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

4	Northeast Perimeter Roving Facility	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3			7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1			12pm-5pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2			7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Briarcliff manor Union Free School

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org

(1) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Full-time Employees: 13

Successfully completed as agreed.

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:		Project Amount:
15-16-005F, 2015	09/04/2015	to 09/03/2016	$ 222,015.33

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2016	09/04/2016	to	09/03/2017	$ 299,572.69

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso | Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org | Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2017	09/04/2017	to	09/03/2018	$ 303,347.30

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

PRIME CONTRACTOR

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
45 Ingham Road Briarcliff Manor, NY 10510	160,000	5	3	13	**1,432**	2015-18 5 Years	7am-3:30pm	N/A	Yes	N/A

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov
Contract #	**#13ITB87106C-MT, Janitorial Services for Selected Fulton County Facilities**
Period:	8/2013-3/2016
Amount:	$362,141.56
Square Footage:	142,673
Scope of work:	Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15
Successfully completed as agreed.
Full-time Employees: 15 (d)
Ongoing project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:	Project Amount:
	08/01/2013 to 03/31/2016	$ 362,141.56

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for Selected Facilities (South Libraries)

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Great Company to work with!!!!!

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Southwest Regiona	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov

Contract # **18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)**

Period: 1/2019-12/2021 **(f)**

Amount: $ 617,271.12 **(g)**

Square Footage: 205,925

Scope of work: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15 (d)

Ongoing project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead — Reference date:

Contact Email: James.Morehead@fultoncountyga.gov — Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:			Project Amount:
18ITB113946C-BKJ	01/01/2019	to	12/31/2021	$ 617,271.12

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for fourteen (14) Libraries throughout Fulton County, Georgia.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Excellent Corporation! Easy to work with and willing to make adjustments to meet their customers needs. It's a pleasure working with them.

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
South Fulton	21,252	7	1		9am-5.30pm 6pm-11pm	no	yes	yes
S. Fulton Parking Deck	42,000	7	1		7pm-8pm	no	yes	yes
Southwest Region	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

Sarasota County

Address:	1001 Sarasota Center Blvd.
City State Zip:	Sarasota, FL 34240
Phone/Fax:	941-716-1500
Contact Name:	William Bill Deller, Facilities Supervisor
Email:	bdeller@scgov.net
Location:	Sarasota County

Contract #	Bid #166453HR Custodial Services
Period:	2/2017-1/2022 **(f)**
Annual amount:	$ 675,972.78 **(g)**
Square Footage:	589,760

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

Full-time Employees: 15 **(d)**
Ongoing project
Facilities users: 2,386 **(e)**

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi Ada

Organization/Firm Name providing reference:
Sarasota County BOCC

Contact Name: William Deller Reference date: 04/26/2021

Contact Email: bdeller@scgov.net Contact Phone:

Name of Referenced Project: Clean approx 500,000 sq ft highrise buildings

Contract No.	Date Services Provided:		Project Amount:
2017-119	06/01/2017	to 03/01/2021	

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Clean approx 500,000 sq ft highrise buildings, porter services, covid disinfecting

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☐	☑	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☑	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

Prime contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Administrative							
Building	125,393	7	6	6am & 8pm	yes	Required	Yes
Criminal Justice Center	96,960	5	8	5am-10am	yes	required	yes
Historic courthouse	65,411	5	10	5am& 8pm	yes	required	yes
History Center Museum	6,812	6	1	5pm	yes	required	yes
Judicial Center	97,344	5	6	5am & 5pm	Yes	required	Yes
Payne Park/ Tennis Center	6,379	6	1	6am &4pm	No	required	Yes
Pompano Bldg.	2,696	5	1	1pm	No	yes	yes
Selby Library	60,898	6	2	7am & 4pm	No	yes	yes
Terrace Building	64,612	5	3	5am & 4pm	Yes	yes	yes
Health Dept. building	63,255	6	3	8am-4pm	No	yes	yes
Total							

Subcontractors' references

Ann's Janitorial Services

I

ANN'S JANITORIAL SERVICES, INC.
Commercial and Residential

Contract References

Chi-ada Corporation
Broward County Main Library
Bart Okoro
(305) 962-0398
bokoro@chiadacorporation.com
contract length: 2012-2018
contract amount: $387,000

Sunshine Cleaning
Fort Lauderdale Intl Airpot
Randy Kierce
(954) 772-0884
randy@sunclean.com
contract length: 2011-present
contract amount: $472,000

SP Plus
Port Everglades, Governmental Center Garage, Broward Courthouse Garage, Broward South Courthouse Garage
Cathy Raphael
craphael@spplus.com
(954) 235-7816
Contract Length: 2017-2020
Contract Amount: 1.3 million

Office: 954-367-3013 Fax 954-367-3717 Email nkendall0575@yahoo.com

McKenzie Cleaning Inc.

Janitorial References

Location / Agency	Contact Person information	Service	Yearly Value
Federal Aviation Admin. October 2016- Current	Steven Smith 305-869-5350 steve.d.smith@faa.gov	Janitorial	$1,352,297.44
Broward County Courthouse January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$449,557.00
Broward County Libraries January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$670,698.78
United States Coast Guard Oct 2017 - Present	Steve Volk 305-790-4241 Volk, Steven M LCDR Steven.M.Volk@uscg.mil	Janitorial	$325,000.00
Broward County States Attorney Offices / Contract 10 Small Group Facilities January 2015 –Present	Various Managers Marlon Jerome MJEROME@broward.org	Janitorial	$186,000.00
USDA Janitorial Service Oct July 2016- Current	Karla Agurto 786-573-7061 karla.agurto@ars.usda.gov	Janitorial	$94,644.00

1.3. Experience of Key Personnel

❖ Description of Chi-Ada Corporation Key personnel experience

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year.

Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS). We achieve our goal by the quality of our human capital. Our management is enriched by prominent, high skilled, and experienced individuals with degrees in Hospitality Management, Electrical Engineering, Property Management, Education and Criminology, Business and Investment Management, and Accounting.

Our key personnel is highly experienced. Our account manager has more than twenty-six years in managing janitorial services. The account manager overviews each contract with highly skilled key personnel comprised of the project manager and assistant project manager, the quality control manager, and project crews and custodians. The project manager has been managing our contracts for more than seventeen years. Our assistant project manager has more than seven (7) years of experience. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the knowledge and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve years of supervisory experience. Professional

custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one to ten years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equipped them with the same level of cleaning knowledge, safety awareness, and the skill to use green cleaning products.

Our subcontractors are highly qualified with experienced and acknowledgeable key personnel. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experience in supervising janitorial services. Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Green cleaning policy

Chi-Ada Corporation has implemented a green cleaning policy to guide our employees in maintaining a healthy, clean, and safe building environment while reducing the impacts of cleaning processes, procedures, and products on the natural environment. Our plan focuses on cleaning products, operating procedures, staff training, and facility occupant feedback.

For the green cleaning products, we pursue the purchase of efficient cleaning, hard floor, and carpet care products that meet the criteria of our sustainable program. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results.

Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

1. List of key personnel and experience

List of Chi-Ada Corporation Key Personnel

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year. Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS).

Chi-Ada Corporation's key personnel is comprised of the account manager, the quality control manager, the project manager, supervisors, and custodians.

Names	Role	Year of experience
Bartholomew Okoro	Account Manager	28 years
Maxine Goodall	Quality control manager	16 years
Patrick Wnoakeofor	Project manager	17 years
Omar Turrel	Assistant Project Manager	8 years
Humberto Guerrera	Supervisor	16 years
Maricela Hernandez	Supervisor	12 years
James Kakrah	Supervisor	8 years
Valerie Gomez	Supervisor	20 years
Nitza Molina	Supervisor	16 years
Maria Castro	Supervisor	16 years
Macken Marcel	Supervisor	12 years
Other staff (custodians, project, floor, utility crews)	Custodians	Between 1-10 years

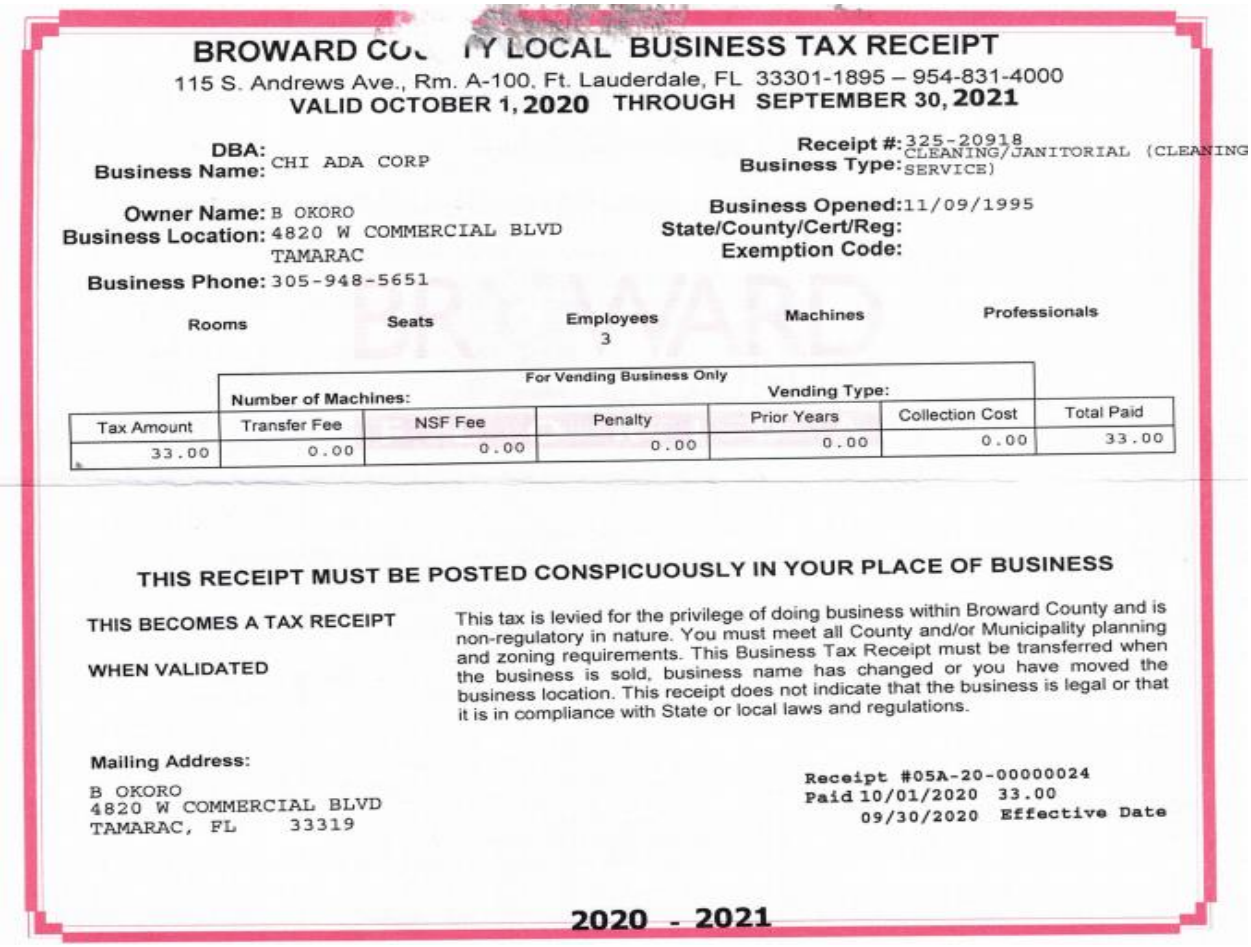
2. Chi-Ada Corporation's employees resume who will furnish professional and technical support expertise.

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

2. Location

Chi-Ada Corporation is located at 4820 West Commercial Blvd Tamarac Florida 33319. The location certification form is submitted.

Broward County business receipt



BROWARD CO[illegible]TY LOCAL BUSINESS TAX RECEIPT

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

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

DBA:
Business Name: CHI ADA CORP

Receipt #: 325-20918
Business Type: CLEANING/JANITORIAL (CLEANING SERVICE)

Owner Name: B OKORO
Business Location: 4820 W COMMERCIAL BLVD TAMARAC
Business Phone: 305-948-5651

Business Opened: 11/09/1995
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		3		

For Vending Business Only

Number of Machines: Vending Type:

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

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:
B OKORO
4820 W COMMERCIAL BLVD
TAMARAC, FL 33319

Receipt #05A-20-00000024
Paid 10/01/2020 33.00
09/30/2020 Effective Date

2020 - 2021

3. Project Approach

Chi-Ada corporation understands that there is a need to integrate appropriate strategies to reach our goal of maintaining cleaned facilities that can satisfy Broward County. In this regard, we will ensure the proper use of our subcontractors, apply our strategy to meet or exceed quality standards as it lays on an adequate allocation of qualified workers for each facility. Further, we will have several approaches to minimizing service hours. We will use simplified plans to meet minimum work tasks to manage the interface with normal building activities. Finally, we will identify regular building hours as well as any upcoming activities to maintain public areas.

Our subcontractors will be awarded an entire section of each agreement based on the agreed percentage of the subcontracting. Each subcontractor will provide qualified supervisors, custodians, restroom crew, project crew for labor. They will provide their equipment and supplies. Our project/assistant project manager will ensure that the subcontractors and their employees meet the daily, weekly, monthly, semi-annual, and annual cleaning standards. Our quality control manager and his/her team will conduct daily spot inspections for contract compliance.

Agreements Chi-Ada Corporation is proposing:

AGREEMENT NO. 1 BRANCH LIBRARIES

AGREEMENT NO. 2 LARGE FACILITIES GROUP 1

AGREEMENT NO. 3 LARGE FACILITIES GROUP 2

AGREEMENT NO. 4 LARGE FACILITIES GROUP 3

AGREEMENT NO. 5 LARGE FACILITIES GROUP 4

AGREEMENT NO. 12 BROWARD COUNTY JUDICIAL COMPLEX

AGREEMENT NO. 13 PORT EVERGLADES FACILITIES

AGREEMENT NO. 14 911 REGIONAL DISPATCH CENTERS

Chi-Ada Corporation's Full-time and part-time employees currently employed.

Full-time: 200

Part-time: 103

Chi-Ada Corporation's full-time and part-time supervisory employees currently employed.

full-time: 20

Part-time: 7

Chi-Ada Corporation's full-time and part-time custodial workers currently employed.

full-time: 186

Part-time: 90

Chi-Ada Corporation's temporary employees

Chi-Ada Corporation does not employ temporary employees.

3.1. Project approach for each Agreement of locations prime Vendor is proposing:

a. Describe how you intend to meet or exceed quality standards.

Allocating the workers, our experimented, skilled and experienced terminal and site supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties. Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner's work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

Chi-Ada Corporation employs color-coded cleaning methodology.

Color	Location of Use
Red	Infectious area
Green	Kitchen
Yellow	Bathroom
Blue	Open areas
Teal	General cleaning areas

b. Discuss any exceptions you suggest to minimum proposed service hours.

Chi-Ada Corporation minimizes the service hours through a good organization of the task to be completed. The corporation realizes this efficiency by assigning a crew for spot cleaning and

moping utilizing machines instead of manpower. By using machines, we are able to reduce the service hours required in manpower.

c. Describe how you propose to meet minimum work tasks and interface with normal building activities.

To accomplish our cleaning duties without interfering with the standard building activities, we identify the regular building hours and any upcoming activities and schedule our tasks accordingly. Our services shall be performed so that there will be no interference with an operation on the premises. We schedule cleaning, for example, floor care, air-quality cleaning, and special projects primarily after office hours and during the evening shift, by contacting building managers in a timely manner so to reduce any incident's from occurring.

d. Describe how you will maintain public areas, specifically providing high quality floor surfaces.

Chi-Ada Corporation's strategy to maintain public areas and high-quality surfaces is through the use of floor equipment, scrubbing and polishing hard floors, and daily buffing and shine. Carpeted areas are cleaning by extraction cleaning, followed up with daily spotting cleaning of carpets, and dust moping by project crew trash removal and dusting done by regular cleaning schedules. The firm uses damp cloths, sponges, scrub pads to remove smudges, fingerprints, marks, streaks from the surfaces of ledges, windows, walls, doors, door frames, and surfaces through the spot cleaning. Further, the company uses spot moping to remove spots, spills, and soils from non-carpet floors free of stains, streaks, and marks. The company also polishes stainless steel, chrome, brass surfaces with polishes, and a clean, soft cloth. Finally, all garbage, debris, and other trash materials shall be removed as required from all areas to avoid spills, overflow, and deposits in dumpsters.

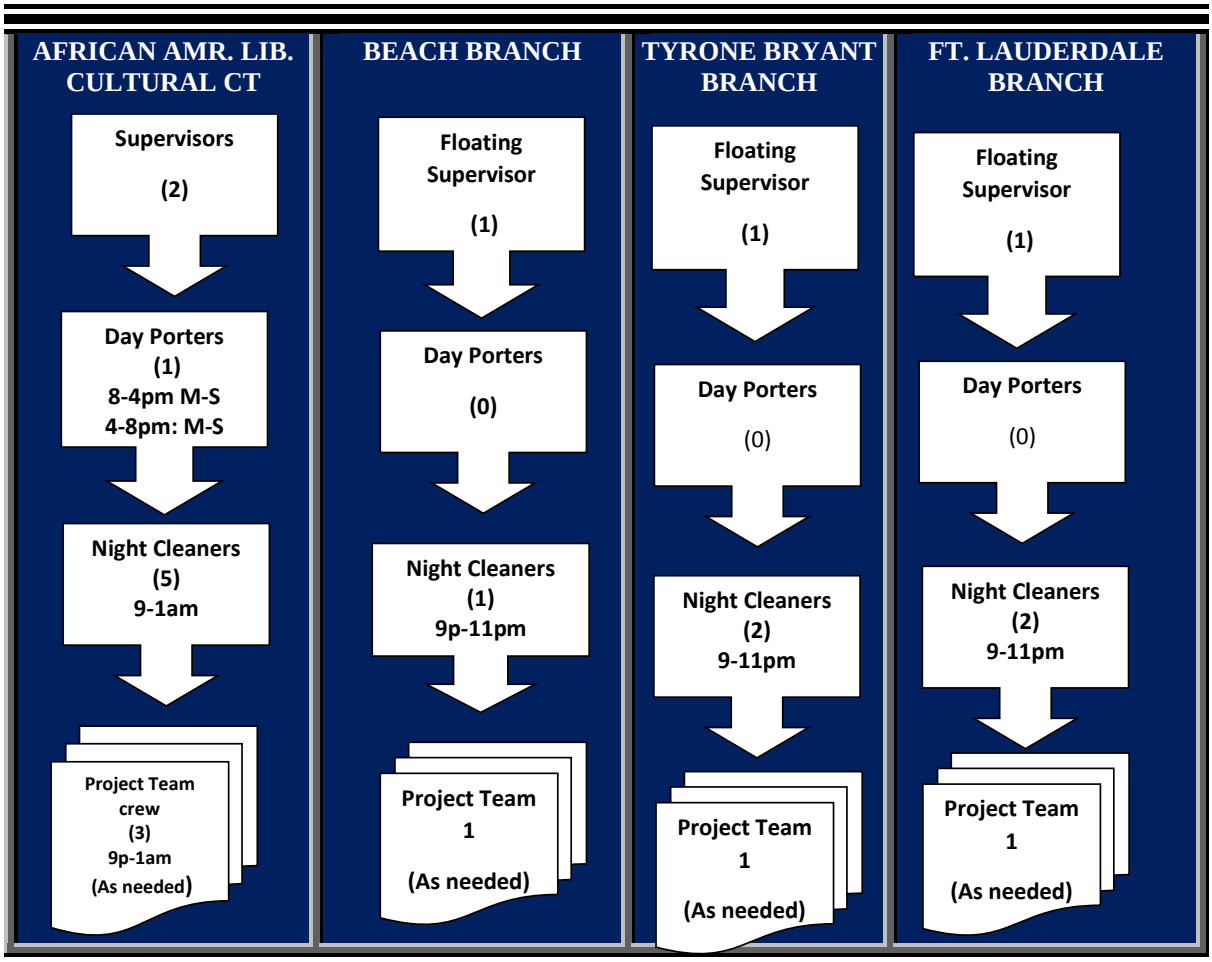
3.2 Chi-Ada Corporation Management and organization of work

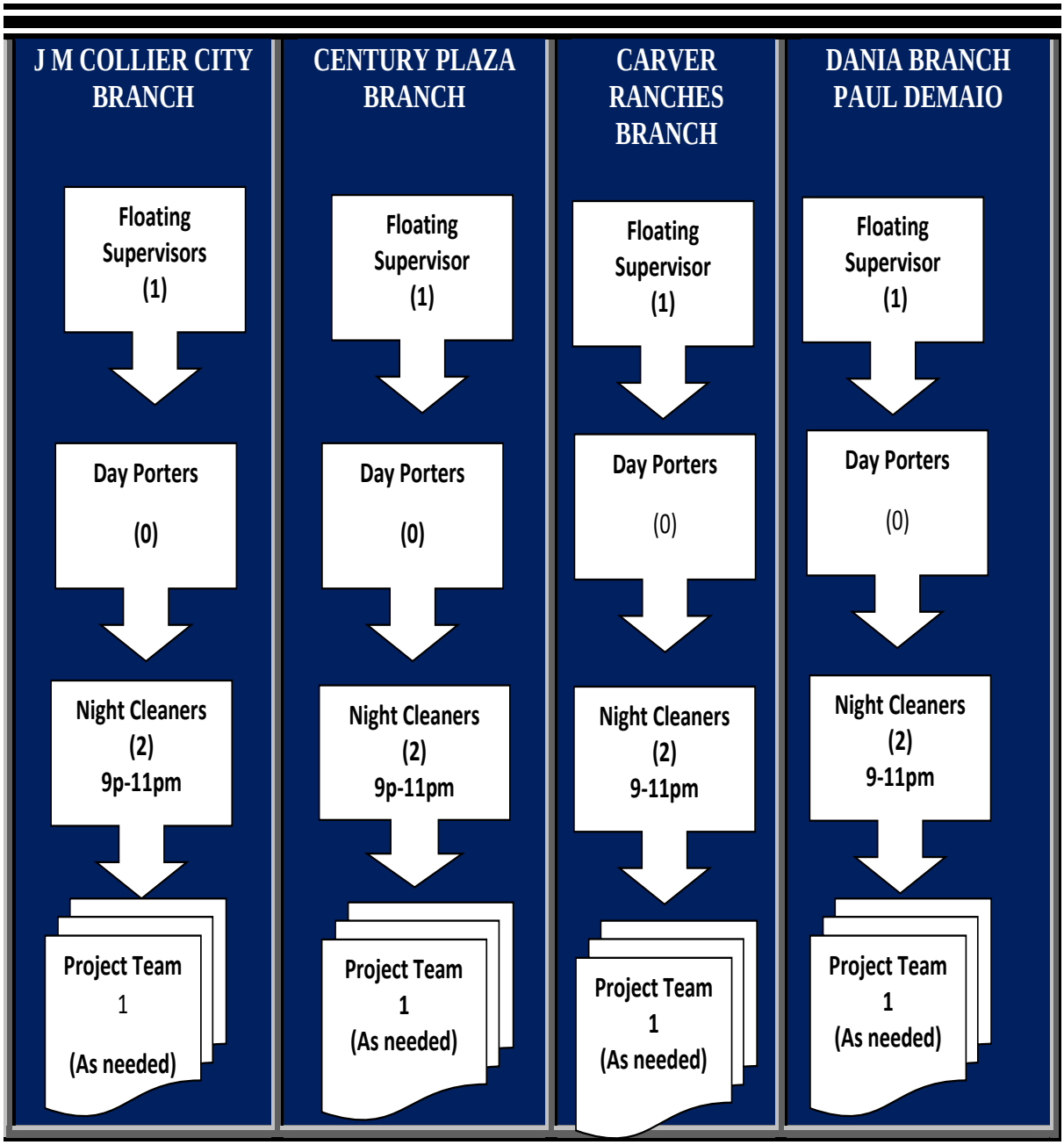
a. State number of crews working for Agreement 1

For agreement 1, fifteen (15) supervisors, seven (7) day-porters, ninety-one (91) custodians, and the forty-five-project team will be allocated as indicated on the allocation tables. The team will be covered by the project manager and assistant manager, the quality control manager, and the account manager.

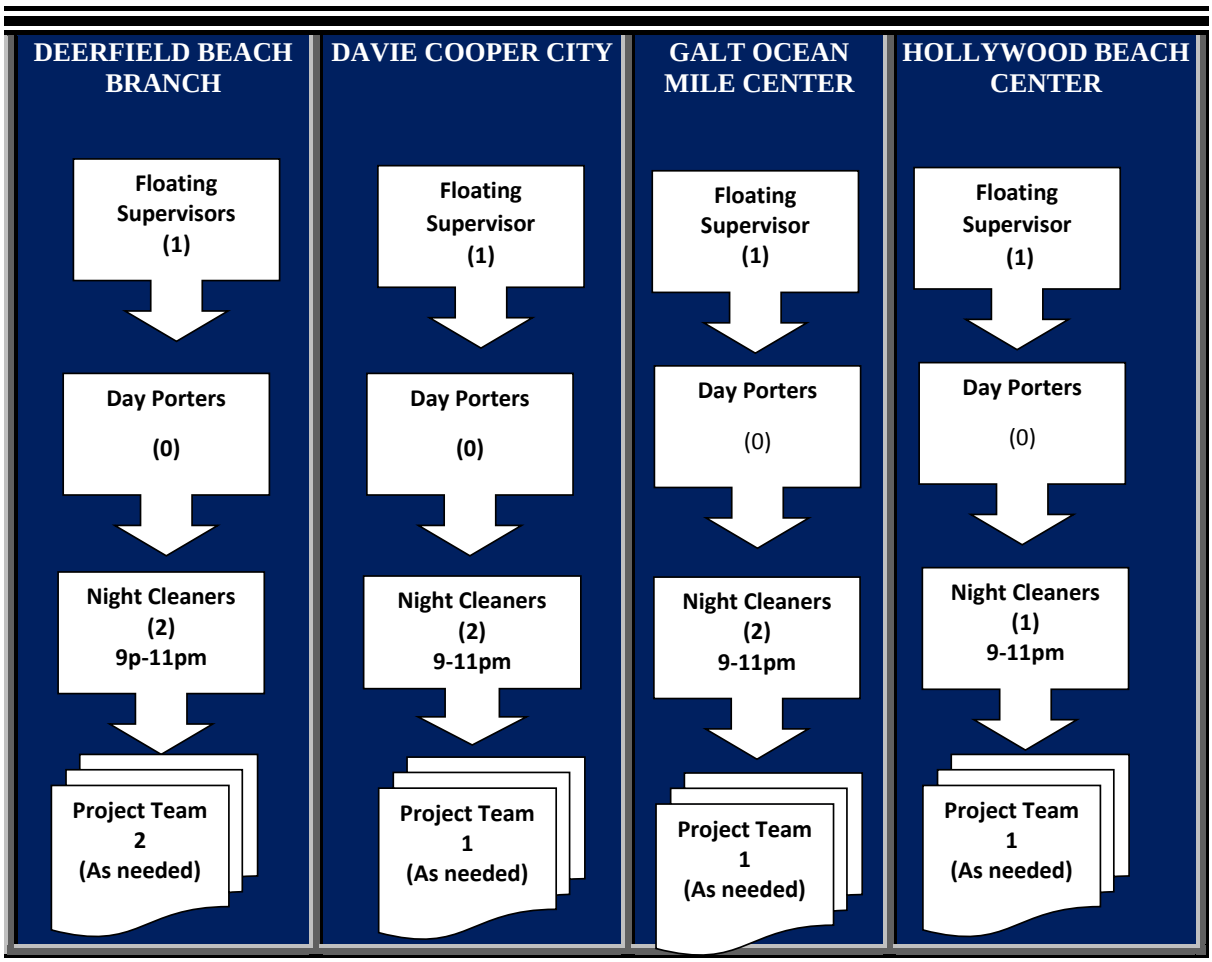
Job Description	Number
Account Manager	1
Quality Control Manager	1
Project Manager	1
Assistant Project Manager	1
Supervisors	15
Day-porters	7
Custodians	91
Project Crews	45
Total	**162**

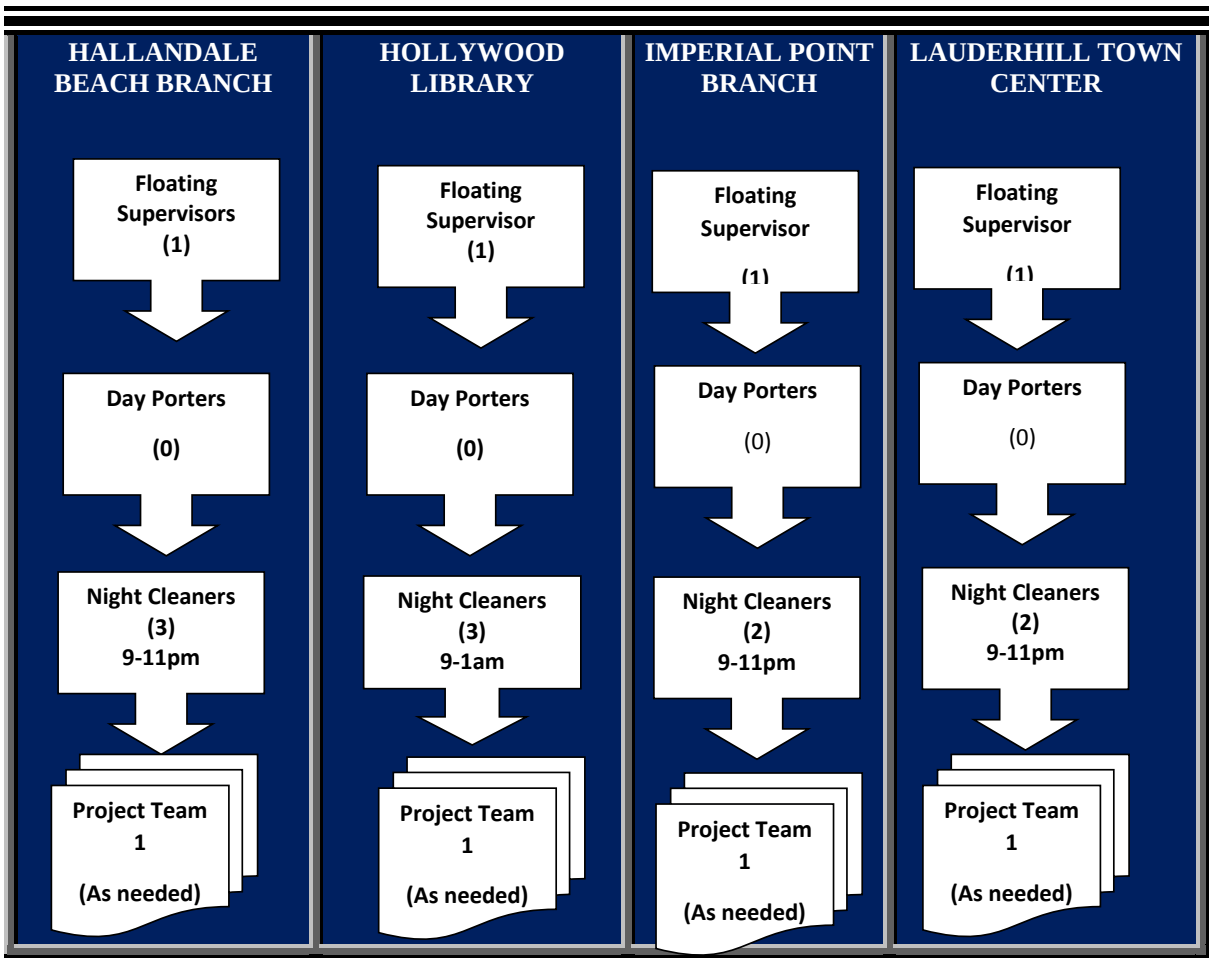
Allocation tables

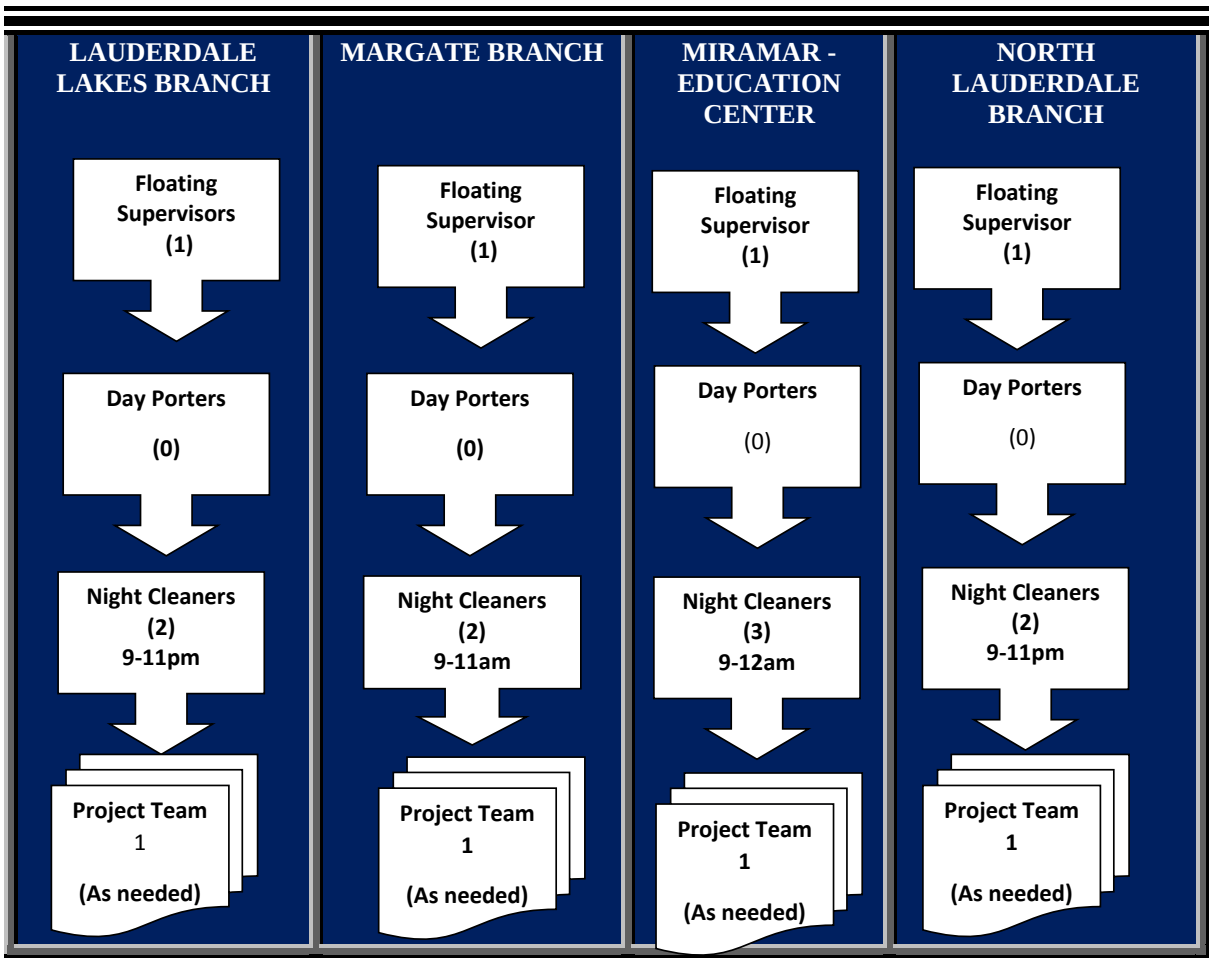


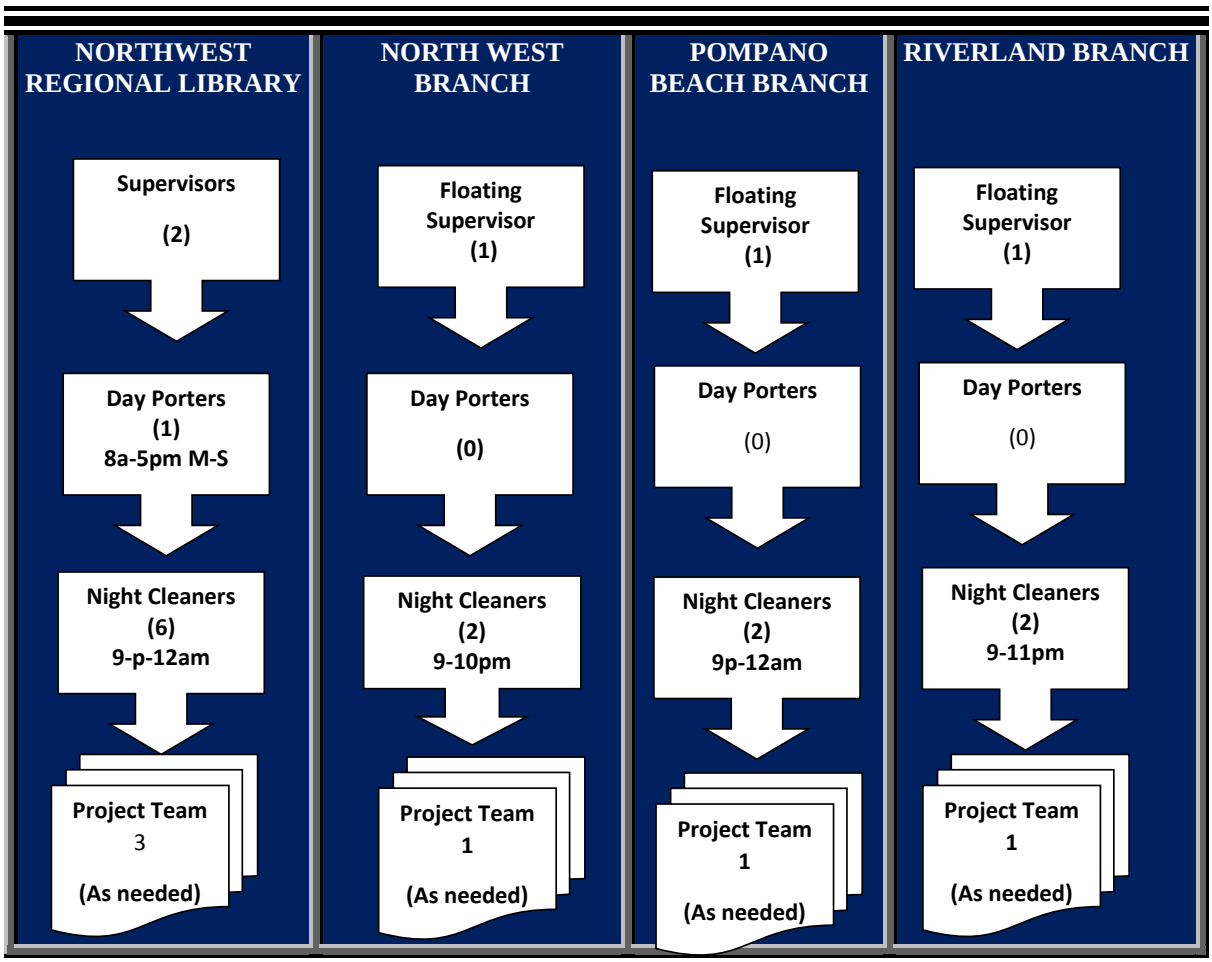

J M COLLIER CITY BRANCH
Floating Supervisors (1)
Day Porters (0)
Night Cleaners (2) 9p-11pm
Project Team 1 (As needed)
CENTURY PLAZA BRANCH
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9p-11pm
Project Team 1 (As needed)
CARVER RANCHES BRANCH
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9-11pm
Project Team 1 (As needed)
DANIA BRANCH PAUL DEMAIO
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9-11pm
Project Team 1 (As needed)

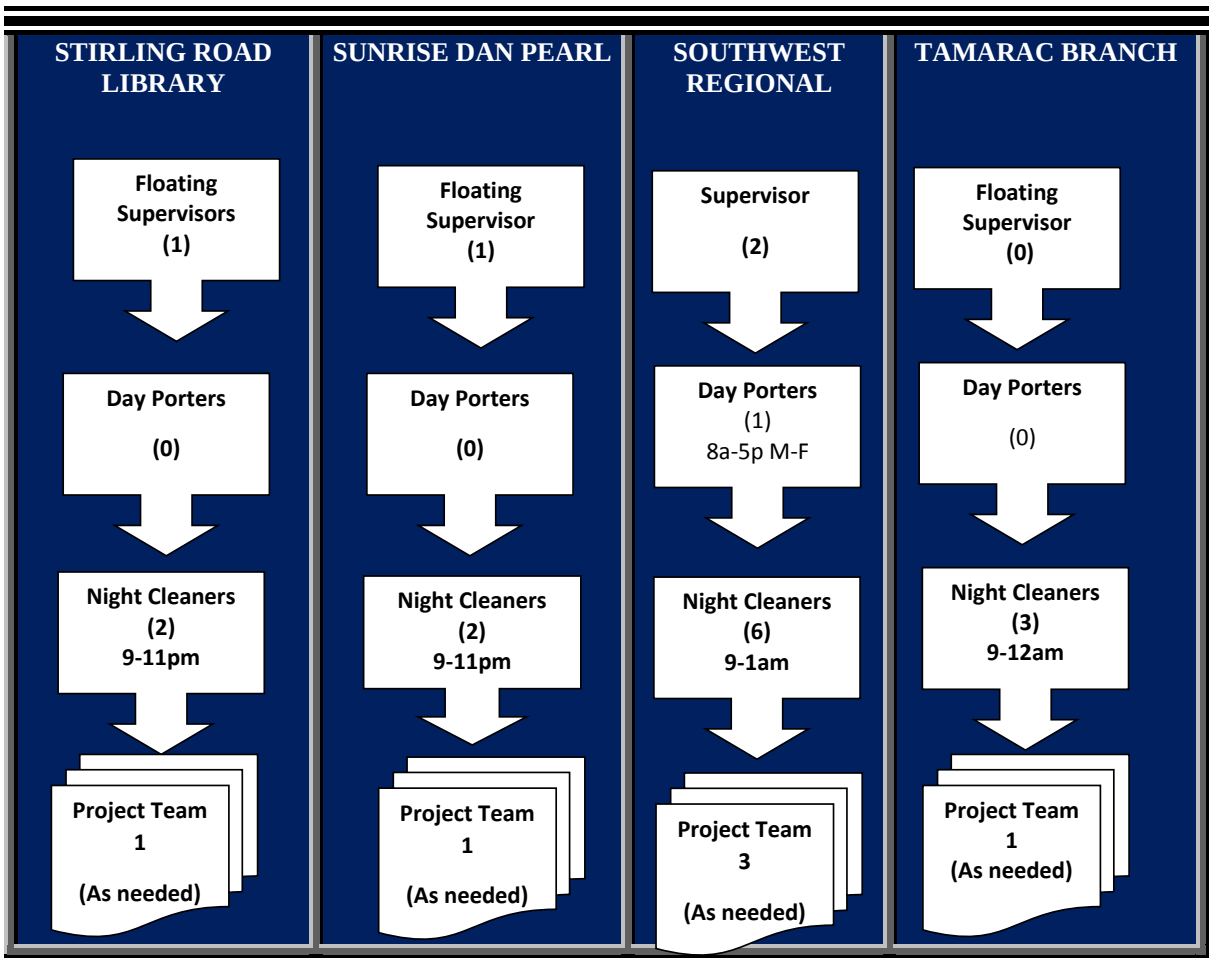
BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

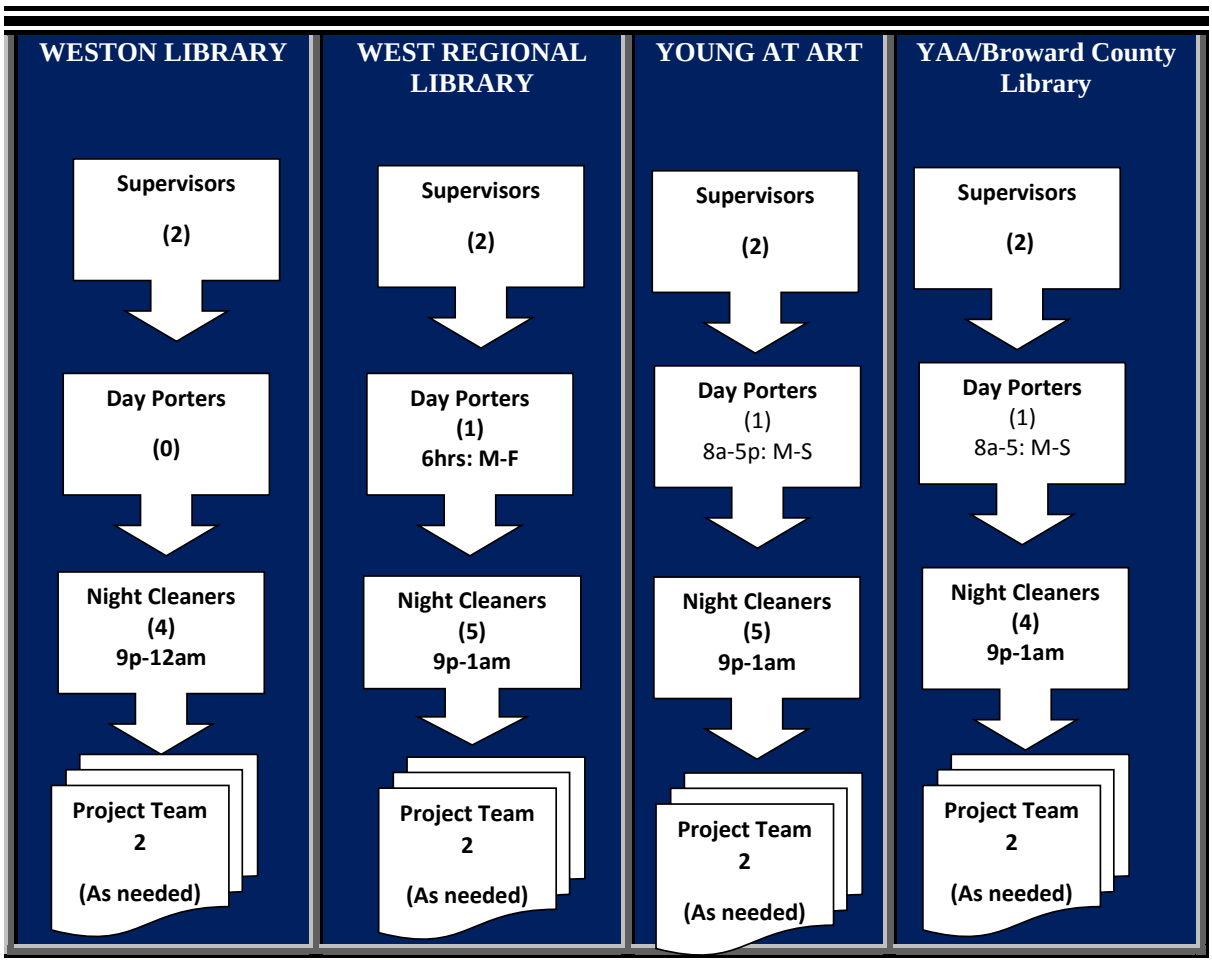



HALLANDALE BEACH BRANCH
Floating Supervisors (1)
Day Porters (0)
Night Cleaners (3) 9-11pm
Project Team 1 (As needed)
HOLLYWOOD LIBRARY
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (3) 9-1am
Project Team 1 (As needed)
IMPERIAL POINT BRANCH
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9-11pm
Project Team 1 (As needed)
LAUDERHILL TOWN CENTER
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9-11pm
Project Team 1 (As needed)

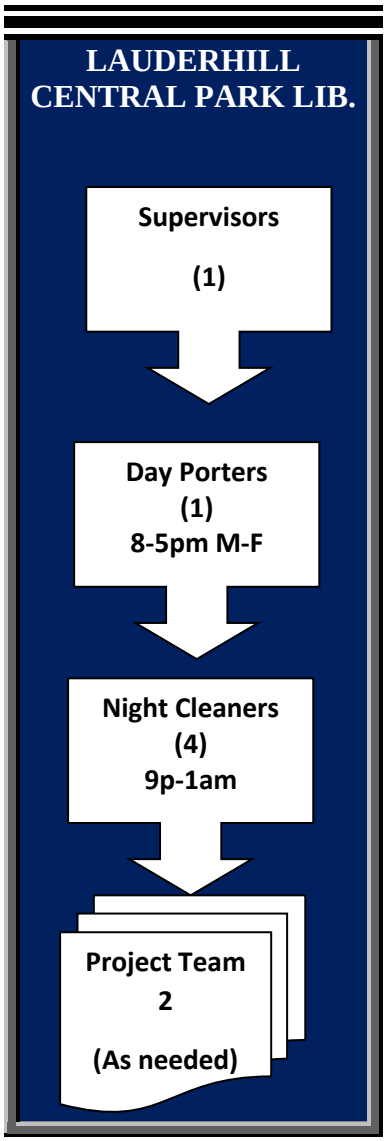

LAUDERDALE LAKES BRANCH
Floating Supervisors (1)
Day Porters (0)
Night Cleaners (2) 9-11pm
Project Team 1 (As needed)
MARGATE BRANCH
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9-11am
Project Team 1 (As needed)
MIRAMAR - EDUCATION CENTER
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (3) 9-12am
Project Team 1 (As needed)
NORTH LAUDERDALE BRANCH
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9-11pm
Project Team 1 (As needed)


NORTHWEST REGIONAL LIBRARY
Supervisors (2)
Day Porters (1) 8a-5pm M-S
Night Cleaners (6) 9-p-12am
Project Team 3 (As needed)
NORTH WEST BRANCH
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9-10pm
Project Team 1 (As needed)
POMPANO BEACH BRANCH
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9p-12am
Project Team 1 (As needed)
RIVERLAND BRANCH
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9-11pm
Project Team 1 (As needed)


STIRLING ROAD LIBRARY
Floating Supervisors (1)
Day Porters (0)
Night Cleaners (2) 9-11pm
Project Team 1 (As needed)
SUNRISE DAN PEARL
Floating Supervisor (1)
Day Porters (0)
Night Cleaners (2) 9-11pm
Project Team 1 (As needed)
SOUTHWEST REGIONAL
Supervisor (2)
Day Porters (1) 8a-5p M-F
Night Cleaners (6) 9-1am
Project Team 3 (As needed)
TAMARAC BRANCH
Floating Supervisor (0)
Day Porters (0)
Night Cleaners (3) 9-12am
Project Team 1 (As needed)


WESTON LIBRARY
Supervisors
(2)
Day Porters
(0)
Night Cleaners
(4)
9p-12am
Project Team
2
(As needed)
WEST REGIONAL LIBRARY
Supervisors
(2)
Day Porters
(1)
6hrs: M-F
Night Cleaners
(5)
9p-1am
Project Team
2
(As needed)
YOUNG AT ART
Supervisors
(2)
Day Porters
(1)
8a-5p: M-S
Night Cleaners
(5)
9p-1am
Project Team
2
(As needed)
YAA/Broward County Library
Supervisors
(2)
Day Porters
(1)
8a-5: M-S
Night Cleaners
(4)
9p-1am
Project Team
2
(As needed)

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1



i. Describe how you will schedule basic janitorial service for each facility.

Our basic janitorial service schedule for each facility focuses is on the daily, weekly, monthly, quarterly, semiannual, and annual cleanings. Dispatching the workers, our experimented, skilled, and experienced supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties.

Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner’s work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

ii. List the individual building teams that will be working for that agreement per building(s): management, supervisory, maintenance crews.

Facility	Supervisors	Day-porters	Custodians	Project Team
AFRICAN AMR. LIB. CULTURAL CT	2	1	5	3
BEACH BRANCH	Floating Supervisor	0	1	1
TYRONE BRYANT BRANCH	Floating Supervisor	0	2	1
FT. LAUDERDALE BRANCH	Floating Supervisor	0	2	1
J M COLLIER CITY BRANCH	Floating Supervisor	0	2	1
CENTURY PLAZA BRANCH	Floating Supervisor	0	2	1
CARVER RANCHES BRANCH	Floating Supervisor	0	2	1
DANIA BRANCH PAUL DEMAIO	Floating Supervisor	0	2	1
DEERFIELD BEACH BRANCH	Floating Supervisor	0	2	2
DAVIE COOPER CITY	Floating Supervisor	0	2	1
GALT OCEAN MILE CENTER	Floating Supervisor	0	2	1
HOLLYWOOD BEACH CENTER	Floating Supervisor	0	1	1
HALLANDALE BEACH BRANCH	Floating Supervisor	0	3	1
HOLLYWOOD LIBRARY	Floating Supervisor	0	3	1
IMPERIAL POINT BRANCH	Floating Supervisor	0	2	1
LAUDERHILL TOWN CENTER	Floating Supervisor	0	2	1
LAUDERDALE LAKES BRANCH	Floating Supervisor	0	2	1
MARGATE BRANCH	Floating Supervisor	0	2	1
MIRAMAR - EDUCATION CENTER	Floating Supervisor	0	3	1
NORTH LAUDERDALE BRANCH	Floating Supervisor	0	2	1
NORTHWEST REGIONAL LIBRARY	2	1	6	3
NORTH WEST BRANCH	Floating Supervisor	0	2	1
POMPANO BEACH BRANCH	Floating Supervisor	0	2	1
RIVERLAND BRANCH	Floating Supervisor	0	2	1
STIRLING ROAD LIBRARY	Floating Supervisor	0	2	1
SUNRISE DAN PEARL	Floating Supervisor	0	2	1
SOUTHWEST REGIONAL	2	1	6	3
TAMARAC BRANCH	Floating Supervisor	0	3	1
WESTON LIBRARY	2	0	4	2
WEST REGIONAL LIBRARY	2	1	5	2
YOUNG AT ART	2	1	5	2
YAA/Broward County Library	2	1	4	2
LAUDERHILL CENTRAL PARK LIB	1	1	4	1

b. Describe how you will schedule basic janitorial service for each facility while coordinating.

Our essential janitorial services consist of allocating appropriate key personnel for each building/facility, coordinating and supervising the work of each team building. We also verify the compliance of the work assigned using daily cleaning checklist, weekly cleaning checklist, annual cleaning checklist, restroom checklist, and inspection reports. The samples are listed here.

Cleaning Checklist

Chi-Ada Corporation

Cleaning Services Schedule Main Library

Year: ___2018_____

Annual Services

Air Quality Cleaning — **April**

Semi-Annual Services

- *Seal floor grout* — February_____ — August_____
- *Strip, seal and refinish tile floors.* — February_____ — August_____

Quarterly Services

Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.	February_ __	__May_____	_August__	_November____
Overhead Dusting.	__ February__	__ May _____	_August____	_November__
Pile lift all carpeted areas.	__April _____	_July_____	__October___	_January__
Scrub and recoat tile floors	__May_____	_August____	__November_	_February___
Remove any incrustation or build up on tile floors	__May_____	_August____	__November_	_February___

Monthly Services

- Damp wipe blinds. — __3rd Week of the Month_____
- Clean floor grout — __2nd Week of the Month_____
- Burnish tile floors — __4th Week of the Month_____
- Refill or change urinal screens and deodorizers. — __1st Week of the Month_____
- Clean wall grout — __2nd Week of the Month_____

Cleaning Services Schedule

Year: ____2017_____

Weekly Services

Task Description	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).							X
Edge all carpeted areas. 3. Pile lift high traffic areas.							X
Pile lift high traffic areas				X			
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.		X					
Dust picture frames with a lightly treated dust cloth or short-handled duster.		X					
Machine scrub tile floors (some facilities may require more frequency)						X	
Spray buff tile floors					X		
Restock closet with consumable janitorial supplies			X				

Daily Cleaning Locations:

Entrances, Exterior Landings, Loading Docks and Ramps, Lobbies and Hallways, General Offices, Courtrooms, Hearing Rooms and Auditoriums, Conference Rooms, Break Rooms/Kitchens and Jury Rooms, Elevators, Escalators, Stairwells, and Janitorial Closets and Equipment

Daily Services

- Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- Clean and police for the removal of dirt, mud, trash, and litter.
- Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- Clean items such as mats, surfaces under mats, and foot scrapers.
- Vacuum mats, rugs and entryway systems.
- Clean all glass doors and glass panels adjacent to glass doors.
- Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
- Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
- Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
- Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.
- Pick up trash, food, or debris dropped on the floors
- Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
- Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
- Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- Return all furnishings to their original positions after cleaning.
- Report items requiring maintenance to County for prompt repair.
- Fill towel and soap dispensers.
- Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.
- Damp mop all hard floors with a neutral detergent solution.
- Spot-clean carpets as necessary.
- Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.
- Return all furnishings to their original positions after cleaning.
- Do not disturb any papers that may have been left in the conference room.
- Clean and polish all stainless steel and other metal finishes.
- Clean all stainless steel fasciae and other metal finishes in the elevator lobby.
- Sweep floors.
- Remove gum from floors and other resistant materials
- Mop floors to remove dirt and stains.
- The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).
- Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.
- Clean handrails and push buttons.
- Wash handrails with non-irritating, non-toxic solution and wipe dry.
- Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- Wipe dry and polish metal with appropriate polish.
- Polish handrails with appropriate polish.
- Sweep steps to remove debris and loose dirt
- Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- Collect all litter and trash from the stairwell and dust mop stairs.
- Wet mop the stairs and landings with a damp mop using a neutral detergent solution. Use "CAUTION-WET FLOOR" signs when mopping the stairwells. Remove signs when no longer required.
- Report any loose handrails, bad or loose step treads, or any other item requiring maintenance (and which may present a safety hazard to anyone using the stairs) to County for further action.
- Clean all housekeeping equipment and store rooms so that the housekeeping equipment and rooms are presentable
- Empty all waste collection containers.
- Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
- Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.

- Arrange supplies on shelves in a neat and orderly manner.
- Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
- Sweep open floor area and damp mop with cleaner disinfectant solution

Daily Cleaning for Restrooms

Daily Services

- Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution with particular attention to door knobs, push plates, ventilation grilles, and "kick plates".
- Dry all metal surfaces after wet cleaning to prevent water spotting.
- Empty all trash receptacles into the trash collection container being careful not to spill any of the trash onto the floor. Clean the waste receptacles with a cleaner/disinfectant solution before placing a new plastic liner into the receptacle.
- Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- Remove trash and soil from the floor by sweeping.
- Pick up trash.
- Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- Clean and disinfect exterior surfaces of hand dryers/towel dispensers
- Clean lavatory sinks, shelves, chrome hardware, partitions, countertops, changing stations and wall areas around the basins with a cloth and cleaner/disinfectant solution. Rinse the surface with clear water.
- Wipe all polished surfaces dry to prevent water spotting.
- Clean the flushing hardware, commode seats, and the outside of the commodes and urinals with cleaner/disinfectant solution. Wipe the commode seats dry with a clean cloth after cleaning (the underside of the seat should be cleaned just as thoroughly as the topside).
- Clean the inside of the commode and urinal bowls, the walls behind the wash basins, commodes, and urinals and the partitions between the commodes and urinals.
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace plastic bag liner with a new liner.
- Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- Damp clean and disinfect all surfaces of shower curtains and doors.
- Damp clean and disinfect all exterior surfaces of lockers.
- Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a build-up of detergent residue.
- Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- Pour some of the cleaner/disinfectant mopping solution down the floor drains to insure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
- Report items requiring maintenance to the County.
- De-scale fixtures, if necessary, using a mild, acid-type bowl cleaner.
- Use a different colored or a different kind of cloth for rest room cleaning to ensure that these cloths are not used to clean other areas

Restroom checlist

Chi-Ada Corporation

Restroom Checklist

Week Start: _____ Week Ending: _____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one): Adm. / Detox NRD / Outpatient / Triage

Date		Toilet Seat Cover		Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								***Please check tasks completed***												(Circle) AM PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____

_____ Employee Signature: _____

_____

Weekly inspection checklist

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short, handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:

_____

Inspected By: _____
Signature: _____

Follow Up Actions:

_____

Referred To: _____ **Date**: _____

Daily inspection

Chi-Ada Corporation
Facility:
Daily Services Project Inspection

Supervisor Inspections

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						

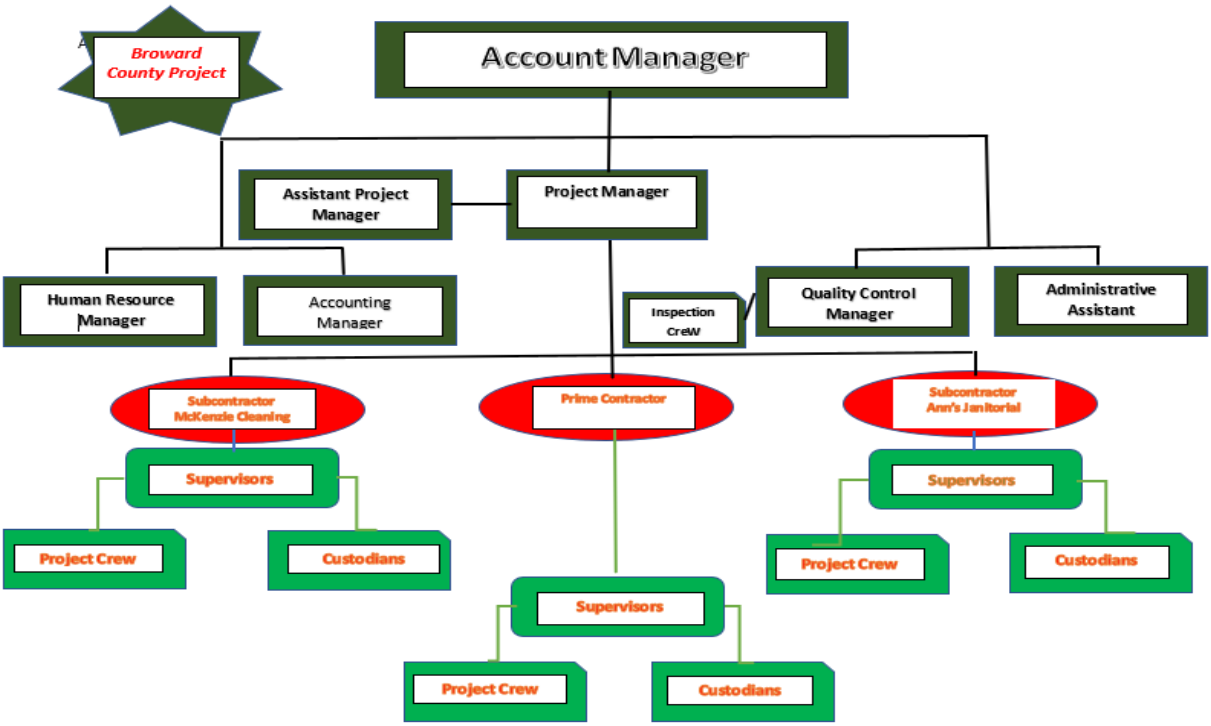
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

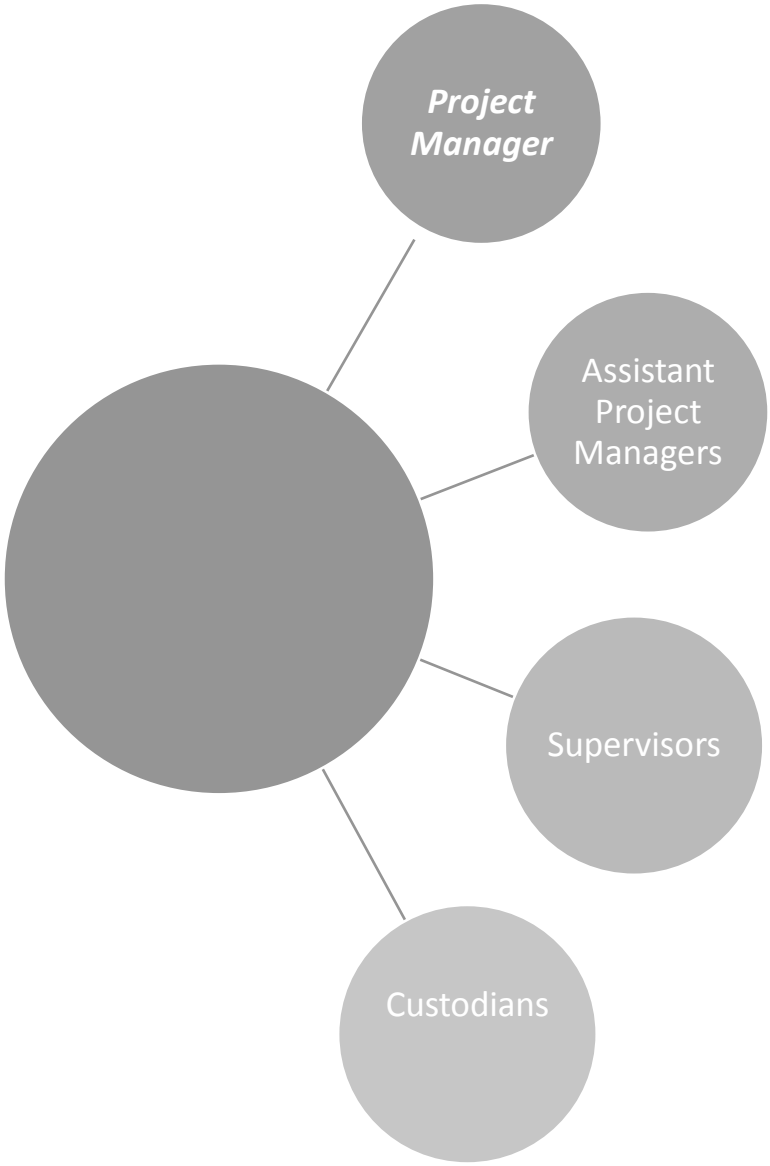
i. Describe crew organization to perform basic and project work.

Our key personnel is organized under the leadership of the account manager. He will be assisted by a quality control manager, a project manager, supervisors, day-porters, custodians, and the project team described herein. Workers will be assigned to each facility based on the key personnel schedule stated previously and according to the need identified for each facility. If the size of facility does not require more than four cleaners, the facility will be covered by floating supervisors if the size of the facility does not need a full-time supervisor. Supervisors have the duties to ensure each worker is assigned to his or her location every day. If there is a call-off, supervisors can provide replacement based on our human resource strategy. The task will be done daily, weekly, monthly, quarterly, or yearly as required. The quality control manager will make spot inspections every day in addition to the inspection of each supervisor. Issues will be recorded and mitigated. Chi-Ada Corporation has daily, weekly, monthly, quarterly, and yearly cleaning inspection forms to evidence the quality of work. Plus, supervisors will use our daily restroom checklist to ensure that the restrooms are maintained according to the contract requirement. Each supervisor will hold a daily workbook to assign the job of each worker appropriately.

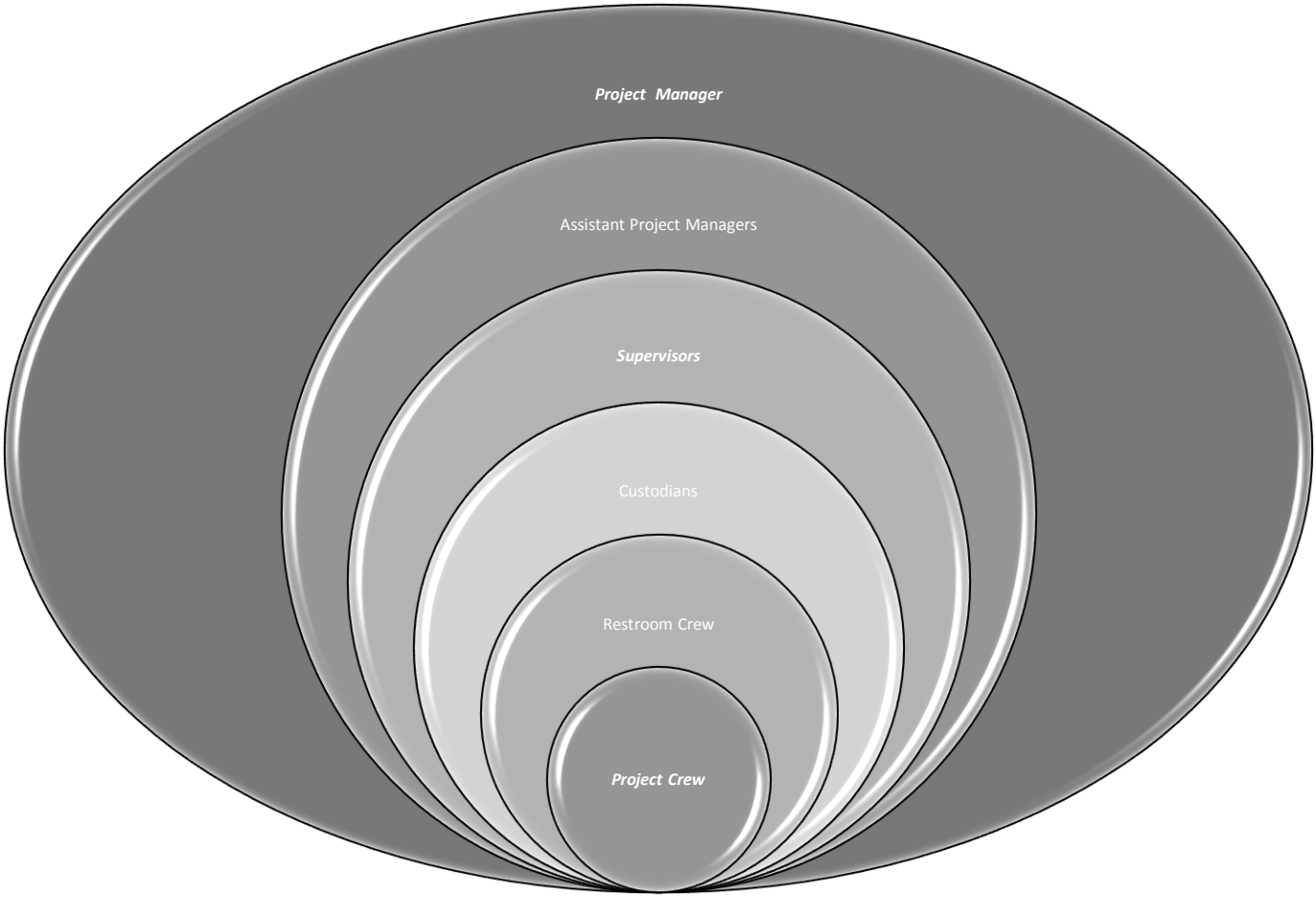
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- **Work Organization Chart**

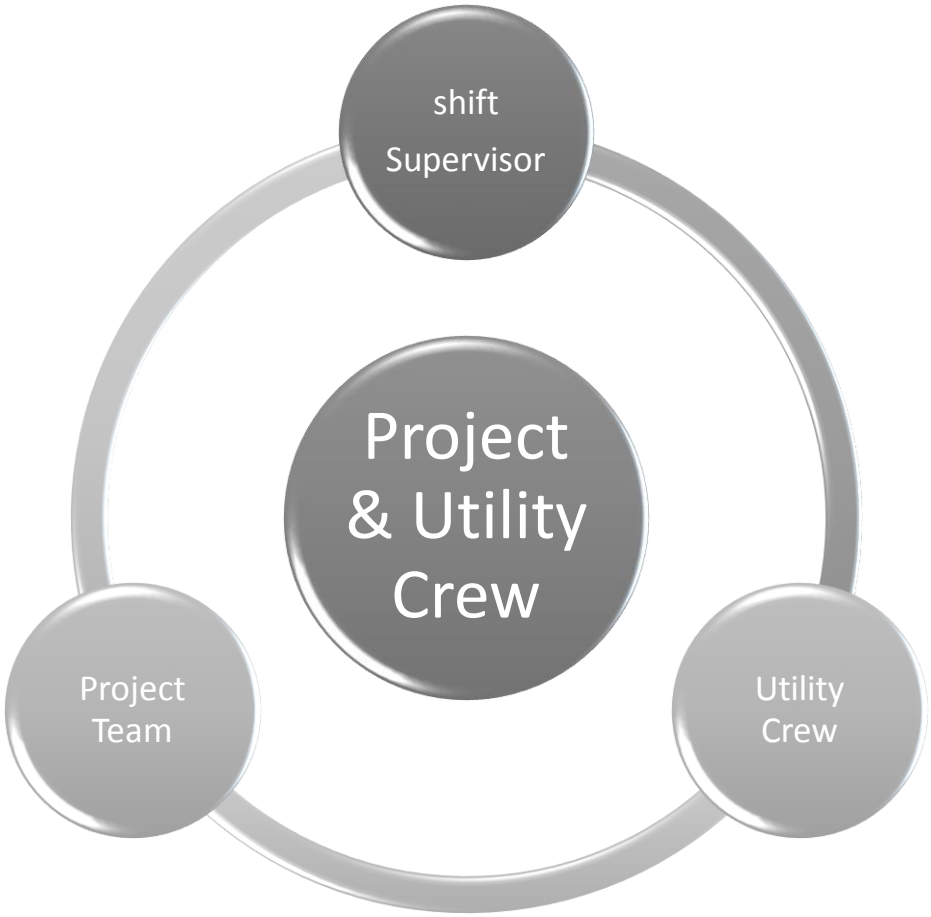


Crew organization to perform basic and project work Charts

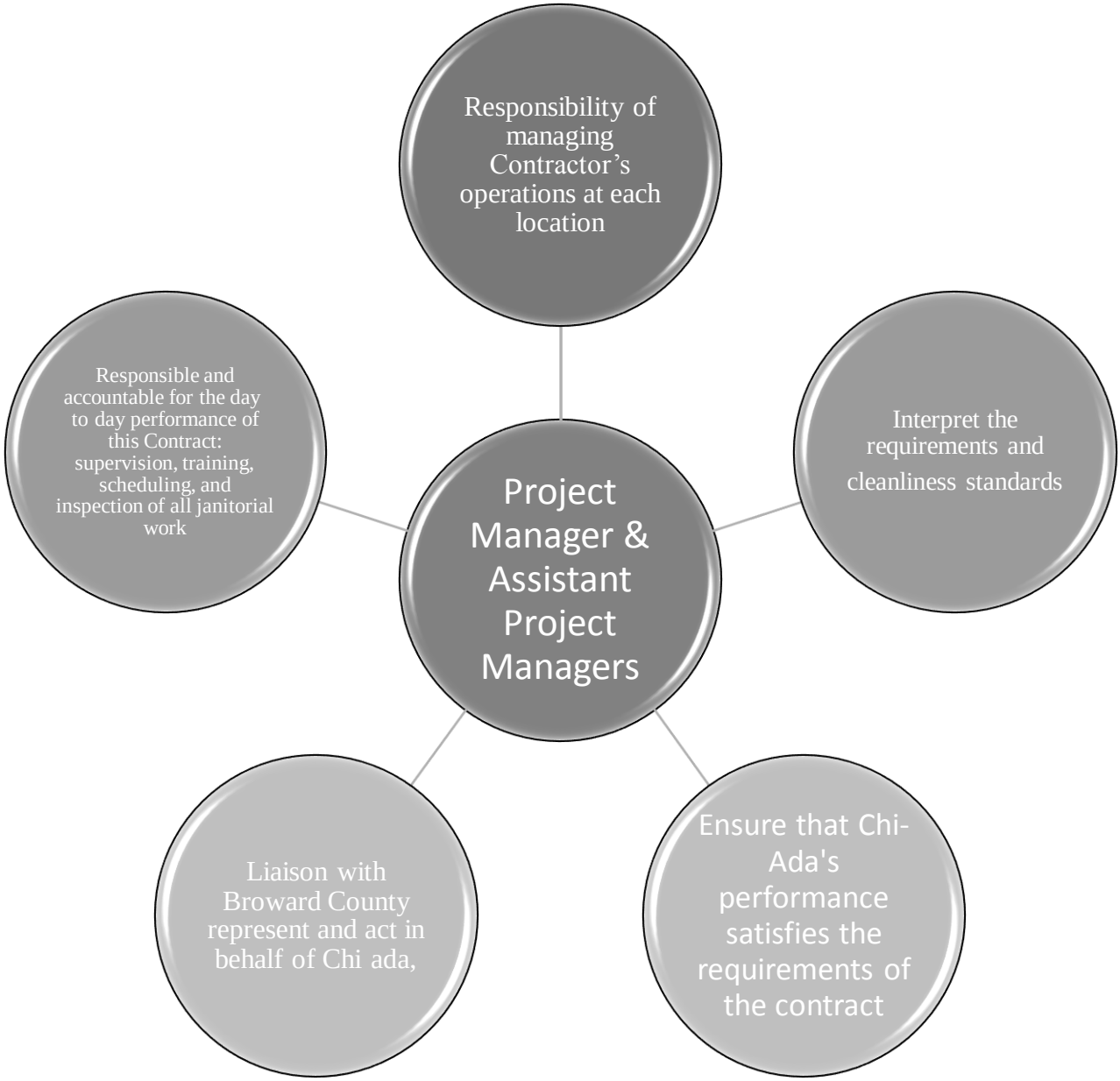


Distribution of Project Work

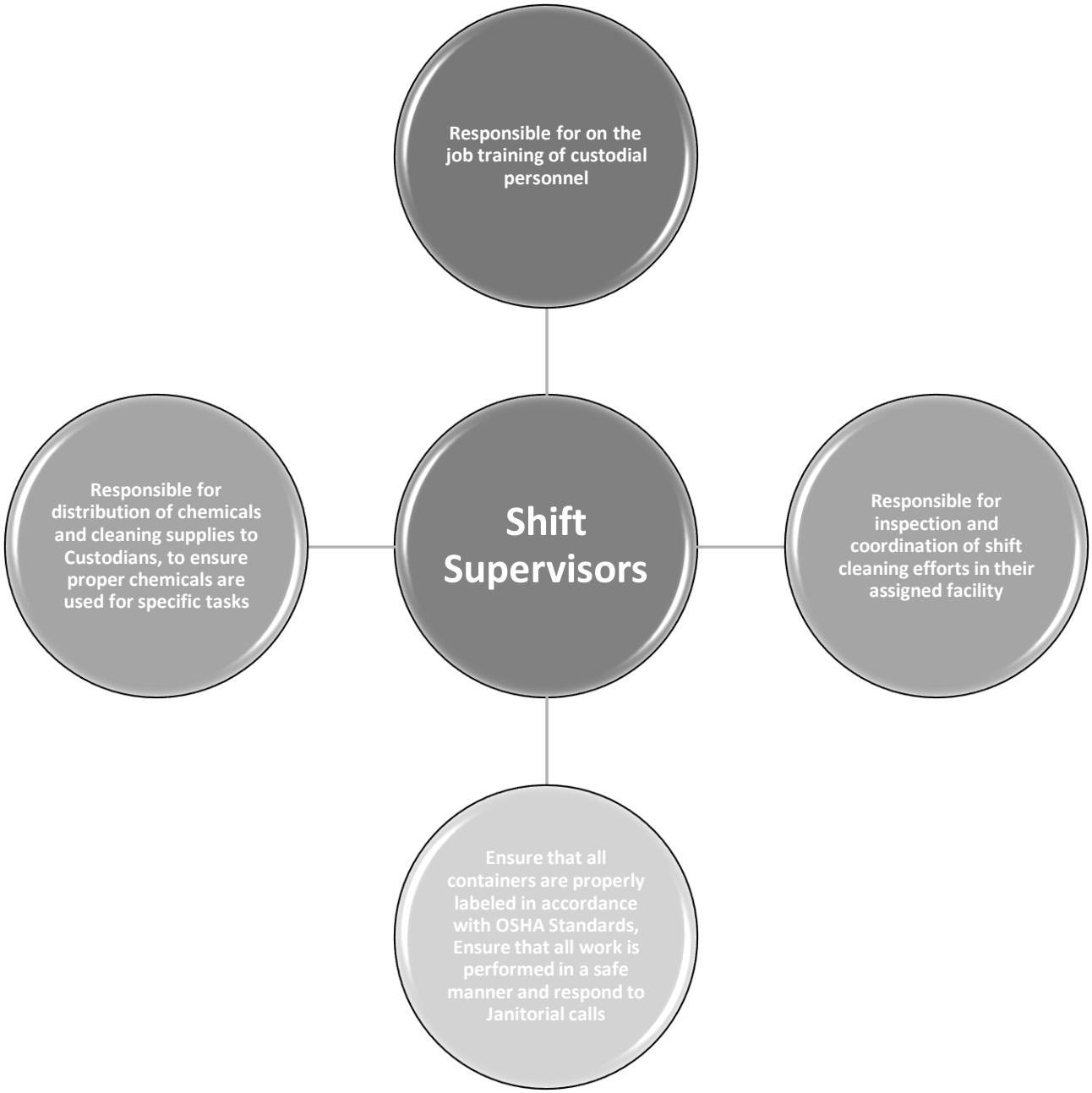
Project & Utility Crew



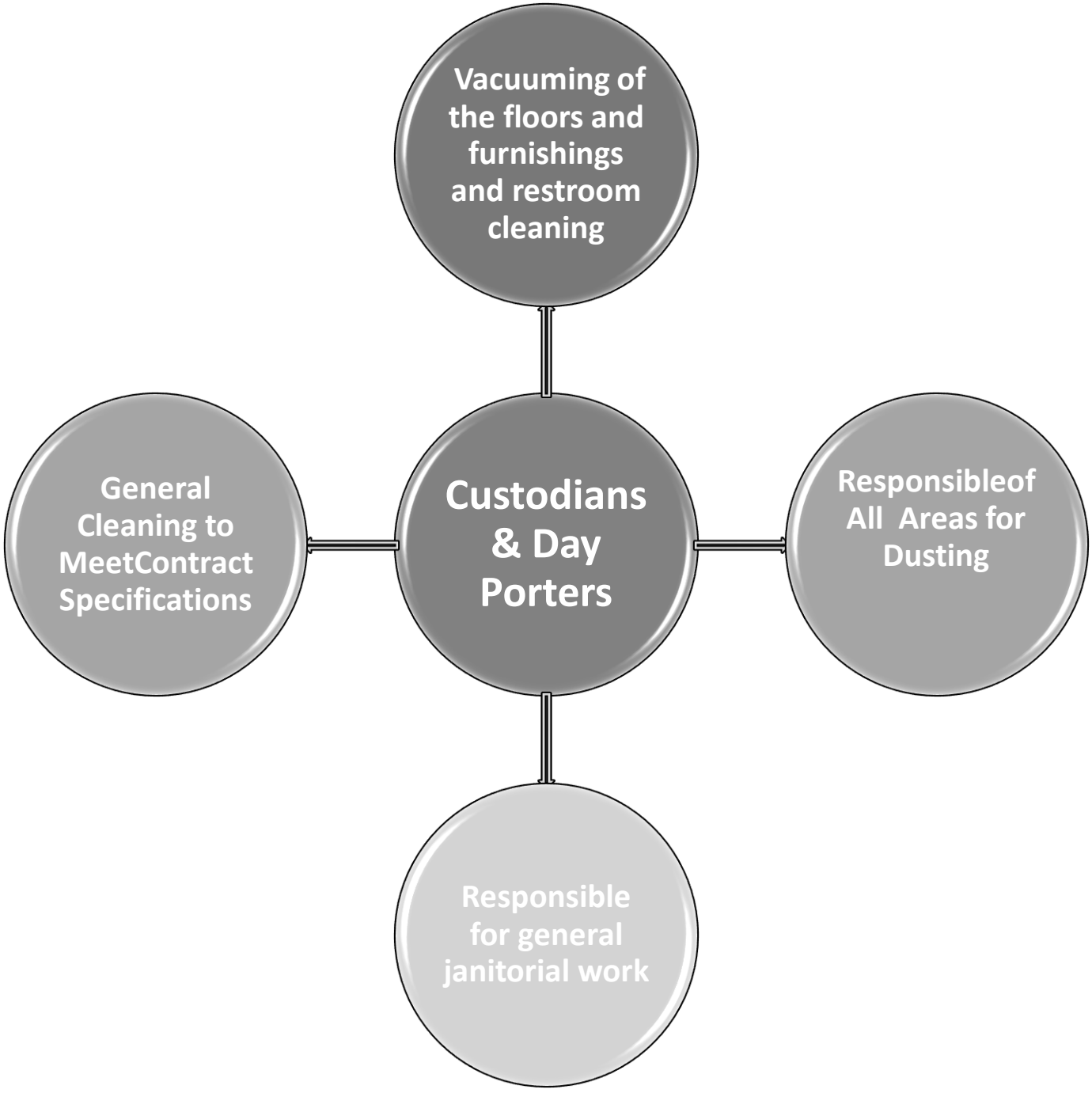
❖ **Job Description for Basic Staffing**



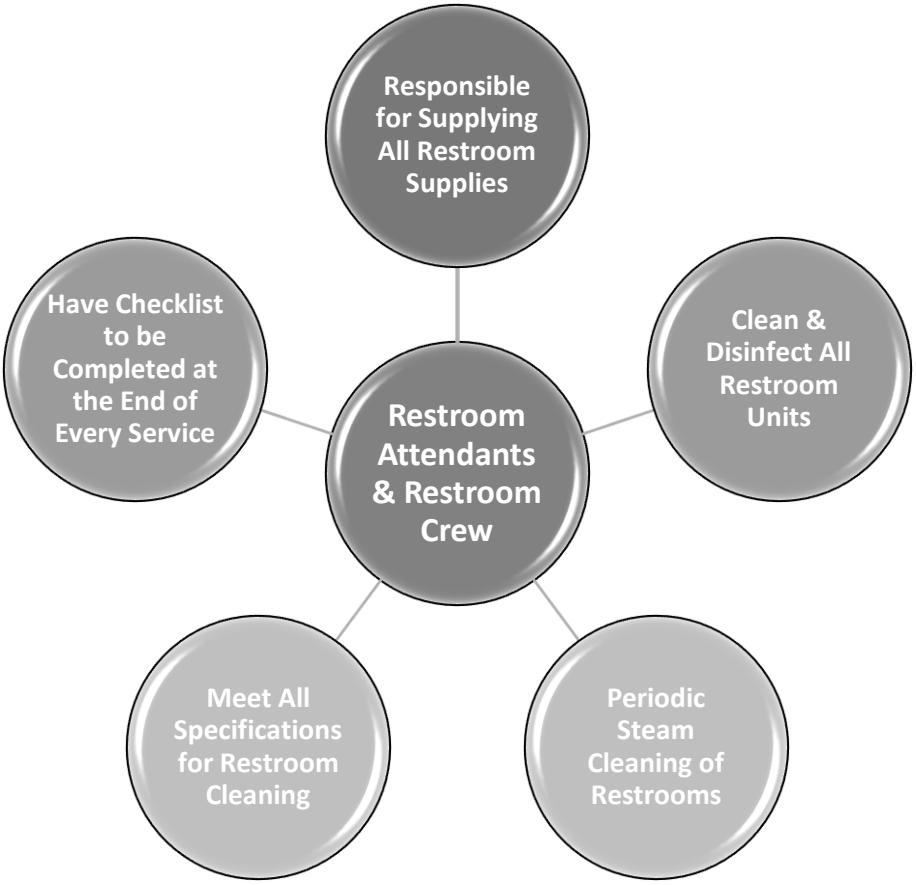
Shift Supervisors



Custodians Daily Services

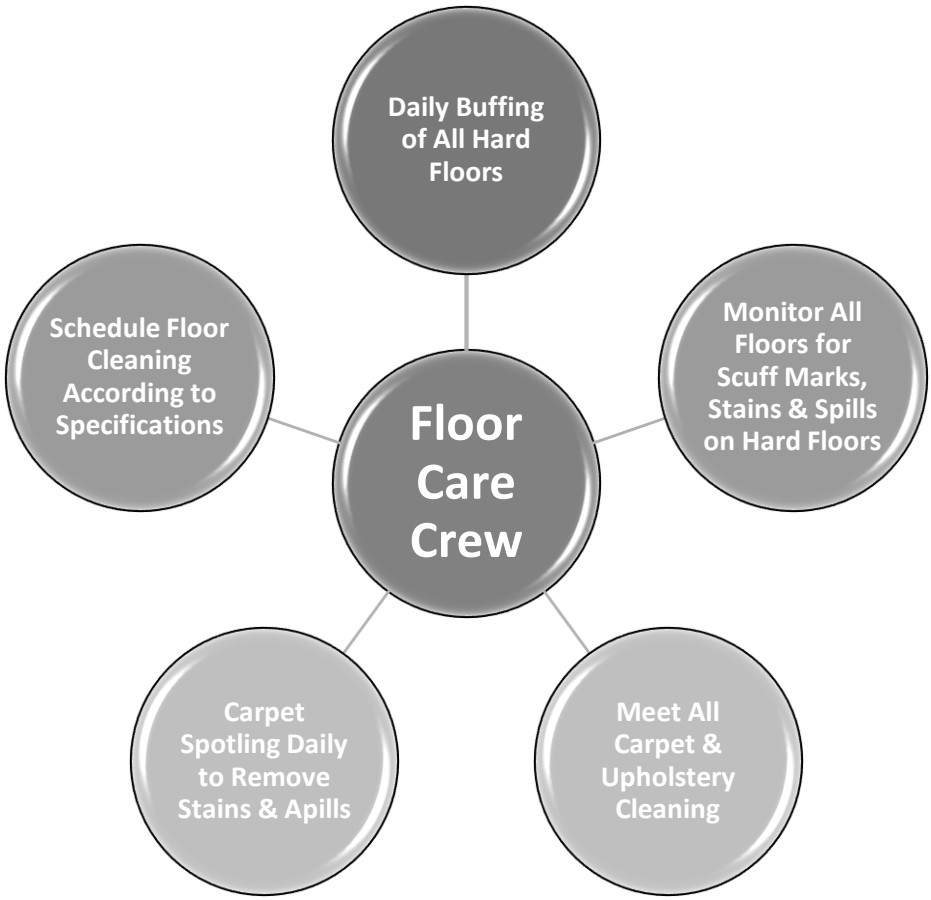


Daily Restroom services



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Floor Care Crew



c. Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.

At Chi-Ada Corporation, we use daily, weekly, monthly, and annual inspections as our reporting system. This strategy is proven to provide valuable tools to compare actual performance to schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date:** _____

d. Describe your capabilities to respond to emergency or disaster situations.

At Chi-Ada Corporation, we act to clean and recondition your facilities quickly and efficiently in an emergency or a disaster situation. With our advanced technology equipment and highly skilled workers, we aim to handle any situation from floodwaters, broken pipes, building fires, hurricanes, and acts of Gods, vandalism, or terrorism.

We measure the importance and the urgency to have full use of your facilities as quickly as possible. Your professional image protection, valuable property restoration, and ability to serve your customers depend on our performance. Therefore, we appraise this responsibility and take it very seriously.

Disaster Restoration-Emergency Services

- ü Restoration from fire, smoke, water, and wind damages
- ü Safety and compliance
- ü 24 hours response service
- ü Flood cleaning
- ü Water extraction
- ü Mold removal
- ü Hurricane preparation and clean up
- ü Post burgles, crime scene cleaning.

With our emergency response program, Chi-Ada Corporation will get you back in business quickly. Our rigorously trained and certified quality restoration team responds quickly at the local level for both large and small facilities. Our emergency services begin within 30 minutes to one hour of the initial call. We utilize emergency procedure planning assistance to place priority status on the severity of the damage. Chi-Ada Corporation owns or rents various equipment needed to perform restoration services. The equipment includes:



3.3 Chi-Ada Corporation's quality control program

a. Startup orientation program

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company providing services to your company, and we bring our experience to start-ups. Our transition plan is overly critical to the success of this project.

Chi-Ada can start any contract with fully screened and trained employees. Chi-Ada has a proven track record of doing start-ups of all sizes regardless of location.

- **Client Communication Plan**

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our Project Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning, and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the Project Manager has met with your facility's personal, he will meet with the other individuals involved in the transition plan, such as the Operations/Project Manager, Human

Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

- **Management**

Our management team, headed by the Project Manager, will make a site visit to locate where all storage locations are. From their observation, they will know how much equipment that specific storage location will accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

- **Equipment/Chemicals**

Our Project Manager orders all necessary equipment and chemicals during this time and is deployed to its respective locations. Chi-Ada will organize additional training for the equipment and chemicals used throughout the different facilities in conjunction with ordering supplies.

- **Hiring & Training**

This period will be when Chi-Ada hires new employees and train them. This period will encompass:

- Hiring new employees
- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them
- Site tours

- **Final Communication**

During the final days before the contract starts, the Project Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada, we are ready to implement our established start-up system and expand a plan to meet all of the contract's requirements.

- **Human Resources**

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department staffed by qualified personal. They are responsible for hiring, training, and maintaining a well-qualified and highly motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive, and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur in finding exceptional individuals who are very responsible and helping them become significant assets to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program composed of basic, intermediate, and advanced training from the manufacturers of the different equipment and chemicals that Chi-Ada will be using. The training will be provided by specialists certified as an in-service training provided by the company free of charge to our employees

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, and these include recognizing individuals who have performed exceptional, e.g., an employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee because we feel that there is more to life than the opportunity for exceptional earnings and valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

- **Technical Procedures**

Chi-Ada's proven effective employee recruitment and training system are anchored to a solid, well-equipped management organization. We are confident that our new hires learn simple yet highly effective methods that ensure the best results. An experienced Chi-Ada Manager will also give all new employees valuable on-the-job training. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done efficiently and safely.

At Chi-Ada, we believe that custodial workers must be trained to properly use cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surfaces within your facility and maintain the equipment that employees will be using.

Our training program starts with in-service sessions to ensure a complete understanding of the techniques and keep up with the rapidly changing industry. Training allows our employees to

stay afloat with the current innovation in cleaning techniques, equipment, and proper handling of equipment, chemicals, proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry-level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets. Therefore, we place a high priority on hiring and training them. This training program includes work practices and standard expectations, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description, and the use of supplies, paper, soap, etc.

Cross-training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

b. Inspection procedures including any technical aids used to monitor performance standards.

Methods of Identifying Problems

We make a comprehensive effort on every contract we undertake to teach employees how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. We monitor issues through reports and observations:

- ✓ To establish trends
- ✓ To determine corrective actions
- ✓ To assess effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we maintain project performance at acceptable levels

Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly.

We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely

supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double-checking of services completed are more effective than monitoring and other surveillance because minor problems will be elusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality for future problems and the need for timely corrective actions.

Correction and Preventing of Quality Control Problems

Chi-Ada Corporation's double-check strategy is used to address quality control problems. First, corrective action is taken to eliminate the problem immediately. After any correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report provides details on the work requirement, location and includes a grading system on a scale of 1 to 5. The Supervisor decides and initiates the appropriate corrective action on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities.

Our daily inspection will be directed to high traffic areas, and it may include random inspections of high frequency and continuous tasks and 100% inspection for periodic services.

The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered.

The Manager and Supervisors will perform a random, regular, and periodic visual inspection of the facility. Each Supervisor will inspect before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time inspection was completed. To ensure that all activities, functions, and processes are covered, inspections will be conducted using the same checklist to identify problem areas requiring correction.

Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- ✓ Random inspection,
- ✓ Total inspection, and
- ✓ Continuous inspection.

All inspection findings will be documented so that the following actions are taken immediately:

- ✓ Applicable employees are informed when their level of work performance has diminished below previous levels.
- ✓ A corrective action request is initiated, to be corrected by the end of the same shift, related to any task that has been rated less than "satisfactory".

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

Inspections are an ongoing practice

Chi-Ada's inspections provide additional insurance to achieve our quality control objective. Our Managers and Supervisors perform these inspections. The inspections are predominately a "walk-through." The "walk-through" is performed with varying frequencies. However, they are always performed after some tasks are completed, such as window cleaning, floor maintenance, or after a predefined area is covered at the end of each shift. The objective of the "walk-through" is to ensure that Supervisors check for any potential problems, and if any are found, they are resolved immediately.

At Chi-Ada we create a local file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- ü A copy of our quality control plan

- ü A copy of all completed quality control checklists
- ü A copy of
- all quality control reports
- ü A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems.

The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections at any time during this contract.

Our company recognizes the importance of quality control and assurance. Records are filled out correctly, legible, and kept in a neat and organized location.

c. Describe and provide a sample of your reporting system used to compare actual performance to your schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
Inspected By: _____
Signature: _____
Follow Up Actions:_____

Referred To: _____ **Date**: _____

Chi-Ada Corporation

Restroom Checklist

Week Start: ___/_____/_____/_____ Week Ending: ____/_____/_____/_____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one)

Date			Soap	Hand Towel	Toilet Paper	Toilets	Urinals	Wash Basins	Floors	Trash	Mirrors	time	Initials
		Indicate # of items changed below				*Please check tasks completed*						(Circle) AM / PM	
	SUN.											AM PM	
	MON.											AM PM	
	TUES.											AM PM	
	WED.											AM PM	
	THURS.											AM PM	
	FRI.											AM PM	
	SAT.											AM PM	

Comments: _____

_____ Employee Signature: _____

_____

d. Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.

The primary benefit of Green Cleaning, which focuses on cleaning for health, not just appearance, is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms.

We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

• Reduce the harmful impact to the health of the facility users

• Reduce the harmful impact of the indoors and outdoors environment

• Source reduction in the landfill with the use of concentrated products

• Recycled contents of all packaging

• Partnership with sustainably certified vendors

• Step by step introductions for a sustainable cleaning process.

Chi-Ada Corporation has been implementing Green Cleaning in the past with Broward County at the Environmental Building in Davie.

However, to improve this green Cleaning we will add the following activities to maximize opportunities to promote green building cleaning practices:

- Continue our effective communication system between building employees and Broward County building management.
- Continue to assist the management of Broward County in understanding the benefits of green cleaning such as the health and performance benefits, improvement of occupant satisfaction, reduction of complaints and risks, and the substantiation of potential cost savings.
- Audit housekeeping procedures, chemicals, equipment, paper, matting, supplies, and other materials for compliance with green cleaning implementation guidelines.
- Continue to inspect all other tools and supplies used in the cleaning process; mop-buckets, wringers, paper, wipers, liners, toilet tissue, and other tools and supplies and determine alternative tools and supplies that are environmentally preferable.
- Conduct a general housekeeping walk-through: evaluate the overall quality of the current cleaning and look for problems and opportunities for improvement.
- Document and review any recycling program in place.
- Continue to clean hard floors with a backpack vacuum instead of dust mopping.
- Add or upgrade entrance mats.
- Continue to recycle paper products and install roll-type dispensers where practical.
- Continue to use microfiber mops and dust cloths.

- Continue to implement effective methods of dilution control.
- Continue with portable spot cleaners, fiber mop, and bucket to facilities where spills commonly occur.
- Purchase products with high post-consumer recycled content
- Continue to use floor finishes without heavy metal ingredients.
- Limit the use of disinfectants to critical areas.

3.4 Company Equipment

a. Chi-Ada Corporation current inventory of heavy equipment -

Equipment	
2 Minuteman 4 Trucks Mounted Pressure Wash Machine 6 Pressures Wash with Tire 10 Backpack Filter Vacuum 3 High speed floor burnisher 10 Upright vacuum 2 Wet and Dry Vacuum 20 Mop Bucket 5 Tilt Trucks 1 Vehicle/Van/Lift Gate 5 Vans 4 Carpet Extractors 3 Walkie Radios 4 Biometric Timecard 4 Air Dryers 10 Janitor Carts 20 Dollies 3 Scrubbers	
ACX64 40 Yard MCNEILUS Front Loader Garbage Truck	
Electric Auto Floor Scrubber 18" Cleaning Path - Corded	

Electric Auto Floor Scrubber 20" Cleaning Path - Corded	
Dusting machine	
8070 Heated Carpet Extractor & Auto Detailer	
DC Power Hydraulic Double Scissor Lift Cart 1100 Lb. Cap.	
Sanitaire Quiet Clean 10-Quart Backpack Vacuum SC530B	
Portable Folding Safety Barrier with Casters	

Hard Surface	
Air mover	
Extractor	
Floor Machine Carpet Dryer	
Vacuum	

Minuteman

Minuteman E20 Automatic Scrubber



TECHNICAL SPECIFICATIONS

CLEANING PATH WIDTH	20"
SQUEEGEE WIDTH	33"
THEORETICAL PRODUCTIVITY (BRUSH DRIVEN)	15,000 SQ FT/ HR
WORKING SPEED (BRUSH DRIVEN)	1.7 MPH
RATED VOLTAGE	24 VOLTS
VACUUM FLOW	65 CFM
VACUUM WATERLIFT	45"
VACUUM POWER	.60 HP
DRIVE MOTOR POWER (TD)	1/5 HP
BRUSH TYPE	DISC
BRUSH MOTOR(S) POWER	3/4 HP
NUMBER OF BRUSHES	1
BRUSH RPM	180 RPM
SOLUTION CAPACITY	12 GAL
RECOVERY CAPACITY	13 GAL
WEIGHT WITH BATTERIES (BD)	306 LBS
WEIGHT WITHOUT BATTERIES (BD)	196 LBS
WEIGHT WITH BATTERIES (TD)	365 LBS
WEIGHT WITHOUT BATTERIES (TD)	231 LBS
DIMENSION (LXWXH)	44.4 X 18.8 X 42.3

•

Trucks Mounted Pressure Wash Machine

Industrial Duty 4200 psi 4.0 gpm Cold Water Pressure Washer



SIMPSON #95002 SPECIFICATIONS
ZORO #: G3106192 MFR #: 95002
OPERATING PRESSURE: 4200 PSI PRESSURE WASHER FLOW RATE: 4 GPM
PRESSURE WASHER DUTY RATING: INDUSTRIAL DUTY PRESSURE WASHER WATER TYPE: COLD
ITEM: PRESSURE WASHER OPERATING PRESSURE (PSI): 4200 PSI

Pressures Wash with Tire

Heavy Duty 4000 psi 5.0 gpm Water Pressure Washer



Simpson #65212 Specifications
Zoro #: G9410121 Mfr #: 65212
Item: Pressure Washer Pressure Washer Flow Rate: 5 gpm
Operating Pressure: 4000 psi Pressure Washer Duty Rating: Heavy Duty
Operating Pressure (PSI): 4400 ps

Backpack Filter Vacuum

PROTEAM 10 qt. 120V, 1108W Backpack Vacuum Cleaner



Cord Length: 50 ft.
Hose Dia.: 1 1/2 in
Static Pressure: 91 in
Standards: CSA C22.2 No. 243, UL 1017
Diameter: 7-1/8"
Vacuum Product Grouping: Backpack Vacuum Cleaners
Hose Length: 4 ft
Watts: 1108
Sound Level dBA: 69.7 dBA
Hz: 60
Filter Type: HEPA
Weight: 12 lb
Vacuum Power Source: Corded
Vacuum Air Flow: 153 cfm
Vacuum Collection Type: Reusable Bag
Vacuum Filtration Type: Standard

High speed floor burnisher

High Speed Burnisher, 1600 RPM



Technical Specs

- Item Burnisher
- Brush Speed1,600 RPM
- Motor1.5 hp
- Pad Size20 in
- Power Source115V AC, 60 Hz, 15A
- Sound Level70 dB
- Construction Rotationally Molded
- Cord Length75 ft
- Max. Productivity10,000 sq ft/hr
- Includes

Wet and Dry Vacuum

16 gal. Silica Vac



VACMASTER PROFESSIONAL #VKB1611SW SPECIFICATIONS
ZORO #: G3429416 MFR #: VKB1611SW
COLOR: BLACK LENGTH: 23
MATERIAL: POLYPROPYLENE WIDTH: 20
HEIGHT: 23

Mop Bucket

Yellow Mop Bucket and Wringer, 8 3/4 gal



TECHNICAL SPECS

- ITEMMOP BUCKET AND WRINGER
- CAPACITY8 3/4 GAL
- COLORYELLOW
- WRINGER TYPESIDE PRESS
- MECHANISMHAND OPERATED
- MOP CAPACITY10 TO 32 OZ
- SHAPEOVAL
- BUCKET/PAIL MATERIALPLASTIC
- HANDLE MATERIALSTEEL
- CASTER TYPE3 IN NONMARKING
- OVERALL HEIGHT21 5/8 IN
- OVERALL LENGTH20 5/16 IN
- OVERALL WIDTH16 7/16 IN
- COLOR CODING SYSTEMYES
- WRINGER COLORYELLOW
- WRINGER MATERIALPLASTIC/STEEL
- BUCKET/PAIL HEIGHT22 IN
- BUCKET/PAIL LENGTH20 1/2 IN
- BUCKET/PAIL WIDTH16 45/64 IN
- BOTTOM DRAINYES
- ANTI-SPILLYES
- METAL DETECTABLENO
- SERIESWAVEBRAKE(R)
- FOR USE WITHSTRING MOP SIZES RANGING FROM XS - XL

b. Response time for mobilization for each piece of equipment.

All of the equipment is a one to four (1 to 4 hours) mobilization time. We will store some of the equipment on-site based on storage availability.

c. Chi-Ada Corporation's current inventory of machinery for floor care

- 2 Minutemns Es 2832 Automatic Floor Scrubber
- 8 Side by Side 20 Inch
- 6 Side by Side 14 Inch
- 12 Buffing Machines

d. Chi-Ada Corporation equipment maintenance

The Management of Chi-Ada plans to purchase new equipment and use our existing equipment to execute our contractual obligation successfully. The cost of any new equipment to be bought is prorated and amortized in the lifetime ranging from one to two years before replacement. Our

management has an existing repair services relationship with independent equipment services to repair and replace any broken-down equipment within one day.

e. Chi-Ada Corporation's office equipment and computer programs

- 6 Desktop Computers for scan, emails, letters, and documents editing (Adobe, Acrobat, Microsoft Word, Outlook, Excel)
- 3 Fax Machine for scanning, sending and receiving.
- High Speed Internet
- Phone service
- 4 Photocopiers and Printers
- QuickBooks Contractor Edition
- Pensoft Payroll
- Talkie walkie

3.5 Chi-Ada Corporation's Training:

a. Chi-Ada Corporation's internal Employee Safety Training Manual.

Chi-Ada Corporation's internal Employee Safety Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual***."

b. Chi-Ada Corporation's internal Employee Training Manual.

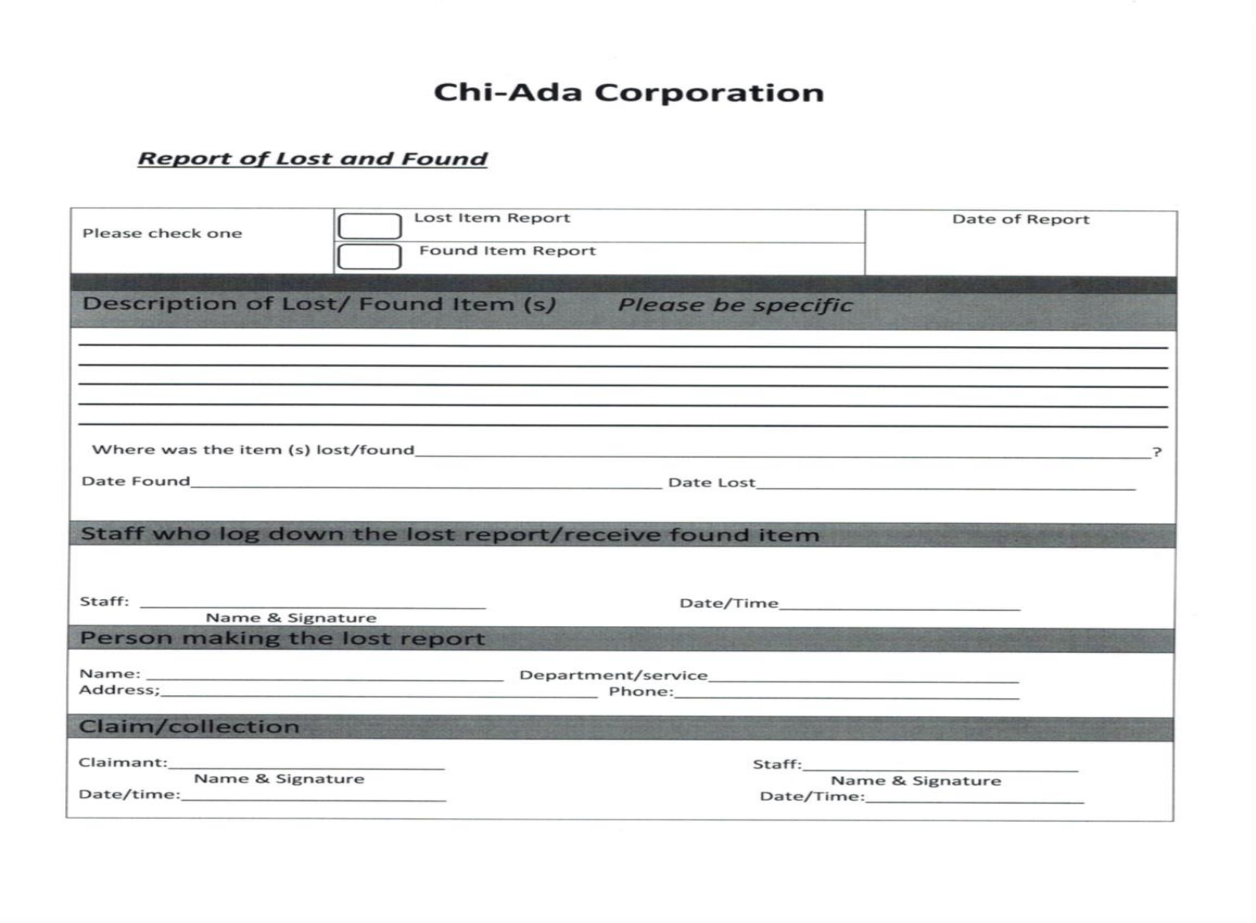
Chi-Ada Corporation's internal Employee Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual.".***"

c. Chi-Ada Corporation's training currently in place to assure on-site staff will be pro-active and aware during each shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.

Our employees are taught probity, integrity, and awareness in their workplaces. We taught our employees to have a culture of honesty by reporting the findings of any abandoned belongings or packages to the supervisors or the facility's management. We also taught each employee that our integrity and actions are sustained by our slogan of "Theft employee is undesired." Our vigorous morality screening and on-site observance help us to track our employee's' behavior. Further, each employee is taught on **"**Keeping a Watchful Eye." Our employees are required to report any suspicious behavior to their supervisor or to the project manager, who is required to notify the facility's management for appropriate action to be taken. Finally, our safety training provides important tools to

our employees to deal with potential slip, fall conditions, and ajar doors. The following general safety rules are discussed during our safety training program:

- Horseplay or any actions that show disregard for safety or efficient job completion is not allowed.
- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.
- A worker shall not cause a distraction that would jeopardize the safety of a fellow worker or working environment.
- Be aware of safeguard provided within the workplace.
- Your job will not generally call for the use of ladders. However, if yoo need to reach an object in a situation where a ladder is needed;, please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and adequately secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.
- Keep hands and feet clear pinch points when handling materials.
- Wear the right clothes for the job tasks you will be expected to perform.
- Assistant in the training of new employees by demonstrating safe work habits.
- Never leave running power equipment unattended.
- Be familiar with the proper safety methods and procedures for operating your power equipment.
- Observe and obey all warning signs.
- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.



Chi-Ada Corporation

Report of Lost and Found

Please check one	☐ Lost Item Report ☐ Found Item Report	Date of Report

Description of Lost/ Found Item (s) *Please be specific*

Where was the item (s) lost/found_____?

Date Found_____ Date Lost_____

Staff who log down the lost report/receive found item

Staff: _____ Date/Time_____
Name & Signature

Person making the lost report

Name: _____ Department/service_____
Address;_____ Phone:_____

Claim/collection

Claimant:_____ Staff:_____
Name & Signature Name & Signature
Date/time:_____ Date/Time:_____

d. Training of Chi-Ada Corporation's supervisors and cleaners in green building cleaning procedures as required for this contract.

The primary benefit of Green Cleaning is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product we use to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to

health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the user's suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

4. Workload of the Firm:

4.1. List of all completed and active projects in past five (5) years

❖ **Pleasantville Middle School**

Address: 40 Romer Ave

City State Zip:	Pleasantville, NY 10570
Phone/	914-741-1414
Contact:	Stephen Chamberlain, Director of Facilities III
Email:	chamberlains@pleasantvilleschools.org
Contract #	**Bid 2015-2016 School Year**
Period:	2015-2016
Annual amount:	$122,200
Square Footage:	74,056
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

❖ **Briarcliff manor Union Free School**

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org
(2) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

.

❖ ***Broward County Commissioner***

Address:	115 S. Andrews Avenue
City State Zip:	Fort Lauderdale, FL 33301
Phone/Fax:	954 357 5675
Contact:	Ian Mitchell

Email:	imitchell@broward.org
(1)- Contract #	RLI20080908-0-1 (Broward Various Locations)
Period:	2010-2015
Annual amount:	$1,988,455.48
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(2)- Contract #	R0899203P1 (Broward Main Library)
Period:	2011-2018
Annual amount:	$359,987.65
Square Footage:	238,364
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(3)- Contract #	RO92180491 (Broward South Regional Courthouse)
Period:	2011-2018
Annual amount:	$111,579.79
Square Footage:	51,800
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(4)- Contract #	RFP1214808P1 (Broward Janitorial Services for Various County Facilities)
Period:	2016-2021
Annual Amount:	$1,170,509.72
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

❖ ***Miami Dade Public Housing***

Address:	1407 N.W 7 Street.
City State Zip:	Miami, FL 33125
Phone/Fax:	(786) 256-5862
Contact Name:	Florence Saint Jour, Facilities Supervisor
Email:	fstjour@miamidade.gov
(1) Contract #	POHO1200773 (Miami Dade Public Housing Janitorial Services
Period:	2013-2019
Annual amount:	$72,000
Square Ft:	840,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

(2) Contract #	878B-0/9 (Miami Dade Public Housing Janitorial Services)
Contact Name:	Aurea Ivette Velez
Email:	avelez@miamidade.gov
Period:	2009-2014
Amount:	$72,000
Square Ft:	936,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Miami Dade Transit***

Address: 6601 NW 72nd Ave
City State Zip: Miami, FL 33166
Phone/Fax: 305-889-6766
Contact Name: Lazaro Dominguez
Email: Lazaro.dominguez3@miamidade.gov

1- Contract # **ITQ9562-13MDT (Miami Dade Transit Janitorial Services)**
Period: 5/2013-01/2019
Annual amount: $4,552,204.56
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

2- Contract # **ITQ9562-13MDT (Miami Dade Transit: Golden Glades)**
Period: 2013-2018
Annual amount: $36,000
Square Footage: 700,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

3- Contract # **RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities**
Period: 2018-2023
Annual amount: $222,391.92
Square Footage: 260,357
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

4- Contract # **#RFQ9562-34DTPW - JANITORIAL SERVICES - DTPW Rail, Mover, and Bus Facilities**
Period: 1/2019-12/2023
Annual amount: $25,624,628.4
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***Fulton County in Atlanta***

Address: 130 Peachtree Street #1168
City State Zip: Atlanta, GA 30303
Phone/Fax: (404) 612-4446/ (404) 893-6303
Title: Janitorial Services for Selected Facilities
Contact Name: James Morehead, Contract Administrator
Email: James.Morehead@fultoncountyga.gov

1- Contract # 13ITB87106C-MT
Period: 2012-2016
Amount: $362,141.56
Square Footage: 142,673

Summary of Service Provided: Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

2- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Period: 12/2018-12/2021
Annual amount: $617,271.12
Square Footage: 205,925

Summary of Service Provided: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

❖ ***Sarasota County***

Address: 1001 Sarasota Center Blvd.
City State Zip: Sarasota, FL 34240
Phone/Fax: 941-716-1500
Contact Name: William Bill Deller, Facilities Supervisor
Email: bdeller@scgov.net
Location: Sarasota County

Contract # Bid #166453HR Custodial Services

Period: 2/2017-1/2022
Amount: $ 675,972.78
Square Footage: 528,175
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***City of North Miami***

Address: 776 NE 125th Street
City State Zip: North Miami FL 33161-4116
Phone/Fax: 305.895.9886
Contact Name: Destrade Alberto
Email: **adestrade@northmiamifl.gov**
Location: North Miami
Contract RFP No.18-15-16 Janitorial Services

Period: 2017-2019
Annual amount: $180,024
Square Footage: 900,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of North Miami Beach***

Address: 17011 NE 19th Ave,
City State Zip: North Miami Beach, FL 33162
Phone/Fax: (305) 948-2946
Contact Name: Meghan Cianelli Bennett
Location: North Miami Beach
Contract RFP NO:19-062-MC

Period: 2019-2022
Annual amount: $258,936
Square Footage: 151,200
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of Clearwater***

Address: 100 S Myrtle Ave
City State Zip: City of Clearwater, FL 33756-5520
Phone/Fax: 727-562-4633
Contact Name: Alyce Benge
Email: Alyce.Benge@myclearwater.com
Location: City of Clearwater
Contract #900406, Bid# 24-18 (Parks & Recreation Centers)

Period: 2019-2022
Annual amount: $180,000
Square Footage: 213,576
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Fort Lauderdale International Airport (Sub-Contracting)***

Address: 115 S. Andrews Avenue, Rm 212
City State Zip: Ft. Lauderdale FL 33301
Phone/Fax: 954.357.8604
Contact Name: Cara M. Leisy, J.D., Purchasing Agent
Location: Fort Lauderdale Airport, Terminal 1 and car rental
Period: 1/01/14 thru 3/31/19
Annual amount: $1,000,000
Contract #
Square Footage: Terminal 1 and car rental
Summary of Service Provided: Janitorial services, labor, cleaning supplies, materials, equipment, tools, vehicles, uniforms, chemicals, and supervision

4.2. List of all projected projects that vendor will be working on in the near future.

Chi-Ada Corporation does not have any pending awarded contracts.

4.3. Describe Chi-Ada Corporation's approach in managing projects.

At Chi-Ada Corporation, our goal is to ensure that each contract we undertake is completed. Our organization complies with the contract specifications and requirements. In this regard, the management of each contract is prioritized, communicated, meetings are held, inspections are carried out, and controls. Chi-Ada Corporation always establishes permanent channels of communication between the contract administration and Chi-Ada Corporation contracts managers to establish the regular share of information about the management of the project. We also create a line of communication between our on-site staff, through our project manager and supervisors, and the contract administrator to listen and apply the contract administrator recommendations and suggestions. We further hold regular meetings to report and mitigates quality issues. To maintain our quality assurance, our project manager and quality control manager regularly inspect our personnel's tasks to identify any issues affecting contract compliance. We finally control the rentability of our personnel to ensure that we are keeping the highest level of quality cleaning and make any changes that can augment the efficiency of services.

4.4. Were there or will there be any challenges for any of the listed projects?

Based on our knowledge and experience on past awarded projects from Broward County and other companies, there are not known challenges. The experience and the human capital have been the driving power of Chi-Ada Corporation for success. We have human resource potential to ensure that the firm reaches its objectives in every contract.

5. Pricing

The price spreadsheets for Agreement 1 thru agreement 14 are attached.

Conclusion

The Chi-Ada Corporate mission is to provide the most outstanding janitorial services possible.

- We take pride in being productive and self-sufficient regarding our work and responsibilities.
- We believe that hard work and determination are the keys to our company's success.
- We strive to have a strong work ethic and to help employees become goal-oriented individuals.
- We believe that we teach by example.

That is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facility's image to be "The cleanest in America."

Chi-Ada Corporate services are your 24/7, 365 days per year single-source provider for all of your facility cleaning needs. Whether there is a need for a one-time service or an ongoing maintenance program, look to Chi-Ada Corporation to provide the services needed.

We look forward to the opportunity to serve you!

Attachments

Living Wage Ordinance Requirement Forms

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2021 THRU DECEMBER 31, 2021)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.00
Assistant Project Manager or Equivalent	Hour	$ 28.00
Quality Control Manager or Equivalent	Hour	$ 25.00
Shift Supervisor or Equivalent	Hour	$ 23.00
Team Leader/Supervisor or Equivalent	Hour	$ 18.50
Janitorial Worker or Equivalent	Hour	$ 17.05
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services.

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2022 THRU DECEMBER 31, 2022)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.75
Assistant Project Manager or Equivalent	Hour	$ 28.70
Quality Control Manager or Equivalent	Hour	$ 25.63
Shift Supervisor or Equivalent	Hour	$ 23.58
Team Leader/Supervisor or Equivalent	Hour	$ 18.96
Janitorial Worker or Equivalent	Hour	$ 17.48
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services

JANITORIAL SERVICES – FACILITIES MANAMGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2023 THRU DECEMBER 31, 2023)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENED)
Project Manager or Equivalent	Hour	$ 31.67
Assistant Project Manager or Equivalent	Hour	$ 29.56
Quality Control Manager or Equivalent	Hour	$ 26.40
Shift Supervisor or Equivalent	Hour	$ 24.29
Team Leader/Supervisor or Equivalent	Hour	$ 19.53
Janitorial Worker or Equivalent	Hour	$ 18.00
_____	Hour	$ _____
_____	Hour	$ _____

Vendor Name Chi-Ada Corporation janitorial services

Living Compliance Ordinance Affidavit Form

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsivefor failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: Chi-Ada Corporation Janitorial Services

Address: 4820 W Commercial Blvd, Tamarac FL33319

Local Contact: Bart Okoro E-Mail Address: bokoro@chiadacorporation.com

Address:

Contract

Amount:

Using Agency

Served: Solicitation

No. and Title:

By signing below I hereby certify that the covered employees listed below: (please check one)

A. ☐ Receive a minimum pay of $ per hour and are provided health benefits valued at $ per hour.

B. ☒ Receive a minimum pay of $ 17.05 per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
BRYCE JULIAN	Custodian	B	TELLEZ TADEO	Custodian	B
CLODIANNE CHARLES	Custodian	B	ELIAB NATIVIDA	Custodian	B
PEREZ DUNIA	Custodian	B	EKEOMA DON PRIMUS	Custodian	B
CLIFTON MURPHY	Custodian	B	KIBAKA LANDY	Custodian	B

(Attach Additional sheets in the format above, if needed)

I, BARTHOLEMEW OKORO of CHIADA CORPORATION hereby
attest that(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;

b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receip t as required by the Living Wage Ordinance, as amended; and

c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature Title President

SWORN TO AND SUBSCRIBED BEFORE ME this 24 day of MAY

2021

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

My commission expires: 08/07/2024
(SEAL)Notary Public (Sign name of Notary Public)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced:

APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: Chi-Ada Comp. Contact Person: Bart Okoro

Company Address: 4820 W. Commercial Blvd

City: Tamarac State: FL Zip: 33319 Phone: 954 777-5177

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: $_____

SECTION 3: EXEMPTION BASIS (Check one of the options below and submit supporting documentation as requested)

☐ **(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.
Required documentation for this exemption basis: Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

☐ **(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.
Required documentation for this exemption basis: Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

I, BART OKORO (Print Name), of Chi-Ada Comp. (Company) hereby attest that

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

Signature _____ 5/24/21 President
Title

SWORN TO AND SUBSCRIBED BEFORE ME this 24th day of MAY, 2021

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

_____ My commission expires: 08/07/2024 (SEAL)
Notary Public (Sign name of Notary Public)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced: _____

Revised May 1, 2021

Copy of insurance certificate.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 02/11/21

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 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 BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: ANDREW OGHINAN PHONE (A/C, No, Ext): (305)249-5055 FAX (A/C, No): (305)249-5057 E-MAIL ADDRESS: big@bendellinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: ADMIRAL INSURANCE COMPANY	24856
INSURED CHI-ADA CORP 4820 WEST COMMERCIAL BLVD TAMARAC,FLORIDA 33319 954-777-5147	INSURER B: PROGRESSIVE EXPRESS INS COMPANY	10193
	INSURER C: WESCO INSURANCE COMPANY	25011
	INSURER D: COLONY INSURANCE COMPANY	39993
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC		CA000020588-07	12/23/20	12/23/21	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ EXCLUDED $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS		03913306-4	09/28/20	09/28/21	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $		NA			EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WWC3507748	12/15/20	12/15/21	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	POLUTION LIABILITY CPL FORM		CSP4257990	04/16/20	04/16/21	$1,000,000/1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
JANITORIAL SERVICES.

CERTIFICATE HOLDER IS NAMED AN ADDITIONAL INSURED ON THE GENERAL LIABILITY.

CERTIFICATE HOLDER	CANCELLATION
BROWARD COUNTY 115 S. ANDREWS AVE. FORT LAUDERDALE,FL 33301 RE: FMD, ROOM 501	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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Authorized document to do business (Florida State Registration document)

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

FILED
Mar 14, 2021
Secretary of State
1214206932CC

DOCUMENT# P95000065881

Entity Name: CHI-ADA CORPORATION

Current Principal Place of Business:

4820 W. COMMERCIAL BLVD
4820
TAMARAC, FL 33319

Current Mailing Address:

4820 COMMERCIAL BLVD
4820
TAMARAC, FL 33319 US

FEI Number: 65-0619776

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

OKORO, BARTHOLOMEW
135 NW 163 ST
MIAMI, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	PRESIDENT
Name	OKORO, BARTHOLOMEW
Address	4820 W COMMERCIAL BLVD 4820
City-State-Zip:	TAMARAC FL 33319

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Signing Officer/Director Detail — Date

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

List of litigations

Date	Parties	Case number	Case	Outcome
2017	Raymond Robinson (Plaintiff) Vs Miami Dade & Chi-Ada Corporation (Defendant)	2018-024310-CA-25	Plaintiff alleges slip and Fall at Metro rail and Chi-Ada is services provider	Current
2018	Emperatriz Linares (Plaintiff) Vs Chi-Ada Corporation (Defendant)	2018-035054-CA-01	Plaintiff alleges she was discriminated	Current
2018	Dolores Mengana (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018-000191-ca-23	The Plaintiff Dolores Mengana's cause of action against Defendant, Miami Dade County Florida and Chi-Ada Corporation contractor is that She slipped on an elevator at the Metrorail Station, where Chi-Ada is providing Janitorial services	After presenting evidence and reviewing the cameras it was proven that no harm created by the contractor nor by Miami Dade County Florida for the plaintiff fall. It is the Negligence of the plaintiff. The Judge dismissed the case for lack of credibility evidence by plaintiff.
2018	Fabian Duenas (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018 -13775 CA01	Plaintiff Claimed she hit her forehead on the very clean and bright glass door, that the glass was so cleaned that plaintiff taught it was an open space and bump her forehead into it. The plaintiff attorney argue that the contractor should keep the premises free from dangerous condition and hazards which the defendant should know about. The attorney also stated that Miami Dade County Florida/ agent fail to warn the public including the plaintiff Fabian Duenas of the condition of said premises which the defendant should have known.	The case was settled by Chi-Ada Liability Insurance for $15,000.00 and attorney fee

BLD2121632P1 01 01 BLD2121632P1: JANITORIAL SERVICES BRANCH LIBRARIES AGREEMENT NO. 1

2019	Digos Enterprises (Plaintiff) Vs Chi-Ada Corporation (Defendant)	Cace-18020417-Div 13	Plaintiff alleges his company did not receive subcontract service of 25% set aside	Current

Case against Chi-Ada's worker compensation Insurance (Currently)

1. Miguel Acevedo: Injury on duty notice of case not received and case not established.
2. Maria Rodriguez. Fall on mover car; case not received, and case not established.

Internal Employee Safety Training Manual and internal employee training document is attached under a file of, "Broward County project's Training and Rules Manual

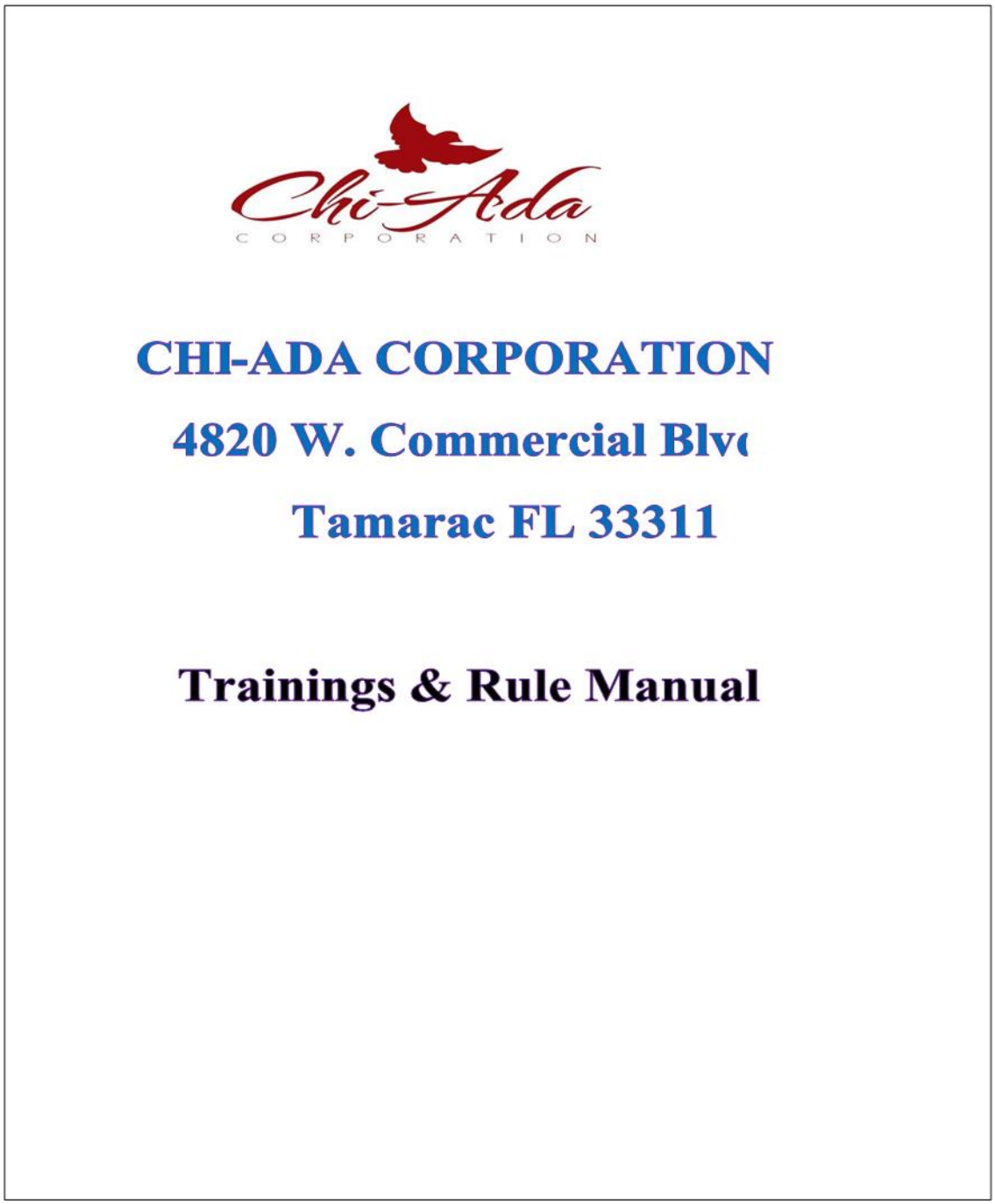


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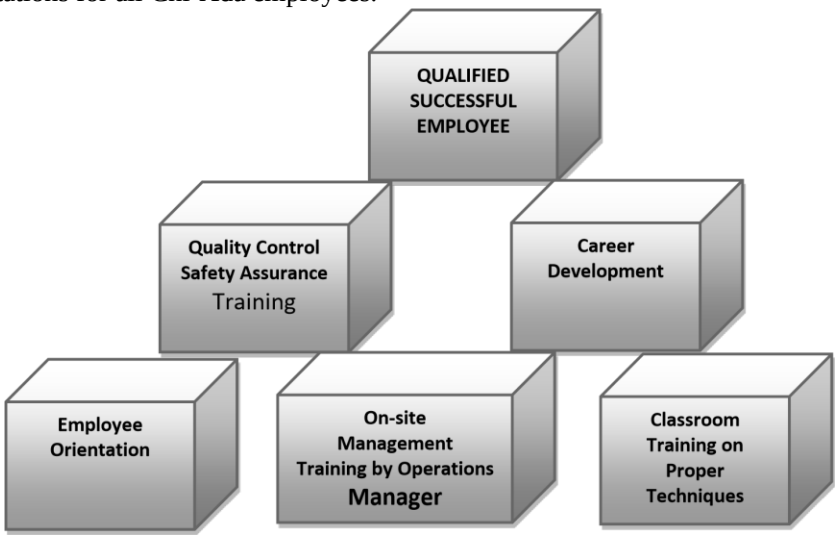
19- Conclusion 20-21

1- Introduction

Equipping a company's employees with useful knowledge of rules and responsibilities is essential to build a winning business. Chi-Ada Corporation thought a strong rules and training manual for its employees. These rules are the columns for the success of the company. The firm measures its responsibilities in every contract and the expectations of its customers. We are dedicated to build trustful relationships with our customers based on the quality of our services. In this regard, this manual provides the training steps and useful information of our company's rules.

2- General Orientation

All Chi-Ada Corporation employees are required to attend a general orientation and training process which will allow them to become confident and knowledgeable in their positions, company processes, and overall expectations for all Chi-Ada employees.



All employees attend an orientation and preparation process for their new assignment. All managers and supervisors are trained by our Human Resource Manager. The Operations Manager stays on site until all managers are thoroughly trained and can function independently. All supervisors and/or lead personnel must have developed hands-on experience in the areas assigned. This approach has been very successful for Chi-Ada Corporation since the start of the company.

Classroom training will be provided by a qualified Training/QA Director, offered on-site. This trainer will be supported by a Safety/Training Director and other Chi-Ada Staff. Employee management for managers and supervisors is accomplished through the use of the American Management Association, Inc. magazine and Training videos.

In addition to on-site training by Chi-Ada, occasional speakers, product demonstrations and seminars will be sponsored by Chi-Ada Corporation for all department staff. These sessions will be made available to other account personnel, where it is appropriate.



Chi-Ada has developed a *Housekeeping Reference and Training Manual*. All phases of custodial care have been thoroughly covered. This manual is given to each Supervisor for reference with technical and training programs.

A good training program will reduce employee turnover. Trained employees are happier and more confident in their work. This is the goal behind our training program.

Such topics discussed in the Orientation program are listed below but are not limited to:

- Housekeeping Daily Operation/Cleaning Procedures
- Housekeeping Record Keeping Systems
- Organizational and Staffing Plans
- Accountability Management System
- Key Management Control System
- Quality Control System
- Intro/Interdepartmental Communication System

3- New Employee Orientation and Training

DAY 1: The new employees receive a complete orientation of the facility including rules, regulations, benefits, inspection process, uniform, and adequate requirements, scheduled work hours and duties expected. Employee works with a senior employee beginning the second day through the fifth day to learn the methods, work requirements, and job description.

DAY 2: Employees are assigned to area with inspection conducted on a daily basis with senior employee. Further training is performed as needed.

DAY 3: Employees continue learning at the assigned area with daily inspection by the Team Leader/Assistant Coordinator teaching new methods as specified by area.

DAY 4: Employees received full inspection by Coordinator and Assistant Coordinator in each category of cleaning assigned including equipment, janitorial closet, and chemical uses. Corrections and suggestions reviewed that day.

DAY 45: Employees received full review to determine needs as to retention, training, reassignment or other alternatives. Factor input from Coordinator, Assistant Coordinator, senior employee and others as required.

DAY 90: Employees are taken off probation and assigned to designated area, shift, and Team Leader, if not previously done.

ANNUALLY: Sit down and review with Coordinator to review employee's performance rating and discussion of future development of the employee

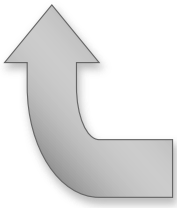
4- Training Program Breakdown

0 to 45 Days:
Direct labor and supervisor training in core areas (General Information, Safety, Disaster, Policing, Restroom Cleaning, Pressure Cleaning)
Employee evaluation at end of this period

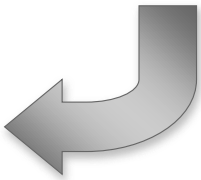
Supervisor in-service training will be scheduled monthly, with topic such as customer service, public employee motivation, disciplinary techniques, financial accountabilities, and interaction will be covered. Annual refresher training will be scheduled.



45 to 90 Days:
Ancillary Building Assistant - Areas such as Offices.
Handling large tasks.
Employee evaluation at end of this period



Past 90 Day Training:
Direct labor in-service training scheduled to cover identified topics as needed. Topics such as safety, disaster, lifting/moving, cleaning techniques, alcohol/drugs in workplace and customer service, will be covered on a monthly basis.



5- Transition Plan

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company that will be providing services to your company, and we bring our experience in start-ups. Our transition plan is very critical to the success of this project.

Chi-Ada has the ability to start any contract with fully screened and trained employees. Chi-Ada has a proving track record of doing start-ups of all sizes regardless of location.

5.1- Client Communication Plan

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our General Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the General Manager has met with your facilities personal, he/she will meet with the other individuals involved in the transition plan such as the Operations Manager, Human Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

5.2- Management

Our management team headed by the Operations Manager will make a site visit of the facility to locate where all storage locations are. From their observation they will know how much equipment that specific storage location will be able to accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

5.3- Equipment/Chemicals

During this time period our Operations Manager orders all necessary equipment's and chemicals and is deployed to its respective locations. In conjunction to ordering supplies, Chi-Ada will organize supplementary training for the equipment's and chemicals that will be used throughout the different facilities.

5.4- Hiring & Training

This period will be when Chi-Ada hires new employees and train them. This period will encompass: - Hiring new employees

- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them - Site tours

5.5- Final Communication

During the final days prior to the start of the contract, the General Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada we are ready to implement our established start-up system and expand a plan that will meet all of the contract's requirements.

6- Human Resources

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department that is staffed by qualified personal. They are responsible for our hiring, training, and maintain a well-qualified and extremely motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur when it comes to finding exceptional individuals that are very responsible and helping them becomes a great asset to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program that is composed of basic, intermediate, and advanced training from the manufactures of the different equipment's and chemicals that Chi-Ada will be using. The training will be provided by specialist that are certified as an in-service training provided by the company free of charge to our employee's.

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, these include recognizing individuals who have performed exceptional, e.g. employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee's because, we feel that there is more to life than the opportunity for exceptional earnings but valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

7- Technical Procedures

Chi-Ada's proven system of effective employee recruitment and training is anchored to a solid well equipped, management organization. We are confident that our new hires learn simple yet highly effective methods that insure the best results. All new employees will also be given valuable on-the-job training by an experienced Chi-Ada Manager. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had past experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done in an efficient and safe manner.

At Chi-Ada, we believe that custodial works must be trained in the proper use of cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surface within your facility, as well as to maintain the equipment that employee's will be using.

Our training program starts with in-service sessions to ensure complete understanding of the techniques and to keep up with the rapidly changing industry. Training allows our employees to stay afloat with current innovation in cleaning techniques, equipment and proper handling of equipment, chemicals and proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets, therefore; we place high priority in hiring and training them. This training program includes work practices and standard expectation, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description and the use of supplies, paper, soap, etc.

Cross training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce that will be available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

8- Safety Training

Chi-Ada Corporation's safety training program emphasizes on ways to avoid the preventable accident. (1) **Mandatory safety equipment and wears**: In all institutions it is a mandatory to wear proper attire and open toe shoes will not be worn.

(2) **Eliminating the open invitation to an incident**: Slippery walkways.

(3) **Enforcing the existing safety rules**: Such as not smoking indoors.

(4) **Caution analysis of accidents training**: New workers are thoroughly indoctrinated for purpose of making sure everyone knows exactly what to do in case of an accident.

(5) **Fire Prevention**: Chi-Ada Corporation is in compliance with OSHA federal and state fire regulations in job areas. Fire Prevention and emergency exit ways: all employees must exit the building at any time there is a fire alarm to a designated place outside the building and the supervisor will do a head count. All corridors, stairs, doors, and escape routes are kept unobstructed. Every employee of our Corporation is taught to know where alarm boxes, extinguishers, and other firefighting components are located.

(6) **Solid and slippery spill**: Clean immediately to avoid slip and fall.

8.1- Lifting technique Training

Employees are taught to lift 10Ib weight or less on a regular day but anything larger than 10Ib's will be assisted with a pulley. The technique is to bend the knees forward and lift until the object is inside a cart to be carried. *Waist should not be straight when lifting any load larger than 10Ib's.*

8.2- Personal Protective Equipment (PPE) Training

Employees are taught to wear Personal Protective Equipment's such as latex gloves at all times when removing garbage, cleaning restrooms or removing pathogens. Gloves and nose mask are worn when removing hazardous chemicals, dust and other form of pollutant waste, and blood borne pathogens.

8.3- Cleaning Procedures on Chemicals Training

Caution: Under no circumstances should any employee formulate their own detergent. We train all employees how to follow Material Safety Data Sheet procedure to achieve the desired result on acid cleaners for restrooms and abrasive cleaners for soils on hard floors.

8.4- Chemicals in Carpet Cleaning Training

Employees are taught the nature of chemical and dilution in carpet cleaning. It is critical that all employees are taught how to measure according to the directions.

8.5- Maintenance training employees are instructed about how to vacuum, shampoo either by dry soil or hot water, steam-clean, extraction, rotary spin pad and stain removing from resistance stains, on carpets, vinyl, wood, and other type of floors.

8.5- Training is provided by coaching the individuals with the effort to assist individual members of the work force. Spending time on those tasks is so overwhelming that the trainee is able to learn quickly**.**

9- Work Plan

Chi-Ada recognizes the importance of a very effective work plan that will incorporate the transition plan to a very smooth work plan. Chi-Ada's staff has fully reviewed the scope of services outlined in section 1.2 in the RFP. Chi-Ada has done its research when it comes the operations of MIA and its adjacent locations, given Chi-Ada an idea of the daily operations throughout the different facilities.

First, Chi-Ada will order the necessary supplies and equipment for the services required and deploys them to their final destinations throughout the airport and its adjacent buildings. Chi-Ada will meet all requirements listed in Attachment B in reference to its list of equipment, supplies, and chemicals. Under no circumstance will unsafe equipment or products be allowed to operate in any scale on any facilities.

Second, Chi-Ada will collect and adequately secure all keys, key cards, or any other entry devices and codes provided. Chi-Ada will maintain a record of all keys and no employee shall duplicate keys. If any entry device is lost, missing, or stolen, Chi-Ada will immediately contact the Contract Administrator. When all employees enter any unoccupied/unlocked section of a building to provide services, they shall lock all doors, before leaving. All exterior doors shall remain locked during the work shift and shall be checked to ensure safe when leaving the secured section of a building at the end of the work shift.

Next, Chi-Ada will hire and train its new employees on safety and safety practices. Chi-Ada will provide each of its employees working on the job site, with the training needed to safely and competently perform the services required. Chi-Ada is familiar with all Federal, State, County, and City Regulations governed accordingly as they apply to the services rendered. Chi-Ada will keep a record of all training for each employee upon request. The record will state the employee's name, date of employment, date and type of training class attended.

The training process will be monitored by the Managers so they can perform a follow up. The follow up will be determined by the quality reports conducted to review the performance of employees. Our training program is available year-round to ensure that all employees refresh skills and are kept up to date on today's cleaning standards. Our ongoing training secessions concentrate on changes in policies, procedures, and rules. Also, other topics discussed are new techniques and technology that are imperative to the Airport Environment.

Chi-Ada will evaluate each individual location to provide the most adequate staffing requirement for the services required. Chi-Ada will provide adequate personnel to ensure that the required staffing is met for each shift and will have the experience to evaluate the facilities. Chi-Ada will be responsible for all supervision and work performed by its employees.

Chi-Ada Supervisors will provide supervision where needed, communication with staff workers, and conduct daily inspections and evaluate the work area. Chi-Ada will provide weekly, monthly, and semi-annual reports of all project work. Detailed on this report will be the location, duties to be performed, date assigned, date completed, date of inspected work and approval of work, and who approved the work.

10- Employment Plan

Chi-Ada Corporation uses a very stringent procedure for recruitment, testing, screening of individuals assigned to your facility. We use every effort to ensure that all individuals are the best quality match for your facility.

Each employee must undergo the following:

- Criminal Background Investigation
- Character/Integrity Reference Check
- Job Profile Fit Analysis
- Performance Matching
- Pre-orientation for Job Readiness
- Policy and Procedure Manuals
- Employee evacuations

The background process is conducted in two phases. Upon successful completion of the identity verification, the background investigation process continues with more detailed research including employment and Education verification, Criminal Records Check, and Driver's License Check.

All applicants that satisfy our requirements for the background screening move on to the following: Drug Screen, Physical Examination, Psychological Examination, and Suitability/Trustworthiness Assessment. All employees will be required to submit to a random, unannounced drug testing policy. This policy includes all illicit drugs and alcohol. Failure to submit to testing and/or positive test result will be grounds for immediate termination of employment.

All employees involved in a work-related accident or injury are required to report for a drug screen within 24 hours of the incidents.

11- Employee Safety & Protection

Chi-Ada Corporation takes the necessary precautions to protect the safety of the individuals who use the facilities that we will be employed at. We protect persons or properties against injury or damage and will be responsible of any such damage, or injury that occurs as a result of fault or negligence of our employees.

All chemicals are brought and stocked in closets in their original containers. These chemicals remain in their containers until diluted or mixed for use to reduce any aroma from escaping that may be hazardous to anyone. All solution bottles and spray bottles will be in safety containers, which are safe for handling and intended usage.

Chi-Ada Corp. will also provide and use adequate barricades and signs to mark off hazardous work areas and provide sufficient warning prior to, during, and after the performance of all services of danger zones such as areas that have been recently moped or waxed to reduce slip and fall. All general accepted and government required safety practices shall be followed.

In case of any accident, incident, or damage, Chi-Ada will quickly notify the Contract Administrator of any incidents or accidents involving their employees while on-site to ensure that no future situation will occur. ChiAda will have an Accident, Incident, and Damage Report. The report will include the type of incident and an assessment of any property damage or personal injury.

12- Inspection & Detection

Chi-Ada Corporation inspects all facilities and detects any unsafe working conditions to the Contract Administrator. We provide trained and qualified supervisors capable of providing the necessary supervision not only to detect unsafe working conditions but to also train employees to be able to spot any unsafe working conditions. Each supervisor will be capable of verbal and written communication in English and will be capable to effectively communicate with the service workers.

Each supervisor shall conduct a daily inspection and evaluate all assigned areas of work. Each supervisor will note any discrepancies and assure that they are corrected and monitor workers to ensure that they are performing assigned duties.

13- Federal & State Requirements

Chi-Ada Corporation is a very recognized corporation with over 200 employees and has many policies to ensure work-place fairness. Our success and growth are credited because of high standards of performance, quality ethics, and being accountable. Chi-Ada undergoes a thorough screening to guarantee that all applicants hold the high expectations that Chi-Ada holds and believes.

All applicants will complete a detailed application. The application is a pre-screening conducted by our Human Resource Department. Once applicants pass the pre-screening process, then they will undergo an interview by one of our supervisors that is knowledgeable of the position being applied for.

If and when the applicant is deemed an eligible candidate, an offer of employment will be made. Once accepted then the necessary steps will follow:

- Reference and former employment verified.
- Drug screening test conducted.
- Medical screening conducted.
- Criminal background check – including fingerprint check.
- Security background checks where high security is required.

On top of Chi-Ada's screening procedures, we also comply with any regulations. All employees that will have un-escorted access to areas secured for security by law will undergo a FBI fingerprint screening for any past history of any involvement with terrorist activities. No employee will be issued a badge non-the-less hired if they are found to have a connection with terrorist activities.

In an event that an employee is being relinquished of all duties that was issued a security badge for a location of high security, Chi-Ada will retrieve the badge prior to the individual being terminated and the Contract Administrator will be notified.

Once all required screenings are completed then Chi-Ada will train its employee prior to placing them in an onsite location.

14- Safety Assurance

The safety and health of our employees at Chi-Ada Corporation and clients is of primary importance. It is our policy to provide a safe and healthy working environment for our employees, and to strictly enforce all safety rules to guarantee the safest work environment possible. It is the company's policy to abide by and comply with accident prevention regulations set forth by the Federal, State, and Local governments. To accomplish this, continued emphasis will be placed on Accident Prevention, Employee Health Protection, and General Loss

Control; albeit governmental rules regulations, restrictions or standards in effect now or in the future take precedence over our published guidelines

To this end, Chi-Ada provides the following Safety Program to all employees:

- Personal Protective Equipment appropriate to each employee's job assignment. Additional specialty safety equipment would be provided by the client as indicated.
- Safety Manual which includes compliance with Hazardous Communication, and Blood-Borne Pathogens Standards.
- Safety Meetings with employees are conducted on a regular basis.
- Supervisors perform monthly account safety checks.

Chi-Ada company policy mandates that all Supervisors, Managers, Department Heads and other employees at all levels of our workforce make Job Safety a matter equal in importance to all of our operations. These responsibilities can be met only by continuously working together to promote safe work practices, safe equipment, safe chemicals, and an overall safe work site for employees and clients.

There is nothing in the manual that would take precedence over what an employee might determines at the time of an emergency to be the best course of action in a particular circumstance when it comes to saving a life, preventing further injury or safeguarding the public safety.

The following guidelines are established to assist employees in the areas of Accident Prevention. Employee's that help prevent accidents benefits not only them but their fellow employees. It is up to each employee to assume full cooperation in these measures for their Safety and Protection.

Chi-Ada training program is composed of four (4) parties responsible for a safe workplace. These parties are the Company, Supervisors, Employees and most importantly, Fellow Employees.

15- Safe Workplace Responsibilities

15.1- The Company

- Chi-Ada Corporation is committed to train its employees to provide a safe work environment.
- Chi-Ada Corporation management with training standards and procedures relative to implementing the Safety and Health Program.

15.2- Supervisors

- Implementing the elements of the Safety and Health Program as outlined.
- Providing training to employees as to their responsibility in the safe performance of their duties.
- Enforce all safety procedures.
- Conduct thorough accident investigations.
- Maintain accurate accident reporting records.

- Promote a general awareness of safety throughout the workplace.

15.3- Employee

- Provide the necessary discipline to implement the safety rules and regulations as outlined herein.
- Report all unsafe conditions of safety in the work area.
- Maintain a general awareness of safety in the work area.
- Make suggestions as to how any part of our operation may be modified to reduce the potential for hazard.

15.4- Fellow Employee

- Provide the T-E-A-M (Together Everyone Achieves More) work attitude to make Safety a continuous part of working together.
- Speak freely with others about safety concerns.
- Help each other maintain a safe environment to work in with regard to safety Procedures and concern for others.
- Report any unsafe methods or procedures as you see them occur.
- Take preventive action to disallow any unsafe acts.

15.5- **General Safety Rules**

The following safety rules are discussed during Chi-Ada Safety Training Program:

1- Horse play or any actions that show disregard for safety or efficient job completion is not allowed.

2- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.

3- A worker shall not cause distraction that would jeopardize the safety of a fellow worker or working environment.

4- Be aware of safeguard provided within the workplace.

5- Your job will not generally call for the use of ladders, If you should need to reach for an object in a situation where a ladder is needed; please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and properly secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.

6- Keep hands and feet clear pinch points when handling materials.

1- Wear right clothes for the job tasks you will be expected to perform.

2- Assistant in the training of new employees by demonstrating safe work habits.

3- Never leave running power equipment unattended.

4- Be familiar with the proper safety methods and procedures for operating your power equipment.

5- Observe and obey all warning signs.

6- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.

16- Quality Control & Training Program

Our focus on quality control is centered on our employee's performance to a project, therefore; we match quality of service and productivity to efforts made to provide it. Consequently, comprehensive quality control involves all project participants effort put together to ensure that contract specifications are satisfied. We achieve this by emphasizing technical and safety training.

Chi-Ada utilizes a Quality Control Program that covers all the services stated in the scope of services. Our Quality Control Program also helps us determine if our employees are following proper working procedure. Listed below is how our quality program is conducted.

16.1- Methods of Identifying Problems

We make comprehensive effort on every contract we undertake by teaching the custodians how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. Through reports and observations all data will be analyzed:

- To establish trends
- To determine corrective actions
- To access effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we will maintain project performance at acceptable Levels.

16.2- Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly. We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double checking of services completed are more effective than monitoring and other surveillance because minor problems will be illusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality of future problems and the need for timely corrective actions.

16.3- Correction and Preventing of Quality Control Problems

Chi-Ada Corporation double check strategy is used to address quality control problems. First, corrective action is taken to immediately eliminate the problem. After correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report states the work requirement, location, and grades it on a scale of 1-5. The Supervisor decides and initiates the appropriate corrective action and determines to focus on how to correct the problem on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

16.4- Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities. The planned daily inspection will be directed to high traffic areas and it may include random inspections of high frequency and continuous task and 100% inspection for periodic services. The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered. The Manager and Supervisors will perform random, regular, and periodic visual inspection of the facility. Each Supervisor will perform an inspection before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time the inspection was completed to ensure that all activities, functions, and processes are covered. Inspections will be conducted using the same checklist to identify problem areas requiring correction.

16.5- Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high-quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- random inspection
- total inspection
- continuous inspection

All inspections findings will be documented so that the following actions are taken immediately:

- Applicable employees are informed when their level of work performance has diminished below previous levels.
- A corrective action request is initiated, to be corrected by the end of the same shift, related to
  any task that has been rated less than “satisfactory”

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

16.7- Inspections are an ongoing practice

Chi-Ada's coinstantaneous inspections provide additional insurance for attainment of our quality control objective. Our Manager and Supervisors perform these inspections. The inspections are predominately a "walk through." The "walk through" is performed with varying frequencies. However, they are always performed after a certain task is completed, e.g. window cleaning, floor maintenance, or after a predefined task of an area is covered, and at the end of each shift. One of the things that the "walk through" enables Supervisors to do is to check for any possible problem. If it is found, the problem will be immediately corrected. Also, custodians are trained to perform visual inspections of the work they just completed before moving on to their next task.

16.8- At Chi-Ada we create a locale file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- A copy of our quality control plan
- A copy of all completed quality control checklist.
- A copy of all quality control reports
- A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems. The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections any time during this contract.

Our company recognizes the importance of quality control and assurance; therefore, reporting and record keeping is highly maintained.

- Neatly
- Legible
- Completed properly
- Filed properly

16.9- Quality Assurance

Chi-Ada Corporation developed a Quality Assurance Program through the use of questions and Client Response Program. The program focuses on prompt responses to facility staff and complaints. Once responses are established, we follow up to see a standard at the facility and our employee's will be coached at an informational meeting. This will also be followed by periodic briefings and quarterly updates to outline format, and the content of a complaint.

Each complaint is investigated, and corrective actions are taken as necessary. This is a valuable way to prevent subsequent errors to effectively demonstrate our commitment to total client satisfaction.

17- Hazard Communication Program

17.1- Introduction

The Hazard Communication Standard (HCS), established by the Occupational Safety and Health Administration (OSHA), requires that the hazards of all chemicals, produced or improved be evaluated and information concerning their hazards, if any, be transmitted to employees who may be exposed to those chemicals under normal operating conditions or in foreseeable emergencies. This Hazard Communication Program Policy Statement has been prepared to assist Chi-Ada Corporation in complying with the Hazard Communication Standard.

The Hazard Communication Program will provide employees, with the means to understand the nature of any chemical hazard to which they may be exposed to during the course of their employment so that they will better protect themselves. The purpose of the Program is to improve employee protection from chemical hazard and, thereby reducing illness and injuries caused by exposure to chemicals.
The Program includes identifying and listing all hazardous chemicals present in the workplace, labeling all containers of hazardous chemicals in the workplace, obtaining and maintaining Material Safety Data Sheets, providing information about hazardous chemicals in the workplace, and training employees regarding hazards of chemicals present in the workplace and the use of appropriate protective measures.

Any additional requirements under the laws of the State of Florida are incorporated into the Chi-Ada Hazard Communication Program.

17.2- Responsibility

The Hazard Communication Coordinator is responsible for the coordination and implementation of Chi-Ada Communication Program. These responsibilities include, but are not limited to: training, handling, safety, emergency procedures, site location of MSDS, emergency telephone numbers, competent supervisory personnel with knowledge of all chemicals on site.

17.3- Identification and Listing of Hazardous Chemicals

The Hazardous Communication Coordinator maintains a list of hazardous chemicals known present in the workplace. All hazardous chemicals are identified on this list in the same manner as those chemicals are identified on the appropriate Material Safety Data Sheets.

17.4- Material Safety Data Sheet (MSDS)

The Hazard Communications Coordinator maintains the Material Safety Data Sheets and trains employees on how to read it for each product containing hazardous chemicals known to be present in the workplace. Each Material Safety Data Sheet is in English and contains the following minimal information:

1. The name, address and telephone number of the chemical's manufacture, importer or distributor.
2. Hazardous ingredient/identifying the chemical.
3. Physical/chemical characteristics.
4. Fire and explosion hazard data.
5. Health hazard data.

1. Reactivity data

2. Precautions for safe handling and use.

3. Control measures.

Material Safety Data Sheet is maintained in such a manner as to be readily accessible during the work shift to employees when they are in their work area.

Material Safety Data Sheet also is made available for inspection, upon request, to the employee's designated representatives.

17.5- Labels and Other Warnings

The Hazard Communication Coordinator trains employees to make sure that all necessary and appropriate measures to ensure that all hazardous chemicals present in the work area are labeled or marked as required under the applicable regulations.
Labels and other warning include the identity of the product contained therein and appropriate hazard warning(s). Labels and other warnings are legible, in English, and prominently displayed on the container or readily available in the workplace throughout the work shift. Labels and other warnings may be printed in languages other than English in appropriate circumstances.

Employees are trained not to remove or deface existing labels or other warning on less the container is immediately thereafter marked with the required label or other warning.

17.6- Information

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are informed of hazardous chemicals in their work area at the time of the initial assignment to that work area. Whenever a new hazard is introduced into the work area, or significant changes occur in the data provided, additional training will be conducted.

All employees are trained to be informed of the requirements of the HCS, operations of their work area where hazardous chemicals are known to be present, and the location and availability of the company Hazard Communication Program.

17.7- Training Program

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are trained in the proper use of hazardous chemicals in their work area at the time of their initial assignment in the work area and, thereafter, whenever a new hazard is introduced in their work area.

Employee training includes:

1. A summary of the Hazard Communication Standard and the company Hazard Communication Program.

2. Hazardous chemical properties, including visual appearance, odor, and methods that can be used to detect the presence of release of hazardous chemicals.

1. Physical and health hazards associated with potential exposure to workplace chemicals.

4 Procedures to protect against hazard, including personal protective equipment, work Practice, and emergency procedures.

5. Hazardous chemicals spill and leak procedures.

6. Location of Material Safety Data Sheets, how to understand their content and how employees may obtain and use appropriate hazard information.

7. How to read and understand product labels.

The hazard Communication Coordinator monitors and maintains a record of each employee training and advices the company on training needs.

18- Blood-Borne Pathogen Safety Program

Chi-Ada's Blood-borne Pathogen Program provides a method to safeguard our employees from being occasionally exposed to blood and other potentially infectious materials, during first aid and emergency situations. It is also Chi-Ada's intent to comply with federal OSHA requirements listed in 29 CFR 1910.1030.

18.1- Scope

The training programs train's employees to identify who in an emergency situation have the potential for being exposed to blood and other potentially infectious materials when responding solely to injuries resulting from workplace incidents.

18.2- Information and Training

All employees are put through a comprehensive training program provided with as much information as possible on the issue. New employees or employees changing jobs or job functions requiring training in blood pathogens will receive this training at the time of their new job assignment. After initial training, employees will be retrained annually to keep their knowledge current.

18.3- Training topics

Training will be provided to Chi-Ada employees at the time of hire and annually thereafter. Training will include, but not limited to the following:

- Employees are provided access to a copy of the OSHA Blood-borne Pathogen Standard, 20 CFR 1910.1030, and a written copy of the company's safety program.
- Employees receive general information regarding Blood-borne Pathogen diseases with emphasis on epidemiology, systems, and modes of transmission of Hepatitis B, HIV, and other diseases.
- Employees review the use and limitations of methods that will reduce or prevent exposure. These methods are engineering tools, work practice control, and personal protective equipment.

- Employees learn different types and proper use, location, removal, and handling of contaminated personal protective equipment.
- Employees are provided information on the vaccines, including its; efficiency, safety, mode of administration, and benefits of vaccination.

18.4- Practices

Maintaining your facility in a clean and sanitary condition is an important part of our Blood-borne Pathogen Training Program. Chi-Ada cleaning staff employs the following practices:

- Any surface or equipment contaminated with blood or other body fluids will be cleaned as soon as possible.
- Employees will use paper towels to remove the visible materials and the decontaminated area using freshly prepared water and bleach solution or an appropriate disinfectant registered with the Environmental Protection Agency (EPA).
- Cleaning products such as paper towels and gloves will be placed in plastic bags removed by a hazardous waste disposal company.

18.5- Personal Protective Equipment

Personal Protective equipment is Chi-Ada employees' "last line of defense" against Blood-borne Pathogens. Chi-Ada provides, at no cost to its employees, the personal protective equipment need to protect them against exposure. This equipment includes, but is not limited to those listed below:

- Gloves
- Safety Glasses Face shields

Chi-Ada is responsible for ensuring that all locations throughout this contract have appropriate personal protective equipment available to employees. Employees' personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials.

To ensure that personal protective equipment is not contaminated and are in the appropriate conditions to protect employees from potential exposure, Chi-Ada adheres to the following practices:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment are cleaned, laundered and decontaminated as needed.

To ensure equipment is used as effectively as possible, Chi-Ada employees adhere to the following training when using their personal protective equipment.

- All potentially contaminated personal protective equipment is removed prior to leaving a work area.
- Disposable gloves are replaced as soon as they are found to have any contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Reusable utility gloves are not used.
- Protective clothing, such as coats are worn whenever potential hazard materials are considered.

19- Conclusion

Chi-Ada Corporation mission is to provide the most outstanding janitorial service possible. We take pride in being productive and self-sufficient regarding our work and responsibilities. We believe that hard work and determination is the key to our company's success.

We stride to have a strong work ethic and to help employees become goal-oriented individuals. We believe that we teach by example.

This is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facilities image to being "The cleanest in America".

DeSoto County Board of County Commissioners
Purchasing Division
201 E. Oak Street Suite 203
Arcadia, FL. 34266
Project Number: 18-19-00 Invitation to Bid

Title: DeSoto County Custodial Services

This contract was Terminated under Floor Solution inc; for CJIS violation. In December 2018

Floor Solution Inc. is Chi-Ada's Subcontractor; and Chi-Ada subcontract small contracts in the Florida Country Side Such as Clearwater ; Sesoto County and St Petersburg County .

The reason for termination is the subcontractor Name Pedro Gomez, and one of his employee were processed and cleared for CJIS and are only two people allowed to enter Desoto Courthouse and County Attorney's office in the restricted and only to be clean with the presents of Sheriff.
The restricted office was violated when Pedro went to work with his wife who was not CJIS cleared, she was picked up in the CCTV Camera. The County Attorney mandated the Procurement to terminate the Contract for CJIS violation.

Chi Ada Corporation

Item: **BLD2121632P1:BLD2121632P1:Jantorial Services - Large Facilities Group 1 - Agreement No. 2**

Attachments

Pricing agreement 2 2021 Broward bid_000053.pdf

Agreement 2 Final 2021 Broward County Janitorial Services - County Facilities Bid.docx

Janitorial Services - Price Sheets - Large Facilities - Group 1 - Agreement 2 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	Two Year Total
1	**ALCOHOL& DRUG ABUSE - Booher** 3275 N.W 99TH WAY CORAL SPRINGS FL, 33065	12	Basic Cleaning	$ 8,761.47	$105,137.64	$ 9,111.93	$109,343.16	$ 214,480.80
		12	Restrooms	$ 726.21	$ 8,714.52	$ 755.26	$ 9,063.12	$ 17,777.64
		12	Floors	$ 726.21	$ 8,714.52	$ 755.26	$ 9,063.12	$ 17,777.64
		Hourly	Porter (910Hrs./Month)	$ 26.00	$283,920.00	$ 27.00	$294,840.00	$ 578,760.00
		15,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 3,000.00	$ 0.25	$ 3,750.00	$ 6,750.00
		1	Windows	$ 1,000.00	$ 1,000.00	$ 1,040.00	$ 1,040.00	$ 2,040.00
		1	Air Quality	$ 1,486.20	$ 1,486.20	$ 1,545.65	$ 1,545.65	$ 3,031.85
		12	Cleaning Supplies	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		12	Paper Products	$ 2,500.00	$ 30,000.00	$ 2,600.00	$ 31,200.00	$ 61,200.00
		15,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 3,000.00	$ 0.25	$ 3,750.00	$ 6,750.00
		15,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 3,750.00	$ 0.30	$ 4,500.00	$ 8,250.00
			Total		$469,722.88		$489,935.05	$ 959,657.93
2	**Alcohol & Drug Abuse** BARC CENTRAL 325 SW 28 STREET FORT LAUDERDALE FL 33315	12	Basic Cleaning	$ 20,826.62	$249,919.44	$ 21,659.68	$259,916.16	$ 509,835.60
		12	Restrooms	$ 1,795.25	$ 21,543.00	$ 1,867.06	$ 22,404.72	$ 43,947.72
		12	Floors	$ 1,795.25	$ 21,543.00	$ 1,867.06	$ 22,404.72	$ 43,947.72
		Hourly	Porter (455Hrs./Month)	**$ 26.00**	$141,960.00	**$ 27.00**	$147,420.00	$ 289,380.00
		25,084	Pressure Cleaning (SQ. FT.)	$ 0.25	$ 6,271.00	$ 0.25	$ 6,271.00	$ 12,542.00
		1	Windows	$ 1,500.00	$ 1,500.00	$ 1,560.00	$ 1,560.00	$ 3,060.00
		1	Air Quality	$ 2,378.00	$ 2,378.00	$ 2,473.00	$ 2,473.00	$ 4,851.00
		12	Cleaning Supplies	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		12	Paper Products	$ 2,500.00	$ 30,000.00	$ 2,600.00	$ 31,200.00	$ 61,200.00
		25,084	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 5,016.80	$ 0.25	$ 6,271.00	$ 11,287.80
		25,084	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 6,271.00	$ 0.30	$ 7,525.20	$ 13,796.20
			Total		$507,402.24		$529,285.80	$ 1,036,688.04
3	**Alcohol & Drug Abuse** EP MILLS CENTER 900 NW 31ST AVENUE Fort Lauderdale, Fl.33311	12	Basic Cleaning	$ 11,051.04	$132,612.48	$ 11,493.08	$137,916.96	$ 270,529.44
		12	Restrooms	$ 891.03	$ 10,692.36	$ 926.67	$ 11,120.04	$ 21,812.40
		12	Floors	$ 891.03	$ 10,692.36	$ 926.67	$ 11,120.04	$ 21,812.40
		Hourly	Porter (325Hrs./Month)	**$ 26.00**	**$101,400.00**	**$ 27.00**	**$105,300.00**	$ 206,700.00
		17,825	Pressure Cleaning (SQ. FT.)	$ 0.25	$ 4,456.25	$ 0.25	$ 4,456.25	$ 8,912.50
		1	Windows	$ 1,800.00	$ 1,800.00	$ 1,872.00	$ 1,872.00	$ 3,672.00
		1	Air Quality	$ 2,675.16	$ 2,675.16	$ 2,782.17	$ 2,782.17	$ 5,457.33
		12	Cleaning Supplies	$ 1,750.00	$ 21,000.00	$ 1,820.00	$ 21,840.00	$ 42,840.00
		12	Paper Products	$ 2,500.00	$ 30,000.00	$ 2,600.00	$ 31,200.00	$ 61,200.00
		17,825	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 4,456.25	$ 0.25	$ 4,456.25	$ 8,912.50
		17,825	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 4,456.25	$ 0.30	$ 5,347.50	$ 9,803.75
			Total		$324,241.11		$337,411.21	$ 661,652.32
4	**Nancy J Cotterman Center** 400 North East 4th Street Fort Lauderdale, Fl. 33301	12	Basic Cleaning	$ 125.81	$ 1,509.72	$ 130.84	$ 1,570.08	$ 3,079.80
		12	Restrooms	$ 25.00	$ 300.00	$ 26.00	$ 312.00	$ 612.00
		12	Floors	$ 25.00	$ 300.00	$ 26.00	$ 312.00	$ 612.00
		10,643	Pressure Cleaning (SQ. FT.)	$ 0.25	$ 2,660.75	$ 0.25	$ 2,660.75	$ 5,321.50
		1	Windows	$ 225.00	$ 225.00	$ 234.00	$ 234.00	$ 459.00
		1	Air Quality	$ 1.00	$ 1.00	$ 1.00	$ 1.00	$ 2.00
		12	Cleaning Supplies	$ 75.00	$ 900.00	$ 78.00	$ 936.00	$ 1,836.00
		12	Paper Products	$ 225.00	$ 2,700.00	$ 234.00	$ 2,808.00	$ 5,508.00
		10,643	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,128.60	$ 0.25	$ 2,660.75	$ 4,789.35
		10,643	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,660.75	$ 0.30	$ 3,192.90	$ 5,853.65
			Total		$ 13,385.82		$ 14,687.48	$ 28,073.30

Janitorial Services - Price Sheets - Large Facilities - Group 1 - Agreement 2 (CBE Reserve)

5	**NJCC Administration** 408 SE 4th Street Fort Lauderdale, Fl 33316	12	Basic Cleaning	$ 2,312.94	$ 27,755.28	$ 2,406.50	$ 28,878.00	$ 56,633.28
		12	Restrooms	$ 250.00	$ 3,000.00	$ 260.00	$ 3,120.00	$ 6,120.00
		12	Floors	$ 250.00	$ 3,000.00	$ 260.00	$ 3,120.00	$ 6,120.00
		900	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 180.00	$ 0.25	$ 225.00	$ 405.00
		1	Windows	$ 25.00	$ 25.00	$ 26.00	$ 26.00	$ 51.00
		1	Air Quality	$ 590.00	$ 590.00	$ 613.60	$ 613.60	$ 1,203.60
		12	Cleaning Supplies	$ 250.00	$ 3,000.00	$ 260.00	$ 3,120.00	$ 6,120.00
		12	Paper Products	$ 575.00	$ 6,900.00	$ 598.00	$ 7,176.00	$ 14,076.00
		900	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 180.00	$ 0.25	$ 225.00	$ 405.00
		900	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 225.00	$ 0.30	$ 270.00	$ 495.00
			Total		$ 44,855.28		$ 46,773.60	$ 91,628.88
	Total (1) - Summary, all sites				$1,359,607.33		$1,418,093.14	$ 2,777,700.47
				Per Hour	**Annual**	**Per Hour**	**Annual**	**2 years**
	Additional Labor:							
	Project Supervisor	50 hrs.		$ 30.00	$ 1,500.00	$ 31.20	$ 1,560.00	$ 3,060.00
	Site Supervisor	50 hrs.		$ 29.00	$ 1,450.00	$ 31.16	$ 1,558.00	$ 3,008.00
	Full Time Service Crew	50 hrs.		$ 28.00	$ 1,400.00	$ 29.12	$ 1,456.00	$ 2,856.00
	Part Time Service Crew	50 hrs.		$ 28.00	$ 1,400.00	$ 29.12	$ 1,456.00	$ 2,856.00
	Porter Day/Night	50 hrs.		$ 28.00	$ 1,400.00	$ 29.12	$ 1,456.00	$ 2,856.00
	Emergency Services Labor:							
	Project Supervisor	50 hrs.		$ 32.00	$ 1,600.00	$ 33.00	$ 1,650.00	$ 3,250.00
	Site Supervisor	50 hrs.		$ 31.00	$ 1,550.00	$ 32.00	$ 1,600.00	$ 3,150.00
	Full Time Service Crew	50 hrs.		$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
	Part Time Service Crew	50 hrs.		$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
	Porter Day/Night	50 hrs.		$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
	"Pass thru" (Services/Materials)				$ 1,000.00		$ 1,000.00	$ 2,000.00
			Total (2)		$15,650.00		$16,236.00	$ 31,886.00
	Grand Total - Whole Group **(Total 1 + Total 2)**				$1,375,257.33		$1,434,329.14	$ 2,809,586.47

NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

YES	X	**Agree to the above statement.**
NO		**Disagree to the above statement.**

NAME OF COMPANY: Chi-Ada

AUTHORIZED PERSON NAME: Bart Okoro

AUTHORIZED SIGNATURE: [signature]

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.
All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: [signature] **DATE:** 5/24/2021

THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

Chi-Ada Corporation
4820 West Commercial Blvd, Tamarac FL 33319
Phone: (954) 777-5177
Cell: (305) 962-0398
Fax: (954) 777-5147
bokoro@chiadacorporation.com

Broward County Board of County Commissioners

BLD2121632P1--01-02 - BLD2121632P1: Janitorial Services - Large Facilities Group 1 - Agreement No. 2



BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

Letter of Transmittal

Chi-Ada Corporation
4820 West Commercial Blvd,
Tamarac Florida 33319
Phone: 954-777-5177 Fax: 954-777-5147
www.chiadacorporation.com

Bart Okoro
President OF Chi-Ada Corporation

May 24, 2021

Richard Trupiano
Purchasing Agent Senior
Broward County

On behalf of Chi-Ada Corporation, we are pleased to submit our proposal to provide Janitorial Services for Broward County facilities, which is a response to your Solicitation #BLD2121632P1.

We have read and understood the terms and conditions in the invitation to bid and we have submitted our response in accordance with these terms and conditions. If you should have any need for clarifications on this proposal, we are at your disposal to discuss, please contact me on (954) 777-5177 or fax at (954) 777-5147 or on email at bokoro@chiadacorporation.com.

We look forward to serving you and always assure you of our best professional services.

Yours Faithfully,

Bart Okoro
President

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1. Ability of Professional Personnel:

a. Chi-Ada Corporation's Qualifications and relevant experience of the Project Manager and all key staff

Chi-Ada Corporation's personnel are highly qualified. We based our contract compliance on the qualification of our key personnel. Being highly qualified is a significant factor in our success in all the contracts we are awarded. The president of Chi-Ada Corporation is our account manager for this contract. We are doing that to ensure that there is a strict adhesion to the contract compliance and that our employees have conversed professionally with Chi-Ada Corporation upper management.

The account manager has more than twenty-six (26) years in managing janitorial services. He overviews each contract with highly skilled key personnel comprised of the project manager, the assistant project manager, the quality control manager, and project crews and custodians. The project manager and assistant project manager have been managing our contracts for more than seventeen (17) years. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the experience and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen (16) years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve (12) years of supervisory experience. Professional custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one (1) to ten (10) years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equip them with the same cleaning knowledge, safety awareness, and the skill needed.

Resumes of Chi-Ada Corporation's key personnel

❖ Account Manager

Role in the Project:

- Control the overall project for a successful completion of the project.
- Control the suppliers and equipment needs of the project.
- Sign and order official documents with the Broward County
- Respond to the Broward County for any key issues of the project.
- Coordinate and report to the Broward County management about the compliance of the project

Bartholomew Okoro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Account Manager and President of Chi-Ada Corporation with twenty-seven (27) years of experience in janitorial services, management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.

Professional Experience

1995-Present: **President/CEO** (Chi-Ada Corporation, Florida)

- Oversee all of the company activities.
- Responsible for operations and financial performance
- Enhance the standing of the company with the outside world.
- Submit acquisition, proposals.
- Prepare strategies, plans and objectives.
- Review the performance of employees and keeps them informed!

1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida)

- Provided janitorial services to 43 bank locations.

1988-1992: Assistance Restaurant Manager

- Making guest reservations
- Supervise quality control.
- Plan public relations activities and party arrangements

1988-1992: Assistance Restaurant Manager

Line Cook (Fontainebleau Hilton Hotel, Miami Beach, Florida)

- Prepare meals for major events.
- **Basic** food preparations

Education

1991 B.S. Degree in Hospitality Management (Florida International University, Miami, Florida)
1990 Associate Degree in Pharmacy (Miami Dade College, Miami, Florida)
1987 Degree in Hotel Management (College of the Bahamas Nassau, Bahamas)

Certification

Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations, Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

- **Fulton County: Janitorial services**

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility.
  Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Quality Control Manager

Role in the Project:

- Lead the inspection team.
- Inspect and report quality issues.
- Ensure contract compliances are met.
- Keep copies of inspection records.
- Report to the Account manager and the Broward County contract administrator

Maxine Goodall
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Excellent planning and organizational skills and strong leadership, excellent communication skill.
Quality Control Manager with 14 years of experience of managing governmental and private janitorial contracts inspection and contract ensuring compliance of contract specifications, re-evaluating operations to ensure the highest quality of service.

Professional Experience

2015-Present: **Quality Control Manager** (Chi-Ada Corporation, Florida)

- Oversee and implement all contract specifications and hiring and training managers and supervisors.
- Ensure compliance of contract specifications and re-evaluate operations to ensure the highest quality of service is provided to our customers.
- Write reports, prepare schedules and attend meetings with our clients
- Oversee the quality assurance of janitorial contracts

2005-2015 **Custodial Supervisor and quality control management** (Chi-Ada Corporation, Florida)

- On-the-job training of custodial personnel
- Inspecting and coordinating cleaning efforts throughout facilities
- Distributing of chemicals and cleaning supplies to Custodians
- Ensuring all work is performed in a safe manner

Education

1975-1979 High School Diploma (East Orange High School)

1982-1983 Some Courses in Drafting, Physics, Mathematics, English and Economics (New Jersey Institute of Technology (N. J. I. T.)

1987 Diploma in Mathematics, Plumbing, Drafting, Electrical Drafting, Computer Drafting, and Floor Plan (Lyons Institute, New Jersey)

Certification

Quality Control assurance certification
Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

❖ **Project Manager**

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Patrick Wnoakeofor
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Contract manager with (15) years of experience, exceptionally talented, creative and efficient manager of pools of supervisors and in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.

Professional Experience

2004-Present: **Operations/Quality Control Manager** (Chi-Ada Corporation, Florida)

Education

2009 master's degree in economics (Florida International University, Miami, Florida)

1998 B.S. Degree in Biology (Miami Dade College, Miami, Florida)

Certification
Green Cleaning
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations,
    Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

❖ Assistant Project Manager

Role in the Project

- Assist the project manager in managing the contract of Miami Dade Airport
- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Omar Turrel

Project/Operations Manager

Distinctive Qualifications

Expert abilities to listen others and move toward with common goals.
Proven ability to drive essential process change under strict deadlines.
Planning abilities in cleaning and expert in Maintaining facilities.
Ability to achieve best result in time supervision.

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Professional Profile

Excellent Janitorial and Supervisory Skill, capable to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in Service industries and overall success.

Chi-Ada Corporation: 2013- present

Project Manager

* Attend meetings, trainings to develop better skills with ability for multi tasks

- Serves as onsite Manager for assigned project location to insure all services.
- comply contract specifications.
- Serve as Inspector to make sure daily and weekly contract specifications are met.
- Effective time manager to Chi-Ada employees
- Report to Home office of incident if any and keep records.

Clean industrial Cleaning service 2011

- Conducts numerous training to blend super results.
- Developed staff operating procedures to ensure quality control.
- Take inventories of supplies.
- Comply to company standard and procedures.

Education

- Plantation High School 2000 Florida
- School of Environmental Service. 2010

Certification_____
Green Cleaning
OSHA Safety training

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

Fulton County: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility. Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Supervisors

Role in the Project

- Responsible for Staff Reporting to Work as Scheduled
- Responsible for Inspections of All Work Performed by Staff
- Verify All Reports, Time Sheets, Customer Request Response & Daily Inspections
- Assist in Problem Solving Concerns

Humberto Guerra
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge of completing projects and satisfying my clients. Good listen abilities to measure complaints, Effective leadership in business affairs. Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in maintaining facilities.

Professional Experience

May 2013-Present Chi-Ada Corporation: Site Supervisor

- supervisor of Chi-Ada employees Group A, evening shift
- Inspector to make sure daily and weekly contract spec are met
- Assist coordinate relationships with County representatives
- Assist time Chi-Ada management with employees
- Report to Project to General Manager matters of incident if any and record each.
- Assist in Orientation of new hire to develop better skills with ability handle multi tasks.
- Record Stocks of inventories and weekly supplies to the station stockroom.

2005- May ,2013: Diamond Cleaning services: Supervisor

- Assist employees training in Diamond cleaning service
- Assist staff understanding work procedures to ensure quality control
- Take charge of distribution of inventories
- Comply with company standard operating procedure

Education

Vocational school on Environmental Service

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maricela Hernandez
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

.

Professional Experience

2013-Present: **Supervisor** (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2009-2013 Supervisor: Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals
Proven ability to drive essential process change under strict deadlines
Leadership in Janitorial services industry and expert in Maintaining facilities.
Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Valerie Gomez

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

- Gain Knowledge and effective leadership in business. Hard Work, Goal Oriented, Compassionate to Others, and Effective communicator

Professional Experience

2012-Present: **Supervisor at** Chi-Ada Corporation

- Serves as supervisor for Metro Rail Locations North to insure all services comply contract specifications
- Daily inspection of all stations
- Record Keeping of any incidental and report to Management
- Draw weekly schedule for Chi-Ada employees
- Report to Project Manager of any incident on day to day stocks and inventories.
- Attend meetings, trainings to develop better skills with ability.

2001-12 Vista Janitorial service

- Orientation and training of Newly hire
- Supervise staff to ensure quality control
- Instruct New hire on Material Safety Data issues
- Adhere to company standard operating procedure

Education

High School Graduate.

Environmental Education

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maria Castro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge to completing projects and satisfying client's high ability to supervise and resolve problems. Hard working Individual

Professional Experience

2012-Present: Chi-Ada Corporation, Florida: Site Supervisor

- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

2005-2011: Diamond Cleaning service: Site Supervisor

- Request Materials and supplies when needed
- Direct and assist staff to ensure MSDS material Safety are followed.
- Help distribution of inventories
- Compliance to company standard operating procedure
- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

Education

High school graduate
College of Environmental studies

Additional Skills

Abilities to influence others make tough Decision and goal getting. Ability to drive essential process changes even at tough Times. Good Leadership in Janitorial services industry. Capable to achieve best results in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training
Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Marcel Macken
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Military Knowledge; Active Business interest, completing projects to satisfaction and ability to supervise and listen to complaints. Proven effective leadership in Task successfulness. Hard Work, Compassionate to Employees, Excellent Skill, Goal Oriented, and Effective Communicator

Professional Experience

2012-Present: Supervisor Chi-Ada Corporation

- supervisor Metro Rail South Stations enforcing contract specifications
- Ensure daily and weekly contract specification are met
- Foster relationships with County Property Managers
- Demonstrates effective time manager to Chi-Ada employees
- Ensure management are well inform of incidents and record keeping stocks and inventories.
- Disciplinary action writes ups

2009-2012 Diamond Cleaning service

- Supervise employees to adhere work standard and procedures
- Prepare employees Roaster to ensure quality control
- Monitored Supplies of inventories

Comply to company standard operating procedure

Education

U.S Military Services
High School Graduate
Miami Dade College

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Nitza Molina
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present: Supervisor (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

James Kakrah

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present Chi-Ada Corporation: Site Supervisor

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Coastal service

- Provide House Keeping on Board
- Ensure quality control
- Assist inventories
- company standard operating procedure

Education

Nautical College
Technical of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.

❖ Custodians and Project Crews

Number	Function	Title	General Experience
Custodians	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Responsible for general cleaning ❖ Cleans and maintains entry lobby including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary, to maintain excellent entrance appeal. ❖ Cleans restrooms on a daily basis, more if necessary, to maintain sanitary conditions. ❖ Cleans stairways and elevators on a regularly scheduled basis	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Restroom Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Project Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation

a. Subcontractors

Chi-Ada Corporation intends to subcontract 12.5% of this project to Ann's Janitorial Services Inc and 12.5% to McKenzie Cleaning.

Ann's Janitorial Services Inc

nn's Janitorial Services Inc is a woman-owned company whose founder and president is Norma Ann Kendall. Ann, along with her two daughters Shundell and Petal Richards, started the company in 2004 with a vision that today became a reality held and operated since its inception. Ann has been a nurse for 12 years with Jackson Memorial Hospital and decided after watching how her office was clean that it was much more to keep the environment and surroundings clean than what she was seeing done. With much research to attending classes from how to start a

business-to-business administration where she obtains a Business Degree from Barry University to conclude that there is a great need for people to work in the environment because of the population growth, the pollution in the air and the use of public places decided Ann's Janitorial Services Inc. will be best to serve its country with professionalism and integrity.

The firm is certified with both Broward and Dade Counties as CBE, SBE DBE and doing work with them presently as a subcontractor at FLL AirPort, Broward county main library, Broward county GG garage South and East courthouse And South garage, Port Ever Glade and Broward County Main Warehouse and Hunt/Moss Miami Dade CRA building (in South Miami), NANA tools for change, Meinser's electric and Coastal / Tishman Construction (Miami World CT. We are an insured company with OSHA training.

Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Ann's Janitorial Services CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674
January 27, 2021

Ms. Norma Ann Kendall
ANN'S JANITORIAL SERVICES, INC.
P.O. Box 85013
Hallandale Beach, Florida 33008

Dear Ms. Kendall:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** has been renewed. Your firm no longer qualifies for Small Business Enterprise because the number of full-time employees has exceeded the program's threshold.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in Periscope to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2021.01.27 17:01:17 -05'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE
ANNIVERSARY DATE: DECEMBER 16TH

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

Ann's Janitorial Services Letter of Intent for Agreement 2

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: Bid #BLD2121632P1

Project Title: Janitorial Services - County Facilities

Bidder/Offeror Name: Chi-Ada Corporation
Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319
Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: Ann's Janitorial Services, Inc.
Address: 11846 Southwest 8th Street , Pembroke Pines, FL, 33025 City: Pembroke Pines State: ___ Zip: 33025
Authorized Representative: Norma Ann Kendall Phone: 954-593-0707

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial services at Branch Libraries Agreement 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative
Signature: Norma H. Kendall Title: President Date: 05/07/2021

Bidder/Offeror Authorized Representative
Signature: [signature] Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

Ann's Janitorial Services Inc key personnel resumes

Norma A. Kendall

11846 sw 8th St Pembroke Pines, Fl 33025 | (954) 909-1307 | nkendall0575@yahoo.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

BACHOLEORS DEGREE | MAY 2009 | MIAMI DADE COLLEGE

- Major: Nursing Science

MBA | APRIL 2016 | BARRY UNIVERSITY

- Major: Business

Skills & Abilities

MANAGEMENT

- In charge of business development and growth
- Forecasting budget cost for current and future projects
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Always keep in consistent contact with clients

LEADERSHIP

- I have held position as chairwoman for my alumni at Concord Career Institute
- Vice chair for Miami Dade chambers of commerce
- Trustee for Hollywood Chambers of commerce.

Experience

HEAD NURSE | JACKSON MEMORIAL HOSPITAL | FEBUARY 1995 – JULY 2003

- In charge of creating schedules
- administration of medicine
- writing referrals
- assisting coordinating daily activities of the hospital.

JANITOR | SELF EMPLOYED | AUGUST 1998 – PRESENT

- General cleaning of office, banks, and various facilities
- Carpet extractions

Jermaine Kendall

7766 Panama St Miramar, Fl 33023 | (954) 604-3501 | jermainefromanns@gmail.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

HIGH SCHOOL DIPLOMA | JUNE 2004 | CHARLES W. FLANAGAN

- High school graduate

Skills & Abilities

MANAGEMENT

- In charge of janitorial crews as large as a 20 person teams for various facility sizes
- Coordinating schedules
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Built strong relationships with clients
- Created a strong communication network with my staff

LEADERSHIP

- I have held a lead technician position at Comcast
- Operations manager for commercial and construction janitorial projects

Experience

LEAD TECHNICIAN | COMCAST CABLE COMPANY | APRIL 2007 – JULY 2018

- In charge of fixing escalated trouble calls
- Certified fire/ and burglar alarm technician
- Installed and repaired both coax and network cable, internet, and landline

JANITOR | OPERATIONS MANAGER | AUGUST 2016 – PRESENT

- Coordinating optimal staff for projects
- In charge of pay rolls and scheduling
- Recruiting and training staff members
- General cleaning of office, banks, and various facilities
- Carpet extractions
- Strip and wax various types of floors
- Bathroom sanitizing
- Electrostatic sainting

McKenzie's Cleaning Inc

McKenzie's Cleaning Inc. is a full-service janitorial firm providing services for various agencies both in the public and private sectors. The firm has been in the Janitorial industry for over 15 years and is proudly growing steadily.

McKenzie's Cleaning Inc is specialized in janitorial /custodial services, floor care, and post-construction cleaning. It performs 70 percent of the work as a prime vendor and 30 percent as a subcontractor for larger firms in the same industry. The targeted clients are government facilities, county facilities, city facilities, airports, and seaports. McKenzie's Cleaning Inc decade-plus long services are incomparable because the firm built its business on integrity, accountability, and delivering what is promised. Over the years, McKenzie's has received and maintained many certifications with several different agencies and organizations. McKenzie's Cleaning Inc is certified as an 8A, MWOSB, HUBZONE, and DBE certified firm. In addition, they are a CBE and SBE certified firm in Miami-Dade County and Broward County and with both their School Board. Steadily growing, McKenzie's has put the above-listed certifications to good use. For example, under the 8A certification, the company has provided the janitorial services for the USDA facilities in Miami-Dade, the Coast Guard Base Miami and CEU location, and the FAA Towers and Air Route Center in Both Miami-Dade and Broward Counties. As well as, for the Department of Homeland Security Marine Facilities in Ft. Lauderdale Florida. In addition, McKenzie's Cleaning Inc provides janitorial and custodian services as a subcontractor for SP Plus at Port Everglades since 2009, where the company cleans all offices and garages totaling over 500,000 SF. Similar projects include Broward County Public Defenders Offices, State Attorneys Offices, Employee Assistance Program, the State Archives Buildings, and the 911 Dispatch Center. McKenzie also has experience as a subcontractor in neighboring Broward County, where the firm performs duties for Triangle Services (the prime), cleaning the Broward County Judicial Complex and 10 Libraries in Broward County. McKenzie was responsible for its employees, equipment, and supplies to get the job done on these projects. All of the above experiences mentioned are similar to that which is required. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experiences in supervising janitorial services.

McKenzie's Cleaning Inc CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

March 22, 2021

Ms. Terriann McKenzie
MCKENZIE'S CLEANING, INC
3600 State Road 7, Suite 38
Miramar, Florida 33023

Dear Ms. McKenzie:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** certification has been renewed.

Your firm's certification is continuing from your anniversary date but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to ensure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development
Cert Agency: BC-CBE
ANNIVERSARY DATE: February 7th

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

McKenzie's Cleaning Inc Letter of Intent Agreement 2

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: BLD2121632P1

Project Title: Janitorial Services - Branch Libraries

Bidder/Offeror Name: Chi-Ada Corporation

Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319

Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: McKenzie ' s Cleaning Company Inc

Address: 3600 S. State Road 7 Suite 38 City: Miramar State: FL Zip: 33023

Authorized Representative: Terriann Mckenzie Phone: (305) 249-5911

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.

B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.

C. By signing below, the above-named CBE is committing to perform the work described below.

D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial Services - Branch Libraries - Agreement No. 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative

Signature: _____ Title: President Date: 05/10/2021

Bidder/Offeror Authorized Representative

Signature: _____ Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

McKenzie's Cleaning Inc key personnel resumes

TERRIANN V MCKENZIE

tmckenzie@mckenziescleaning.com

(305)249-5911

OBJECTIVE

To own and operate a successful Janitorial / Cleaning Service where I will utilizing all the company's certification to doing business across the United States. .

Profile

- Energetic Self-starter, work well independently or as a member of a team.
- Strong leadership skills: able to direct and make decisions effectively.
- Innovative and Creative, results oriented, strong work ethic and self-confident.
- Articulate and adaptable; can respectfully communicate with anyone.
- Excellent organizational skills; detail oriented individual with the ability to efficiently and effectively manage multiple tasks.
- Solution Oriented; conflict resolution specialist.

PROFESSIONAL EXPERIENCE

McKenzie's Cleaning Company Inc. 8/2003– Current

- Develop and maintain relationship with Client
- Performed financial functions, maintained accounting records, and reviewed request for major and controlled items.
- Maintained service records
- Reconciled activity records for monthly and quarterly reporting reviews.
- Document and maintain activity records.

Dillard Senior High School

- Plans and implements a program of study designed to meet individual needs of students that adhere to the district philosophy and goals.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.
- Excellent classroom management skills

Education

M.S. Education Leadership,	Nova Southeastern University	2001-2003
Bachelor of Arts, cum laude	Florida International University	1998-2001
Associate in Arts	Miami-Dade Community College	1996-1998

Jocelyn Medina

Jocelyn@mckenziescleaning.com (786) 474-0102

PROFILE

Sophisticated and skilled professional with 3 plus years of customer service driven positions looking to pursue a professional position utilizing my specialized education, experience, ability to learn and grow, and passion for helping others; Demonstrated skill in supervising an efficient, well run team ; committed to excellent customer service.

CORE SKILLS

- Bilingual
- Customer Service
- Quick learner
- Communication skills
- Self-Motivated
- Responsible
- Team Work Skills
- Flexibility and Adaptability

EDUCATION

High School Diploma 2012
Americas High School El Paso, Texas

EXPERIENCE

McKenzie's Cleaning Services Miramar, FL 08/2017 – Current
Supervisor

- Act as the administrative point of contact between the president and internal/ external clients.
- Undertake the tasks of receiving calls, take messages and routing correspondence.
- Handle requests and queries appropriately and timely, produce reports, presentations and briefs.
- Applicant screening and background check preparation.
- Maintain dairy, arrange meetings and appointments and provide reminders.
- Take dictation and minutes and accurately enter data
- Pay bills on invoices, review payroll, review certifications
- Create and manage employee schedules
- Monitor office supplies and research advantageous deals or supplier's/ inventory management
- Develop and carry out an efficient documentation and filing system.
- Manage time and attendance System first point of contact

Varsity Facility Services Davie, FL 3/2015 – 6/2016
Supervisor

- Facilitated training to ensure appropriate skill levels
- Supervised cleaning staff, and ensured cleanliness in compliance with standards
- Supervised Day and Night cleaning staff
- Developed and maintain positive relationships with building managers, guest and all visitors
- Supervised and performed day-to-day operational activities
- Managed building cleaning supplies and inventory

1.1. Chi-Ada Corporation Profile

The Janitorial and custodial services industry is not new to Chi-Ada Corporation. The company has been in the sector for more than twenty-five (25) years. Founded by Bart Okoro on August 25, 1995, the firm grew to become one of the most reliable organizations in janitorial services in the United States. Today, Chi-Ada is servicing various private and public clients. Our reliability is the factor that led us to win important contracts in Miami Dade, Sarasota, Fulton, and Broward Counties. Our executive team and key personnel comprise unquestionable leaders equipped to manage and lead each project with a customer satisfaction mindset.

1. Provide a description of the company's history:

a. business location

Chi-Ada Corporation place of business is located at 4820 West Commercial Blvd Tamarac Florida 33319

b. **length of time in business**

Chi-Ada Corporation has been in business for twenty-five (25) years since the Company was incorporated on August 25, 1995.

c. **principals and their experience**

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

d. **list any change(s) in ownership and date(s) of such change.**

Chi-Ada Corporation has been owned by Bart Okoro since the company incorporation on August 25, 1995.

2. **Provide total number of current employees:**
   a. Full-time: 200
   b. Part-time: 103

3. **Provide total number of supervisory employees:**
   a. Full-time: 20
   b. Part-time: 7

4. **Provide total number of custodial workers:**
   a. Full-time: 186
   b. Part-time: 90

5. **Temporary employees**

Chi-Ada Corporation does not employ temporary employees.

6. **Health benefits to your employees**

Ch-Ada Corporation provides health benefits based on the company policy.

7. **Does your company require your employees to have a criminal background check?**

a. **Describe when this occurs and which job categories this applies to.**

Chi-Ada Corporation takes the security of every contract that it undertakes seriously. Therefore, our security plan starts from the hiring process. For that, Chi-Ada Corporation requires all new applicants and new hires to have criminal background checks. The Corporation requires all applicants for work, after a successful interview, to do FDLE background check. The result of the background determines if an offer will be made or not. The employment is denied if the applicant returns with a criminal report such as a felony. This is applied to all custodians, supervisors, and managers, as well as clerical office workers. Our second step is the establishment of rigorous control of our employees on duty. Every supervisor is required to check the behavior of the employees. The supervisor is also responsible for their signing out from the building, report any suspicious character or behavior in the facilities to the management of Chi-Ada Corporation.

1.2 Company Experience/Reference

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
1st Contract#	ITQ9562-13MDT (Miami Dade Transit Janitorial Services)
Period:	2013-2019
Annual Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169
Successfully Completed

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Miami Dade County

Contact Name: Lazaro Dominguez Reference date: 05/04/2021

Contact Email: "Dominguez, Lazaro (DTPW)" [Lazaro.Dominguez3@miamidade.gov] Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-13MDT	05/13/2013	to	01/08/2019	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☐	☑
b. Deliverables	☐	☐	☐	☑
4. Project completed within budget	☐	☐	☐	☑
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

PRIME CONTRACTOR: **Miami Dade Transit Groups A, B, C & D.**

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Annual Amount (g)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
	Miami Dade Transit/Group A					1,000,000	2013-19					
	Supervisors and Heavy Crew				40							
1	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1					5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
2	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
5	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

7	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,,286	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9				5.30am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

16	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group B											
1	Supervisors and Heavy Crew				27						State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2				5.30am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5				6am- 7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville	37,304	7	2	2				6am-	Yes	State and	Green

	5200 NW 27 Ave, Miami FL 33142								6.30pm		Local Law Enforcement	Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3				3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3					Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

											Enforcement	
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13					Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5					Yes	State and Local Law Enforcement	Green Cleaning
	Total									Yes		
	Miami Dade Transit Group C											
1	Supervisors and Heavy Crew				4						State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8					Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2					Yes	State and Local Law Enforcement	Green Cleaning
4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2					Yes	State and Local Law Enforceme	Green Cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

											nt	
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2					Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2						Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2						Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2						Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2						Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2						Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2						Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

15	College North 100 ne 5 Street Miami Fl 33132	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2						Yes	State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2						Yes	State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2						Yes	State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2						Yes	State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2					Yes	State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1					Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9						State and	Green

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

											Local Law Enforcement	Cleaning
2	Northeast Transportation Facility	140,000	7	2	6				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Northeast Perimeter Roving Facility	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3				7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1				12pm-5pm	Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

											Enforcement	
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2				7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
Contract	RFQ9562-34DTPW - JANITORIAL SERVICES – DTPW Rail, Mover, and Bus Facilities
Period:	2019-2024
Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191 **(b)**

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169 **(d)**

Ongoing Project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:
Miami-Dade Transportation and Public Works

Contact Name: Lazaro Dominguez — Reference date: 04/27/2021

Contact Email: Lazaro.Dominguez3@miamidade.gov — Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for Metrorail, Mover and Bus

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-34DTPW	01/09/2019	to	01/31/2024	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Provide Janitorial services for metro-rail, mover, bus, and park & ride locations

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☑	☐	☐
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☑	☐	☐
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

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Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

PRIME CONTRACTOR

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
1	Miami Dade Transit/Group A					1,000,000	2019-2024				
2	Supervisors and Heavy Crew				40						
3	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21			5am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
7	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
9	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

10	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,286	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
16	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9			5.30am-1am	Yes	State and Local Law Enforcement	Green Cleaning
17	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
18	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group B										

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

1	Supervisors and Heavy Crew				27					State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5			6am-7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville 5200 NW 27 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3			3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3				Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3				Yes	State and Local Law Enforcement	Green Cleaning
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13			5am-1am	Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5			6am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
									Yes		
	Miami Dade Transit Group C										
1	Supervisors and Heavy Crew				4					State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2				Yes	State and Local Law Enforcement	Green Cleaning
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2				Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2					Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2					Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2					Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2					Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2					Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2					Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2					Yes	State and Local Law Enforcement	Green Cleaning
15	College North 100 ne 5 Street Miami Fl	5,480		2					Yes	State and Local Law	Green Cleaning

	33132										Enforcement	
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2					Yes	State and Local Law Enforcement	Green Cleaning	
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2					Yes	State and Local Law Enforcement	Green Cleaning	
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2					Yes	State and Local Law Enforcement	Green Cleaning	
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2					Yes	State and Local Law Enforcement	Green Cleaning	
20	School Board (includes mover wash bldg)	37,200		2	2				Yes	State and Local Law Enforcement	Green Cleaning	
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1				Yes	State and Local Law Enforcement	Green Cleaning	
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9					State and Local Law Enforcement	Green Cleaning	
2	Northeast Transportation Facility	140,000	7	2	6			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

4	Northeast Perimeter Roving Facility	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3			7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1			12pm-5pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2			7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Briarcliff manor Union Free School

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org

(1) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Full-time Employees: 13

Successfully completed as agreed.

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:		Project Amount:
15-16-005F, 2015	09/04/2015	to 09/03/2016	$ 222,015.33

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2016	09/04/2016	to	09/03/2017	$ 299,572.69

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2017	09/04/2017	to	09/03/2018	$ 303,347.30

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

PRIME CONTRACTOR

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
45 Ingham Road Briarcliff Manor, NY 10510	160,000	5	3	13	**1,432**	2015-18 5 Years	7am-3:30pm	N/A	Yes	N/A

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov
Contract #	**#13ITB87106C-MT, Janitorial Services for Selected Fulton County Facilities**
Period:	8/2013-3/2016
Amount:	$362,141.56
Square Footage:	142,673
Scope of work:	Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15
Successfully completed as agreed.
Full-time Employees: 15 (d)
Ongoing project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:	Project Amount:
	08/01/2013 to 03/31/2016	$ 362,141.56

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for Selected Facilities (South Libraries)

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Great Company to work with!!!!!

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Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Southwest Regiona	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov

Contract # **18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)**

Period: 1/2019-12/2021 **(f)**

Amount: $ 617,271.12 **(g)**

Square Footage: 205,925

Scope of work: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15 (d)

Ongoing project

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:			Project Amount:
18ITB113946C-BKJ	01/01/2019	to	12/31/2021	$ 617,271.12

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for fourteen (14) Libraries throughout Fulton County, Georgia.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Excellent Corporation! Easy to work with and willing to make adjustments to meet their customers needs. It's a pleasure working with them.

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Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
South Fulton	21,252	7	1		9am-5.30pm 6pm-11pm	no	yes	yes
S. Fulton Parking Deck	42,000	7	1		7pm-8pm	no	yes	yes
Southwest Region	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Sarasota County

Address:	1001 Sarasota Center Blvd.
City State Zip:	Sarasota, FL 34240
Phone/Fax:	941-716-1500
Contact Name:	William Bill Deller, Facilities Supervisor
Email:	bdeller@scgov.net
Location:	Sarasota County

Contract #	Bid #166453HR Custodial Services
Period:	2/2017-1/2022 **(f)**
Annual amount:	$ 675,972.78 **(g)**
Square Footage:	589,760

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

Full-time Employees: 15 **(d)**
Ongoing project
Facilities users: 2,386 **(e)**

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi Ada

Organization/Firm Name providing reference:
Sarasota County BOCC

Contact Name: William Deller Reference date: 04/26/2021

Contact Email: bdeller@scgov.net Contact Phone:

Name of Referenced Project: Clean approx 500,000 sq ft highrise buildings

Contract No.	Date Services Provided:		Project Amount:
2017-119	06/01/2017	to 03/01/2021	

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Clean approx 500,000 sq ft highrise buildings, porter services, covid disinfecting

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☐	☑	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☑	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

Prime contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Administrative							
Building	125,393	7	6	6am & 8pm	yes	Required	Yes
Criminal Justice Center	96,960	5	8	5am-10am	yes	required	yes
Historic courthouse	65,411	5	10	5am& 8pm	yes	required	yes
History Center Museum	6,812	6	1	5pm	yes	required	yes
Judicial Center	97,344	5	6	5am & 5pm	Yes	required	Yes
Payne Park/ Tennis Center	6,379	6	1	6am &4pm	No	required	Yes
Pompano Bldg.	2,696	5	1	1pm	No	yes	yes
Selby Library	60,898	6	2	7am & 4pm	No	yes	yes
Terrace Building	64,612	5	3	5am & 4pm	Yes	yes	yes
Health Dept. building	63,255	6	3	8am-4pm	No	yes	yes
Total							

Subcontractors' references

Ann's Janitorial Services

I

ANN'S JANITORIAL SERVICES, INC.
Commercial and Residential

Contract References

Chi-ada Corporation
Broward County Main Library
Bart Okoro
(305) 962-0398
bokoro@chiadacorporation.com
contract length: 2012-2018
contract amount: $387,000

Sunshine Cleaning
Fort Lauderdale Intl Airpot
Randy Kierce
(954) 772-0884
randy@sunclean.com
contract length: 2011-present
contract amount: $472,000

SP Plus
Port Everglades, Governmental Center Garage, Broward Courthouse Garage, Broward South Courthouse Garage
Cathy Raphael
craphael@spplus.com
(954) 235-7816
Contract Length: 2017-2020
Contract Amount: 1.3 million

Office: 954-367-3013 Fax 954-367-3717 Email nkendall0575@yahoo.com

McKenzie Cleaning Inc.

Janitorial References

Location / Agency	Contact Person information	Service	Yearly Value
Federal Aviation Admin. October 2016- Current	Steven Smith 305-869-5350 steve.d.smith@faa.gov	Janitorial	$1,352,297.44
Broward County Courthouse January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$449,557.00
Broward County Libraries January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$670,698.78
United States Coast Guard Oct 2017 - Present	Steve Volk 305-790-4241 Volk, Steven M LCDR Steven.M.Volk@uscg.mil	Janitorial	$325,000.00
Broward County States Attorney Offices / Contract 10 Small Group Facilities January 2015 –Present	Various Managers Marlon Jerome MJEROME@broward.org	Janitorial	$186,000.00
USDA Janitorial Service Oct July 2016- Current	Karla Agurto 786-573-7061 karla.agurto@ars.usda.gov	Janitorial	$94,644.00

1.3. Experience of Key Personnel

❖ Description of Chi-Ada Corporation Key personnel experience

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year.

Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS). We achieve our goal by the quality of our human capital. Our management is enriched by prominent, high skilled, and experienced individuals with degrees in Hospitality Management, Electrical Engineering, Property Management, Education and Criminology, Business and Investment Management, and Accounting.

Our key personnel is highly experienced. Our account manager has more than twenty-six years in managing janitorial services. The account manager overviews each contract with highly skilled key personnel comprised of the project manager and assistant project manager, the quality control manager, and project crews and custodians. The project manager has been managing our contracts for more than seventeen years. Our assistant project manager has more than seven (7) years of experience. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the knowledge and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve years of supervisory experience. Professional

custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one to ten years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equipped them with the same level of cleaning knowledge, safety awareness, and the skill to use green cleaning products.

Our subcontractors are highly qualified with experienced and acknowledgeable key personnel. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experience in supervising janitorial services. Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Green cleaning policy

Chi-Ada Corporation has implemented a green cleaning policy to guide our employees in maintaining a healthy, clean, and safe building environment while reducing the impacts of cleaning processes, procedures, and products on the natural environment. Our plan focuses on cleaning products, operating procedures, staff training, and facility occupant feedback.

For the green cleaning products, we pursue the purchase of efficient cleaning, hard floor, and carpet care products that meet the criteria of our sustainable program. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results.

Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

1. List of key personnel and experience

List of Chi-Ada Corporation Key Personnel

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year. Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS).

Chi-Ada Corporation's key personnel is comprised of the account manager, the quality control manager, the project manager, supervisors, and custodians.

Names	Role	Year of experience
Bartholomew Okoro	Account Manager	28 years
Maxine Goodall	Quality control manager	16 years
Patrick Wnoakeofor	Project manager	17 years
Omar Turrel	Assistant Project Manager	8 years
Humberto Guerrera	Supervisor	16 years
Maricela Hernandez	Supervisor	12 years
James Kakrah	Supervisor	8 years
Valerie Gomez	Supervisor	20 years
Nitza Molina	Supervisor	16 years
Maria Castro	Supervisor	16 years
Macken Marcel	Supervisor	12 years
Other staff (custodians, project, floor, utility crews)	Custodians	Between 1-10 years

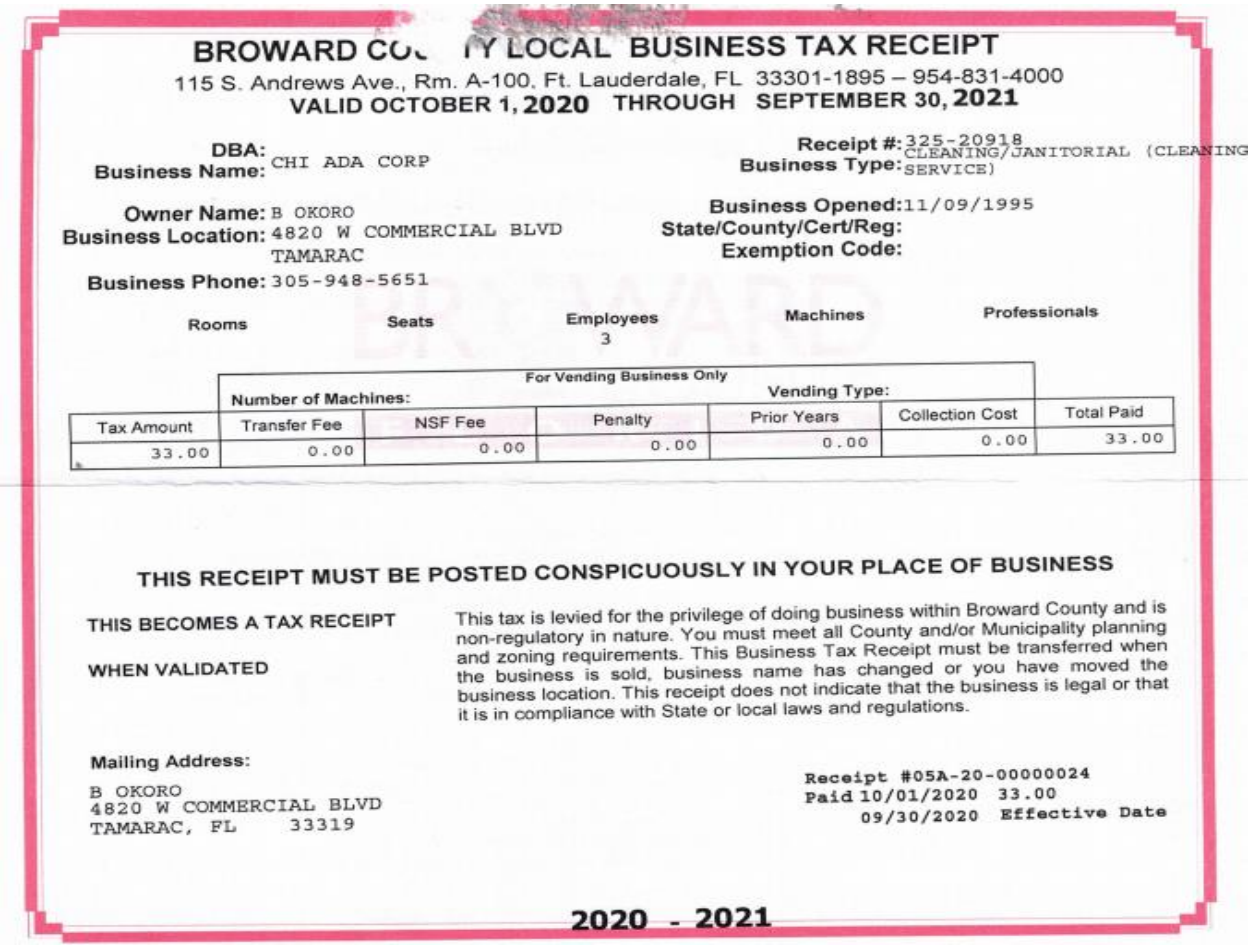
2. Chi-Ada Corporation's employees resume who will furnish professional and technical support expertise.

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

2. Location

Chi-Ada Corporation is located at 4820 West Commercial Blvd Tamarac Florida 33319. The location certification form is submitted.

Broward County business receipt



BROWARD CO[illegible]TY LOCAL BUSINESS TAX RECEIPT

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

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

DBA:
Business Name: CHI ADA CORP

Receipt #: 325-20918
Business Type: CLEANING/JANITORIAL (CLEANING SERVICE)

Owner Name: B OKORO
Business Location: 4820 W COMMERCIAL BLVD TAMARAC
Business Phone: 305-948-5651

Business Opened: 11/09/1995
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		3		

For Vending Business Only
Number of Machines: Vending Type:

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

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:
B OKORO
4820 W COMMERCIAL BLVD
TAMARAC, FL 33319

Receipt #05A-20-00000024
Paid 10/01/2020 33.00
09/30/2020 Effective Date

2020 - 2021

3. Project Approach

Chi-Ada corporation understands that there is a need to integrate appropriate strategies to reach our goal of maintaining cleaned facilities that can satisfy Broward County. In this regard, we will ensure the proper use of our subcontractors, apply our strategy to meet or exceed quality standards as it lays on an adequate allocation of qualified workers for each facility. Further, we will have several approaches to minimizing service hours. We will use simplified plans to meet minimum work tasks to manage the interface with normal building activities. Finally, we will identify regular building hours as well as any upcoming activities to maintain public areas.

Our subcontractors will be awarded an entire section of each agreement based on the agreed percentage of the subcontracting. Each subcontractor will provide qualified supervisors, custodians, restroom crew, project crew for labor. They will provide their equipment and supplies. Our project/assistant project manager will ensure that the subcontractors and their employees meet the daily, weekly, monthly, semi-annual, and annual cleaning standards. Our quality control manager and his/her team will conduct daily spot inspections for contract compliance.

Agreements Chi-Ada Corporation is proposing:

AGREEMENT NO. 1 BRANCH LIBRARIES

AGREEMENT NO. 2 LARGE FACILITIES GROUP 1

AGREEMENT NO. 3 LARGE FACILITIES GROUP 2

AGREEMENT NO. 4 LARGE FACILITIES GROUP 3

AGREEMENT NO. 5 LARGE FACILITIES GROUP 4

AGREEMENT NO. 12 BROWARD COUNTY JUDICIAL COMPLEX

AGREEMENT NO. 13 PORT EVERGLADES FACILITIES

AGREEMENT NO. 14 911 REGIONAL DISPATCH CENTERS

Chi-Ada Corporation's Full-time and part-time employees currently employed.

Full-time: 200

Part-time: 103

Chi-Ada Corporation's full-time and part-time supervisory employees currently employed.

full-time: 20

Part-time: 7

Chi-Ada Corporation's full-time and part-time custodial workers currently employed.

full-time: 186

Part-time: 90

Chi-Ada Corporation's temporary employees

Chi-Ada Corporation does not employ temporary employees.

3.1. Project approach for each Agreement of locations prime Vendor is proposing:

a. Describe how you intend to meet or exceed quality standards.

Allocating the workers, our experimented, skilled and experienced terminal and site supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties. Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner's work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

Chi-Ada Corporation employs color-coded cleaning methodology.

Color	Location of Use
Red	Infectious area
Green	Kitchen
Yellow	Bathroom
Blue	Open areas
Teal	General cleaning areas

b. Discuss any exceptions you suggest to minimum proposed service hours.

Chi-Ada Corporation minimizes the service hours through a good organization of the task to be completed. The corporation realizes this efficiency by assigning a crew for spot cleaning and

moping utilizing machines instead of manpower. By using machines, we are able to reduce the service hours required in manpower.

c. Describe how you propose to meet minimum work tasks and interface with normal building activities.

To accomplish our cleaning duties without interfering with the standard building activities, we identify the regular building hours and any upcoming activities and schedule our tasks accordingly. Our services shall be performed so that there will be no interference with an operation on the premises. We schedule cleaning, for example, floor care, air-quality cleaning, and special projects primarily after office hours and during the evening shift, by contacting building managers in a timely manner so to reduce any incident's from occurring.

d. Describe how you will maintain public areas, specifically providing high quality floor surfaces.

Chi-Ada Corporation's strategy to maintain public areas and high-quality surfaces is through the use of floor equipment, scrubbing and polishing hard floors, and daily buffing and shine. Carpeted areas are cleaning by extraction cleaning, followed up with daily spotting cleaning of carpets, and dust moping by project crew trash removal and dusting done by regular cleaning schedules. The firm uses damp cloths, sponges, scrub pads to remove smudges, fingerprints, marks, streaks from the surfaces of ledges, windows, walls, doors, door frames, and surfaces through the spot cleaning. Further, the company uses spot moping to remove spots, spills, and soils from non-carpet floors free of stains, streaks, and marks. The company also polishes stainless steel, chrome, brass surfaces with polishes, and a clean, soft cloth. Finally, all garbage, debris, and other trash materials shall be removed as required from all areas to avoid spills, overflow, and deposits in dumpsters.

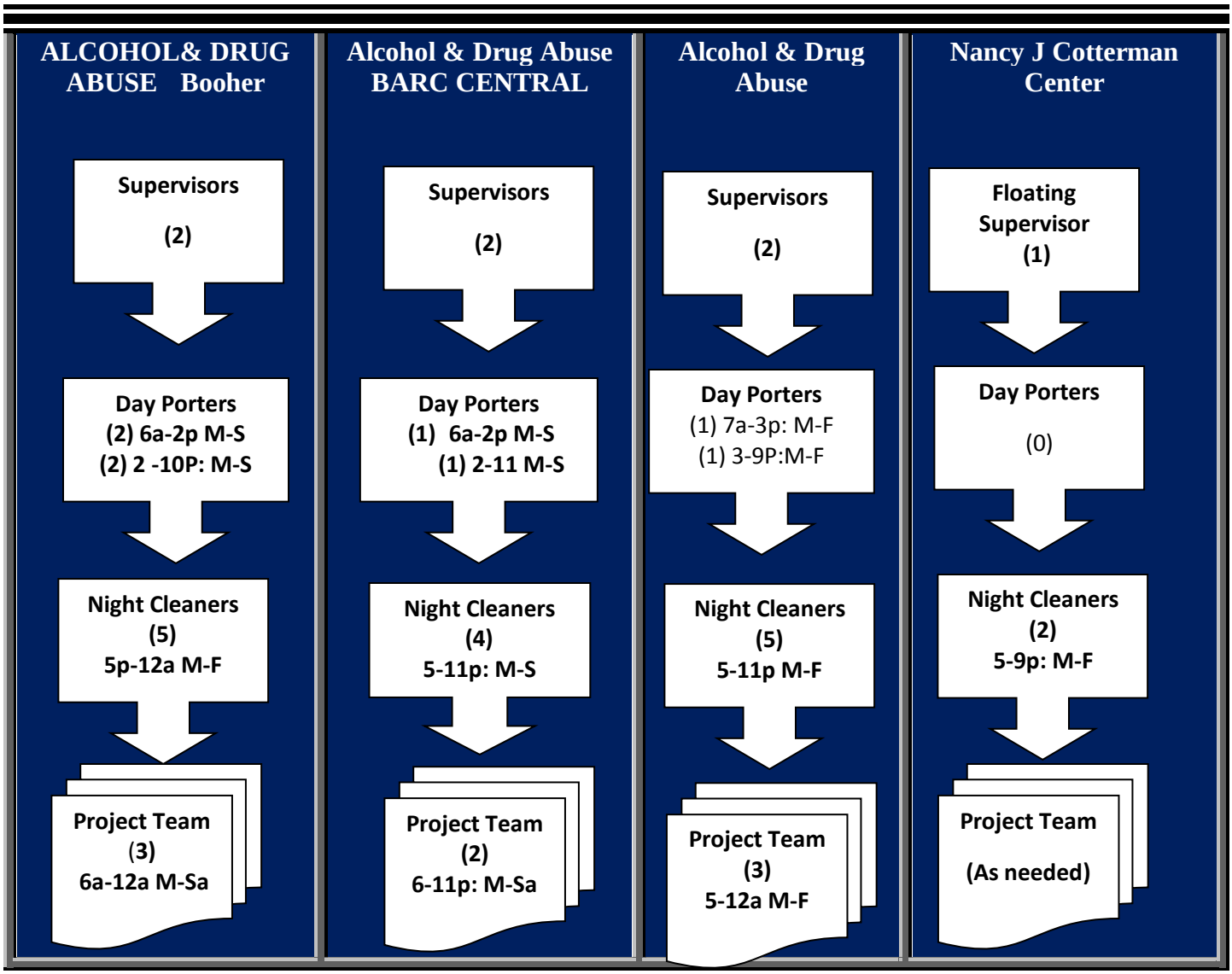
3.2 Chi-Ada Corporation Management and organization of work

a. State number of crews working for Agreement 2

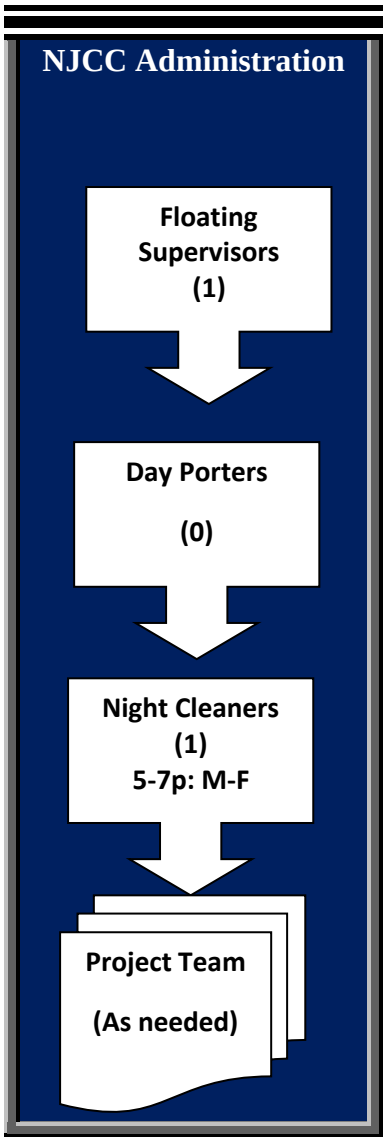
For agreement 2, six (6) supervisors, eight (8) day-porters, seventeen (17) custodians, and the eight (8) project team will be allocated as indicated on the allocation tables. The team will be covered by the project manager and assistant manager, the quality control manager, and the account manager.

Job Description	Number
Account Manager	1
Quality Control Manager	1
Project Manager	1
Assistant Project Manager	1
Supervisors	6
Day-porters	8
Custodians	17
Project Crews	8
Total	**43**

Allocation tables



BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2



i. Describe how you will schedule basic janitorial service for each facility.

Our basic janitorial service schedule for each facility focuses is on the daily, weekly, monthly, quarterly, semiannual, and annual cleanings. Dispatching the workers, our experimented, skilled, and experienced supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties.

Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner’s work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

ii. List the individual building teams that will be working for that agreement per building(s): management, supervisory, maintenance crews.

Facility	Supervisors	Day-porters	Custodians	Project Team
ALCOHOL& DRUG ABUSE - Booher	1	4	5	3
Alcohol & Drug Abuse BARC CENTRAL	2	2	4	2
Alcohol & Drug Abuse	2	2	5	3
Nancy J Cotterman Center	Floating Supervisor	0	2	1
NJCC Administration	Floating Supervisor	0	1	1

b. Describe how you will schedule basic janitorial service for each facility while coordinating.

Our essential janitorial services consist of allocating appropriate key personnel for each building/facility, coordinating and supervising the work of each team building. We also verify the compliance of the work assigned using daily cleaning checklist, weekly cleaning checklist, annual cleaning checklist, restroom checklist, and inspection reports. The samples are listed here.

Cleaning Checklist

Chi-Ada Corporation

Cleaning Services Schedule Main Library

Year: ___2018_____

Annual Services

Air Quality Cleaning — **April**

Semi-Annual Services

- *Seal floor grout* — February_____ — August_____
- *Strip, seal and refinish tile floors.* — February_____ — August_____

Quarterly Services

Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.	February_ __	__May_____	_August__	_November____
Overhead Dusting.	__ February__	__ May _____	_August____	_November__
Pile lift all carpeted areas.	__ April _____	_July_____	__October___	_January__
Scrub and recoat tile floors	__May_____	_August____	__November_	_February___
Remove any incrustation or build up on tile floors	__May_____	_August____	__November_	_February___

Monthly Services

- Damp wipe blinds. — __3rd Week of the Month_____
- Clean floor grout — __2nd Week of the Month_____
- Burnish tile floors — __4th Week of the Month_____
- Refill or change urinal screens and deodorizers. — __1st Week of the Month_____
- Clean wall grout — __2nd Week of the Month_____

Cleaning Services Schedule

Year: ____2017_____

Weekly Services

Task Description	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).							X
Edge all carpeted areas. 3. Pile lift high traffic areas.							X
Pile lift high traffic areas				X			
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.		X					
Dust picture frames with a lightly treated dust cloth or short-handled duster.		X					
Machine scrub tile floors (some facilities may require more frequency)						X	
Spray buff tile floors					X		
Restock closet with consumable janitorial supplies			X				

Daily Cleaning Locations:

Entrances, Exterior Landings, Loading Docks and Ramps, Lobbies and Hallways, General Offices, Courtrooms, Hearing Rooms and Auditoriums, Conference Rooms, Break Rooms/Kitchens and Jury Rooms, Elevators, Escalators, Stairwells, and Janitorial Closets and Equipment

Daily Services

- Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- Clean and police for the removal of dirt, mud, trash, and litter.
- Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- Clean items such as mats, surfaces under mats, and foot scrapers.
- Vacuum mats, rugs and entryway systems.
- Clean all glass doors and glass panels adjacent to glass doors.
- Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
- Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
- Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
- Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.
- Pick up trash, food, or debris dropped on the floors
- Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
- Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
- Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- Return all furnishings to their original positions after cleaning.
- Report items requiring maintenance to County for prompt repair.
- Fill towel and soap dispensers.
- Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.
- Damp mop all hard floors with a neutral detergent solution.
- Spot-clean carpets as necessary.
- Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.
- Return all furnishings to their original positions after cleaning.
- Do not disturb any papers that may have been left in the conference room.
- Clean and polish all stainless steel and other metal finishes.
- Clean all stainless steel fasciae and other metal finishes in the elevator lobby.
- Sweep floors.
- Remove gum from floors and other resistant materials
- Mop floors to remove dirt and stains.
- The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).
- Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.
- Clean handrails and push buttons.
- Wash handrails with non-irritating, non-toxic solution and wipe dry.
- Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- Wipe dry and polish metal with appropriate polish.
- Polish handrails with appropriate polish.
- Sweep steps to remove debris and loose dirt
- Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- Collect all litter and trash from the stairwell and dust mop stairs.
- Wet mop the stairs and landings with a damp mop using a neutral detergent solution. Use "CAUTION-WET FLOOR" signs when mopping the stairwells. Remove signs when no longer required.
- Report any loose handrails, bad or loose step treads, or any other item requiring maintenance (and which may present a safety hazard to anyone using the stairs) to County for further action.
- Clean all housekeeping equipment and store rooms so that the housekeeping equipment and rooms are presentable
- Empty all waste collection containers.
- Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
- Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.

- Arrange supplies on shelves in a neat and orderly manner.
- Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
- Sweep open floor area and damp mop with cleaner disinfectant solution

Daily Cleaning for Restrooms

Daily Services

- Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution with particular attention to door knobs, push plates, ventilation grilles, and "kick plates".
- Dry all metal surfaces after wet cleaning to prevent water spotting.
- Empty all trash receptacles into the trash collection container being careful not to spill any of the trash onto the floor. Clean the waste receptacles with a cleaner/disinfectant solution before placing a new plastic liner into the receptacle.
- Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- Remove trash and soil from the floor by sweeping.
- Pick up trash.
- Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- Clean and disinfect exterior surfaces of hand dryers/towel dispensers
- Clean lavatory sinks, shelves, chrome hardware, partitions, countertops, changing stations and wall areas around the basins with a cloth and cleaner/disinfectant solution. Rinse the surface with clear water.
- Wipe all polished surfaces dry to prevent water spotting.
- Clean the flushing hardware, commode seats, and the outside of the commodes and urinals with cleaner/disinfectant solution. Wipe the commode seats dry with a clean cloth after cleaning (the underside of the seat should be cleaned just as thoroughly as the topside).
- Clean the inside of the commode and urinal bowls, the walls behind the wash basins, commodes, and urinals and the partitions between the commodes and urinals.
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace plastic bag liner with a new liner.
- Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- Damp clean and disinfect all surfaces of shower curtains and doors.
- Damp clean and disinfect all exterior surfaces of lockers.
- Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a build-up of detergent residue.
- Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- Pour some of the cleaner/disinfectant mopping solution down the floor drains to insure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
- Report items requiring maintenance to the County.
- De-scale fixtures, if necessary, using a mild, acid-type bowl cleaner.
- Use a different colored or a different kind of cloth for rest room cleaning to ensure that these cloths are not used to clean other areas

Restroom checlist

Chi-Ada Corporation

Restroom Checklist

Week Start: _____ Week Ending: _____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one): Adm. / Detox NRD / Outpatient / Triage

Date		Toilet Seat Cover		Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								***Please check tasks completed***												(Circle) AM / PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____

_____ Employee Signature: _____

_____

Weekly inspection checklist

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short, handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:

Inspected By: _____
Signature: _____

Follow Up Actions:

Referred To: _____ **Date**: _____

Daily inspection

Chi-Ada Corporation
Facility:
Daily Services Project Inspection

Supervisor Inspections

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						

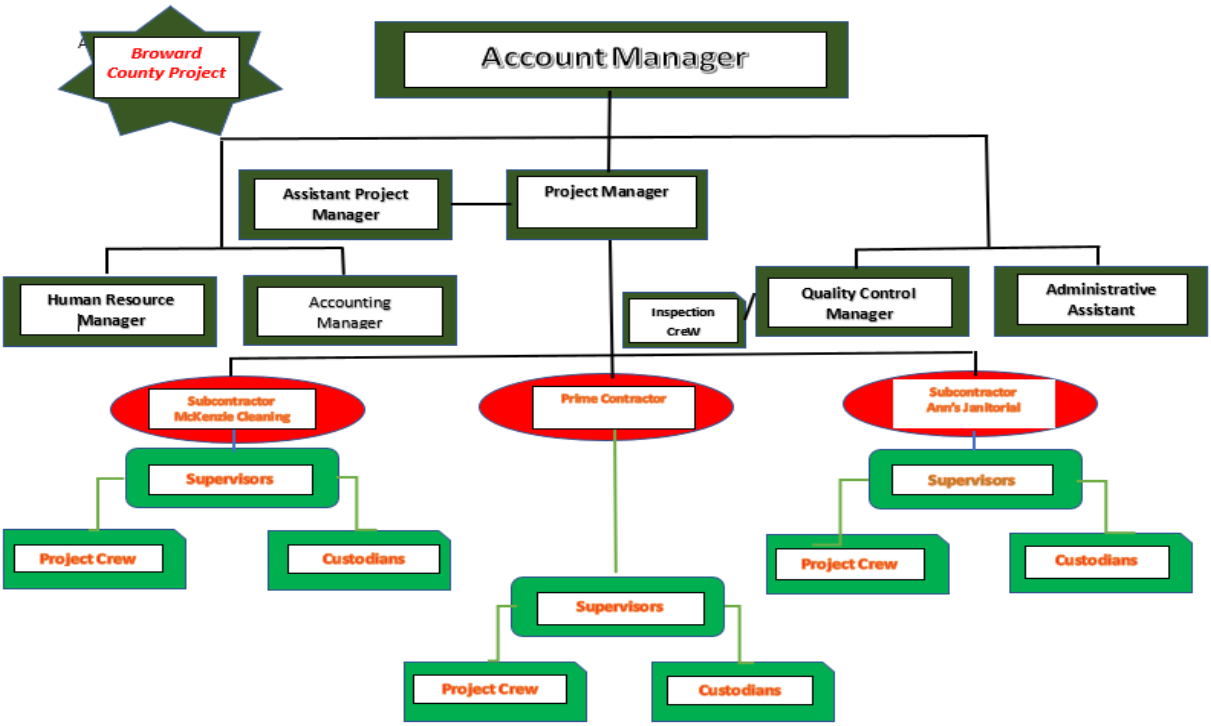
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations:_____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

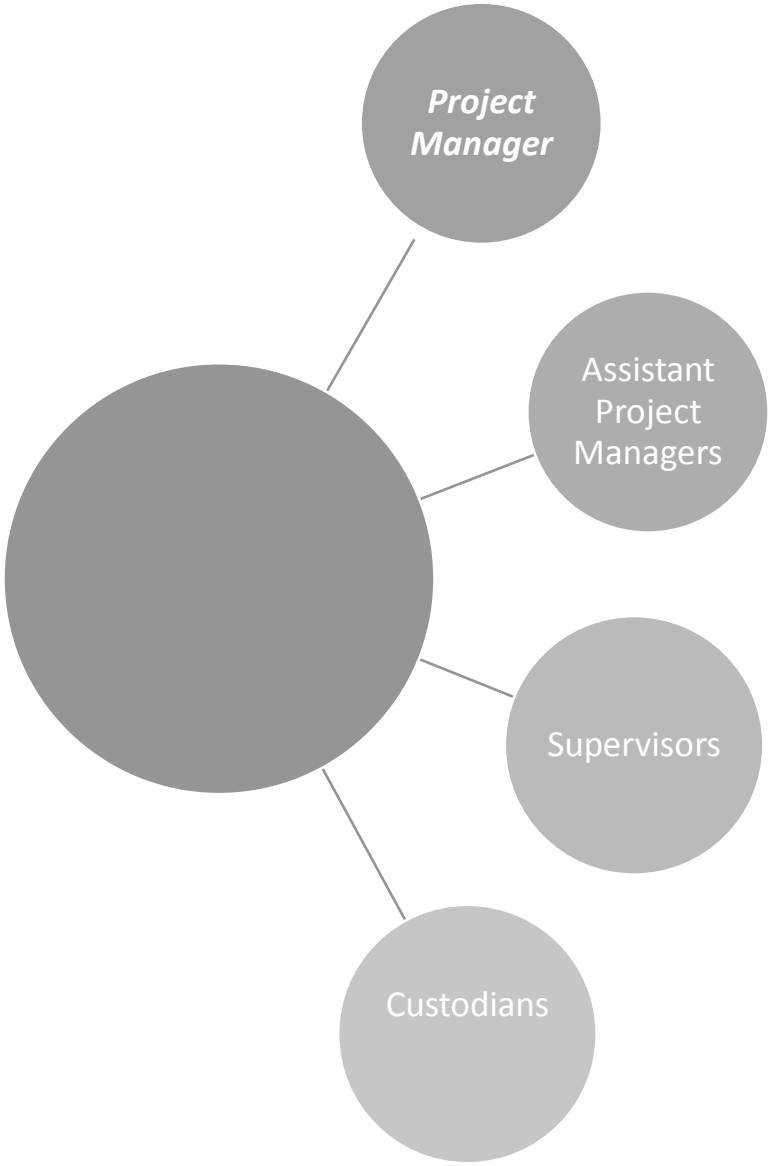
i. Describe crew organization to perform basic and project work.

Our key personnel is organized under the leadership of the account manager. He will be assisted by a quality control manager, a project manager, supervisors, day-porters, custodians, and the project team described herein. Workers will be assigned to each facility based on the key personnel schedule stated previously and according to the need identified for each facility. If the size of facility does not require more than four cleaners, the facility will be covered by floating supervisors if the size of the facility does not need a full-time supervisor. Supervisors have the duties to ensure each worker is assigned to his or her location every day. If there is a call-off, supervisors can provide replacement based on our human resource strategy. The task will be done daily, weekly, monthly, quarterly, or yearly as required. The quality control manager will make spot inspections every day in addition to the inspection of each supervisor. Issues will be recorded and mitigated. Chi-Ada Corporation has daily, weekly, monthly, quarterly, and yearly cleaning inspection forms to evidence the quality of work. Plus, supervisors will use our daily restroom checklist to ensure that the restrooms are maintained according to the contract requirement. Each supervisor will hold a daily workbook to assign the job of each worker appropriately.

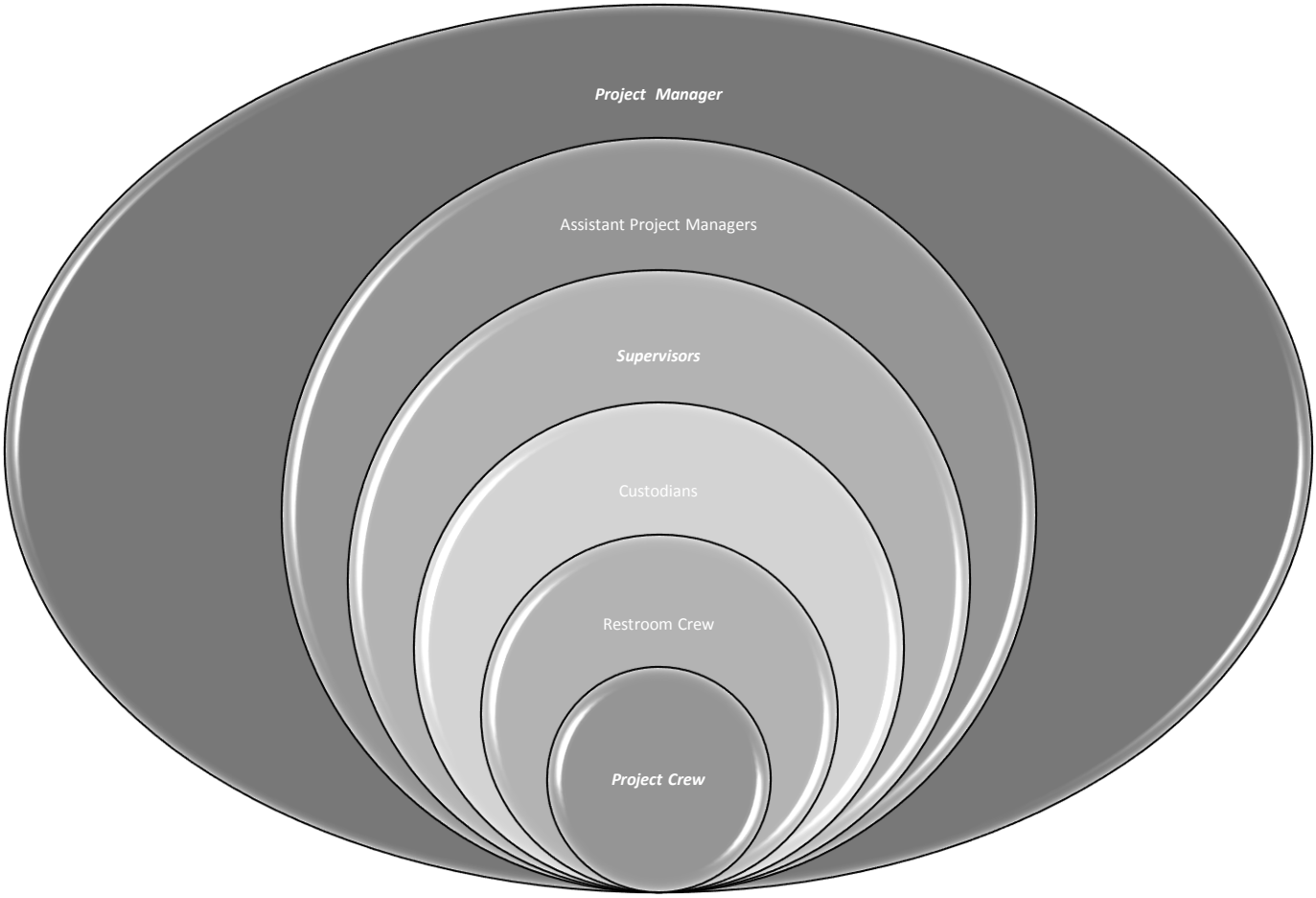
BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2



- **Work Organization Chart**

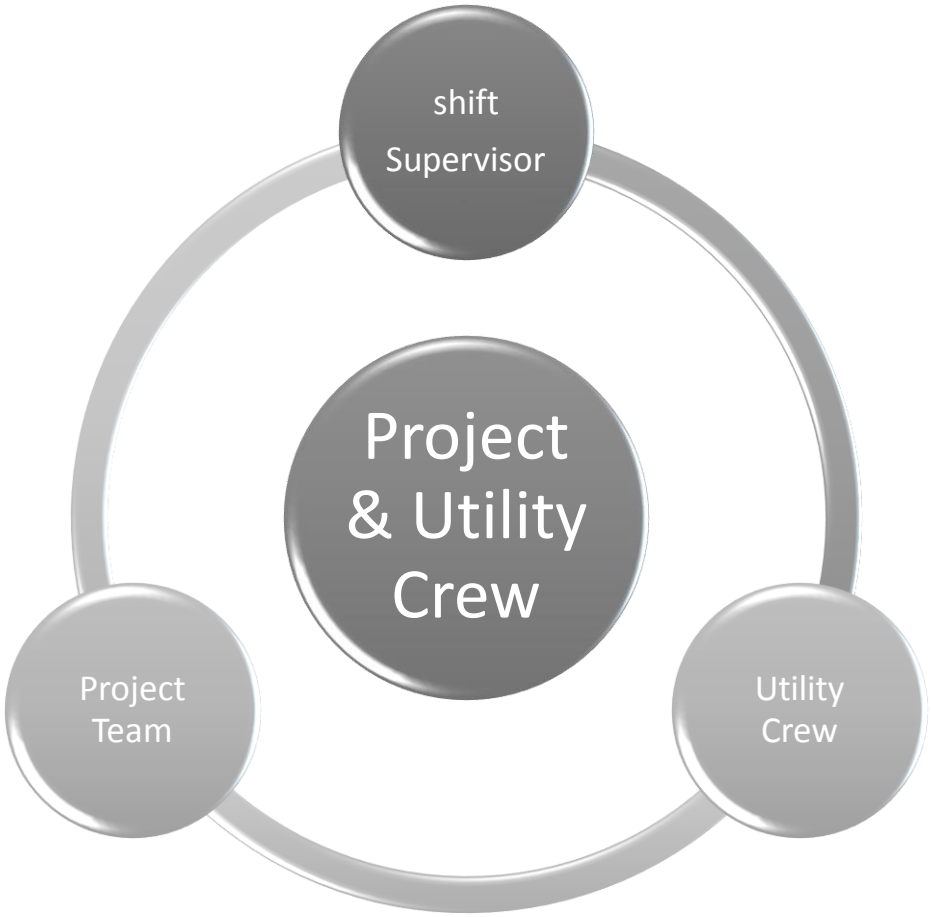


Crew organization to perform basic and project work Charts

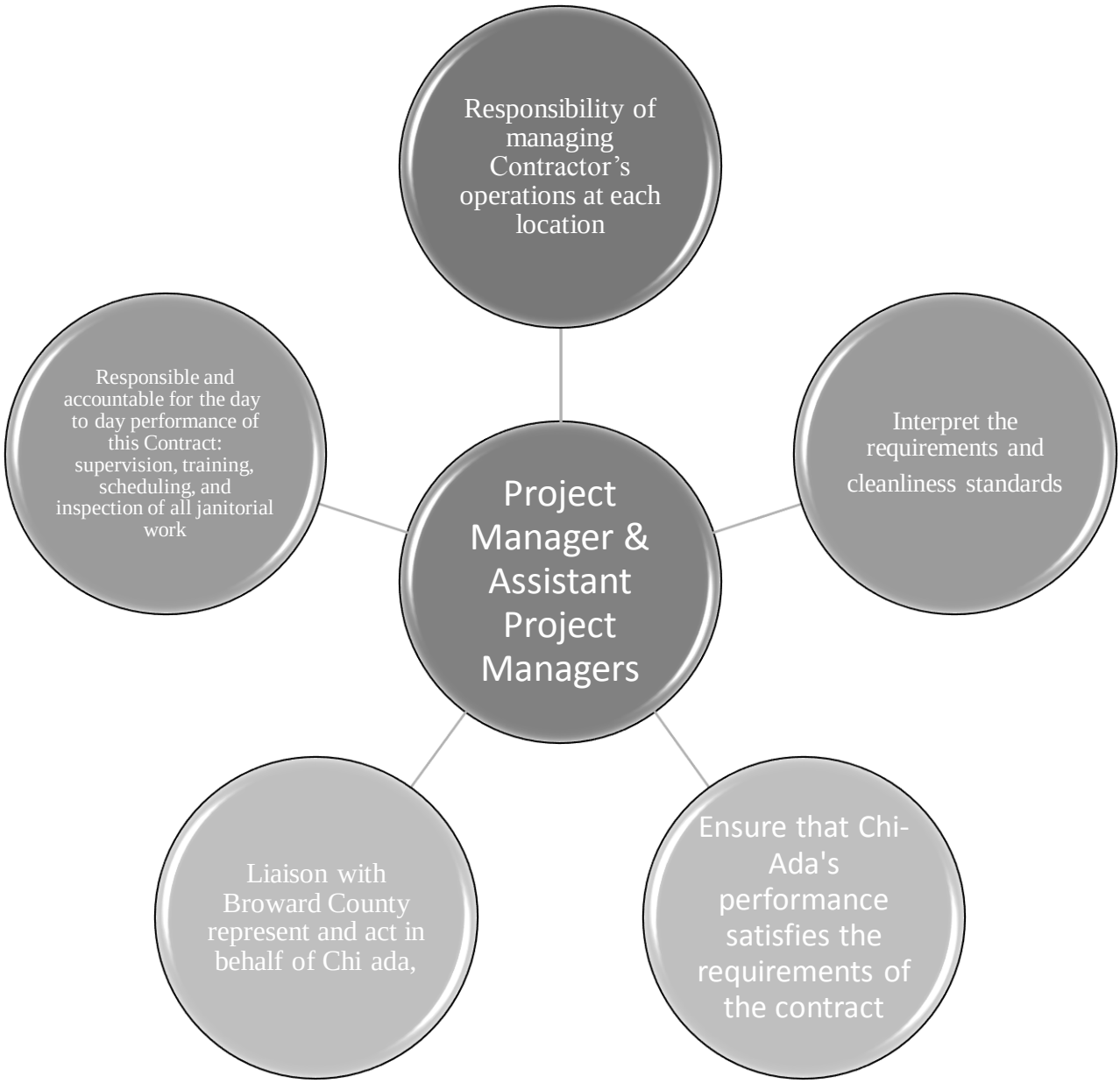


Distribution of Project Work

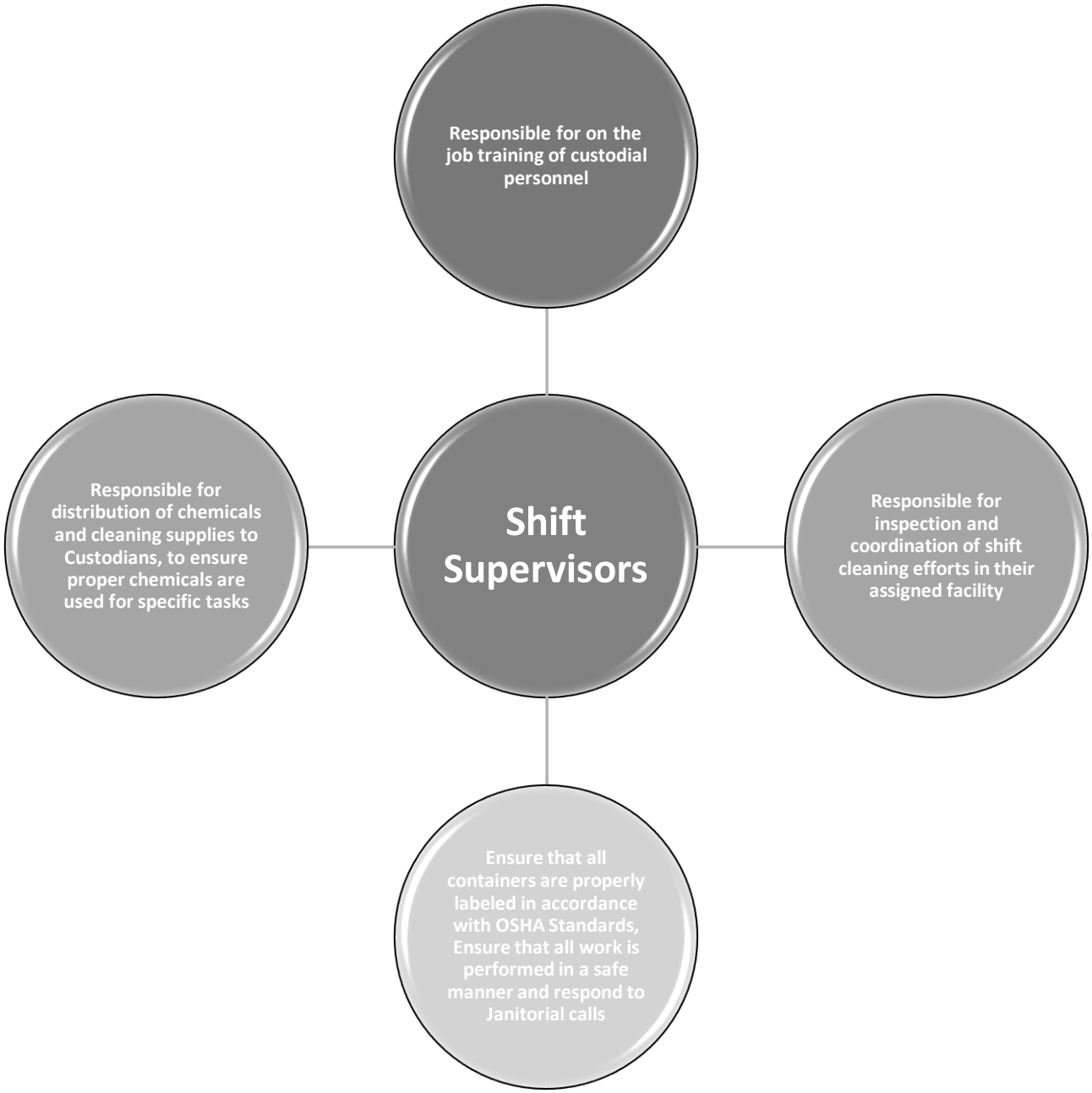
Project & Utility Crew



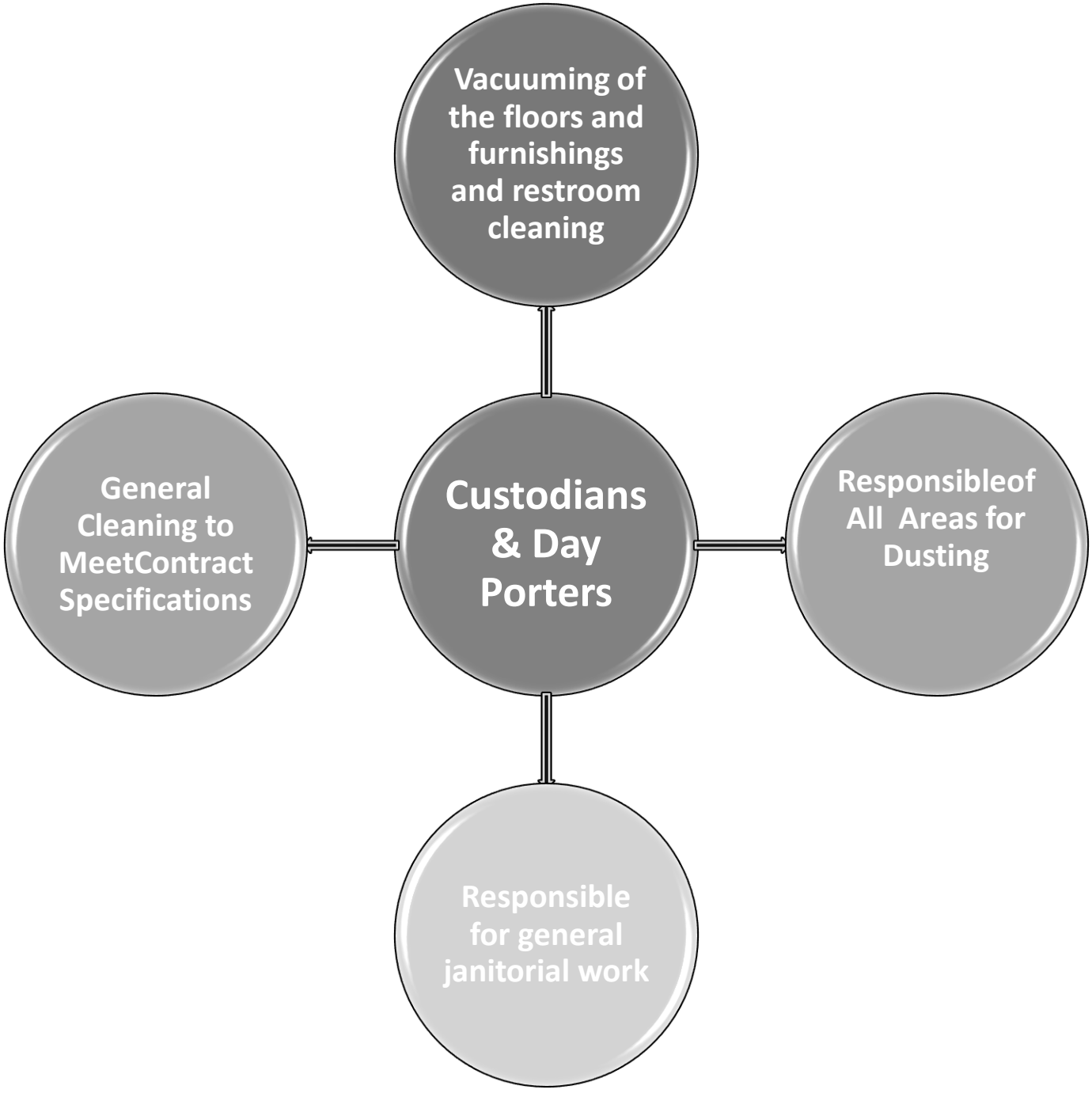
❖ **Job Description for Basic Staffing**



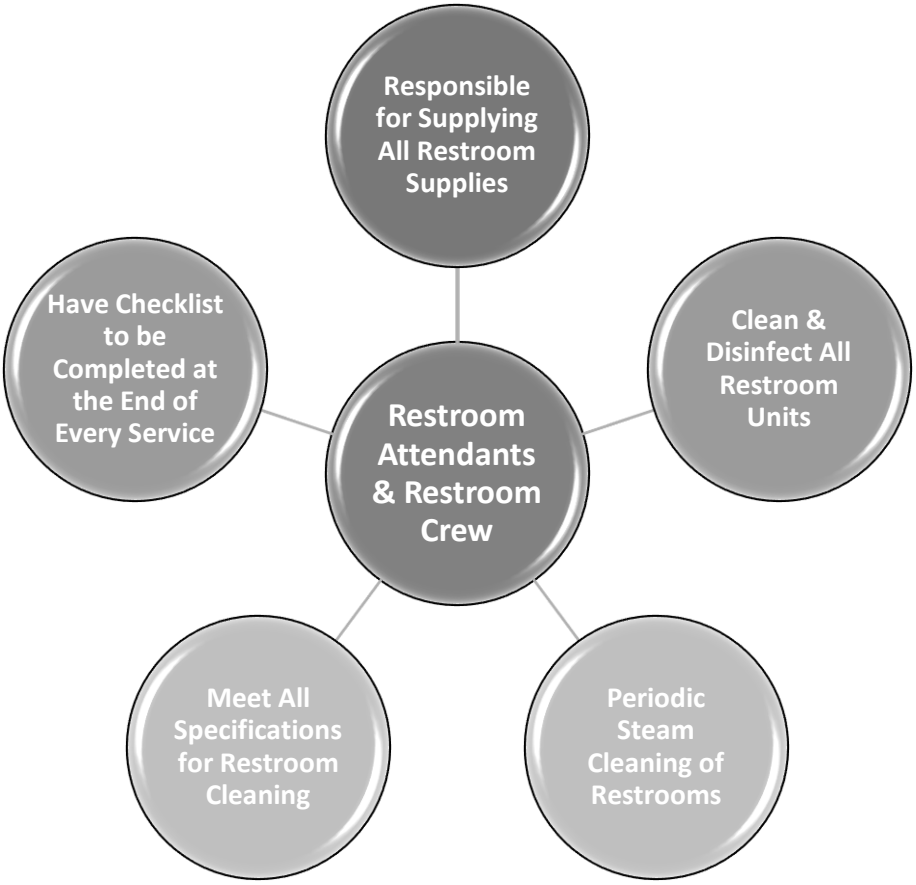
Shift Supervisors



Custodians Daily Services

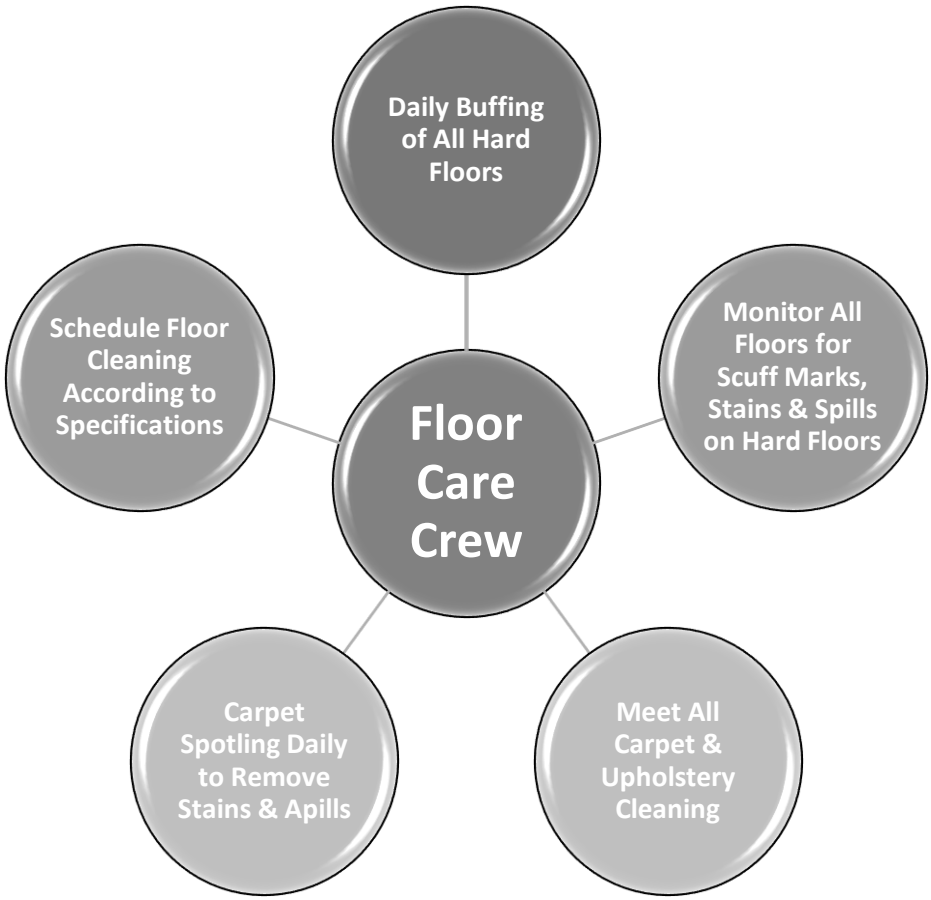


Daily Restroom services



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Floor Care Crew



c. Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.

At Chi-Ada Corporation, we use daily, weekly, monthly, and annual inspections as our reporting system. This strategy is proven to provide valuable tools to compare actual performance to schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date:** _____

d. Describe your capabilities to respond to emergency or disaster situations.

At Chi-Ada Corporation, we act to clean and recondition your facilities quickly and efficiently in an emergency or a disaster situation. With our advanced technology equipment and highly skilled workers, we aim to handle any situation from floodwaters, broken pipes, building fires, hurricanes, and acts of Gods, vandalism, or terrorism.

We measure the importance and the urgency to have full use of your facilities as quickly as possible. Your professional image protection, valuable property restoration, and ability to serve your customers depend on our performance. Therefore, we appraise this responsibility and take it very seriously.

Disaster Restoration-Emergency Services

- ü Restoration from fire, smoke, water, and wind damages
- ü Safety and compliance
- ü 24 hours response service
- ü Flood cleaning
- ü Water extraction
- ü Mold removal
- ü Hurricane preparation and clean up
- ü Post burgles, crime scene cleaning.

With our emergency response program, Chi-Ada Corporation will get you back in business quickly. Our rigorously trained and certified quality restoration team responds quickly at the local level for both large and small facilities. Our emergency services begin within 30 minutes to one hour of the initial call. We utilize emergency procedure planning assistance to place priority status on the severity of the damage. Chi-Ada Corporation owns or rents various equipment needed to perform restoration services. The equipment includes:



3.3 Chi-Ada Corporation's quality control program

a. Startup orientation program

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company providing services to your company, and we bring our experience to start-ups. Our transition plan is overly critical to the success of this project.

Chi-Ada can start any contract with fully screened and trained employees. Chi-Ada has a proven track record of doing start-ups of all sizes regardless of location.

- **Client Communication Plan**

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our Project Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning, and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the Project Manager has met with your facility's personal, he will meet with the other individuals involved in the transition plan, such as the Operations/Project Manager, Human

Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

- **Management**

Our management team, headed by the Project Manager, will make a site visit to locate where all storage locations are. From their observation, they will know how much equipment that specific storage location will accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

- **Equipment/Chemicals**

Our Project Manager orders all necessary equipment and chemicals during this time and is deployed to its respective locations. Chi-Ada will organize additional training for the equipment and chemicals used throughout the different facilities in conjunction with ordering supplies.

- **Hiring & Training**

This period will be when Chi-Ada hires new employees and train them. This period will encompass:

- Hiring new employees
- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them
- Site tours

- **Final Communication**

During the final days before the contract starts, the Project Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada, we are ready to implement our established start-up system and expand a plan to meet all of the contract's requirements.

- **Human Resources**

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department staffed by qualified personal. They are responsible for hiring, training, and maintaining a well-qualified and highly motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive, and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur in finding exceptional individuals who are very responsible and helping them become significant assets to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program composed of basic, intermediate, and advanced training from the manufacturers of the different equipment and chemicals that Chi-Ada will be using. The training will be provided by specialists certified as an in-service training provided by the company free of charge to our employees

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, and these include recognizing individuals who have performed exceptional, e.g., an employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee because we feel that there is more to life than the opportunity for exceptional earnings and valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

- **Technical Procedures**

Chi-Ada's proven effective employee recruitment and training system are anchored to a solid, well-equipped management organization. We are confident that our new hires learn simple yet highly effective methods that ensure the best results. An experienced Chi-Ada Manager will also give all new employees valuable on-the-job training. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done efficiently and safely.

At Chi-Ada, we believe that custodial workers must be trained to properly use cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surfaces within your facility and maintain the equipment that employees will be using.

Our training program starts with in-service sessions to ensure a complete understanding of the techniques and keep up with the rapidly changing industry. Training allows our employees to

stay afloat with the current innovation in cleaning techniques, equipment, and proper handling of equipment, chemicals, proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry-level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets. Therefore, we place a high priority on hiring and training them. This training program includes work practices and standard expectations, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description, and the use of supplies, paper, soap, etc.

Cross-training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

b. Inspection procedures including any technical aids used to monitor performance standards.

Methods of Identifying Problems

We make a comprehensive effort on every contract we undertake to teach employees how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. We monitor issues through reports and observations:

- ✓ To establish trends
- ✓ To determine corrective actions
- ✓ To assess effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we maintain project performance at acceptable levels

Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly.

We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely

supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double-checking of services completed are more effective than monitoring and other surveillance because minor problems will be elusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality for future problems and the need for timely corrective actions.

Correction and Preventing of Quality Control Problems

Chi-Ada Corporation's double-check strategy is used to address quality control problems. First, corrective action is taken to eliminate the problem immediately. After any correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report provides details on the work requirement, location and includes a grading system on a scale of 1 to 5. The Supervisor decides and initiates the appropriate corrective action on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities.

Our daily inspection will be directed to high traffic areas, and it may include random inspections of high frequency and continuous tasks and 100% inspection for periodic services.

The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered.

The Manager and Supervisors will perform a random, regular, and periodic visual inspection of the facility. Each Supervisor will inspect before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time inspection was completed. To ensure that all activities, functions, and processes are covered, inspections will be conducted using the same checklist to identify problem areas requiring correction.

Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- ✓ Random inspection,
- ✓ Total inspection, and
- ✓ Continuous inspection.

All inspection findings will be documented so that the following actions are taken immediately:

- ✓ Applicable employees are informed when their level of work performance has diminished below previous levels.
- ✓ A corrective action request is initiated, to be corrected by the end of the same shift, related to any task that has been rated less than "satisfactory".

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

Inspections are an ongoing practice

Chi-Ada's inspections provide additional insurance to achieve our quality control objective. Our Managers and Supervisors perform these inspections. The inspections are predominately a "walk-through." The "walk-through" is performed with varying frequencies. However, they are always performed after some tasks are completed, such as window cleaning, floor maintenance, or after a predefined area is covered at the end of each shift. The objective of the "walk-through" is to ensure that Supervisors check for any potential problems, and if any are found, they are resolved immediately.

At Chi-Ada we create a local file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- ü A copy of our quality control plan

- ü A copy of all completed quality control checklists
- ü A copy of
- all quality control reports
- ü A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems.

The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections at any time during this contract.

Our company recognizes the importance of quality control and assurance. Records are filled out correctly, legible, and kept in a neat and organized location.

c. Describe and provide a sample of your reporting system used to compare actual performance to your schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date**: _____

Chi-Ada Corporation

Restroom Checklist

Week Start: ___/____/____/_____ Week Ending: ____/____/____/_____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one)

Date				Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								*Please check tasks completed*												(Circle) AM / PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____
_____ Employee Signature: _____
_____

d. Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.

The primary benefit of Green Cleaning, which focuses on cleaning for health, not just appearance, is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms.

We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

• Reduce the harmful impact to the health of the facility users

• Reduce the harmful impact of the indoors and outdoors environment

• Source reduction in the landfill with the use of concentrated products

• Recycled contents of all packaging

• Partnership with sustainably certified vendors

• Step by step introductions for a sustainable cleaning process.

Chi-Ada Corporation has been implementing Green Cleaning in the past with Broward County at the Environmental Building in Davie.

However, to improve this green Cleaning we will add the following activities to maximize opportunities to promote green building cleaning practices:

- Continue our effective communication system between building employees and Broward County building management.
- Continue to assist the management of Broward County in understanding the benefits of green cleaning such as the health and performance benefits, improvement of occupant satisfaction, reduction of complaints and risks, and the substantiation of potential cost savings.
- Audit housekeeping procedures, chemicals, equipment, paper, matting, supplies, and other materials for compliance with green cleaning implementation guidelines.
- Continue to inspect all other tools and supplies used in the cleaning process; mop-buckets, wringers, paper, wipers, liners, toilet tissue, and other tools and supplies and determine alternative tools and supplies that are environmentally preferable.
- Conduct a general housekeeping walk-through: evaluate the overall quality of the current cleaning and look for problems and opportunities for improvement.
- Document and review any recycling program in place.
- Continue to clean hard floors with a backpack vacuum instead of dust mopping.
- Add or upgrade entrance mats.
- Continue to recycle paper products and install roll-type dispensers where practical.
- Continue to use microfiber mops and dust cloths.

- Continue to implement effective methods of dilution control.
- Continue with portable spot cleaners, fiber mop, and bucket to facilities where spills commonly occur.
- Purchase products with high post-consumer recycled content
- Continue to use floor finishes without heavy metal ingredients.
- Limit the use of disinfectants to critical areas.

3.4 Company Equipment

a. Chi-Ada Corporation current inventory of heavy equipment -

Equipment	
2 Minuteman 4 Trucks Mounted Pressure Wash Machine 6 Pressures Wash with Tire 10 Backpack Filter Vacuum 3 High speed floor burnisher 10 Upright vacuum 2 Wet and Dry Vacuum 20 Mop Bucket 5 Tilt Trucks 1 Vehicle/Van/Lift Gate 5 Vans 4 Carpet Extractors 3 Walkie Radios 4 Biometric Timecard 4 Air Dryers 10 Janitor Carts 20 Dollies 3 Scrubbers	
ACX64 40 Yard MCNEILUS Front Loader Garbage Truck	
Electric Auto Floor Scrubber 18" Cleaning Path - Corded	

Electric Auto Floor Scrubber 20" Cleaning Path - Corded	
Dusting machine	
8070 Heated Carpet Extractor & Auto Detailer	
DC Power Hydraulic Double Scissor Lift Cart 1100 Lb. Cap.	
Sanitaire Quiet Clean 10-Quart Backpack Vacuum SC530B	
Portable Folding Safety Barrier with Casters	

Hard Surface	
Air mover	
Extractor	
Floor Machine Carpet Dryer	
Vacuum	

Minuteman

Minuteman E20 Automatic Scrubber



TECHNICAL SPECIFICATIONS

CLEANING PATH WIDTH	20"
SQUEEGEE WIDTH	33"
THEORETICAL PRODUCTIVITY (BRUSH DRIVEN)	15,000 SQ FT/ HR
WORKING SPEED (BRUSH DRIVEN)	1.7 MPH
RATED VOLTAGE	24 VOLTS
VACUUM FLOW	65 CFM
VACUUM WATERLIFT	45"
VACUUM POWER	.60 HP
DRIVE MOTOR POWER (TD)	1/5 HP
BRUSH TYPE	DISC
BRUSH MOTOR(S) POWER	3/4 HP
NUMBER OF BRUSHES	1
BRUSH RPM	180 RPM
SOLUTION CAPACITY	12 GAL
RECOVERY CAPACITY	13 GAL
WEIGHT WITH BATTERIES (BD)	306 LBS
WEIGHT WITHOUT BATTERIES (BD)	196 LBS
WEIGHT WITH BATTERIES (TD)	365 LBS
WEIGHT WITHOUT BATTERIES (TD)	231 LBS
DIMENSION (LXWXH)	44.4 X 18.8 X 42.3

•

Trucks Mounted Pressure Wash Machine

Industrial Duty 4200 psi 4.0 gpm Cold Water Pressure Washer



SIMPSON #95002 SPECIFICATIONS
ZORO #: G3106192 MFR #: 95002
OPERATING PRESSURE: 4200 PSI PRESSURE WASHER FLOW RATE: 4 GPM
PRESSURE WASHER DUTY RATING: INDUSTRIAL DUTY PRESSURE WASHER WATER TYPE: COLD
ITEM: PRESSURE WASHER OPERATING PRESSURE (PSI): 4200 PSI

Pressures Wash with Tire

Heavy Duty 4000 psi 5.0 gpm Water Pressure Washer



Simpson #65212 Specifications
Zoro #: G9410121 Mfr #: 65212
Item: Pressure Washer Pressure Washer Flow Rate: 5 gpm
Operating Pressure: 4000 psi Pressure Washer Duty Rating: Heavy Duty
Operating Pressure (PSI): 4400 ps

Backpack Filter Vacuum

PROTEAM 10 qt. 120V, 1108W Backpack Vacuum Cleaner



Cord Length: 50 ft.
Hose Dia.: 1 1/2 in
Static Pressure: 91 in
Standards: CSA C22.2 No. 243, UL 1017
Diameter: 7-1/8"
Vacuum Product Grouping: Backpack Vacuum Cleaners
Hose Length: 4 ft
Watts: 1108
Sound Level dBA: 69.7 dBA
Hz: 60
Filter Type: HEPA
Weight: 12 lb
Vacuum Power Source: Corded
Vacuum Air Flow: 153 cfm
Vacuum Collection Type: Reusable Bag
Vacuum Filtration Type: Standard

High speed floor burnisher

High Speed Burnisher, 1600 RPM



Technical Specs

- Item Burnisher
- Brush Speed1,600 RPM
- Motor1.5 hp
- Pad Size20 in
- Power Source115V AC, 60 Hz, 15A
- Sound Level70 dB
- Construction Rotationally Molded
- Cord Length75 ft
- Max. Productivity10,000 sq ft/hr
- Includes

Wet and Dry Vacuum

16 gal. Silica Vac



VACMASTER PROFESSIONAL #VKB1611SW SPECIFICATIONS
ZORO #: G3429416 MFR #: VKB1611SW
COLOR: BLACK LENGTH: 23
MATERIAL: POLYPROPYLENE WIDTH: 20
HEIGHT: 23

Mop Bucket

Yellow Mop Bucket and Wringer, 8 3/4 gal



TECHNICAL SPECS

- ITEMMOP BUCKET AND WRINGER
- CAPACITY8 3/4 GAL
- COLORYELLOW
- WRINGER TYPESIDE PRESS
- MECHANISMHAND OPERATED
- MOP CAPACITY10 TO 32 OZ
- SHAPEOVAL
- BUCKET/PAIL MATERIALPLASTIC
- HANDLE MATERIALSTEEL
- CASTER TYPE3 IN NONMARKING
- OVERALL HEIGHT21 5/8 IN
- OVERALL LENGTH20 5/16 IN
- OVERALL WIDTH16 7/16 IN
- COLOR CODING SYSTEMYES
- WRINGER COLORYELLOW
- WRINGER MATERIALPLASTIC/STEEL
- BUCKET/PAIL HEIGHT22 IN
- BUCKET/PAIL LENGTH20 1/2 IN
- BUCKET/PAIL WIDTH16 45/64 IN
- BOTTOM DRAINYES
- ANTI-SPILLYES
- METAL DETECTABLENO
- SERIESWAVEBRAKE(R)
- FOR USE WITHSTRING MOP SIZES RANGING FROM XS - XL

b. Response time for mobilization for each piece of equipment.

All of the equipment is a one to four (1 to 4 hours) mobilization time. We will store some of the equipment on-site based on storage availability.

c. Chi-Ada Corporation's current inventory of machinery for floor care

- 2 Minutemns Es 2832 Automatic Floor Scrubber
- 8 Side by Side 20 Inch
- 6 Side by Side 14 Inch
- 12 Buffing Machines

d. Chi-Ada Corporation equipment maintenance

The Management of Chi-Ada plans to purchase new equipment and use our existing equipment to execute our contractual obligation successfully. The cost of any new equipment to be bought is prorated and amortized in the lifetime ranging from one to two years before replacement. Our

management has an existing repair services relationship with independent equipment services to repair and replace any broken-down equipment within one day.

e. Chi-Ada Corporation's office equipment and computer programs

- 6 Desktop Computers for scan, emails, letters, and documents editing (Adobe, Acrobat, Microsoft Word, Outlook, Excel)
- 3 Fax Machine for scanning, sending and receiving.
- High Speed Internet
- Phone service
- 4 Photocopiers and Printers
- QuickBooks Contractor Edition
- Pensoft Payroll
- Talkie walkie

3.5 Chi-Ada Corporation's Training:

a. Chi-Ada Corporation's internal Employee Safety Training Manual.

Chi-Ada Corporation's internal Employee Safety Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual***."

b. Chi-Ada Corporation's internal Employee Training Manual.

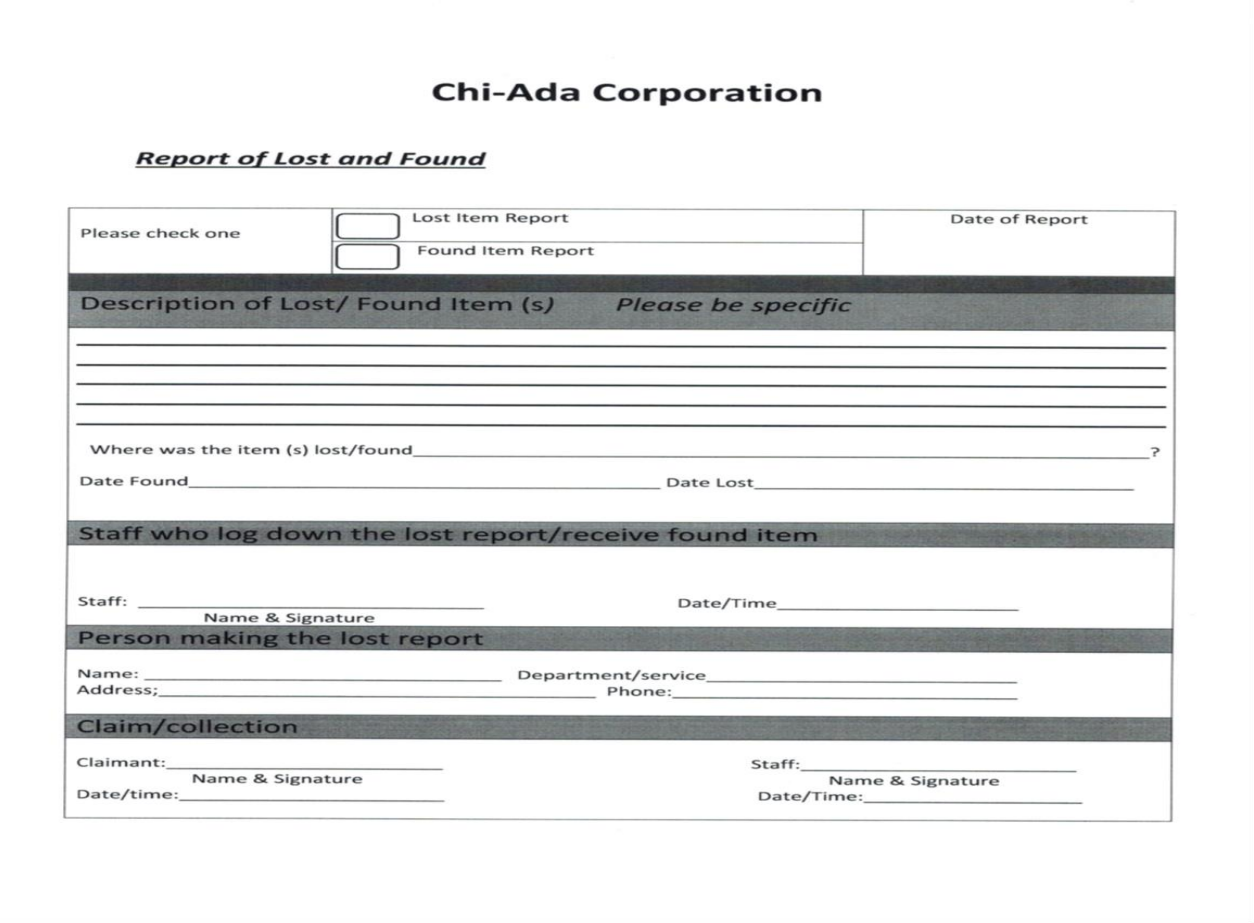
Chi-Ada Corporation's internal Employee Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual.".***"

c. Chi-Ada Corporation's training currently in place to assure on-site staff will be pro-active and aware during each shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.

Our employees are taught probity, integrity, and awareness in their workplaces. We taught our employees to have a culture of honesty by reporting the findings of any abandoned belongings or packages to the supervisors or the facility's management. We also taught each employee that our integrity and actions are sustained by our slogan of "Theft employee is undesired." Our vigorous morality screening and on-site observance help us to track our employee's' behavior. Further, each employee is taught on **"**Keeping a Watchful Eye." Our employees are required to report any suspicious behavior to their supervisor or to the project manager, who is required to notify the facility's management for appropriate action to be taken. Finally, our safety training provides important tools to

our employees to deal with potential slip, fall conditions, and ajar doors. The following general safety rules are discussed during our safety training program:

- Horseplay or any actions that show disregard for safety or efficient job completion is not allowed.
- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.
- A worker shall not cause a distraction that would jeopardize the safety of a fellow worker or working environment.
- Be aware of safeguard provided within the workplace.
- Your job will not generally call for the use of ladders. However, if yoo need to reach an object in a situation where a ladder is needed;, please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and adequately secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.
- Keep hands and feet clear pinch points when handling materials.
- Wear the right clothes for the job tasks you will be expected to perform.
- Assistant in the training of new employees by demonstrating safe work habits.
- Never leave running power equipment unattended.
- Be familiar with the proper safety methods and procedures for operating your power equipment.
- Observe and obey all warning signs.
- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.



Chi-Ada Corporation

Report of Lost and Found

Please check one	☐ Lost Item Report ☐ Found Item Report	Date of Report

Description of Lost/ Found Item (s) *Please be specific*

Where was the item (s) lost/found_____?

Date Found_____ Date Lost_____

Staff who log down the lost report/receive found item

Staff: _____ Date/Time_____
Name & Signature

Person making the lost report

Name: _____ Department/service_____
Address;_____ Phone:_____

Claim/collection

Claimant:_____ Staff:_____
Name & Signature Name & Signature
Date/time:_____ Date/Time:_____

d. Training of Chi-Ada Corporation's supervisors and cleaners in green building cleaning procedures as required for this contract.

The primary benefit of Green Cleaning is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

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- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

4. Workload of the Firm:

4.1. List of all completed and active projects in past five (5) years

❖ **Pleasantville Middle School**

Address: 40 Romer Ave

City State Zip:	Pleasantville, NY 10570
Phone/	914-741-1414
Contact:	Stephen Chamberlain, Director of Facilities III
Email:	chamberlains@pleasantvilleschools.org
Contract #	**Bid 2015-2016 School Year**
Period:	2015-2016
Annual amount:	$122,200
Square Footage:	74,056
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

❖ **Briarcliff manor Union Free School**

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org
(2) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

.

❖ ***Broward County Commissioner***

Address:	115 S. Andrews Avenue
City State Zip:	Fort Lauderdale, FL 33301
Phone/Fax:	954 357 5675
Contact:	Ian Mitchell

Email:	imitchell@broward.org
(1)- Contract #	RLI20080908-0-1 (Broward Various Locations)
Period:	2010-2015
Annual amount:	$1,988,455.48
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(2)- Contract #	R0899203P1 (Broward Main Library)
Period:	2011-2018
Annual amount:	$359,987.65
Square Footage:	238,364
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(3)- Contract #	RO92180491 (Broward South Regional Courthouse)
Period:	2011-2018
Annual amount:	$111,579.79
Square Footage:	51,800
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(4)- Contract #	RFP1214808P1 (Broward Janitorial Services for Various County Facilities)
Period:	2016-2021
Annual Amount:	$1,170,509.72
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

❖ ***Miami Dade Public Housing***

Address:	1407 N.W 7 Street.
City State Zip:	Miami, FL 33125
Phone/Fax:	(786) 256-5862
Contact Name:	Florence Saint Jour, Facilities Supervisor
Email:	fstjour@miamidade.gov
(1) Contract #	POHO1200773 (Miami Dade Public Housing Janitorial Services
Period:	2013-2019
Annual amount:	$72,000
Square Ft:	840,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

(2) Contract #	878B-0/9 (Miami Dade Public Housing Janitorial Services)
Contact Name:	Aurea Ivette Velez
Email:	avelez@miamidade.gov
Period:	2009-2014
Amount:	$72,000
Square Ft:	936,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Miami Dade Transit***

Address: 6601 NW 72nd Ave
City State Zip: Miami, FL 33166
Phone/Fax: 305-889-6766
Contact Name: Lazaro Dominguez
Email: Lazaro.dominguez3@miamidade.gov

1- Contract # **ITQ9562-13MDT (Miami Dade Transit Janitorial Services)**
Period: 5/2013-01/2019
Annual amount: $4,552,204.56
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

2- Contract # **ITQ9562-13MDT (Miami Dade Transit: Golden Glades)**
Period: 2013-2018
Annual amount: $36,000
Square Footage: 700,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

3- Contract # **RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities**
Period: 2018-2023
Annual amount: $222,391.92
Square Footage: 260,357
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

4- Contract # **#RFQ9562-34DTPW - JANITORIAL SERVICES - DTPW Rail, Mover, and Bus Facilities**
Period: 1/2019-12/2023
Annual amount: $25,624,628.4
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***Fulton County in Atlanta***

Address: 130 Peachtree Street #1168
City State Zip: Atlanta, GA 30303
Phone/Fax: (404) 612-4446/ (404) 893-6303
Title: Janitorial Services for Selected Facilities
Contact Name: James Morehead, Contract Administrator
Email: James.Morehead@fultoncountyga.gov

1- Contract # 13ITB87106C-MT
Period: 2012-2016
Amount: $362,141.56
Square Footage: 142,673

Summary of Service Provided: Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

2- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Period: 12/2018-12/2021
Annual amount: $617,271.12
Square Footage: 205,925

Summary of Service Provided: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

❖ ***Sarasota County***

Address: 1001 Sarasota Center Blvd.
City State Zip: Sarasota, FL 34240
Phone/Fax: 941-716-1500
Contact Name: William Bill Deller, Facilities Supervisor
Email: bdeller@scgov.net
Location: Sarasota County

Contract # Bid #166453HR Custodial Services

Period: 2/2017-1/2022
Amount: $ 675,972.78
Square Footage: 528,175
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***City of North Miami***

Address: 776 NE 125th Street
City State Zip: North Miami FL 33161-4116
Phone/Fax: 305.895.9886
Contact Name: Destrade Alberto
Email: **adestrade@northmiamifl.gov**
Location: North Miami
Contract RFP No.18-15-16 Janitorial Services

Period: 2017-2019
Annual amount: $180,024
Square Footage: 900,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of North Miami Beach***

Address: 17011 NE 19th Ave,
City State Zip: North Miami Beach, FL 33162
Phone/Fax: (305) 948-2946
Contact Name: Meghan Cianelli Bennett
Location: North Miami Beach
Contract RFP NO:19-062-MC

Period: 2019-2022
Annual amount: $258,936
Square Footage: 151,200
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of Clearwater***

Address: 100 S Myrtle Ave
City State Zip: City of Clearwater, FL 33756-5520
Phone/Fax: 727-562-4633
Contact Name: Alyce Benge
Email: Alyce.Benge@myclearwater.com
Location: City of Clearwater
Contract #900406, Bid# 24-18 (Parks & Recreation Centers)

Period: 2019-2022
Annual amount: $180,000
Square Footage: 213,576
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Fort Lauderdale International Airport (Sub-Contracting)***

Address: 115 S. Andrews Avenue, Rm 212
City State Zip: Ft. Lauderdale FL 33301
Phone/Fax: 954.357.8604
Contact Name: Cara M. Leisy, J.D., Purchasing Agent
Location: Fort Lauderdale Airport, Terminal 1 and car rental
Period: 1/01/14 thru 3/31/19
Annual amount: $1,000,000
Contract #
Square Footage: Terminal 1 and car rental
Summary of Service Provided: Janitorial services, labor, cleaning supplies, materials, equipment, tools, vehicles, uniforms, chemicals, and supervision

4.2. List of all projected projects that vendor will be working on in the near future.

Chi-Ada Corporation does not have any pending awarded contracts.

4.3. Describe Chi-Ada Corporation's approach in managing projects.

At Chi-Ada Corporation, our goal is to ensure that each contract we undertake is completed. Our organization complies with the contract specifications and requirements. In this regard, the management of each contract is prioritized, communicated, meetings are held, inspections are carried out, and controls. Chi-Ada Corporation always establishes permanent channels of communication between the contract administration and Chi-Ada Corporation contracts managers to establish the regular share of information about the management of the project. We also create a line of communication between our on-site staff, through our project manager and supervisors, and the contract administrator to listen and apply the contract administrator recommendations and suggestions. We further hold regular meetings to report and mitigates quality issues. To maintain our quality assurance, our project manager and quality control manager regularly inspect our personnel's tasks to identify any issues affecting contract compliance. We finally control the rentability of our personnel to ensure that we are keeping the highest level of quality cleaning and make any changes that can augment the efficiency of services.

4.4. Were there or will there be any challenges for any of the listed projects?

Based on our knowledge and experience on past awarded projects from Broward County and other companies, there are not known challenges. The experience and the human capital have been the driving power of Chi-Ada Corporation for success. We have human resource potential to ensure that the firm reaches its objectives in every contract.

5. Pricing

The price spreadsheets for Agreement 1 thru agreement 14 are attached.

Conclusion

The Chi-Ada Corporate mission is to provide the most outstanding janitorial services possible.

- We take pride in being productive and self-sufficient regarding our work and responsibilities.
- We believe that hard work and determination are the keys to our company's success.
- We strive to have a strong work ethic and to help employees become goal-oriented individuals.
- We believe that we teach by example.

That is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facility's image to be "The cleanest in America."

Chi-Ada Corporate services are your 24/7, 365 days per year single-source provider for all of your facility cleaning needs. Whether there is a need for a one-time service or an ongoing maintenance program, look to Chi-Ada Corporation to provide the services needed.

We look forward to the opportunity to serve you!

Attachments

Living Wage Ordinance Requirement Forms

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2021 THRU DECEMBER 31, 2021)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.00
Assistant Project Manager or Equivalent	Hour	$ 28.00
Quality Control Manager or Equivalent	Hour	$ 25.00
Shift Supervisor or Equivalent	Hour	$ 23.00
Team Leader/Supervisor or Equivalent	Hour	$ 18.50
Janitorial Worker or Equivalent	Hour	$ 17.05
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services.

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2022 THRU DECEMBER 31, 2022)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.75
Assistant Project Manager or Equivalent	Hour	$ 28.70
Quality Control Manager or Equivalent	Hour	$ 25.63
Shift Supervisor or Equivalent	Hour	$ 23.58
Team Leader/Supervisor or Equivalent	Hour	$ 18.96
Janitorial Worker or Equivalent	Hour	$ 17.48
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services

JANITORIAL SERVICES – FACILITIES MANAMGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2023 THRU DECEMBER 31, 2023)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENED)
Project Manager or Equivalent	Hour	$ 31.67
Assistant Project Manager or Equivalent	Hour	$ 29.56
Quality Control Manager or Equivalent	Hour	$ 26.40
Shift Supervisor or Equivalent	Hour	$ 24.29
Team Leader/Supervisor or Equivalent	Hour	$ 19.53
Janitorial Worker or Equivalent	Hour	$ 18.00
_____	Hour	$ _____
_____	Hour	$ _____

Vendor Name Chi-Ada Corporation janitorial services

Living Compliance Ordinance Affidavit Form

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: Chi-Ada Corporation Janitorial Services
Address: 4820 W Commercial Blvd, Tamarac FL33319
Local Contact: Bart Okoro E-Mail Address: bokoro@chiadacorporation.com
Address:
Contract
Amount:
Using Agency
Served: Solicitation
No. and Title:

By signing below I hereby certify that the covered employees listed below: (please check one)

A. ☐ Receive a minimum pay of $ per hour and are provided health benefits valued at $ per hour.
B. ☒ Receive a minimum pay of $ 17.05 per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
BRYCE JULIAN	Custodian	B	TELLEZ TADEO	Custodian	B
CLODIANNE CHARLES	Custodian	B	ELIAB NATIVIDA	Custodian	B
PEREZ DUNIA	Custodian	B	EKEOMA DON PRIMUS	Custodian	B
CLIFTON MURPHY	Custodian	B	KIBAKA LANDY	Custodian	B

(Attach Additional sheets in the format above, if needed)

I, BARTHOLEMEW OKORO of CHIADA CORPORATION hereby
attest that(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;
b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and
c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature Title President

SWORN TO AND SUBSCRIBED BEFORE ME this 24 day of MAY
2021

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024095
Expires 08/07/2024

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

My commission expires: 08/07/2024
(SEAL) Notary Public (Sign name of Notary Public)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced:

APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: Chi-Ada Comp. Contact Person: Bart Okoro

Company Address: 4820 W. Commercial Blvd

City: Tamarac State: FL Zip: 33319 Phone: 954 777-5177

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: $_____

SECTION 3: EXEMPTION BASIS (Check one of the options below and submit supporting documentation as requested)

☐ **(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.
Required documentation for this exemption basis: Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

☐ **(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.
Required documentation for this exemption basis: Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

I, BART OKORO (Print Name), of Chi-Ada Comp. (Company) hereby attest that

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

Signature _____ 5/24/21 President
Title

SWORN TO AND SUBSCRIBED BEFORE ME this 24th day of MAY, 2021

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

_____ My commission expires: 08/07/2024 (SEAL)
Notary Public (Sign name of Notary Public)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced: _____

Revised May 1, 2021

Copy of insurance certificate.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 02/11/21

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 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 BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: ANDREW OGHINAN PHONE (A/C, No, Ext): (305)249-5055 FAX (A/C, No): (305)249-5057 E-MAIL ADDRESS: big@bendellinsurance.com
INSURED CHI-ADA CORP 4820 WEST COMMERCIAL BLVD TAMARAC,FLORIDA 33319 954-777-5147	INSURER(S) AFFORDING COVERAGE — NAIC# INSURER A: ADMIRAL INSURANCE COMPANY — 24856 INSURER B: PROGRESSIVE EXPRESS INS COMPANY — 10193 INSURER C: WESCO INSURANCE COMPANY — 25011 INSURER D: COLONY INSURANCE COMPANY — 39993 INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 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	SUBR INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			CA000020588-07	12/23/20	12/23/21	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ EXCLUDED $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			03913306-4	09/28/20	09/28/21	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			NA			EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WWC3507748	12/15/20	12/15/21	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	POLUTION LIABILITY CPL FORM			CSP4257990	04/16/20	04/16/21	$1,000,000/1,000,000	

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

JANITORIAL SERVICES.

CERTIFICATE HOLDER IS NAMED AN ADDITIONAL INSURED ON THE GENERAL LIABILITY.

CERTIFICATE HOLDER	CANCELLATION
BROWARD COUNTY 115 S. ANDREWS AVE. FORT LAUDERDALE,FL 33301 RE: FMD, ROOM 501	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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Authorized document to do business (Florida State Registration document)

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

FILED
Mar 14, 2021
Secretary of State
1214206932CC

DOCUMENT# P95000065881

Entity Name: CHI-ADA CORPORATION

Current Principal Place of Business:

4820 W. COMMERCIAL BLVD
4820
TAMARAC, FL 33319

Current Mailing Address:

4820 COMMERCIAL BLVD
4820
TAMARAC, FL 33319 US

FEI Number: 65-0619776

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

OKORO, BARTHOLOMEW
135 NW 163 ST
MIAMI, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	PRESIDENT
Name	OKORO, BARTHOLOMEW
Address	4820 W COMMERCIAL BLVD 4820
City-State-Zip:	TAMARAC FL 33319

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Signing Officer/Director Detail — Date

BLD2121632P1 01 02 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 1 AGREEMENT NO. 2

List of litigations

Date	Parties	Case number	Case	Outcome
2016	Oscar OSORIO (plaintiff) Vs Chi- Ada Corporation (defendant)	2016 28451 CA 01	The plaintiff brought claim for damages arising out of vehicle accidents with an employee of Chi-Ada Edwin Chikere Alonzie the driver (Case against Chi-Ada workman comp Insurance)	The damages was settled by Chi-Ada Corporation Auto Insurance at $65,000
2017	Raymond Robinson (Plaintiff) Vs Miami Dade & Chi-Ada Corporation (Defendant)	2018-024310-CA-25	Plaintiff alleges slip and Fall at Metro rail and Chi-Ada is services provider	Current
2018	Emperatriz Linares (Plaintiff) Vs Chi-Ada Corporation (Defendant)	2018-035054-CA-01	Plaintiff alleges she was discriminated	Current
2018	Dolores Mengana (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018-000191-ca-23	The Plaintiff Dolores Mengana's cause of action against Defendant, Miami Dade County Florida and Chi-Ada Corporation contractor is that She slipped on an elevator at the Metrorail Station, where Chi-Ada is providing Janitorial services	After presenting evidence and reviewing the cameras it was proven that no harm created by the contractor nor by Miami Dade County Florida for the plaintiff fall. It is the Negligence of the plaintiff. The Judge dismissed the case for lack of credibility evidence by plaintiff.
2018	Fabian Duenas (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018 -13775 CA01	Plaintiff Claimed she hit her forehead on the very clean and bright glass door, that the glass was so cleaned that plaintiff taught it was an open space and bump her forehead into it. The plaintiff attorney argue that the contractor should keep the premises free from dangerous condition and hazards which the defendant should know about.	The case was settled by Chi-Ada Liability Insurance for $15,000.00 and attorney fee

			The attorney also stated that Miami Dade County Florida/ agent fail to warn the public including the plaintiff Fabian Duenas of the condition of said premises which the defendant should have known.	
2019	Digos Enterprises (Plaintiff) Vs Chi-Ada Corporation (Defendant)	Cace-18020417-Div 13	Plaintiff alleges his company did not receive subcontract service of 25% set aside	Current

Case against Chi-Ada's worker compensation Insurance (Currently)

1. Miguel Acevedo: Injury on duty notice of case not received and case not established.
2. Maria Rodriguez. Fall on mover car; case not received, and case not established.

Internal Employee Safety Training Manual and internal employee training document is attached under a file of, “Broward County project's Training and Rules Manual

CHI-ADA CORPORATION

4820 W. Commercial Blvd

Tamarac FL 33311

Trainings & Rule Manual

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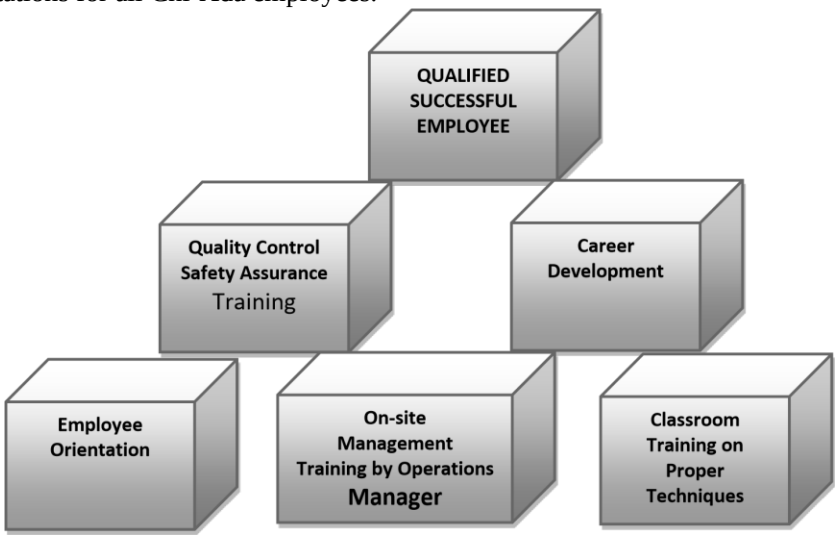
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1- Introduction

Equipping a company's employees with useful knowledge of rules and responsibilities is essential to build a winning business. Chi-Ada Corporation thought a strong rules and training manual for its employees. These rules are the columns for the success of the company. The firm measures its responsibilities in every contract and the expectations of its customers. We are dedicated to build trustful relationships with our customers based on the quality of our services. In this regard, this manual provides the training steps and useful information of our company's rules.

2- General Orientation

All Chi-Ada Corporation employees are required to attend a general orientation and training process which will allow them to become confident and knowledgeable in their positions, company processes, and overall expectations for all Chi-Ada employees.



All employees attend an orientation and preparation process for their new assignment. All managers and supervisors are trained by our Human Resource Manager. The Operations Manager stays on site until all managers are thoroughly trained and can function independently. All supervisors and/or lead personnel must have developed hands-on experience in the areas assigned. This approach has been very successful for Chi-Ada Corporation since the start of the company.

Classroom training will be provided by a qualified Training/QA Director, offered on-site. This trainer will be supported by a Safety/Training Director and other Chi-Ada Staff. Employee management for managers and supervisors is accomplished through the use of the American Management Association, Inc. magazine and Training videos.

In addition to on-site training by Chi-Ada, occasional speakers, product demonstrations and seminars will be sponsored by Chi-Ada Corporation for all department staff. These sessions will be made available to other account personnel, where it is appropriate.



Chi-Ada has developed a *Housekeeping Reference and Training Manual*. All phases of custodial care have been thoroughly covered. This manual is given to each Supervisor for reference with technical and training programs.

A good training program will reduce employee turnover. Trained employees are happier and more confident in their work. This is the goal behind our training program.

Such topics discussed in the Orientation program are listed below but are not limited to:

- Housekeeping Daily Operation/Cleaning Procedures
- Housekeeping Record Keeping Systems
- Organizational and Staffing Plans
- Accountability Management System
- Key Management Control System
- Quality Control System
- Intro/Interdepartmental Communication System

3- New Employee Orientation and Training

DAY 1: The new employees receive a complete orientation of the facility including rules, regulations, benefits, inspection process, uniform, and adequate requirements, scheduled work hours and duties expected. Employee works with a senior employee beginning the second day through the fifth day to learn the methods, work requirements, and job description.

DAY 2: Employees are assigned to area with inspection conducted on a daily basis with senior employee. Further training is performed as needed.

DAY 3: Employees continue learning at the assigned area with daily inspection by the Team Leader/Assistant Coordinator teaching new methods as specified by area.

DAY 4: Employees received full inspection by Coordinator and Assistant Coordinator in each category of cleaning assigned including equipment, janitorial closet, and chemical uses. Corrections and suggestions reviewed that day.

DAY 45: Employees received full review to determine needs as to retention, training, reassignment or other alternatives. Factor input from Coordinator, Assistant Coordinator, senior employee and others as required.

DAY 90: Employees are taken off probation and assigned to designated area, shift, and Team Leader, if not previously done.

ANNUALLY: Sit down and review with Coordinator to review employee's performance rating and discussion of future development of the employee

4- Training Program Breakdown

0 to 45 Days:
Direct labor and supervisor training in core areas (General Information, Safety, Disaster, Policing, Restroom Cleaning, Pressure Cleaning)
Employee evaluation at end of this period

Supervisor in-service training will be scheduled monthly, with topic such as customer service, public employee motivation, disciplinary techniques, financial accountabilities, and interaction will be covered. Annual refresher training will be scheduled.

Employee Development and Continuous training Is critical to the Success of any Organization

45 to 90 Days:
Ancillary Building Assistant - Areas such as Offices.
Handling large tasks.
Employee evaluation at end of this period

Past 90 Day Training:
Direct labor in-service training scheduled to cover identified topics as needed. Topics such as safety, disaster, lifting/moving, cleaning techniques, alcohol/drugs in workplace and customer service, will be covered on a monthly basis.

5- Transition Plan

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company that will be providing services to your company, and we bring our experience in start-ups. Our transition plan is very critical to the success of this project.

Chi-Ada has the ability to start any contract with fully screened and trained employees. Chi-Ada has a proving track record of doing start-ups of all sizes regardless of location.

5.1- Client Communication Plan

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our General Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the General Manager has met with your facilities personal, he/she will meet with the other individuals involved in the transition plan such as the Operations Manager, Human Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

5.2- Management

Our management team headed by the Operations Manager will make a site visit of the facility to locate where all storage locations are. From their observation they will know how much equipment that specific storage location will be able to accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

5.3- Equipment/Chemicals

During this time period our Operations Manager orders all necessary equipment's and chemicals and is deployed to its respective locations. In conjunction to ordering supplies, Chi-Ada will organize supplementary training for the equipment's and chemicals that will be used throughout the different facilities.

5.4- Hiring & Training

This period will be when Chi-Ada hires new employees and train them. This period will encompass: - Hiring new employees

- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them - Site tours

5.5- Final Communication

During the final days prior to the start of the contract, the General Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada we are ready to implement our established start-up system and expand a plan that will meet all of the contract's requirements.

6- Human Resources

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department that is staffed by qualified personal. They are responsible for our hiring, training, and maintain a well-qualified and extremely motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur when it comes to finding exceptional individuals that are very responsible and helping them becomes a great asset to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program that is composed of basic, intermediate, and advanced training from the manufactures of the different equipment's and chemicals that Chi-Ada will be using. The training will be provided by specialist that are certified as an in-service training provided by the company free of charge to our employee's.

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, these include recognizing individuals who have performed exceptional, e.g. employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee's because, we feel that there is more to life than the opportunity for exceptional earnings but valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

7- Technical Procedures

Chi-Ada's proven system of effective employee recruitment and training is anchored to a solid well equipped, management organization. We are confident that our new hires learn simple yet highly effective methods that insure the best results. All new employees will also be given valuable on-the-job training by an experienced Chi-Ada Manager. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had past experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done in an efficient and safe manner.

At Chi-Ada, we believe that custodial works must be trained in the proper use of cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surface within your facility, as well as to maintain the equipment that employee's will be using.

Our training program starts with in-service sessions to ensure complete understanding of the techniques and to keep up with the rapidly changing industry. Training allows our employees to stay afloat with current innovation in cleaning techniques, equipment and proper handling of equipment, chemicals and proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets, therefore; we place high priority in hiring and training them. This training program includes work practices and standard expectation, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description and the use of supplies, paper, soap, etc.

Cross training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce that will be available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

8- Safety Training

Chi-Ada Corporation's safety training program emphasizes on ways to avoid the preventable accident. (1) **Mandatory safety equipment and wears**: In all institutions it is a mandatory to wear proper attire and open toe shoes will not be worn.

(2) **Eliminating the open invitation to an incident**: Slippery walkways.

(3) **Enforcing the existing safety rules**: Such as not smoking indoors.

(4) **Caution analysis of accidents training**: New workers are thoroughly indoctrinated for purpose of making sure everyone knows exactly what to do in case of an accident.

(5) **Fire Prevention**: Chi-Ada Corporation is in compliance with OSHA federal and state fire regulations in job areas. Fire Prevention and emergency exit ways: all employees must exit the building at any time there is a fire alarm to a designated place outside the building and the supervisor will do a head count. All corridors, stairs, doors, and escape routes are kept unobstructed. Every employee of our Corporation is taught to know where alarm boxes, extinguishers, and other firefighting components are located.

(6) **Solid and slippery spill**: Clean immediately to avoid slip and fall.

8.1- Lifting technique Training

Employees are taught to lift 10Ib weight or less on a regular day but anything larger than 10Ib's will be assisted with a pulley. The technique is to bend the knees forward and lift until the object is inside a cart to be carried. *Waist should not be straight when lifting any load larger than 10Ib's.*

8.2- Personal Protective Equipment (PPE) Training

Employees are taught to wear Personal Protective Equipment's such as latex gloves at all times when removing garbage, cleaning restrooms or removing pathogens. Gloves and nose mask are worn when removing hazardous chemicals, dust and other form of pollutant waste, and blood borne pathogens.

8.3- Cleaning Procedures on Chemicals Training

Caution: Under no circumstances should any employee formulate their own detergent. We train all employees how to follow Material Safety Data Sheet procedure to achieve the desired result on acid cleaners for restrooms and abrasive cleaners for soils on hard floors.

8.4- Chemicals in Carpet Cleaning Training

Employees are taught the nature of chemical and dilution in carpet cleaning. It is critical that all employees are taught how to measure according to the directions.

8.5- Maintenance training employees are instructed about how to vacuum, shampoo either by dry soil or hot water, steam-clean, extraction, rotary spin pad and stain removing from resistance stains, on carpets, vinyl, wood, and other type of floors.

8.5- Training is provided by coaching the individuals with the effort to assist individual members of the work force. Spending time on those tasks is so overwhelming that the trainee is able to learn quickly**.**

9- Work Plan

Chi-Ada recognizes the importance of a very effective work plan that will incorporate the transition plan to a very smooth work plan. Chi-Ada's staff has fully reviewed the scope of services outlined in section 1.2 in the RFP. Chi-Ada has done its research when it comes the operations of MIA and its adjacent locations, given Chi-Ada an idea of the daily operations throughout the different facilities.

First, Chi-Ada will order the necessary supplies and equipment for the services required and deploys them to their final destinations throughout the airport and its adjacent buildings. Chi-Ada will meet all requirements listed in Attachment B in reference to its list of equipment, supplies, and chemicals. Under no circumstance will unsafe equipment or products be allowed to operate in any scale on any facilities.

Second, Chi-Ada will collect and adequately secure all keys, key cards, or any other entry devices and codes provided. Chi-Ada will maintain a record of all keys and no employee shall duplicate keys. If any entry device is lost, missing, or stolen, Chi-Ada will immediately contact the Contract Administrator. When all employees enter any unoccupied/unlocked section of a building to provide services, they shall lock all doors, before leaving. All exterior doors shall remain locked during the work shift and shall be checked to ensure safe when leaving the secured section of a building at the end of the work shift.

Next, Chi-Ada will hire and train its new employees on safety and safety practices. Chi-Ada will provide each of its employees working on the job site, with the training needed to safely and competently perform the services required. Chi-Ada is familiar with all Federal, State, County, and City Regulations governed accordingly as they apply to the services rendered. Chi-Ada will keep a record of all training for each employee upon request. The record will state the employee's name, date of employment, date and type of training class attended.

The training process will be monitored by the Managers so they can perform a follow up. The follow up will be determined by the quality reports conducted to review the performance of employees. Our training program is available year-round to ensure that all employees refresh skills and are kept up to date on today's cleaning standards. Our ongoing training secessions concentrate on changes in policies, procedures, and rules. Also, other topics discussed are new techniques and technology that are imperative to the Airport Environment.

Chi-Ada will evaluate each individual location to provide the most adequate staffing requirement for the services required. Chi-Ada will provide adequate personnel to ensure that the required staffing is met for each shift and will have the experience to evaluate the facilities. Chi-Ada will be responsible for all supervision and work performed by its employees.

Chi-Ada Supervisors will provide supervision where needed, communication with staff workers, and conduct daily inspections and evaluate the work area. Chi-Ada will provide weekly, monthly, and semi-annual reports of all project work. Detailed on this report will be the location, duties to be performed, date assigned, date completed, date of inspected work and approval of work, and who approved the work.

10- Employment Plan

Chi-Ada Corporation uses a very stringent procedure for recruitment, testing, screening of individuals assigned to your facility. We use every effort to ensure that all individuals are the best quality match for your facility.

Each employee must undergo the following:

- Criminal Background Investigation
- Character/Integrity Reference Check
- Job Profile Fit Analysis
- Performance Matching
- Pre-orientation for Job Readiness
- Policy and Procedure Manuals
- Employee evacuations

The background process is conducted in two phases. Upon successful completion of the identity verification, the background investigation process continues with more detailed research including employment and Education verification, Criminal Records Check, and Driver's License Check.

All applicants that satisfy our requirements for the background screening move on to the following: Drug Screen, Physical Examination, Psychological Examination, and Suitability/Trustworthiness Assessment. All employees will be required to submit to a random, unannounced drug testing policy. This policy includes all illicit drugs and alcohol. Failure to submit to testing and/or positive test result will be grounds for immediate termination of employment.

All employees involved in a work-related accident or injury are required to report for a drug screen within 24 hours of the incidents.

11- Employee Safety & Protection

Chi-Ada Corporation takes the necessary precautions to protect the safety of the individuals who use the facilities that we will be employed at. We protect persons or properties against injury or damage and will be responsible of any such damage, or injury that occurs as a result of fault or negligence of our employees.

All chemicals are brought and stocked in closets in their original containers. These chemicals remain in their containers until diluted or mixed for use to reduce any aroma from escaping that may be hazardous to anyone. All solution bottles and spray bottles will be in safety containers, which are safe for handling and intended usage.

Chi-Ada Corp. will also provide and use adequate barricades and signs to mark off hazardous work areas and provide sufficient warning prior to, during, and after the performance of all services of danger zones such as areas that have been recently moped or waxed to reduce slip and fall. All general accepted and government required safety practices shall be followed.

In case of any accident, incident, or damage, Chi-Ada will quickly notify the Contract Administrator of any incidents or accidents involving their employees while on-site to ensure that no future situation will occur. ChiAda will have an Accident, Incident, and Damage Report. The report will include the type of incident and an assessment of any property damage or personal injury.

12- Inspection & Detection

Chi-Ada Corporation inspects all facilities and detects any unsafe working conditions to the Contract Administrator. We provide trained and qualified supervisors capable of providing the necessary supervision not only to detect unsafe working conditions but to also train employees to be able to spot any unsafe working conditions. Each supervisor will be capable of verbal and written communication in English and will be capable to effectively communicate with the service workers.

Each supervisor shall conduct a daily inspection and evaluate all assigned areas of work. Each supervisor will note any discrepancies and assure that they are corrected and monitor workers to ensure that they are performing assigned duties.

13- Federal & State Requirements

Chi-Ada Corporation is a very recognized corporation with over 200 employees and has many policies to ensure work-place fairness. Our success and growth are credited because of high standards of performance, quality ethics, and being accountable. Chi-Ada undergoes a thorough screening to guarantee that all applicants hold the high expectations that Chi-Ada holds and believes.

All applicants will complete a detailed application. The application is a pre-screening conducted by our Human Resource Department. Once applicants pass the pre-screening process, then they will undergo an interview by one of our supervisors that is knowledgeable of the position being applied for.

If and when the applicant is deemed an eligible candidate, an offer of employment will be made. Once accepted then the necessary steps will follow:

- Reference and former employment verified.
- Drug screening test conducted.
- Medical screening conducted.
- Criminal background check – including fingerprint check.
- Security background checks where high security is required.

On top of Chi-Ada's screening procedures, we also comply with any regulations. All employees that will have un-escorted access to areas secured for security by law will undergo a FBI fingerprint screening for any past history of any involvement with terrorist activities. No employee will be issued a badge non-the-less hired if they are found to have a connection with terrorist activities.

In an event that an employee is being relinquished of all duties that was issued a security badge for a location of high security, Chi-Ada will retrieve the badge prior to the individual being terminated and the Contract Administrator will be notified.

Once all required screenings are completed then Chi-Ada will train its employee prior to placing them in an onsite location.

14- Safety Assurance

The safety and health of our employees at Chi-Ada Corporation and clients is of primary importance. It is our policy to provide a safe and healthy working environment for our employees, and to strictly enforce all safety rules to guarantee the safest work environment possible. It is the company's policy to abide by and comply with accident prevention regulations set forth by the Federal, State, and Local governments. To accomplish this, continued emphasis will be placed on Accident Prevention, Employee Health Protection, and General Loss

Control; albeit governmental rules regulations, restrictions or standards in effect now or in the future take precedence over our published guidelines

To this end, Chi-Ada provides the following Safety Program to all employees:

- Personal Protective Equipment appropriate to each employee's job assignment. Additional specialty safety equipment would be provided by the client as indicated.
- Safety Manual which includes compliance with Hazardous Communication, and Blood-Borne Pathogens Standards.
- Safety Meetings with employees are conducted on a regular basis.
- Supervisors perform monthly account safety checks.

Chi-Ada company policy mandates that all Supervisors, Managers, Department Heads and other employees at all levels of our workforce make Job Safety a matter equal in importance to all of our operations. These responsibilities can be met only by continuously working together to promote safe work practices, safe equipment, safe chemicals, and an overall safe work site for employees and clients.

There is nothing in the manual that would take precedence over what an employee might determines at the time of an emergency to be the best course of action in a particular circumstance when it comes to saving a life, preventing further injury or safeguarding the public safety.

The following guidelines are established to assist employees in the areas of Accident Prevention. Employee's that help prevent accidents benefits not only them but their fellow employees. It is up to each employee to assume full cooperation in these measures for their Safety and Protection.

Chi-Ada training program is composed of four (4) parties responsible for a safe workplace. These parties are the Company, Supervisors, Employees and most importantly, Fellow Employees.

15- Safe Workplace Responsibilities

15.1- The Company

- Chi-Ada Corporation is committed to train its employees to provide a safe work environment.
- Chi-Ada Corporation management with training standards and procedures relative to implementing the Safety and Health Program.

15.2- Supervisors

- Implementing the elements of the Safety and Health Program as outlined.
- Providing training to employees as to their responsibility in the safe performance of their duties.
- Enforce all safety procedures.
- Conduct thorough accident investigations.
- Maintain accurate accident reporting records.

- Promote a general awareness of safety throughout the workplace.

15.3- Employee

- Provide the necessary discipline to implement the safety rules and regulations as outlined herein.
- Report all unsafe conditions of safety in the work area.
- Maintain a general awareness of safety in the work area.
- Make suggestions as to how any part of our operation may be modified to reduce the potential for hazard.

15.4- Fellow Employee

- Provide the T-E-A-M (Together Everyone Achieves More) work attitude to make Safety a continuous part of working together.
- Speak freely with others about safety concerns.
- Help each other maintain a safe environment to work in with regard to safety Procedures and concern for others.
- Report any unsafe methods or procedures as you see them occur.
- Take preventive action to disallow any unsafe acts.

15.5- **General Safety Rules**

The following safety rules are discussed during Chi-Ada Safety Training Program:

1- Horse play or any actions that show disregard for safety or efficient job completion is not allowed.

2- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.

3- A worker shall not cause distraction that would jeopardize the safety of a fellow worker or working environment.

4- Be aware of safeguard provided within the workplace.

5- Your job will not generally call for the use of ladders, If you should need to reach for an object in a situation where a ladder is needed; please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and properly secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.

6- Keep hands and feet clear pinch points when handling materials.

1- Wear right clothes for the job tasks you will be expected to perform.

2- Assistant in the training of new employees by demonstrating safe work habits.

3- Never leave running power equipment unattended.

4- Be familiar with the proper safety methods and procedures for operating your power equipment.

5- Observe and obey all warning signs.

6- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.

16- Quality Control & Training Program

Our focus on quality control is centered on our employee's performance to a project, therefore; we match quality of service and productivity to efforts made to provide it. Consequently, comprehensive quality control involves all project participants effort put together to ensure that contract specifications are satisfied. We achieve this by emphasizing technical and safety training.

Chi-Ada utilizes a Quality Control Program that covers all the services stated in the scope of services. Our Quality Control Program also helps us determine if our employees are following proper working procedure. Listed below is how our quality program is conducted.

16.1- Methods of Identifying Problems

We make comprehensive effort on every contract we undertake by teaching the custodians how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. Through reports and observations all data will be analyzed:

- To establish trends
- To determine corrective actions
- To access effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we will maintain project performance at acceptable Levels.

16.2- Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly. We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double checking of services completed are more effective than monitoring and other surveillance because minor problems will be illusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality of future problems and the need for timely corrective actions.

16.3- Correction and Preventing of Quality Control Problems

Chi-Ada Corporation double check strategy is used to address quality control problems. First, corrective action is taken to immediately eliminate the problem. After correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report states the work requirement, location, and grades it on a scale of 1-5. The Supervisor decides and initiates the appropriate corrective action and determines to focus on how to correct the problem on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

16.4- Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities. The planned daily inspection will be directed to high traffic areas and it may include random inspections of high frequency and continuous task and 100% inspection for periodic services. The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered. The Manager and Supervisors will perform random, regular, and periodic visual inspection of the facility. Each Supervisor will perform an inspection before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time the inspection was completed to ensure that all activities, functions, and processes are covered. Inspections will be conducted using the same checklist to identify problem areas requiring correction.

16.5- Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high-quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- random inspection
- total inspection
- continuous inspection

All inspections findings will be documented so that the following actions are taken immediately:

- Applicable employees are informed when their level of work performance has diminished below previous levels.
- A corrective action request is initiated, to be corrected by the end of the same shift, related to
  any task that has been rated less than “satisfactory”

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

16.7- Inspections are an ongoing practice

Chi-Ada's coinstantaneous inspections provide additional insurance for attainment of our quality control objective. Our Manager and Supervisors perform these inspections. The inspections are predominately a "walk through." The "walk through" is performed with varying frequencies. However, they are always performed after a certain task is completed, e.g. window cleaning, floor maintenance, or after a predefined task of an area is covered, and at the end of each shift. One of the things that the "walk through" enables Supervisors to do is to check for any possible problem. If it is found, the problem will be immediately corrected. Also, custodians are trained to perform visual inspections of the work they just completed before moving on to their next task.

16.8- At Chi-Ada we create a locale file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- A copy of our quality control plan
- A copy of all completed quality control checklist.
- A copy of all quality control reports
- A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems. The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections any time during this contract.

Our company recognizes the importance of quality control and assurance; therefore, reporting and record keeping is highly maintained.

- Neatly
- Legible
- Completed properly
- Filed properly

16.9- Quality Assurance

Chi-Ada Corporation developed a Quality Assurance Program through the use of questions and Client Response Program. The program focuses on prompt responses to facility staff and complaints. Once responses are established, we follow up to see a standard at the facility and our employee's will be coached at an informational meeting. This will also be followed by periodic briefings and quarterly updates to outline format, and the content of a complaint.

Each complaint is investigated, and corrective actions are taken as necessary. This is a valuable way to prevent subsequent errors to effectively demonstrate our commitment to total client satisfaction.

17- Hazard Communication Program

17.1- Introduction

The Hazard Communication Standard (HCS), established by the Occupational Safety and Health Administration (OSHA), requires that the hazards of all chemicals, produced or improved be evaluated and information concerning their hazards, if any, be transmitted to employees who may be exposed to those chemicals under normal operating conditions or in foreseeable emergencies. This Hazard Communication Program Policy Statement has been prepared to assist Chi-Ada Corporation in complying with the Hazard Communication Standard.

The Hazard Communication Program will provide employees, with the means to understand the nature of any chemical hazard to which they may be exposed to during the course of their employment so that they will better protect themselves. The purpose of the Program is to improve employee protection from chemical hazard and, thereby reducing illness and injuries caused by exposure to chemicals.
The Program includes identifying and listing all hazardous chemicals present in the workplace, labeling all containers of hazardous chemicals in the workplace, obtaining and maintaining Material Safety Data Sheets, providing information about hazardous chemicals in the workplace, and training employees regarding hazards of chemicals present in the workplace and the use of appropriate protective measures.

Any additional requirements under the laws of the State of Florida are incorporated into the Chi-Ada Hazard Communication Program.

17.2- Responsibility

The Hazard Communication Coordinator is responsible for the coordination and implementation of Chi-Ada Communication Program. These responsibilities include, but are not limited to: training, handling, safety, emergency procedures, site location of MSDS, emergency telephone numbers, competent supervisory personnel with knowledge of all chemicals on site.

17.3- Identification and Listing of Hazardous Chemicals

The Hazardous Communication Coordinator maintains a list of hazardous chemicals known present in the workplace. All hazardous chemicals are identified on this list in the same manner as those chemicals are identified on the appropriate Material Safety Data Sheets.

17.4- Material Safety Data Sheet (MSDS)

The Hazard Communications Coordinator maintains the Material Safety Data Sheets and trains employees on how to read it for each product containing hazardous chemicals known to be present in the workplace. Each Material Safety Data Sheet is in English and contains the following minimal information:

1. The name, address and telephone number of the chemical's manufacture, importer or distributor.
2. Hazardous ingredient/identifying the chemical.
3. Physical/chemical characteristics.
4. Fire and explosion hazard data.
5. Health hazard data.

1. Reactivity data

2. Precautions for safe handling and use.

3. Control measures.

Material Safety Data Sheet is maintained in such a manner as to be readily accessible during the work shift to employees when they are in their work area.

Material Safety Data Sheet also is made available for inspection, upon request, to the employee's designated representatives.

17.5- Labels and Other Warnings

The Hazard Communication Coordinator trains employees to make sure that all necessary and appropriate measures to ensure that all hazardous chemicals present in the work area are labeled or marked as required under the applicable regulations.
Labels and other warning include the identity of the product contained therein and appropriate hazard warning(s). Labels and other warnings are legible, in English, and prominently displayed on the container or readily available in the workplace throughout the work shift. Labels and other warnings may be printed in languages other than English in appropriate circumstances.

Employees are trained not to remove or deface existing labels or other warning on less the container is immediately thereafter marked with the required label or other warning.

17.6- Information

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are informed of hazardous chemicals in their work area at the time of the initial assignment to that work area. Whenever a new hazard is introduced into the work area, or significant changes occur in the data provided, additional training will be conducted.

All employees are trained to be informed of the requirements of the HCS, operations of their work area where hazardous chemicals are known to be present, and the location and availability of the company Hazard Communication Program.

17.7- Training Program

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are trained in the proper use of hazardous chemicals in their work area at the time of their initial assignment in the work area and, thereafter, whenever a new hazard is introduced in their work area.

Employee training includes:

1. A summary of the Hazard Communication Standard and the company Hazard Communication Program.

2. Hazardous chemical properties, including visual appearance, odor, and methods that can be used to detect the presence of release of hazardous chemicals.

1. Physical and health hazards associated with potential exposure to workplace chemicals.

4 Procedures to protect against hazard, including personal protective equipment, work Practice, and emergency procedures.

5. Hazardous chemicals spill and leak procedures.

6. Location of Material Safety Data Sheets, how to understand their content and how employees may obtain and use appropriate hazard information.

7. How to read and understand product labels.

The hazard Communication Coordinator monitors and maintains a record of each employee training and advices the company on training needs.

18- Blood-Borne Pathogen Safety Program

Chi-Ada's Blood-borne Pathogen Program provides a method to safeguard our employees from being occasionally exposed to blood and other potentially infectious materials, during first aid and emergency situations. It is also Chi-Ada's intent to comply with federal OSHA requirements listed in 29 CFR 1910.1030.

18.1- Scope

The training programs train's employees to identify who in an emergency situation have the potential for being exposed to blood and other potentially infectious materials when responding solely to injuries resulting from workplace incidents.

18.2- Information and Training

All employees are put through a comprehensive training program provided with as much information as possible on the issue. New employees or employees changing jobs or job functions requiring training in blood pathogens will receive this training at the time of their new job assignment. After initial training, employees will be retrained annually to keep their knowledge current.

18.3- Training topics

Training will be provided to Chi-Ada employees at the time of hire and annually thereafter. Training will include, but not limited to the following:

- Employees are provided access to a copy of the OSHA Blood-borne Pathogen Standard, 20 CFR 1910.1030, and a written copy of the company's safety program.
- Employees receive general information regarding Blood-borne Pathogen diseases with emphasis on epidemiology, systems, and modes of transmission of Hepatitis B, HIV, and other diseases.
- Employees review the use and limitations of methods that will reduce or prevent exposure. These methods are engineering tools, work practice control, and personal protective equipment.

- Employees learn different types and proper use, location, removal, and handling of contaminated personal protective equipment.
- Employees are provided information on the vaccines, including its; efficiency, safety, mode of administration, and benefits of vaccination.

18.4- Practices

Maintaining your facility in a clean and sanitary condition is an important part of our Blood-borne Pathogen Training Program. Chi-Ada cleaning staff employs the following practices:

- Any surface or equipment contaminated with blood or other body fluids will be cleaned as soon as possible.
- Employees will use paper towels to remove the visible materials and the decontaminated area using freshly prepared water and bleach solution or an appropriate disinfectant registered with the Environmental Protection Agency (EPA).
- Cleaning products such as paper towels and gloves will be placed in plastic bags removed by a hazardous waste disposal company.

18.5- Personal Protective Equipment

Personal Protective equipment is Chi-Ada employees' "last line of defense" against Blood-borne Pathogens. Chi-Ada provides, at no cost to its employees, the personal protective equipment need to protect them against exposure. This equipment includes, but is not limited to those listed below:

- Gloves
- Safety Glasses Face shields

Chi-Ada is responsible for ensuring that all locations throughout this contract have appropriate personal protective equipment available to employees. Employees' personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials.

To ensure that personal protective equipment is not contaminated and are in the appropriate conditions to protect employees from potential exposure, Chi-Ada adheres to the following practices:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment are cleaned, laundered and decontaminated as needed.

To ensure equipment is used as effectively as possible, Chi-Ada employees adhere to the following training when using their personal protective equipment.

- All potentially contaminated personal protective equipment is removed prior to leaving a work area.
- Disposable gloves are replaced as soon as they are found to have any contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Reusable utility gloves are not used.
- Protective clothing, such as coats are worn whenever potential hazard materials are considered.

19- Conclusion

Chi-Ada Corporation mission is to provide the most outstanding janitorial service possible. We take pride in being productive and self-sufficient regarding our work and responsibilities. We believe that hard work and determination is the key to our company's success.

We stride to have a strong work ethic and to help employees become goal-oriented individuals. We believe that we teach by example.

This is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facilities image to being "The cleanest in America".

Chi Ada Corporation

Item: **BLD2121632P1:BLD2121632P1:BLD2121632P1:Janitorial Services - Large Facilities Group 2 - Agreement No. 3**

Attachments

Pricing agreement 3 2021 Broward bid_000059.pdf

Agreement 3 Final 2021 Broward County Janitorial Services - County Facilities Bid.docx

Janitorial Services - Price Sheets - Large Facilities - Group 2 - Agreement 3 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	Two Year Total
1	**West Government Center Annex** One N. University Drive PLANTATION, FL 33324	12	Basic Cleaning	$ 34,214.00	$ 410,568.00	$ 35,582.56	$ 426,990.72	$ 837,558.72
		12	Restrooms	$ 2,801.22	$ 33,614.64	$ 2,913.27	$ 34,959.24	$ 68,573.88
		12	Floors	$ 2,801.22	$ 33,614.64	$ 2,913.27	$ 34,959.24	$ 68,573.88
		41,837	Pressure Cleaning (SQ. FT.)	$ 0.25	$ 10,459.25	$ 0.25	$ 10,459.25	$ 20,918.50
		1	Windows	$ 5,000.00	$ 5,000.00	$ 5,200.00	$ 5,200.00	$ 10,200.00
		1	Air Quality	$ 8,322.72	$ 8,322.72	$ 8,655.63	$ 8,655.63	$ 16,978.35
		12	Cleaning Supplies	$ 2,500.00	$ 30,000.00	$ 2,600.00	$ 31,200.00	$ 61,200.00
		12	Paper Products	$ 7,225.00	$ 86,700.00	$ 7,514.00	$ 90,168.00	$ 176,868.00
		41,827	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 8,365.40	$ 0.25	$ 10,456.75	$ 18,822.15
		41,827	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 10,456.75	$ 0.30	$ 12,548.10	$ 23,004.85
			Total		$ 637,101.40		$ 665,596.93	$1,302,698.33
2	**West Regional Courthouse** 100 N. Pine Island Road Plantation, FL	12	Basic Cleaning	$ 8,113.76	$ 97,365.12	$ 8,438.31	$ 101,259.72	$ 198,624.84
		12	Restrooms	$ 635.00	$ 7,620.00	$ 660.40	$ 7,924.80	$ 15,544.80
		12	Floors	$ 635.00	$ 7,620.00	$ 660.40	$ 7,924.80	$ 15,544.80
		13,842	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,768.40	$ 0.25	$ 3,460.50	$ 6,228.90
		1	Windows	$ 2,000.00	$ 2,000.00	$ 2,080.00	$ 2,080.00	$ 4,080.00
		1	Air Quality	$ 1,486.20	$ 1,486.20	$ 1,545.65	$ 1,545.65	$ 3,031.85
		12	Cleaning Supplies	$ 750.00	$ 9,000.00	$ 780.00	$ 9,360.00	$ 18,360.00
		12	Paper Products	$ 3,225.00	$ 38,700.00	$ 3,354.00	$ 40,248.00	$ 78,948.00
		13,842	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,768.40	$ 0.25	$ 3,460.50	$ 6,228.90
		13,842	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 4,152.60	$ 0.30	$ 4,152.60	$ 8,305.20
			Total		$ 173,480.72		$ 181,416.57	$ 354,897.29
3	**FACILITIES MAINTENANCE DISTRICT (** 200 N. PINE ISLAND ROAD PLANTATION, FL	12	Basic Cleaning	$ 336.44	$ 4,037.28	$ 349.90	$ 4,198.80	$ 8,236.08
		12	Restrooms	$ 120.00	$ 1,440.00	$ 124.80	$ 1,497.60	$ 2,937.60
		12	Floors	$ 120.00	$ 1,440.00	$ 124.80	$ 1,497.60	$ 2,937.60
		868	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 173.60	$ 0.25	$ 217.00	$ 390.60
		1	Windows	$ 2.00	2.0.	$ 2.00	$ 2.00	$ 4.00
		1	Air Quality	$ 1.00	$ 1.00	$ 1.00	$ 1.00	$ 2.00
		12	Cleaning Supplies	$ 100.00	$ 1,200.00	$ 104.00	$ 1,248.00	$ 2,448.00
		12	Paper Products	$ 120.00	$ 1,440.00	$ 124.00	$ 1,488.00	$ 2,928.00
		868	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 173.60	$ 0.25	$ 217.00	$ 390.60
		868	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 217.00	$ 0.30	$ 260.40	$ 477.40
			Total		$ 10,122.48		$ 10,627.40	$ 20,751.88
4	**EMERGENCY OPERATIONS CENTER** 8601 BROWARD BLVD PLANTATION, FL 33324	12	Basic Cleaning	$ 8,739.93	$ 104,879.16	$ 9,089.53	$ 109,074.36	$ 213,953.52
		12	Restrooms	$ 767.87	$ 9,214.44	$ 798.58	$ 9,582.96	$ 18,797.40
		12	Floors	$ 767.87	$ 9,214.44	$ 798.58	$ 9,582.96	$ 18,797.40
		14,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,800.00	$ 0.25	$ 3,500.00	$ 6,300.00
		1	Windows	$ 0.10	$ 0.10	$ 0.10	$ 0.10	$ 0.20
		1	Air Quality	$ 2,080.68	$ 2,080.68	$ 2,163.91	$ 2,163.91	$ 4,244.59
		12	Cleaning Supplies	$ 1,635.00	$ 19,620.00	$ 1,700.48	$ 20,405.76	$ 40,025.76
		12	Paper Products	$ 2,000.00	$ 24,000.00	$ 2,080.00	$ 24,960.00	$ 48,960.00
		14,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,800.00	$ 0.25	$ 3,500.00	$ 6,300.00
		14,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 3,500.00	$ 0.30	$ 4,200.00	$ 7,700.00
			Total		$ 178,108.82		$ 186,970.05	$ 365,078.87

Janitorial Services - Price Sheets - Large Facilities - Group 2 - Agreement 3 (CBE Reserve)

				Year 1		Year 2		
5	**WEST REGIONAL MASS TRANSIT** 100 N Pine Island Road Plantation, FL	12	Basic Cleaning	$ 253.73	$ 3,044.76	$ 263.88	$ 3,166.56	$ 6,211.32
		12	Restrooms	$ 50.00	$ 600.00	$ 52.00	$ 624.00	$ 1,224.00
		12	Floors	$ 50.00	$ 600.00	$ 52.00	$ 624.00	$ 1,224.00
		140	Pressure Cleaning (SQ. FT.)	$ 0.25	$ 35.00	$ 0.25	$ 35.00	$ 70.00
		1	Windows	$ 0.10	$ 0.10	$ 0.15	$ 0.15	$ 0.25
		1	Air Quality	$ 0.10	$ 0.10	$ 0.15	$ 0.15	$ 0.25
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 1,500.00	$ 18,000.00	$ 1,560.00	$ 18,720.00	$ 36,720.00
		140	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 35.00	$ 0.25	$ 35.00	$ 70.00
		140	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 42.00	$ 0.35	$ 49.00	$ 91.00
			Total		$ 27,456.96		$ 28,557.86	$ 56,014.82
	Total (1) - Summary, all sites				$1,026,270.38		$1,073,168.81	$2,099,441.19

		Year 1		Year 2		
		Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:						
Project Supervisor	50 hrs.	$ 32.00	$ 1,600.00	$ 33.28	$ 1,664.00	$ 3,264.00
Site Supervisor	50 hrs.	$ 31.00	$ 1,550.00	$ 32.24	$ 1,612.00	$ 3,162.00
Full Time Service Crew	50hrs	$ 29.00	$ 1,450.00	$ 30.16	$ 1,508.00	$ 2,958.00
Part Time Service Crew	50 hrs.	$ 29.00	$ 1,450.00	$ 30.16	$ 1,508.00	$ 2,958.00
Porter Day/Night	50 hrs.	$ 29.00	$ 1,450.00	$ 30.16	$ 1,508.00	$ 2,958.00
Emergency Services Labor:						
Project Supervisor	50 hrs.	$ 32.00	$ 1,600.00	$ 34.61	$ 1,730.50	$ 3,330.50
Site Supervisor	50 hrs.	$ 31.00	$ 1,550.00	$ 33.53	$ 1,676.50	$ 3,226.50
Full Time Service Crew	50 hrs.	$ 29.00	$ 1,450.00	$ 31.37	$ 1,568.50	$ 3,018.50
Part Time Service Crew	50 hrs.	$ 29.00	$ 1,450.00	$ 31.37	$ 1,568.50	$ 3,018.50
Porter Day/Night	50 hrs.	$ 29.00	$ 1,450.00	$ 31.37	$ 1,568.50	$ 3,018.50
"Pass thru" (Services/Materials)			$ 1,000.00		$ 1,000.00	$ 2,000.00
	Total (2)		$ 16,000.00		$ 16,912.50	$ 32,912.50

Grand Total - Whole Group **(Total 1 + Total 2)**	$1,042,270.38	$1,090,081.31	$2,132,353.69

NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

YES	X	Agree to the above statement.
NO		Disagree to the above statement.

NAME OF COMPANY: Chi-Ada

AUTHORIZED PERSON NAME: Bart Okoro

AUTHORIZED SIGNATURE: [signature]

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.

All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: [signature] **DATE:** 5/24/2021

THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.

Chi-Ada Corporation
4820 West Commercial Blvd, Tamarac FL 33319
Phone: (954) 777-5177
Cell: (305) 962-0398
Fax: (954) 777-5147
bokoro@chiadacorporation.com

Broward County Board of County Commissioners

BLD2121632P1--01-03 - BLD2121632P1: Janitorial Services - Large Facilities Group 2 - Agreement No. 3



Letter of Transmittal

Chi-Ada Corporation
4820 West Commercial Blvd,
Tamarac Florida 33319
Phone: 954-777-5177 Fax: 954-777-5147
www.chiadacorporation.com

Bart Okoro
President OF Chi-Ada Corporation

May 24, 2021

Richard Trupiano
Purchasing Agent Senior
Broward County

On behalf of Chi-Ada Corporation, we are pleased to submit our proposal to provide Janitorial Services for Broward County facilities, which is a response to your Solicitation #BLD2121632P1.

We have read and understood the terms and conditions in the invitation to bid and we have submitted our response in accordance with these terms and conditions. If you should have any need for clarifications on this proposal, we are at your disposal to discuss, please contact me on (954) 777-5177 or fax at (954) 777-5147 or on email at bokoro@chiadacorporation.com.

We look forward to serving you and always assure you of our best professional services.

Yours Faithfully,

Bart Okoro
President

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1. Ability of Professional Personnel:

a. Chi-Ada Corporation's Qualifications and relevant experience of the Project Manager and all key staff

Chi-Ada Corporation's personnel are highly qualified. We based our contract compliance on the qualification of our key personnel. Being highly qualified is a significant factor in our success in all the contracts we are awarded. The president of Chi-Ada Corporation is our account manager for this contract. We are doing that to ensure that there is a strict adhesion to the contract compliance and that our employees have conversed professionally with Chi-Ada Corporation upper management.

The account manager has more than twenty-six (26) years in managing janitorial services. He overviews each contract with highly skilled key personnel comprised of the project manager, the assistant project manager, the quality control manager, and project crews and custodians. The project manager and assistant project manager have been managing our contracts for more than seventeen (17) years. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the experience and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen (16) years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve (12) years of supervisory experience. Professional custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one (1) to ten (10) years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equip them with the same cleaning knowledge, safety awareness, and the skill needed.

Resumes of Chi-Ada Corporation's key personnel

❖ Account Manager

Role in the Project:

- Control the overall project for a successful completion of the project.
- Control the suppliers and equipment needs of the project.
- Sign and order official documents with the Broward County
- Respond to the Broward County for any key issues of the project.
- Coordinate and report to the Broward County management about the compliance of the project

Bartholomew Okoro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Account Manager and President of Chi-Ada Corporation with twenty-seven (27) years of experience in janitorial services, management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.

Professional Experience

1995-Present: **President/CEO** (Chi-Ada Corporation, Florida)

- Oversee all of the company activities.
- Responsible for operations and financial performance
- Enhance the standing of the company with the outside world.
- Submit acquisition, proposals.
- Prepare strategies, plans and objectives.
- Review the performance of employees and keeps them informed!

1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida)

- Provided janitorial services to 43 bank locations.

1988-1992: Assistance Restaurant Manager

- Making guest reservations
- Supervise quality control.
- Plan public relations activities and party arrangements
  1988-1992: Assistance Restaurant Manager

Line Cook (Fontainebleau Hilton Hotel, Miami Beach, Florida)

- Prepare meals for major events.
- **Basic** food preparations

Education

1991 B.S. Degree in Hospitality Management (Florida International University, Miami, Florida)
1990 Associate Degree in Pharmacy (Miami Dade College, Miami, Florida)
1987 Degree in Hotel Management (College of the Bahamas Nassau, Bahamas)

Certification

Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations, Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

- **Fulton County: Janitorial services**

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility.
  Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Quality Control Manager

Role in the Project:

- Lead the inspection team.
- Inspect and report quality issues.
- Ensure contract compliances are met.
- Keep copies of inspection records.
- Report to the Account manager and the Broward County contract administrator

Maxine Goodall
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Excellent planning and organizational skills and strong leadership, excellent communication skill.
Quality Control Manager with 14 years of experience of managing governmental and private janitorial contracts inspection and contract ensuring compliance of contract specifications, re-evaluating operations to ensure the highest quality of service.

Professional Experience

2015-Present: **Quality Control Manager** (Chi-Ada Corporation, Florida)

- Oversee and implement all contract specifications and hiring and training managers and supervisors.
- Ensure compliance of contract specifications and re-evaluate operations to ensure the highest quality of service is provided to our customers.
- Write reports, prepare schedules and attend meetings with our clients
- Oversee the quality assurance of janitorial contracts

2005-2015 **Custodial Supervisor and quality control management** (Chi-Ada Corporation, Florida)

- On-the-job training of custodial personnel
- Inspecting and coordinating cleaning efforts throughout facilities
- Distributing of chemicals and cleaning supplies to Custodians
- Ensuring all work is performed in a safe manner

Education

1975-1979 High School Diploma (East Orange High School)

1982-1983 Some Courses in Drafting, Physics, Mathematics, English and Economics (New Jersey Institute of Technology (N. J. I. T.)

1987 Diploma in Mathematics, Plumbing, Drafting, Electrical Drafting, Computer Drafting, and Floor Plan (Lyons Institute, New Jersey)

Certification

Quality Control assurance certification
Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

❖ **Project Manager**

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Patrick Wnoakeofor
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Contract manager with (15) years of experience, exceptionally talented, creative and efficient manager of pools of supervisors and in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.

Professional Experience

2004-Present: **Operations/Quality Control Manager** (Chi-Ada Corporation, Florida)

Education

2009 master's degree in economics (Florida International University, Miami, Florida)

1998 B.S. Degree in Biology (Miami Dade College, Miami, Florida)

Certification
Green Cleaning
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations,
    Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

❖ Assistant Project Manager

Role in the Project

- Assist the project manager in managing the contract of Miami Dade Airport
- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Omar Turrel

Project/Operations Manager

Distinctive Qualifications

Expert abilities to listen others and move toward with common goals.
Proven ability to drive essential process change under strict deadlines.
Planning abilities in cleaning and expert in Maintaining facilities.
Ability to achieve best result in time supervision.

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Professional Profile

Excellent Janitorial and Supervisory Skill, capable to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in Service industries and overall success.

Chi-Ada Corporation: 2013- present

Project Manager

* Attend meetings, trainings to develop better skills with ability for multi tasks

- Serves as onsite Manager for assigned project location to insure all services.
- comply contract specifications.
- Serve as Inspector to make sure daily and weekly contract specifications are met.
- Effective time manager to Chi-Ada employees
- Report to Home office of incident if any and keep records.

Clean industrial Cleaning service 2011

- Conducts numerous training to blend super results.
- Developed staff operating procedures to ensure quality control.
- Take inventories of supplies.
- Comply to company standard and procedures.

Education

- Plantation High School 2000 Florida
- School of Environmental Service. 2010

Certification_____
Green Cleaning
OSHA Safety training

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

Fulton County: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility. Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Supervisors

Role in the Project

- Responsible for Staff Reporting to Work as Scheduled
- Responsible for Inspections of All Work Performed by Staff
- Verify All Reports, Time Sheets, Customer Request Response & Daily Inspections
- Assist in Problem Solving Concerns

Humberto Guerra
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge of completing projects and satisfying my clients. Good listen abilities to measure complaints, Effective leadership in business affairs. Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in maintaining facilities.

Professional Experience

May 2013-Present Chi-Ada Corporation: Site Supervisor

- supervisor of Chi-Ada employees Group A, evening shift
- Inspector to make sure daily and weekly contract spec are met
- Assist coordinate relationships with County representatives
- Assist time Chi-Ada management with employees
- Report to Project to General Manager matters of incident if any and record each.
- Assist in Orientation of new hire to develop better skills with ability handle multi tasks.
- Record Stocks of inventories and weekly supplies to the station stockroom.

2005- May ,2013: Diamond Cleaning services: Supervisor

- Assist employees training in Diamond cleaning service
- Assist staff understanding work procedures to ensure quality control
- Take charge of distribution of inventories
- Comply with company standard operating procedure

Education

Vocational school on Environmental Service

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maricela Hernandez
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

.

Professional Experience

2013-Present: **Supervisor** (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2009-2013 Supervisor: Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals
Proven ability to drive essential process change under strict deadlines
Leadership in Janitorial services industry and expert in Maintaining facilities.
Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Valerie Gomez

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

- Gain Knowledge and effective leadership in business. Hard Work, Goal Oriented, Compassionate to Others, and Effective communicator

Professional Experience

2012-Present: **Supervisor at** Chi-Ada Corporation

- Serves as supervisor for Metro Rail Locations North to insure all services comply contract specifications
- Daily inspection of all stations
- Record Keeping of any incidental and report to Management
- Draw weekly schedule for Chi-Ada employees
- Report to Project Manager of any incident on day to day stocks and inventories.
- Attend meetings, trainings to develop better skills with ability.

2001-12 Vista Janitorial service

- Orientation and training of Newly hire
- Supervise staff to ensure quality control
- Instruct New hire on Material Safety Data issues
- Adhere to company standard operating procedure

Education

High School Graduate.

Environmental Education

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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Maria Castro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge to completing projects and satisfying client's high ability to supervise and resolve problems. Hard working Individual

Professional Experience

2012-Present: Chi-Ada Corporation, Florida: Site Supervisor

- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

2005-2011: Diamond Cleaning service: Site Supervisor

- Request Materials and supplies when needed
- Direct and assist staff to ensure MSDS material Safety are followed.
- Help distribution of inventories
- Compliance to company standard operating procedure
- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

Education

High school graduate
College of Environmental studies

Additional Skills

Abilities to influence others make tough Decision and goal getting. Ability to drive essential process changes even at tough Times. Good Leadership in Janitorial services industry. Capable to achieve best results in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training
Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Marcel Macken
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Military Knowledge; Active Business interest, completing projects to satisfaction and ability to supervise and listen to complaints. Proven effective leadership in Task successfulness. Hard Work, Compassionate to Employees, Excellent Skill, Goal Oriented, and Effective Communicator

Professional Experience

2012-Present: Supervisor Chi-Ada Corporation

- supervisor Metro Rail South Stations enforcing contract specifications
- Ensure daily and weekly contract specification are met
- Foster relationships with County Property Managers
- Demonstrates effective time manager to Chi-Ada employees
- Ensure management are well inform of incidents and record keeping stocks and inventories.
- Disciplinary action writes ups

2009-2012 Diamond Cleaning service

- Supervise employees to adhere work standard and procedures
- Prepare employees Roaster to ensure quality control
- Monitored Supplies of inventories

Comply to company standard operating procedure

Education

U.S Military Services
High School Graduate
Miami Dade College

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning

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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Nitza Molina
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present: Supervisor (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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James Kakrah

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present Chi-Ada Corporation: Site Supervisor

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Coastal service

- Provide House Keeping on Board
- Ensure quality control
- Assist inventories
- company standard operating procedure

Education

Nautical College
Technical of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.

❖ Custodians and Project Crews

Number	Function	Title	General Experience
Custodians	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Responsible for general cleaning ❖ Cleans and maintains entry lobby including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary, to maintain excellent entrance appeal. ❖ Cleans restrooms on a daily basis, more if necessary, to maintain sanitary conditions. ❖ Cleans stairways and elevators on a regularly scheduled basis	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Restroom Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Project Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation

a. Subcontractors

Chi-Ada Corporation intends to subcontract 12.5% of this project to Ann's Janitorial Services Inc and 12.5% to McKenzie Cleaning.

Ann's Janitorial Services Inc

nn's Janitorial Services Inc is a woman-owned company whose founder and president is Norma Ann Kendall. Ann, along with her two daughters Shundell and Petal Richards, started the company in 2004 with a vision that today became a reality held and operated since its inception. Ann has been a nurse for 12 years with Jackson Memorial Hospital and decided after watching how her office was clean that it was much more to keep the environment and surroundings clean than what she was seeing done. With much research to attending classes from how to start a

business-to-business administration where she obtains a Business Degree from Barry University to conclude that there is a great need for people to work in the environment because of the population growth, the pollution in the air and the use of public places decided Ann's Janitorial Services Inc. will be best to serve its country with professionalism and integrity.

The firm is certified with both Broward and Dade Counties as CBE, SBE DBE and doing work with them presently as a subcontractor at FLL AirPort, Broward county main library, Broward county GG garage South and East courthouse And South garage, Port Ever Glade and Broward County Main Warehouse and Hunt/Moss Miami Dade CRA building (in South Miami), NANA tools for change, Meinser's electric and Coastal / Tishman Construction (Miami World CT. We are an insured company with OSHA training.

Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Ann's Janitorial Services CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674
January 27, 2021

Ms. Norma Ann Kendall
ANN'S JANITORIAL SERVICES, INC.
P.O. Box 85013
Hallandale Beach, Florida 33008

Dear Ms. Kendall:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** has been renewed. Your firm no longer qualifies for Small Business Enterprise because the number of full-time employees has exceeded the program's threshold.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in Periscope to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2021.01.27 17:01:17 -05'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE
ANNIVERSARY DATE: DECEMBER 16TH

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

Ann's Janitorial Services Letter of Intent for Agreement 3

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: Bid #BLD2121632P1

Project Title: Janitorial Services - County Facilities

Bidder/Offeror Name: Chi-Ada Corporation
Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319
Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: Ann's Janitorial Services, Inc.
Address: 11846 Southwest 8th Street , Pembroke Pines, FL, 33025 City: Pembroke Pines State: ___ Zip: 33025
Authorized Representative: Norma Ann Kendall Phone: 954-593-0707

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial services at Branch Libraries Agreement 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative
Signature: Norma H. Kendall Title: President Date: 05/07/2021

Bidder/Offeror Authorized Representative
Signature: [signature] Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

Ann's Janitorial Services Inc key personnel resumes

Norma A. Kendall

11846 sw 8th St Pembroke Pines, Fl 33025 | (954) 909-1307 | nkendall0575@yahoo.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

BACHOLEORS DEGREE | MAY 2009 | MIAMI DADE COLLEGE

- Major: Nursing Science

MBA | APRIL 2016 | BARRY UNIVERSITY

- Major: Business

Skills & Abilities

MANAGEMENT

- In charge of business development and growth
- Forecasting budget cost for current and future projects
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Always keep in consistent contact with clients

LEADERSHIP

- I have held position as chairwoman for my alumni at Concord Career Institute
- Vice chair for Miami Dade chambers of commerce
- Trustee for Hollywood Chambers of commerce.

Experience

HEAD NURSE | JACKSON MEMORIAL HOSPITAL | FEBUARY 1995 – JULY 2003

- In charge of creating schedules
- administration of medicine
- writing referrals
- assisting coordinating daily activities of the hospital.

JANITOR | SELF EMPLOYED | AUGUST 1998 – PRESENT

- General cleaning of office, banks, and various facilities
- Carpet extractions

Jermaine Kendall

7766 Panama St Miramar, Fl 33023 | (954) 604-3501 | jermainefromanns@gmail.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

HIGH SCHOOL DIPLOMA | JUNE 2004 | CHARLES W. FLANAGAN

- High school graduate

Skills & Abilities

MANAGEMENT

- In charge of janitorial crews as large as a 20 person teams for various facility sizes
- Coordinating schedules
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Built strong relationships with clients
- Created a strong communication network with my staff

LEADERSHIP

- I have held a lead technician position at Comcast
- Operations manager for commercial and construction janitorial projects

Experience

LEAD TECHNICIAN | COMCAST CABLE COMPANY | APRIL 2007 – JULY 2018

- In charge of fixing escalated trouble calls
- Certified fire/ and burglar alarm technician
- Installed and repaired both coax and network cable, internet, and landline

JANITOR | OPERATIONS MANAGER | AUGUST 2016 – PRESENT

- Coordinating optimal staff for projects
- In charge of pay rolls and scheduling
- Recruiting and training staff members
- General cleaning of office, banks, and various facilities
- Carpet extractions
- Strip and wax various types of floors
- Bathroom sanitizing
- Electrostatic sainting

McKenzie's Cleaning Inc

McKenzie's Cleaning Inc. is a full-service janitorial firm providing services for various agencies both in the public and private sectors. The firm has been in the Janitorial industry for over 15 years and is proudly growing steadily.

McKenzie's Cleaning Inc is specialized in janitorial /custodial services, floor care, and post-construction cleaning. It performs 70 percent of the work as a prime vendor and 30 percent as a subcontractor for larger firms in the same industry. The targeted clients are government facilities, county facilities, city facilities, airports, and seaports. McKenzie's Cleaning Inc decade-plus long services are incomparable because the firm built its business on integrity, accountability, and delivering what is promised. Over the years, McKenzie's has received and maintained many certifications with several different agencies and organizations. McKenzie's Cleaning Inc is certified as an 8A, MWOSB, HUBZONE, and DBE certified firm. In addition, they are a CBE and SBE certified firm in Miami-Dade County and Broward County and with both their School Board. Steadily growing, McKenzie's has put the above-listed certifications to good use. For example, under the 8A certification, the company has provided the janitorial services for the USDA facilities in Miami-Dade, the Coast Guard Base Miami and CEU location, and the FAA Towers and Air Route Center in Both Miami-Dade and Broward Counties. As well as, for the Department of Homeland Security Marine Facilities in Ft. Lauderdale Florida. In addition, McKenzie's Cleaning Inc provides janitorial and custodian services as a subcontractor for SP Plus at Port Everglades since 2009, where the company cleans all offices and garages totaling over 500,000 SF. Similar projects include Broward County Public Defenders Offices, State Attorneys Offices, Employee Assistance Program, the State Archives Buildings, and the 911 Dispatch Center. McKenzie also has experience as a subcontractor in neighboring Broward County, where the firm performs duties for Triangle Services (the prime), cleaning the Broward County Judicial Complex and 10 Libraries in Broward County. McKenzie was responsible for its employees, equipment, and supplies to get the job done on these projects. All of the above experiences mentioned are similar to that which is required. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experiences in supervising janitorial services.

McKenzie's Cleaning Inc CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

March 22, 2021

Ms. Terriann McKenzie
MCKENZIE'S CLEANING, INC
3600 State Road 7, Suite 38
Miramar, Florida 33023

Dear Ms. McKenzie:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** certification has been renewed.

Your firm's certification is continuing from your anniversary date but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to ensure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development
Cert Agency: BC-CBE
ANNIVERSARY DATE: February 7th

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

McKenzie's Cleaning Inc Letter of Intent Agreement 3

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: BLD2121632P1

Project Title: Janitorial Services - Branch Libraries

Bidder/Offeror Name: Chi-Ada Corporation

Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319

Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: McKenzie ' s Cleaning Company Inc

Address: 3600 S. State Road 7 Suite 38 City: Miramar State: FL Zip: 33023

Authorized Representative: Terriann Mckenzie Phone: (305) 249-5911

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.

B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.

C. By signing below, the above-named CBE is committing to perform the work described below.

D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial Services - Branch Libraries - Agreement No. 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative

Signature: _____ Title: President Date: 05/10/2021

Bidder/Offeror Authorized Representative

Signature: _____ Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

McKenzie's Cleaning Inc key personnel resumes

TERRIANN V MCKENZIE
tmckenzie@mckenziescleaning.com
(305)249-5911

OBJECTIVE

To own and operate a successful Janitorial / Cleaning Service where I will utilizing all the company's certification to doing business across the United States. .

Profile

- Energetic Self-starter, work well independently or as a member of a team.
- Strong leadership skills: able to direct and make decisions effectively.
- Innovative and Creative, results oriented, strong work ethic and self-confident.
- Articulate and adaptable; can respectfully communicate with anyone.
- Excellent organizational skills; detail oriented individual with the ability to efficiently and effectively manage multiple tasks.
- Solution Oriented; conflict resolution specialist.

PROFESSIONAL EXPERIENCE

McKenzie's Cleaning Company Inc. 8/2003– Current

- Develop and maintain relationship with Client
- Performed financial functions, maintained accounting records, and reviewed request for major and controlled items.
- Maintained service records
- Reconciled activity records for monthly and quarterly reporting reviews.
- Document and maintain activity records.

Dillard Senior High School

- Plans and implements a program of study designed to meet individual needs of students that adhere to the district philosophy and goals.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.
- Excellent classroom management skills

Education

M.S. Education Leadership,	Nova Southeastern University	2001-2003
Bachelor of Arts, cum laude	Florida International University	1998-2001
Associate in Arts	Miami-Dade Community College	1996-1998

Jocelyn Medina

Jocelyn@mckenziescleaning.com (786) 474-0102

PROFILE

Sophisticated and skilled professional with 3 plus years of customer service driven positions looking to pursue a professional position utilizing my specialized education, experience, ability to learn and grow, and passion for helping others; Demonstrated skill in supervising an efficient, well run team ; committed to excellent customer service.

CORE SKILLS

- Bilingual
- Customer Service
- Quick learner
- Communication skills
- Self-Motivated
- Responsible
- Team Work Skills
- Flexibility and Adaptability

EDUCATION

High School Diploma 2012
Americas High School El Paso, Texas

EXPERIENCE

McKenzie's Cleaning Services Miramar, FL 08/2017 – Current
Supervisor

- Act as the administrative point of contact between the president and internal/ external clients.
- Undertake the tasks of receiving calls, take messages and routing correspondence.
- Handle requests and queries appropriately and timely, produce reports, presentations and briefs.
- Applicant screening and background check preparation.
- Maintain dairy, arrange meetings and appointments and provide reminders.
- Take dictation and minutes and accurately enter data
- Pay bills on invoices, review payroll, review certifications
- Create and manage employee schedules
- Monitor office supplies and research advantageous deals or supplier's/ inventory management
- Develop and carry out an efficient documentation and filing system.
- Manage time and attendance System first point of contact

Varsity Facility Services Davie, FL 3/2015 – 6/2016
Supervisor

- Facilitated training to ensure appropriate skill levels
- Supervised cleaning staff, and ensured cleanliness in compliance with standards
- Supervised Day and Night cleaning staff
- Developed and maintain positive relationships with building managers, guest and all visitors
- Supervised and performed day-to-day operational activities
- Managed building cleaning supplies and inventory

1.1. Chi-Ada Corporation Profile

The Janitorial and custodial services industry is not new to Chi-Ada Corporation. The company has been in the sector for more than twenty-five (25) years. Founded by Bart Okoro on August 25, 1995, the firm grew to become one of the most reliable organizations in janitorial services in the United States. Today, Chi-Ada is servicing various private and public clients. Our reliability is the factor that led us to win important contracts in Miami Dade, Sarasota, Fulton, and Broward Counties. Our executive team and key personnel comprise unquestionable leaders equipped to manage and lead each project with a customer satisfaction mindset.

1. Provide a description of the company's history:

a. business location

Chi-Ada Corporation place of business is located at 4820 West Commercial Blvd Tamarac Florida 33319

b. **length of time in business**

Chi-Ada Corporation has been in business for twenty-five (25) years since the Company was incorporated on August 25, 1995.

c. **principals and their experience**

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

d. **list any change(s) in ownership and date(s) of such change.**

Chi-Ada Corporation has been owned by Bart Okoro since the company incorporation on August 25, 1995.

2. Provide total number of current employees:

a. Full-time: 200
b. Part-time: 103

3. Provide total number of supervisory employees:

a. Full-time: 20
b. Part-time: 7

4. Provide total number of custodial workers:

a. Full-time: 186
b. Part-time: 90

5. Temporary employees

Chi-Ada Corporation does not employ temporary employees.

6. Health benefits to your employees

Ch-Ada Corporation provides health benefits based on the company policy.

7. Does your company require your employees to have a criminal background check?

a. Describe when this occurs and which job categories this applies to.

Chi-Ada Corporation takes the security of every contract that it undertakes seriously. Therefore, our security plan starts from the hiring process. For that, Chi-Ada Corporation requires all new applicants and new hires to have criminal background checks. The Corporation requires all applicants for work, after a successful interview, to do FDLE background check. The result of the background determines if an offer will be made or not. The employment is denied if the applicant returns with a criminal report such as a felony. This is applied to all custodians, supervisors, and managers, as well as clerical office workers. Our second step is the establishment of rigorous control of our employees on duty. Every supervisor is required to check the behavior of the employees. The supervisor is also responsible for their signing out from the building, report any suspicious character or behavior in the facilities to the management of Chi-Ada Corporation.

1.2 Company Experience/Reference

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
1st Contract#	ITQ9562-13MDT (Miami Dade Transit Janitorial Services)
Period:	2013-2019
Annual Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169
Successfully Completed

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Miami Dade County

Contact Name: Lazaro Dominguez Reference date: 05/04/2021

Contact Email: "Dominguez, Lazaro (DTPW)" [Lazaro.Dominguez3@miamidade.gov] Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-13MDT	05/13/2013	to	01/08/2019	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☐	☑
b. Deliverables	☐	☐	☐	☑
4. Project completed within budget	☐	☐	☐	☑
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

PRIME CONTRACTOR: **Miami Dade Transit Groups A, B, C & D.**

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Annual Amount (g)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
	Miami Dade Transit/Group A					1,000,000	2013-19					
	Supervisors and Heavy Crew				40							
1	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1					5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
2	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
5	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

7	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,,286	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9				5.30am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

16	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group B											
1	Supervisors and Heavy Crew				27						State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2				5.30am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5				6am- 7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville	37,304	7	2	2				6am-	Yes	State and	Green

	5200 NW 27 Ave, Miami FL 33142								6.30pm		Local Law Enforcement	Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3				3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3					Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

											Enforcement	
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13					Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5					Yes	State and Local Law Enforcement	Green Cleaning
	Total									Yes		
	Miami Dade Transit Group C											
1	Supervisors and Heavy Crew				4						State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8					Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2					Yes	State and Local Law Enforcement	Green Cleaning
4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2					Yes	State and Local Law Enforceme	Green Cleaning

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

											nt	
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2					Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2						Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2						Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2						Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2						Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2						Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2						Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

15	College North 100 ne 5 Street Miami Fl 33132	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2						Yes	State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2						Yes	State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2						Yes	State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2						Yes	State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2					Yes	State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1					Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9						State and	Green

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

											Local Law Enforcement	Cleaning
2	Northeast Transportation Facility	140,000	7	2	6				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Northeast Perimeter Roving Facility	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3				7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1				12pm-5pm	Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

											Enforcement	
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2				7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
Contract	RFQ9562-34DTPW - JANITORIAL SERVICES – DTPW Rail, Mover, and Bus Facilities
Period:	2019-2024
Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191 **(b)**

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169 **(d)**

Ongoing Project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:
Miami-Dade Transportation and Public Works

Contact Name: Lazaro Dominguez — Reference date: 04/27/2021

Contact Email: Lazaro.Dominguez3@miamidade.gov — Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for Metrorail, Mover and Bus

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-34DTPW	01/09/2019	to	01/31/2024	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Provide Janitorial services for metro-rail, mover, bus, and park & ride locations

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☑	☐	☐
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☑	☐	☐
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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PRIME CONTRACTOR

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
1	Miami Dade Transit/Group A					1,000,000	2019-2024				
2	Supervisors and Heavy Crew				40						
3	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21			5am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
7	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
9	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

10	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,286	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
16	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9			5.30am-1am	Yes	State and Local Law Enforcement	Green Cleaning
17	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
18	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group B										

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

1	Supervisors and Heavy Crew				27					State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5			6am-7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville 5200 NW 27 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3			3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning

12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3				Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3				Yes	State and Local Law Enforcement	Green Cleaning
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13			5am-1am	Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5			6am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
									Yes		
	Miami Dade Transit Group C										
1	Supervisors and Heavy Crew				4					State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2				Yes	State and Local Law Enforcement	Green Cleaning
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2				Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2					Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2					Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2					Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2					Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2					Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2					Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2					Yes	State and Local Law Enforcement	Green Cleaning
15	College North 100 ne 5 Street Miami Fl	5,480		2					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

	33132										Enforcement	
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2					Yes	State and Local Law Enforcement	Green Cleaning	
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2					Yes	State and Local Law Enforcement	Green Cleaning	
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2					Yes	State and Local Law Enforcement	Green Cleaning	
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2					Yes	State and Local Law Enforcement	Green Cleaning	
20	School Board (includes mover wash bldg)	37,200		2	2				Yes	State and Local Law Enforcement	Green Cleaning	
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1				Yes	State and Local Law Enforcement	Green Cleaning	
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9					State and Local Law Enforcement	Green Cleaning	
2	Northeast Transportation Facility	140,000	7	2	6			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

4	Northeast Perimeter Roving Facility	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3			7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1			12pm-5pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2			7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Briarcliff manor Union Free School

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org

(1) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Full-time Employees: 13

Successfully completed as agreed.

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2015	09/04/2015	to	09/03/2016	$ 222,015.33

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2016	09/04/2016	to	09/03/2017	$ 299,572.69

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2017	09/04/2017	to	09/03/2018	$ 303,347.30

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

PRIME CONTRACTOR

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
45 Ingham Road Briarcliff Manor, NY 10510	160,000	5	3	13	**1,432**	2015-18 5 Years	7am-3:30pm	N/A	Yes	N/A

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov
Contract #	**#13ITB87106C-MT, Janitorial Services for Selected Fulton County Facilities**
Period:	8/2013-3/2016
Amount:	$362,141.56
Square Footage:	142,673
Scope of work:	Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15
Successfully completed as agreed.
Full-time Employees: 15 (d)
Ongoing project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:	Project Amount:
	08/01/2013 to 03/31/2016	$ 362,141.56

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for Selected Facilities (South Libraries)

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Great Company to work with!!!!!

THIS SECTION FOR COUNTY USE ONLY

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Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Southwest Regiona	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov
Contract #	**18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)**
Period:	1/2019-12/2021 **(f)**
Amount:	$ 617,271.12 **(g)**
Square Footage:	205,925
Scope of work:	Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15 (d)
Ongoing project

BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:			Project Amount:
18ITB113946C-BKJ	01/01/2019	to	12/31/2021	$ 617,271.12

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for fourteen (14) Libraries throughout Fulton County, Georgia.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Excellent Corporation! Easy to work with and willing to make adjustments to meet their customers needs. It's a pleasure working with them.

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Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
South Fulton	21,252	7	1		9am-5.30pm 6pm-11pm	no	yes	yes
S. Fulton Parking Deck	42,000	7	1		7pm-8pm	no	yes	yes
Southwest Region	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Sarasota County

Address:	1001 Sarasota Center Blvd.
City State Zip:	Sarasota, FL 34240
Phone/Fax:	941-716-1500
Contact Name:	William Bill Deller, Facilities Supervisor
Email:	bdeller@scgov.net
Location:	Sarasota County

Contract #	Bid #166453HR Custodial Services
Period:	2/2017-1/2022 **(f)**
Annual amount:	$ 675,972.78 **(g)**
Square Footage:	589,760

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

Full-time Employees: 15 **(d)**
Ongoing project
Facilities users: 2,386 **(e)**

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi Ada

Organization/Firm Name providing reference:
Sarasota County BOCC

Contact Name: William Deller Reference date: 04/26/2021

Contact Email: bdeller@scgov.net Contact Phone:

Name of Referenced Project: Clean approx 500,000 sq ft highrise buildings

Contract No.	Date Services Provided:		Project Amount:
2017-119	06/01/2017	to 03/01/2021	

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Clean approx 500,000 sq ft highrise buildings, porter services, covid disinfecting

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☐	☑	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☑	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 03 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 2 AGREEMENT NO. 3

Prime contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Administrative							
Building	125,393	7	6	6am & 8pm	yes	Required	Yes
Criminal Justice Center	96,960	5	8	5am-10am	yes	required	yes
Historic courthouse	65,411	5	10	5am& 8pm	yes	required	yes
History Center Museum	6,812	6	1	5pm	yes	required	yes
Judicial Center	97,344	5	6	5am & 5pm	Yes	required	Yes
Payne Park/ Tennis Center	6,379	6	1	6am &4pm	No	required	Yes
Pompano Bldg.	2,696	5	1	1pm	No	yes	yes
Selby Library	60,898	6	2	7am & 4pm	No	yes	yes
Terrace Building	64,612	5	3	5am & 4pm	Yes	yes	yes
Health Dept. building	63,255	6	3	8am-4pm	No	yes	yes
Total							

Subcontractors' references

Ann's Janitorial Services

I

ANN'S JANITORIAL SERVICES, INC.
Commercial and Residential

Contract References

Chi-ada Corporation
Broward County Main Library
Bart Okoro
(305) 962-0398
bokoro@chiadacorporation.com
contract length: 2012-2018
contract amount: $387,000

Sunshine Cleaning
Fort Lauderdale Intl Airpot
Randy Kierce
(954) 772-0884
randy@sunclean.com
contract length: 2011-present
contract amount: $472,000

SP Plus
Port Everglades, Governmental Center Garage, Broward Courthouse Garage, Broward South Courthouse Garage
Cathy Raphael
craphael@spplus.com
(954) 235-7816
Contract Length: 2017-2020
Contract Amount: 1.3 million

Office: 954-367-3013 Fax 954-367-3717 Email nkendall0575@yahoo.com

McKenzie Cleaning Inc.

Janitorial References

Location / Agency	Contact Person information	Service	Yearly Value
Federal Aviation Admin. October 2016- Current	Steven Smith 305-869-5350 steve.d.smith@faa.gov	Janitorial	$1,352,297.44
Broward County Courthouse January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$449,557.00
Broward County Libraries January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$670,698.78
United States Coast Guard Oct 2017 - Present	Steve Volk 305-790-4241 Volk, Steven M LCDR Steven.M.Volk@uscg.mil	Janitorial	$325,000.00
Broward County States Attorney Offices / Contract 10 Small Group Facilities January 2015 –Present	Various Managers Marlon Jerome MJEROME@broward.org	Janitorial	$186,000.00
USDA Janitorial Service Oct July 2016- Current	Karla Agurto 786-573-7061 karla.agurto@ars.usda.gov	Janitorial	$94,644.00

1.3. Experience of Key Personnel

❖ Description of Chi-Ada Corporation Key personnel experience

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year.

Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS). We achieve our goal by the quality of our human capital. Our management is enriched by prominent, high skilled, and experienced individuals with degrees in Hospitality Management, Electrical Engineering, Property Management, Education and Criminology, Business and Investment Management, and Accounting.

Our key personnel is highly experienced. Our account manager has more than twenty-six years in managing janitorial services. The account manager overviews each contract with highly skilled key personnel comprised of the project manager and assistant project manager, the quality control manager, and project crews and custodians. The project manager has been managing our contracts for more than seventeen years. Our assistant project manager has more than seven (7) years of experience. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the knowledge and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve years of supervisory experience. Professional

custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one to ten years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equipped them with the same level of cleaning knowledge, safety awareness, and the skill to use green cleaning products.

Our subcontractors are highly qualified with experienced and acknowledgeable key personnel. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experience in supervising janitorial services. Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Green cleaning policy

Chi-Ada Corporation has implemented a green cleaning policy to guide our employees in maintaining a healthy, clean, and safe building environment while reducing the impacts of cleaning processes, procedures, and products on the natural environment. Our plan focuses on cleaning products, operating procedures, staff training, and facility occupant feedback.

For the green cleaning products, we pursue the purchase of efficient cleaning, hard floor, and carpet care products that meet the criteria of our sustainable program. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results.

Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

1. List of key personnel and experience

List of Chi-Ada Corporation Key Personnel

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year. Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS).

Chi-Ada Corporation's key personnel is comprised of the account manager, the quality control manager, the project manager, supervisors, and custodians.

Names	Role	Year of experience
Bartholomew Okoro	Account Manager	28 years
Maxine Goodall	Quality control manager	16 years
Patrick Wnoakeofor	Project manager	17 years
Omar Turrel	Assistant Project Manager	8 years
Humberto Guerrera	Supervisor	16 years
Maricela Hernandez	Supervisor	12 years
James Kakrah	Supervisor	8 years
Valerie Gomez	Supervisor	20 years
Nitza Molina	Supervisor	16 years
Maria Castro	Supervisor	16 years
Macken Marcel	Supervisor	12 years
Other staff (custodians, project, floor, utility crews)	Custodians	Between 1-10 years

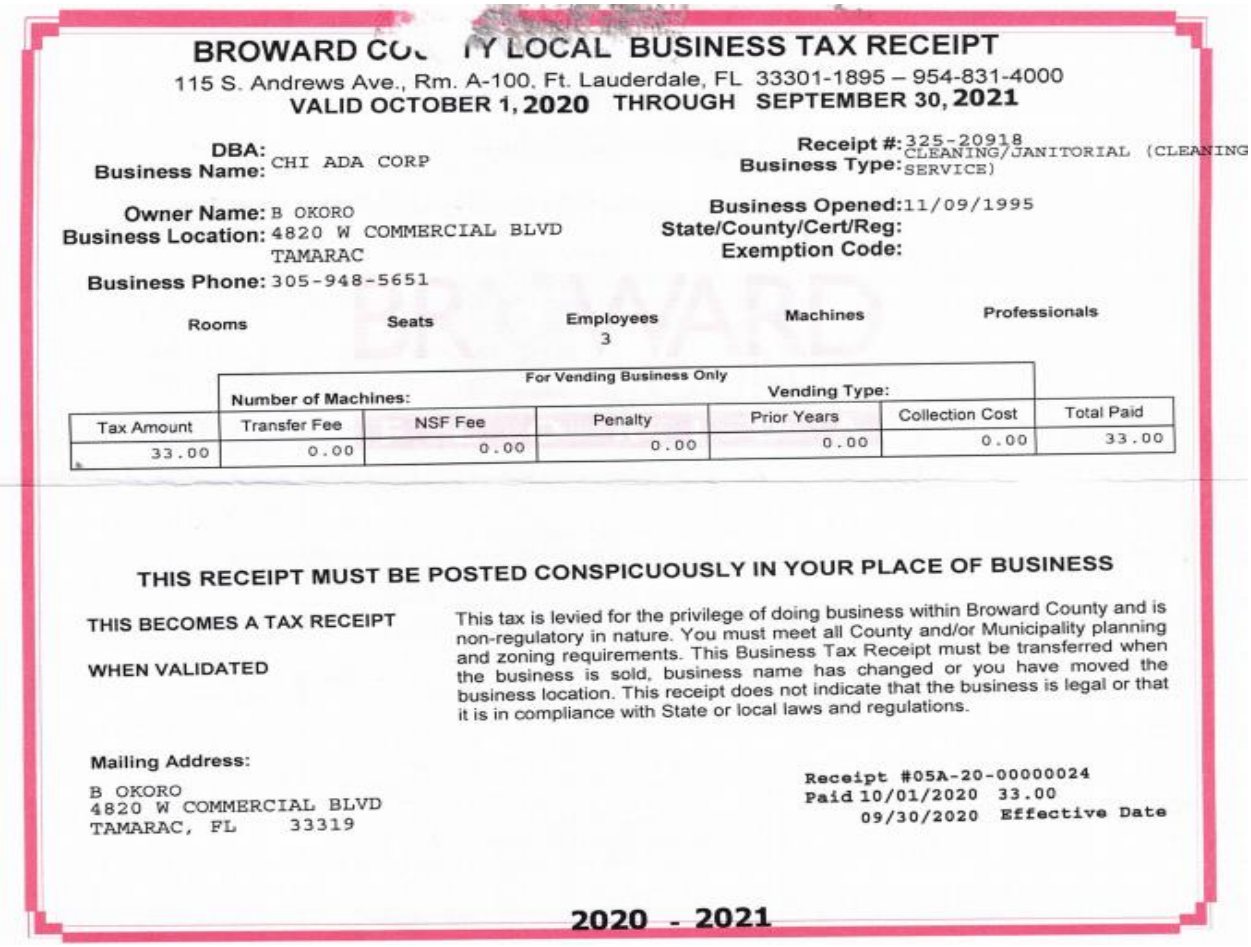
2. Chi-Ada Corporation's employees resume who will furnish professional and technical support expertise.

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

2. Location

Chi-Ada Corporation is located at 4820 West Commercial Blvd Tamarac Florida 33319. The location certification form is submitted.

Broward County business receipt



BROWARD CO[illegible]TY LOCAL BUSINESS TAX RECEIPT

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

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

DBA:
Business Name: CHI ADA CORP

Receipt #: 325-20918
Business Type: CLEANING/JANITORIAL (CLEANING SERVICE)

Owner Name: B OKORO
Business Location: 4820 W COMMERCIAL BLVD TAMARAC
Business Phone: 305-948-5651

Business Opened: 11/09/1995
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		3		

For Vending Business Only
Number of Machines: Vending Type:

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

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:
B OKORO
4820 W COMMERCIAL BLVD
TAMARAC, FL 33319

Receipt #05A-20-00000024
Paid 10/01/2020 33.00
09/30/2020 Effective Date

2020 - 2021

3. Project Approach

Chi-Ada corporation understands that there is a need to integrate appropriate strategies to reach our goal of maintaining cleaned facilities that can satisfy Broward County. In this regard, we will ensure the proper use of our subcontractors, apply our strategy to meet or exceed quality standards as it lays on an adequate allocation of qualified workers for each facility. Further, we will have several approaches to minimizing service hours. We will use simplified plans to meet minimum work tasks to manage the interface with normal building activities. Finally, we will identify regular building hours as well as any upcoming activities to maintain public areas.

Our subcontractors will be awarded an entire section of each agreement based on the agreed percentage of the subcontracting. Each subcontractor will provide qualified supervisors, custodians, restroom crew, project crew for labor. They will provide their equipment and supplies. Our project/assistant project manager will ensure that the subcontractors and their employees meet the daily, weekly, monthly, semi-annual, and annual cleaning standards. Our quality control manager and his/her team will conduct daily spot inspections for contract compliance.

Agreements Chi-Ada Corporation is proposing:

AGREEMENT NO. 1 BRANCH LIBRARIES

AGREEMENT NO. 2 LARGE FACILITIES GROUP 1

AGREEMENT NO. 3 LARGE FACILITIES GROUP 2

AGREEMENT NO. 4 LARGE FACILITIES GROUP 3

AGREEMENT NO. 5 LARGE FACILITIES GROUP 4

AGREEMENT NO. 12 BROWARD COUNTY JUDICIAL COMPLEX

AGREEMENT NO. 13 PORT EVERGLADES FACILITIES

AGREEMENT NO. 14 911 REGIONAL DISPATCH CENTERS

Chi-Ada Corporation's Full-time and part-time employees currently employed.

Full-time: 200

Part-time: 103

Chi-Ada Corporation's full-time and part-time supervisory employees currently employed.

full-time: 20

Part-time: 7

Chi-Ada Corporation's full-time and part-time custodial workers currently employed.

full-time: 186

Part-time: 90

Chi-Ada Corporation's temporary employees

Chi-Ada Corporation does not employ temporary employees.

3.1. Project approach for each Agreement of locations prime Vendor is proposing:

a. Describe how you intend to meet or exceed quality standards.

Allocating the workers, our experimented, skilled and experienced terminal and site supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties. Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner's work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

Chi-Ada Corporation employs color-coded cleaning methodology.

Color	Location of Use
Red	Infectious area
Green	Kitchen
Yellow	Bathroom
Blue	Open areas
Teal	General cleaning areas

b. Discuss any exceptions you suggest to minimum proposed service hours.

Chi-Ada Corporation minimizes the service hours through a good organization of the task to be completed. The corporation realizes this efficiency by assigning a crew for spot cleaning and

moping utilizing machines instead of manpower. By using machines, we are able to reduce the service hours required in manpower.

c. Describe how you propose to meet minimum work tasks and interface with normal building activities.

To accomplish our cleaning duties without interfering with the standard building activities, we identify the regular building hours and any upcoming activities and schedule our tasks accordingly. Our services shall be performed so that there will be no interference with an operation on the premises. We schedule cleaning, for example, floor care, air-quality cleaning, and special projects primarily after office hours and during the evening shift, by contacting building managers in a timely manner so to reduce any incident's from occurring.

d. Describe how you will maintain public areas, specifically providing high quality floor surfaces.

Chi-Ada Corporation's strategy to maintain public areas and high-quality surfaces is through the use of floor equipment, scrubbing and polishing hard floors, and daily buffing and shine. Carpeted areas are cleaning by extraction cleaning, followed up with daily spotting cleaning of carpets, and dust moping by project crew trash removal and dusting done by regular cleaning schedules. The firm uses damp cloths, sponges, scrub pads to remove smudges, fingerprints, marks, streaks from the surfaces of ledges, windows, walls, doors, door frames, and surfaces through the spot cleaning. Further, the company uses spot moping to remove spots, spills, and soils from non-carpet floors free of stains, streaks, and marks. The company also polishes stainless steel, chrome, brass surfaces with polishes, and a clean, soft cloth. Finally, all garbage, debris, and other trash materials shall be removed as required from all areas to avoid spills, overflow, and deposits in dumpsters.

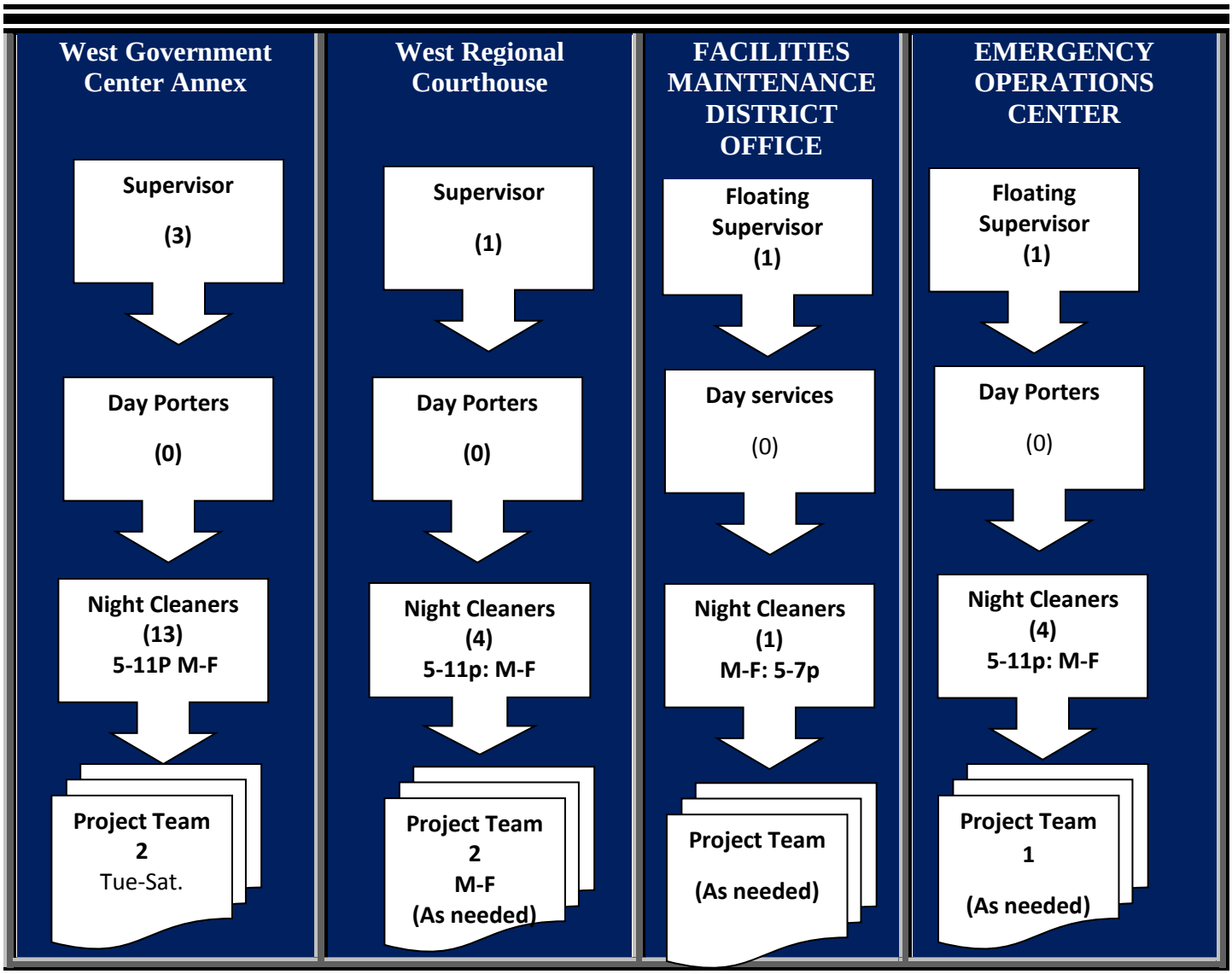
3.2 Chi-Ada Corporation Management and organization of work

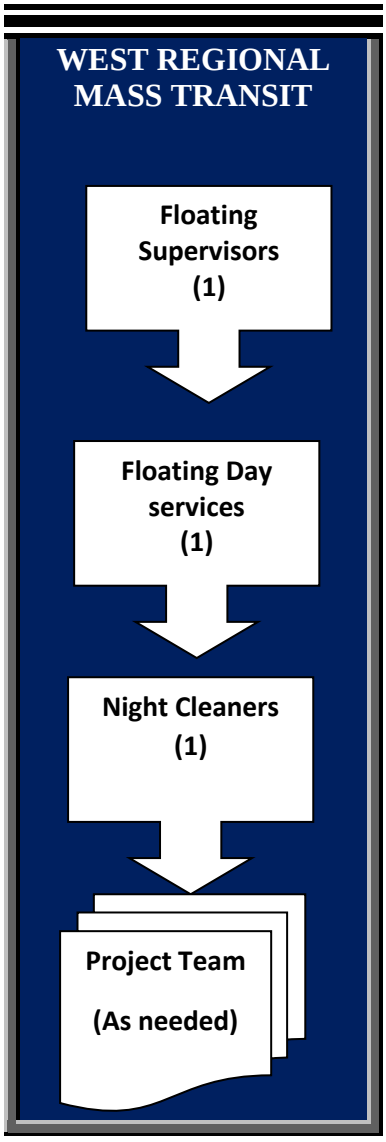
a. State number of crews working for Agreement 3

For agreement 3, four (4) supervisors, one (1) floating day-porters, twenty-two (22) custodians, and the six project team will be allocated as indicated on the allocation tables. The team will be covered by the project manager and assistant manager, the quality control manager, and the account manager.

Job Description	Number
Account Manager	1
Quality Control Manager	1
Project Manager	1
Assistant Project Manager	1
Supervisors	4
Day-porters	1
Custodians	22
Project Crews	6
Total	**37**

Allocation tables




WEST REGIONAL
MASS TRANSIT
Floating
Supervisors
(1)
Floating Day
services
(1)
Night Cleaners
(1)
Project Team
(As needed)

i. Describe how you will schedule basic janitorial service for each facility.

Our basic janitorial service schedule for each facility focuses is on the daily, weekly, monthly, quarterly, semiannual, and annual cleanings. Dispatching the workers, our experimented, skilled, and experienced supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties.

Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner’s work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

ii. List the individual building teams that will be working for that agreement per building(s): management, supervisory, maintenance crews.

Facility	Supervisors	Day-porters	Custodians	Project Team
West Government Center Annex	3	0	13	2
West Regional Courthouse	1	0	4	2
FACILITIES MAINTENANCE DISTRICT OFFICE	Floating Supervisor	0	1	1
EMERGENCY OPERATIONS CENTER	Floating Supervisor	0	4	1
WEST REGIONAL MASS TRANSIT	Floating Supervisor	1	1	1

b. Describe how you will schedule basic janitorial service for each facility while coordinating.

Our essential janitorial services consist of allocating appropriate key personnel for each building/facility, coordinating and supervising the work of each team building. We also verify the compliance of the work assigned using daily cleaning checklist, weekly cleaning checklist, annual cleaning checklist, restroom checklist, and inspection reports. The samples are listed here.

Cleaning Checklist

Chi-Ada Corporation

Cleaning Services Schedule Main Library

Year: ___2018_____

Annual Services

Air Quality Cleaning — **April**

Semi-Annual Services

- *Seal floor grout* — February_____ — August_____
- *Strip, seal and refinish tile floors.* — February_____ — August_____

Quarterly Services

Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.	February_ __	__May_____	_August__	_November____
Overhead Dusting.	__ February__	__ May _____	_August____	_November__
Pile lift all carpeted areas.	__ April _____	_July_____	__October___	_January__
Scrub and recoat tile floors	__May_____	_August____	__November_	_February___
Remove any incrustation or build up on tile floors	__May_____	_August____	__November_	_February___

Monthly Services

- Damp wipe blinds. — __3rd Week of the Month_____
- Clean floor grout — __2nd Week of the Month_____
- Burnish tile floors — __4th Week of the Month_____
- Refill or change urinal screens and deodorizers. — __1st Week of the Month_____
- Clean wall grout — __2nd Week of the Month_____

Cleaning Services Schedule

Year: ____2017_____

Weekly Services

Task Description	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).							X
Edge all carpeted areas. 3. Pile lift high traffic areas.							X
Pile lift high traffic areas				X			
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.		X					
Dust picture frames with a lightly treated dust cloth or short-handled duster.		X					
Machine scrub tile floors (some facilities may require more frequency)						X	
Spray buff tile floors					X		
Restock closet with consumable janitorial supplies			X				

Daily Cleaning Locations:

Entrances, Exterior Landings, Loading Docks and Ramps, Lobbies and Hallways, General Offices, Courtrooms, Hearing Rooms and Auditoriums, Conference Rooms, Break Rooms/Kitchens and Jury Rooms, Elevators, Escalators, Stairwells, and Janitorial Closets and Equipment

Daily Services

- Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- Clean and police for the removal of dirt, mud, trash, and litter.
- Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- Clean items such as mats, surfaces under mats, and foot scrapers.
- Vacuum mats, rugs and entryway systems.
- Clean all glass doors and glass panels adjacent to glass doors.
- Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
- Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
- Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
- Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.
- Pick up trash, food, or debris dropped on the floors
- Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
- Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
- Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- Return all furnishings to their original positions after cleaning.
- Report items requiring maintenance to County for prompt repair.
- Fill towel and soap dispensers.
- Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.
- Damp mop all hard floors with a neutral detergent solution.
- Spot-clean carpets as necessary.
- Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.
- Return all furnishings to their original positions after cleaning.
- Do not disturb any papers that may have been left in the conference room.
- Clean and polish all stainless steel and other metal finishes.
- Clean all stainless steel fasciae and other metal finishes in the elevator lobby.
- Sweep floors.
- Remove gum from floors and other resistant materials
- Mop floors to remove dirt and stains.
- The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).
- Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.
- Clean handrails and push buttons.
- Wash handrails with non-irritating, non-toxic solution and wipe dry.
- Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- Wipe dry and polish metal with appropriate polish.
- Polish handrails with appropriate polish.
- Sweep steps to remove debris and loose dirt
- Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- Collect all litter and trash from the stairwell and dust mop stairs.
- Wet mop the stairs and landings with a damp mop using a neutral detergent solution. Use "CAUTION-WET FLOOR" signs when mopping the stairwells. Remove signs when no longer required.
- Report any loose handrails, bad or loose step treads, or any other item requiring maintenance (and which may present a safety hazard to anyone using the stairs) to County for further action.
- Clean all housekeeping equipment and store rooms so that the housekeeping equipment and rooms are presentable
- Empty all waste collection containers.
- Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
- Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.

- Arrange supplies on shelves in a neat and orderly manner.
- Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
- Sweep open floor area and damp mop with cleaner disinfectant solution

Daily Cleaning for Restrooms

Daily Services

- Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution with particular attention to door knobs, push plates, ventilation grilles, and "kick plates".
- Dry all metal surfaces after wet cleaning to prevent water spotting.
- Empty all trash receptacles into the trash collection container being careful not to spill any of the trash onto the floor. Clean the waste receptacles with a cleaner/disinfectant solution before placing a new plastic liner into the receptacle.
- Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- Remove trash and soil from the floor by sweeping.
- Pick up trash.
- Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- Clean and disinfect exterior surfaces of hand dryers/towel dispensers
- Clean lavatory sinks, shelves, chrome hardware, partitions, countertops, changing stations and wall areas around the basins with a cloth and cleaner/disinfectant solution. Rinse the surface with clear water.
- Wipe all polished surfaces dry to prevent water spotting.
- Clean the flushing hardware, commode seats, and the outside of the commodes and urinals with cleaner/disinfectant solution. Wipe the commode seats dry with a clean cloth after cleaning (the underside of the seat should be cleaned just as thoroughly as the topside).
- Clean the inside of the commode and urinal bowls, the walls behind the wash basins, commodes, and urinals and the partitions between the commodes and urinals.
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace plastic bag liner with a new liner.
- Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- Damp clean and disinfect all surfaces of shower curtains and doors.
- Damp clean and disinfect all exterior surfaces of lockers.
- Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a build-up of detergent residue.
- Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- Pour some of the cleaner/disinfectant mopping solution down the floor drains to insure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
- Report items requiring maintenance to the County.
- De-scale fixtures, if necessary, using a mild, acid-type bowl cleaner.
- Use a different colored or a different kind of cloth for rest room cleaning to ensure that these cloths are not used to clean other areas

Restroom checlist

Chi-Ada Corporation

Restroom Checklist

Week Start: _____ Week Ending: _____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one): Adm. / Detox NRD / Outpatient / Triage

Date		Toilet Seat Cover		Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								***Please check tasks completed***												(Circle) AM PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____

_____ Employee Signature: _____

_____

Weekly inspection checklist

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short, handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:

_____

Inspected By: _____
Signature: _____

Follow Up Actions:

_____

Referred To: _____ **Date**: _____

Daily inspection

Chi-Ada Corporation
Facility:
Daily Services Project Inspection

Supervisor Inspections

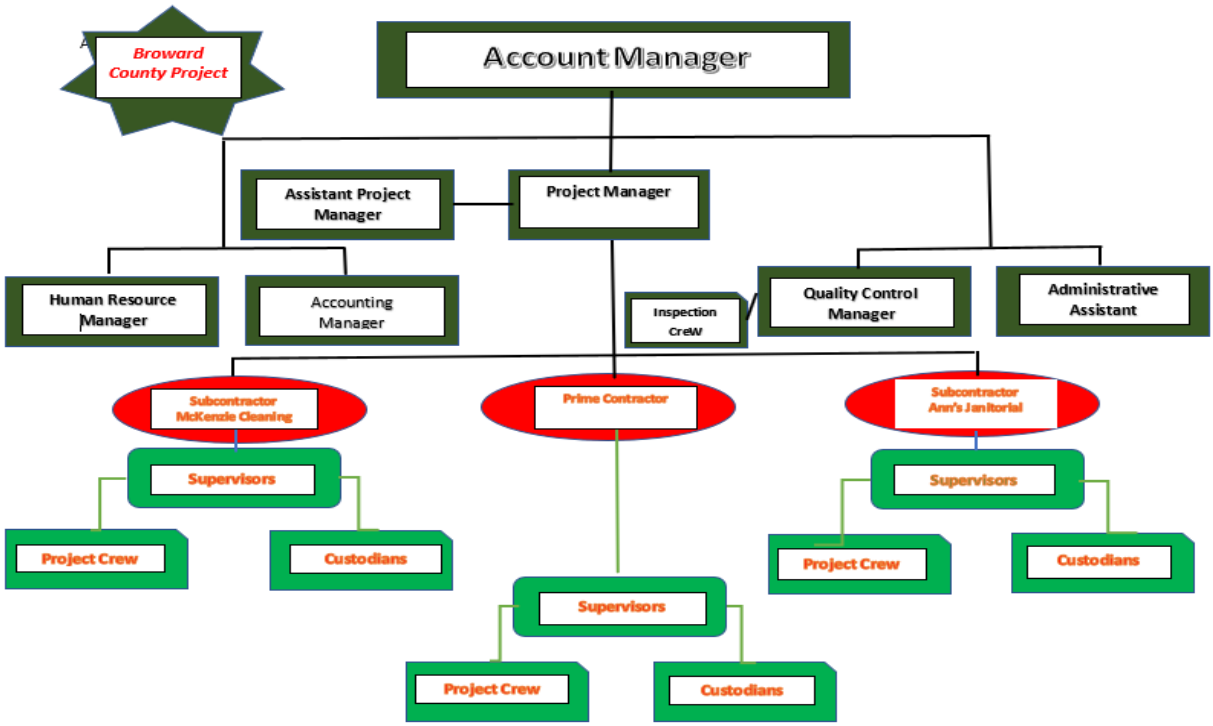
Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						

Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

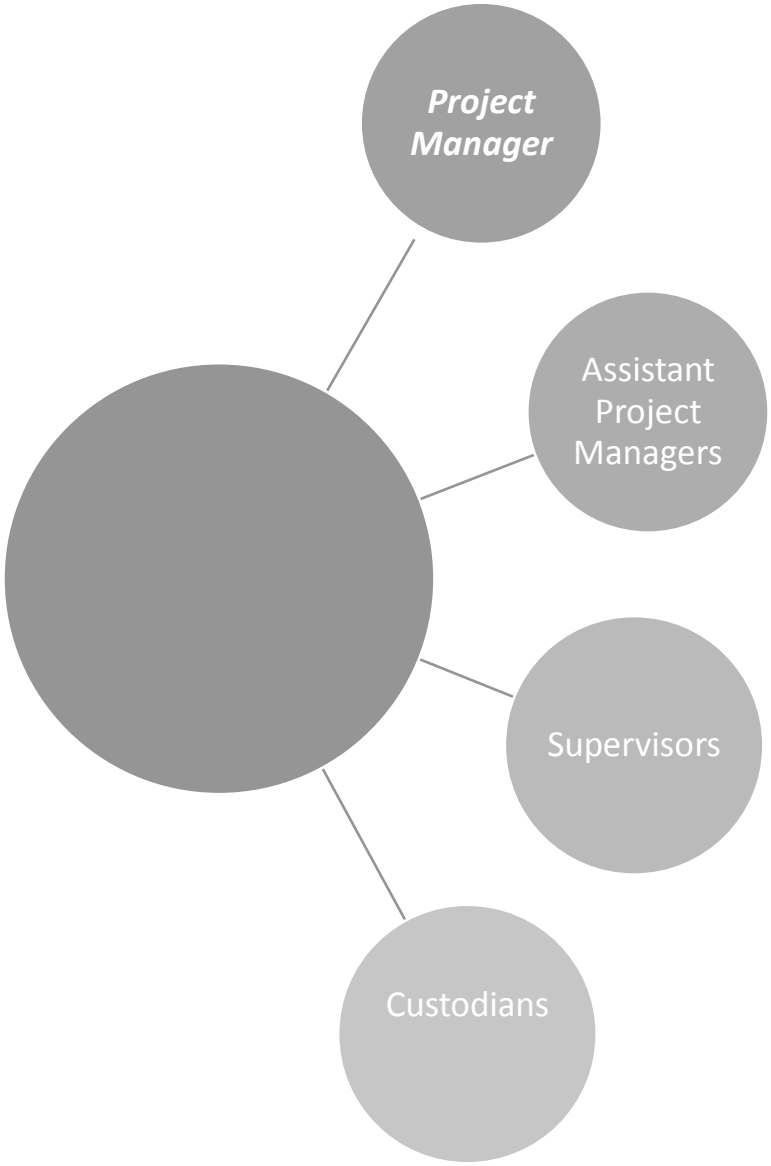
Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

i. Describe crew organization to perform basic and project work.

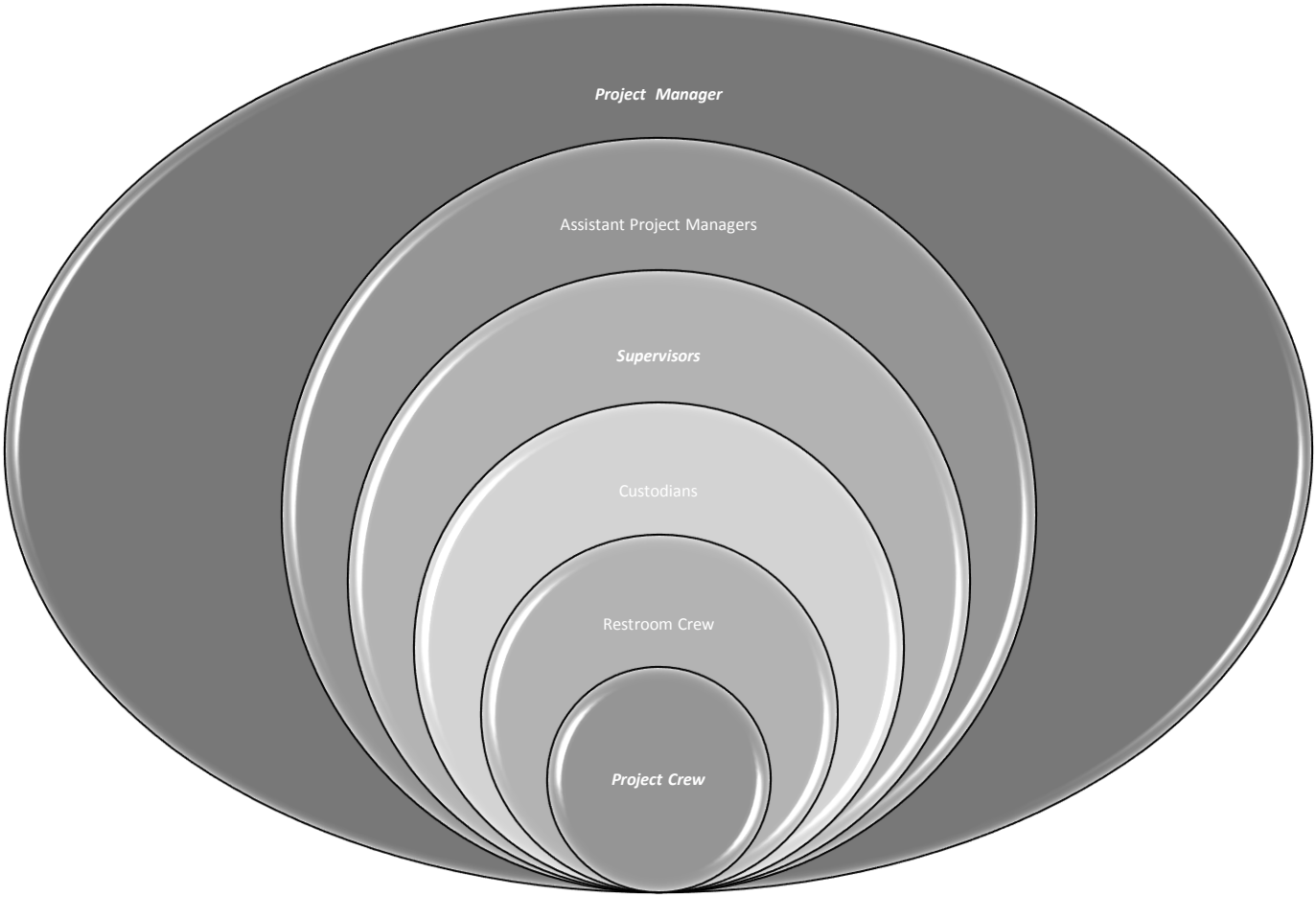
Our key personnel is organized under the leadership of the account manager. He will be assisted by a quality control manager, a project manager, supervisors, day-porters, custodians, and the project team described herein. Workers will be assigned to each facility based on the key personnel schedule stated previously and according to the need identified for each facility. If the size of facility does not require more than four cleaners, the facility will be covered by floating supervisors if the size of the facility does not need a full-time supervisor. Supervisors have the duties to ensure each worker is assigned to his or her location every day. If there is a call-off, supervisors can provide replacement based on our human resource strategy. The task will be done daily, weekly, monthly, quarterly, or yearly as required. The quality control manager will make spot inspections every day in addition to the inspection of each supervisor. Issues will be recorded and mitigated. Chi-Ada Corporation has daily, weekly, monthly, quarterly, and yearly cleaning inspection forms to evidence the quality of work. Plus, supervisors will use our daily restroom checklist to ensure that the restrooms are maintained according to the contract requirement. Each supervisor will hold a daily workbook to assign the job of each worker appropriately.


Broward County Project
Account Manager
Assistant Project Manager
Project Manager
Human Resource Manager
Accounting Manager
Inspection Crew
Quality Control Manager
Administrative Assistant
Subcontractor McKenzie Cleaning
Prime Contractor
Subcontractor Ann's Janitorial
Supervisors
Supervisors
Supervisors
Project Crew
Custodians
Project Crew
Custodians
Project Crew
Custodians

- **Work Organization Chart**

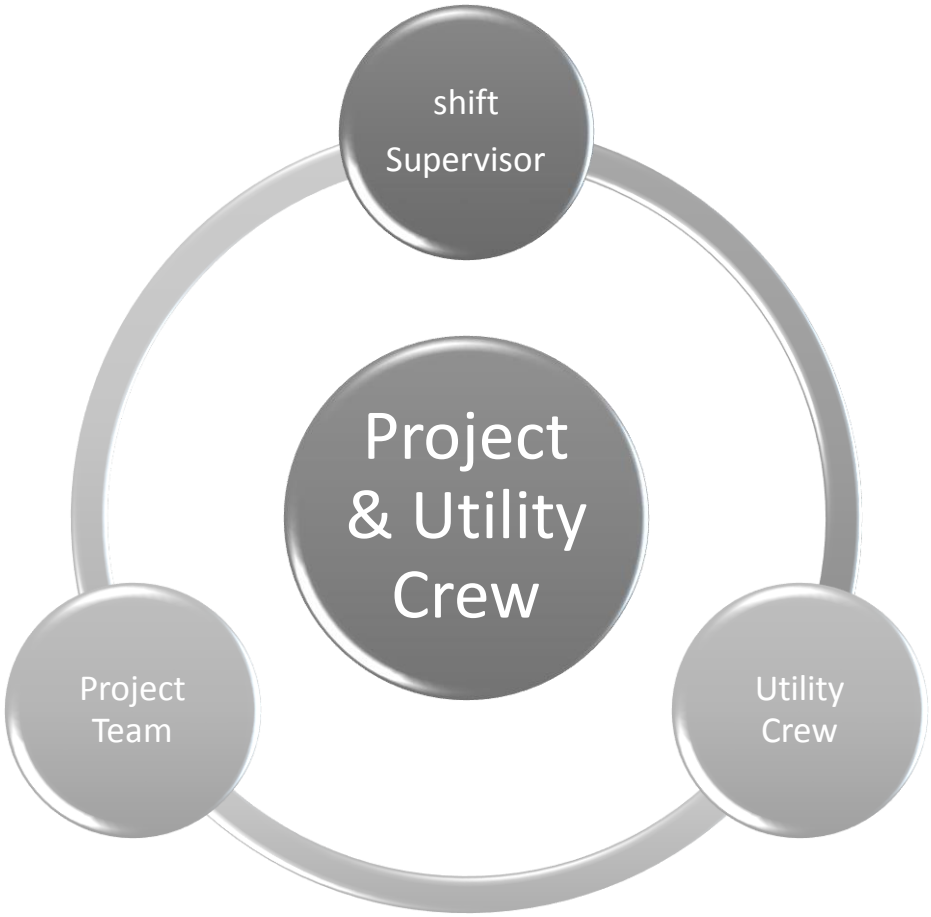


Crew organization to perform basic and project work Charts

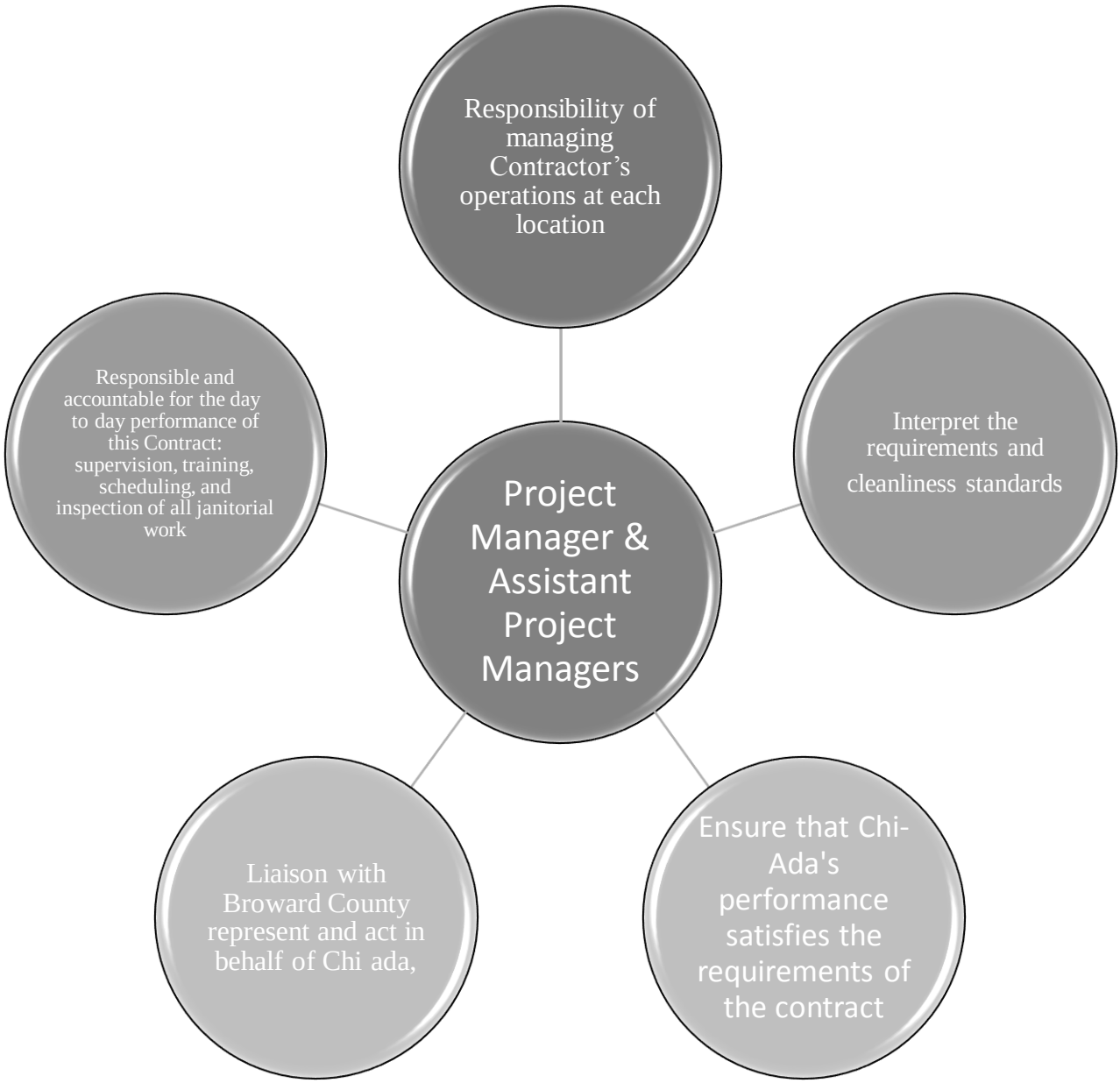


Distribution of Project Work

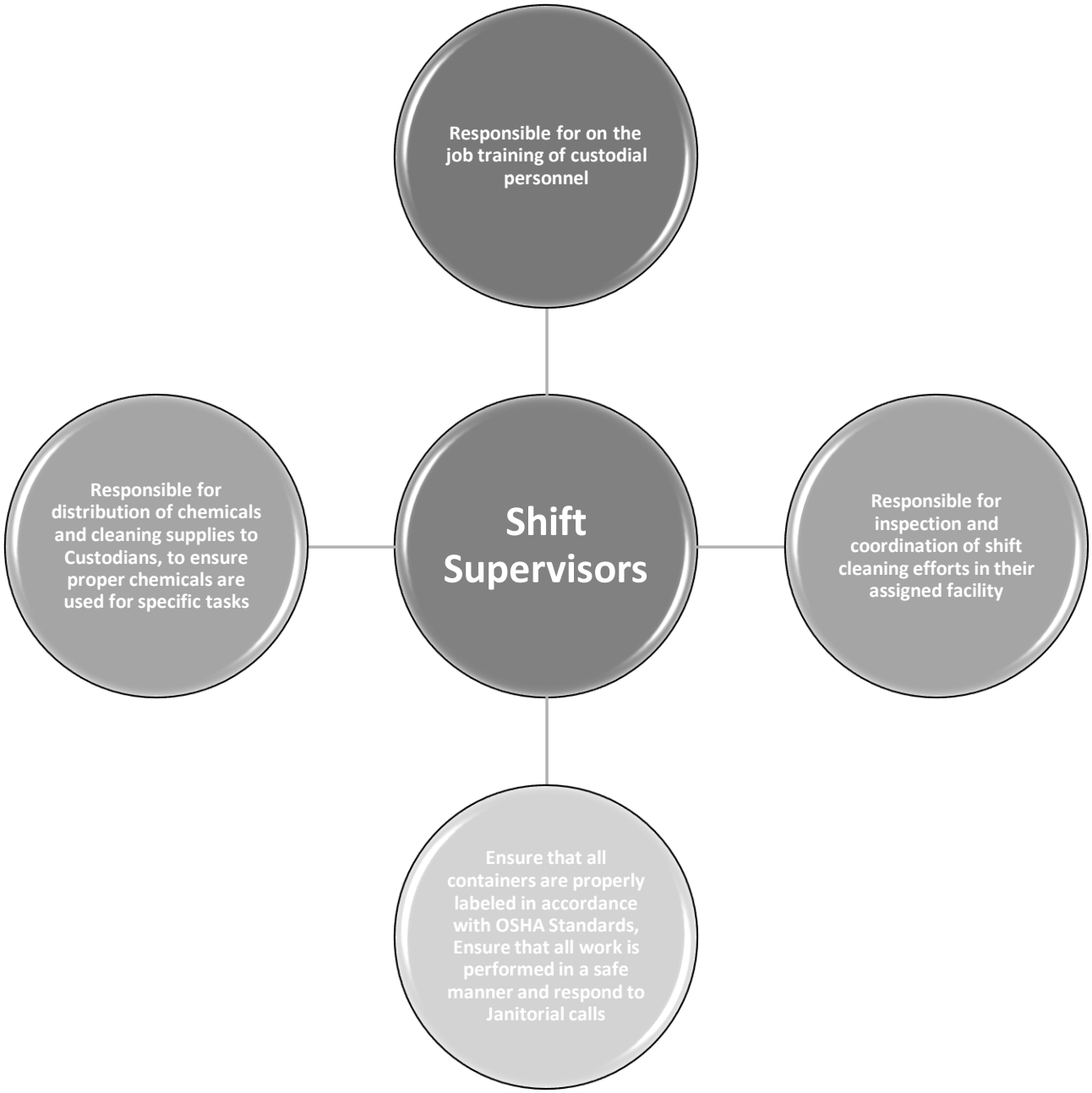
Project & Utility Crew



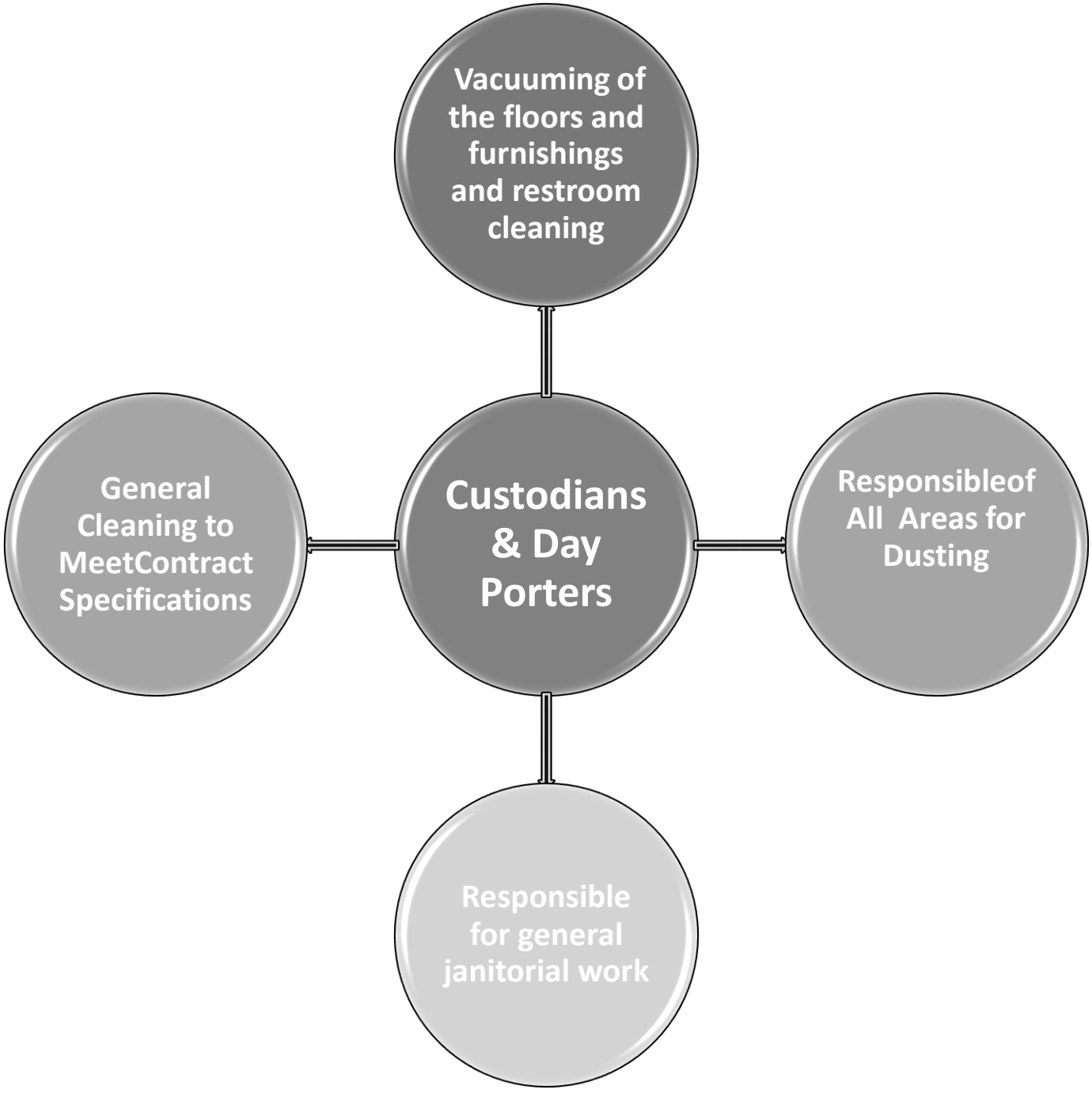
❖ **Job Description for Basic Staffing**



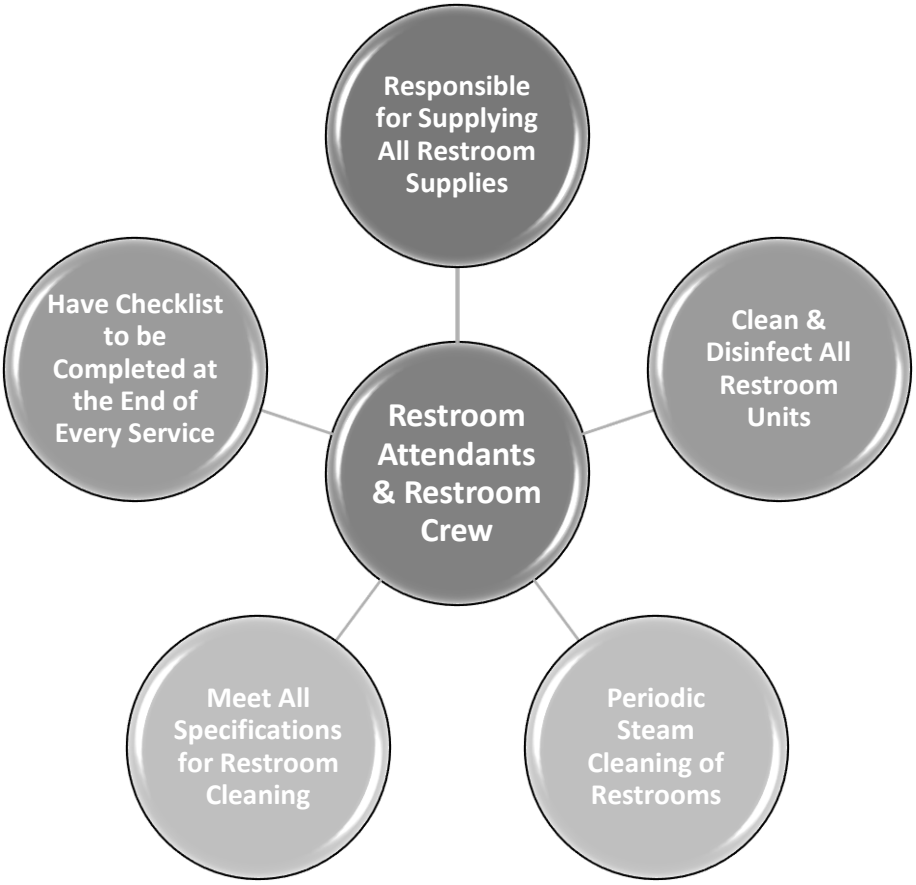
Shift Supervisors



Custodians Daily Services

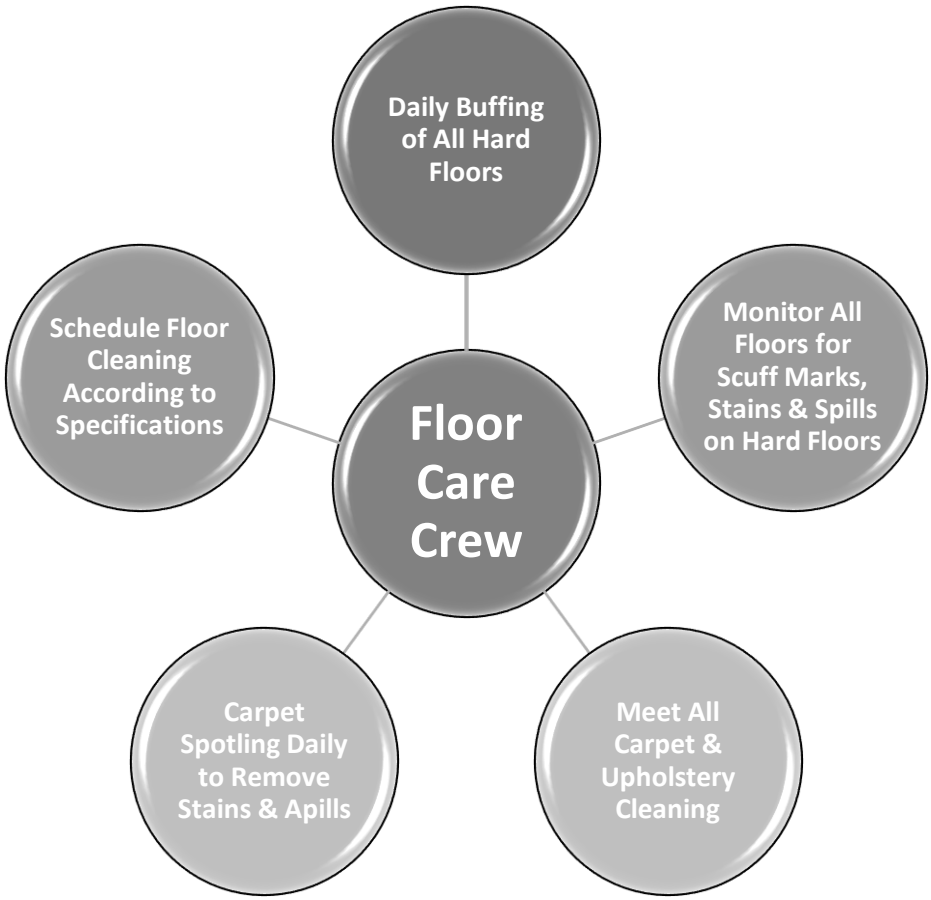


Daily Restroom services



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Floor Care Crew



c. Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.

At Chi-Ada Corporation, we use daily, weekly, monthly, and annual inspections as our reporting system. This strategy is proven to provide valuable tools to compare actual performance to schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date:** _____

d. Describe your capabilities to respond to emergency or disaster situations.

At Chi-Ada Corporation, we act to clean and recondition your facilities quickly and efficiently in an emergency or a disaster situation. With our advanced technology equipment and highly skilled workers, we aim to handle any situation from floodwaters, broken pipes, building fires, hurricanes, and acts of Gods, vandalism, or terrorism.

We measure the importance and the urgency to have full use of your facilities as quickly as possible. Your professional image protection, valuable property restoration, and ability to serve your customers depend on our performance. Therefore, we appraise this responsibility and take it very seriously.

Disaster Restoration-Emergency Services

- ü Restoration from fire, smoke, water, and wind damages
- ü Safety and compliance
- ü 24 hours response service
- ü Flood cleaning
- ü Water extraction
- ü Mold removal
- ü Hurricane preparation and clean up
- ü Post burgles, crime scene cleaning.

With our emergency response program, Chi-Ada Corporation will get you back in business quickly. Our rigorously trained and certified quality restoration team responds quickly at the local level for both large and small facilities. Our emergency services begin within 30 minutes to one hour of the initial call. We utilize emergency procedure planning assistance to place priority status on the severity of the damage. Chi-Ada Corporation owns or rents various equipment needed to perform restoration services. The equipment includes:



3.3 Chi-Ada Corporation's quality control program

a. Startup orientation program

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company providing services to your company, and we bring our experience to start-ups. Our transition plan is overly critical to the success of this project.

Chi-Ada can start any contract with fully screened and trained employees. Chi-Ada has a proven track record of doing start-ups of all sizes regardless of location.

- **Client Communication Plan**

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our Project Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning, and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the Project Manager has met with your facility's personal, he will meet with the other individuals involved in the transition plan, such as the Operations/Project Manager, Human

Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

- **Management**

Our management team, headed by the Project Manager, will make a site visit to locate where all storage locations are. From their observation, they will know how much equipment that specific storage location will accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

- **Equipment/Chemicals**

Our Project Manager orders all necessary equipment and chemicals during this time and is deployed to its respective locations. Chi-Ada will organize additional training for the equipment and chemicals used throughout the different facilities in conjunction with ordering supplies.

- **Hiring & Training**

This period will be when Chi-Ada hires new employees and train them. This period will encompass:

- Hiring new employees
- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them
- Site tours

- **Final Communication**

During the final days before the contract starts, the Project Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada, we are ready to implement our established start-up system and expand a plan to meet all of the contract's requirements.

- **Human Resources**

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department staffed by qualified personal. They are responsible for hiring, training, and maintaining a well-qualified and highly motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive, and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur in finding exceptional individuals who are very responsible and helping them become significant assets to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program composed of basic, intermediate, and advanced training from the manufacturers of the different equipment and chemicals that Chi-Ada will be using. The training will be provided by specialists certified as an in-service training provided by the company free of charge to our employees.

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, and these include recognizing individuals who have performed exceptional, e.g., an employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee because we feel that there is more to life than the opportunity for exceptional earnings and valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

- **Technical Procedures**

Chi-Ada's proven effective employee recruitment and training system are anchored to a solid, well-equipped management organization. We are confident that our new hires learn simple yet highly effective methods that ensure the best results. An experienced Chi-Ada Manager will also give all new employees valuable on-the-job training. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done efficiently and safely.

At Chi-Ada, we believe that custodial workers must be trained to properly use cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surfaces within your facility and maintain the equipment that employees will be using.

Our training program starts with in-service sessions to ensure a complete understanding of the techniques and keep up with the rapidly changing industry. Training allows our employees to

stay afloat with the current innovation in cleaning techniques, equipment, and proper handling of equipment, chemicals, proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry-level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets. Therefore, we place a high priority on hiring and training them. This training program includes work practices and standard expectations, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description, and the use of supplies, paper, soap, etc.

Cross-training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

b. Inspection procedures including any technical aids used to monitor performance standards.

Methods of Identifying Problems

We make a comprehensive effort on every contract we undertake to teach employees how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. We monitor issues through reports and observations:

- ✓ To establish trends
- ✓ To determine corrective actions
- ✓ To assess effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we maintain project performance at acceptable levels

Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly.

We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely

supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double-checking of services completed are more effective than monitoring and other surveillance because minor problems will be elusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality for future problems and the need for timely corrective actions.

Correction and Preventing of Quality Control Problems

Chi-Ada Corporation's double-check strategy is used to address quality control problems. First, corrective action is taken to eliminate the problem immediately. After any correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report provides details on the work requirement, location and includes a grading system on a scale of 1 to 5. The Supervisor decides and initiates the appropriate corrective action on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities.

Our daily inspection will be directed to high traffic areas, and it may include random inspections of high frequency and continuous tasks and 100% inspection for periodic services.

The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered.

The Manager and Supervisors will perform a random, regular, and periodic visual inspection of the facility. Each Supervisor will inspect before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time inspection was completed. To ensure that all activities, functions, and processes are covered, inspections will be conducted using the same checklist to identify problem areas requiring correction.

Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high-quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- ✓ Random inspection,
- ✓ Total inspection, and
- ✓ Continuous inspection.

All inspection findings will be documented so that the following actions are taken immediately:

- ✓ Applicable employees are informed when their level of work performance has diminished below previous levels.
- ✓ A corrective action request is initiated, to be corrected by the end of the same shift, related to any task that has been rated less than "satisfactory".

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

Inspections are an ongoing practice

Chi-Ada's inspections provide additional insurance to achieve our quality control objective. Our Managers and Supervisors perform these inspections. The inspections are predominately a "walk-through." The "walk-through" is performed with varying frequencies. However, they are always performed after some tasks are completed, such as window cleaning, floor maintenance, or after a predefined area is covered at the end of each shift. The objective of the "walk-through" is to ensure that Supervisors check for any potential problems, and if any are found, they are resolved immediately.

At Chi-Ada we create a local file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- ü A copy of our quality control plan

- ü A copy of all completed quality control checklists
- ü A copy of
- all quality control reports
- ü A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems.

The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections at any time during this contract.

Our company recognizes the importance of quality control and assurance. Records are filled out correctly, legible, and kept in a neat and organized location.

c. Describe and provide a sample of your reporting system used to compare actual performance to your schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date**: _____

Chi-Ada Corporation

Restroom Checklist

Week Start: ___/_____/_____/_____ Week Ending: ____/_____/_____/_____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one)

Date				Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								*Please check tasks completed*												(Circle) AM PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____
_____ Employee Signature: _____
_____

d. Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.

The primary benefit of Green Cleaning, which focuses on cleaning for health, not just appearance, is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms.

We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

• Reduce the harmful impact to the health of the facility users

• Reduce the harmful impact of the indoors and outdoors environment

• Source reduction in the landfill with the use of concentrated products

• Recycled contents of all packaging

• Partnership with sustainably certified vendors

• Step by step introductions for a sustainable cleaning process.

Chi-Ada Corporation has been implementing Green Cleaning in the past with Broward County at the Environmental Building in Davie.

However, to improve this green Cleaning we will add the following activities to maximize opportunities to promote green building cleaning practices:

- Continue our effective communication system between building employees and Broward County building management.
- Continue to assist the management of Broward County in understanding the benefits of green cleaning such as the health and performance benefits, improvement of occupant satisfaction, reduction of complaints and risks, and the substantiation of potential cost savings.
- Audit housekeeping procedures, chemicals, equipment, paper, matting, supplies, and other materials for compliance with green cleaning implementation guidelines.
- Continue to inspect all other tools and supplies used in the cleaning process; mop-buckets, wringers, paper, wipers, liners, toilet tissue, and other tools and supplies and determine alternative tools and supplies that are environmentally preferable.
- Conduct a general housekeeping walk-through: evaluate the overall quality of the current cleaning and look for problems and opportunities for improvement.
- Document and review any recycling program in place.
- Continue to clean hard floors with a backpack vacuum instead of dust mopping.
- Add or upgrade entrance mats.
- Continue to recycle paper products and install roll-type dispensers where practical.
- Continue to use microfiber mops and dust cloths.

- Continue to implement effective methods of dilution control.
- Continue with portable spot cleaners, fiber mop, and bucket to facilities where spills commonly occur.
- Purchase products with high post-consumer recycled content
- Continue to use floor finishes without heavy metal ingredients.
- Limit the use of disinfectants to critical areas.

3.4 Company Equipment

a. Chi-Ada Corporation current inventory of heavy equipment -

Equipment	
2 Minuteman 4 Trucks Mounted Pressure Wash Machine 6 Pressures Wash with Tire 10 Backpack Filter Vacuum 3 High speed floor burnisher 10 Upright vacuum 2 Wet and Dry Vacuum 20 Mop Bucket 5 Tilt Trucks 1 Vehicle/Van/Lift Gate 5 Vans 4 Carpet Extractors 3 Walkie Radios 4 Biometric Timecard 4 Air Dryers 10 Janitor Carts 20 Dollies 3 Scrubbers	
ACX64 40 Yard MCNEILUS Front Loader Garbage Truck	
Electric Auto Floor Scrubber 18" Cleaning Path - Corded	

Electric Auto Floor Scrubber 20" Cleaning Path - Corded	
Dusting machine	
8070 Heated Carpet Extractor & Auto Detailer	
DC Power Hydraulic Double Scissor Lift Cart 1100 Lb. Cap.	
Sanitaire Quiet Clean 10-Quart Backpack Vacuum SC530B	
Portable Folding Safety Barrier with Casters	

Hard Surface	
Air mover	
Extractor	
Floor Machine Carpet Dryer	
Vacuum	

Minuteman

Minuteman E20 Automatic Scrubber



TECHNICAL SPECIFICATIONS	
CLEANING PATH WIDTH	20"
SQUEEGEE WIDTH	33"
THEORETICAL PRODUCTIVITY (BRUSH DRIVEN)	15,000 SQ FT/ HR
WORKING SPEED (BRUSH DRIVEN)	1.7 MPH
RATED VOLTAGE	24 VOLTS
VACUUM FLOW	65 CFM
VACUUM WATERLIFT	45"
VACUUM POWER	.60 HP
DRIVE MOTOR POWER (TD)	1/5 HP
BRUSH TYPE	DISC
BRUSH MOTOR(S) POWER	3/4 HP
NUMBER OF BRUSHES	1
BRUSH RPM	180 RPM
SOLUTION CAPACITY	12 GAL
RECOVERY CAPACITY	13 GAL
WEIGHT WITH BATTERIES (BD)	306 LBS
WEIGHT WITHOUT BATTERIES (BD)	196 LBS
WEIGHT WITH BATTERIES (TD)	365 LBS
WEIGHT WITHOUT BATTERIES (TD)	231 LBS
DIMENSION (LXWXH)	44.4 X 18.8 X 42.3

.

Trucks Mounted Pressure Wash Machine

Industrial Duty 4200 psi 4.0 gpm Cold Water Pressure Washer



SIMPSON #95002 SPECIFICATIONS
ZORO #: G3106192 MFR #: 95002
OPERATING PRESSURE: 4200 PSI PRESSURE WASHER FLOW RATE: 4 GPM
PRESSURE WASHER DUTY RATING: INDUSTRIAL DUTY PRESSURE WASHER WATER TYPE: COLD
ITEM: PRESSURE WASHER OPERATING PRESSURE (PSI): 4200 PSI

Pressures Wash with Tire

Heavy Duty 4000 psi 5.0 gpm Water Pressure Washer



Simpson #65212 Specifications
Zoro #: G9410121 Mfr #: 65212
Item: Pressure Washer Pressure Washer Flow Rate: 5 gpm
Operating Pressure: 4000 psi Pressure Washer Duty Rating: Heavy Duty
Operating Pressure (PSI): 4400 ps

Backpack Filter Vacuum

PROTEAM 10 qt. 120V, 1108W Backpack Vacuum Cleaner



Cord Length: 50 ft.
Hose Dia.: 1 1/2 in
Static Pressure: 91 in
Standards: CSA C22.2 No. 243, UL 1017
Diameter: 7-1/8"
Vacuum Product Grouping: Backpack Vacuum Cleaners
Hose Length: 4 ft
Watts: 1108
Sound Level dBA: 69.7 dBA
Hz: 60
Filter Type: HEPA
Weight: 12 lb
Vacuum Power Source: Corded
Vacuum Air Flow: 153 cfm
Vacuum Collection Type: Reusable Bag
Vacuum Filtration Type: Standard

High speed floor burnisher

High Speed Burnisher, 1600 RPM



Technical Specs

- Item Burnisher
- Brush Speed1,600 RPM
- Motor1.5 hp
- Pad Size20 in
- Power Source115V AC, 60 Hz, 15A
- Sound Level70 dB
- Construction Rotationally Molded
- Cord Length75 ft
- Max. Productivity10,000 sq ft/hr
- Includes

Wet and Dry Vacuum

16 gal. Silica Vac



VACMASTER PROFESSIONAL #VKB1611SW SPECIFICATIONS
ZORO #: G3429416 MFR #: VKB1611SW
COLOR: BLACK LENGTH: 23
MATERIAL: POLYPROPYLENE WIDTH: 20
HEIGHT: 23

Mop Bucket

Yellow Mop Bucket and Wringer, 8 3/4 gal



TECHNICAL SPECS

- ITEMMOP BUCKET AND WRINGER
- CAPACITY8 3/4 GAL
- COLORYELLOW
- WRINGER TYPESIDE PRESS
- MECHANISMHAND OPERATED
- MOP CAPACITY10 TO 32 OZ
- SHAPEOVAL
- BUCKET/PAIL MATERIALPLASTIC
- HANDLE MATERIALSTEEL
- CASTER TYPE3 IN NONMARKING
- OVERALL HEIGHT21 5/8 IN
- OVERALL LENGTH20 5/16 IN
- OVERALL WIDTH16 7/16 IN
- COLOR CODING SYSTEMYES
- WRINGER COLORYELLOW
- WRINGER MATERIALPLASTIC/STEEL
- BUCKET/PAIL HEIGHT22 IN
- BUCKET/PAIL LENGTH20 1/2 IN
- BUCKET/PAIL WIDTH16 45/64 IN
- BOTTOM DRAINYES
- ANTI-SPILLYES
- METAL DETECTABLENO
- SERIESWAVEBRAKE(R)
- FOR USE WITHSTRING MOP SIZES RANGING FROM XS - XL

b. Response time for mobilization for each piece of equipment.

All of the equipment is a one to four (1 to 4 hours) mobilization time. We will store some of the equipment on-site based on storage availability.

c. Chi-Ada Corporation's current inventory of machinery for floor care

- 2 Minutemns Es 2832 Automatic Floor Scrubber
- 8 Side by Side 20 Inch
- 6 Side by Side 14 Inch
- 12 Buffing Machines

d. Chi-Ada Corporation equipment maintenance

The Management of Chi-Ada plans to purchase new equipment and use our existing equipment to execute our contractual obligation successfully. The cost of any new equipment to be bought is prorated and amortized in the lifetime ranging from one to two years before replacement. Our

management has an existing repair services relationship with independent equipment services to repair and replace any broken-down equipment within one day.

e. Chi-Ada Corporation's office equipment and computer programs

- 6 Desktop Computers for scan, emails, letters, and documents editing (Adobe, Acrobat, Microsoft Word, Outlook, Excel)
- 3 Fax Machine for scanning, sending and receiving.
- High Speed Internet
- Phone service
- 4 Photocopiers and Printers
- QuickBooks Contractor Edition
- Pensoft Payroll
- Talkie walkie

3.5 Chi-Ada Corporation's Training:

a. Chi-Ada Corporation's internal Employee Safety Training Manual.

Chi-Ada Corporation's internal Employee Safety Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual***."

b. Chi-Ada Corporation's internal Employee Training Manual.

Chi-Ada Corporation's internal Employee Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual.".***"

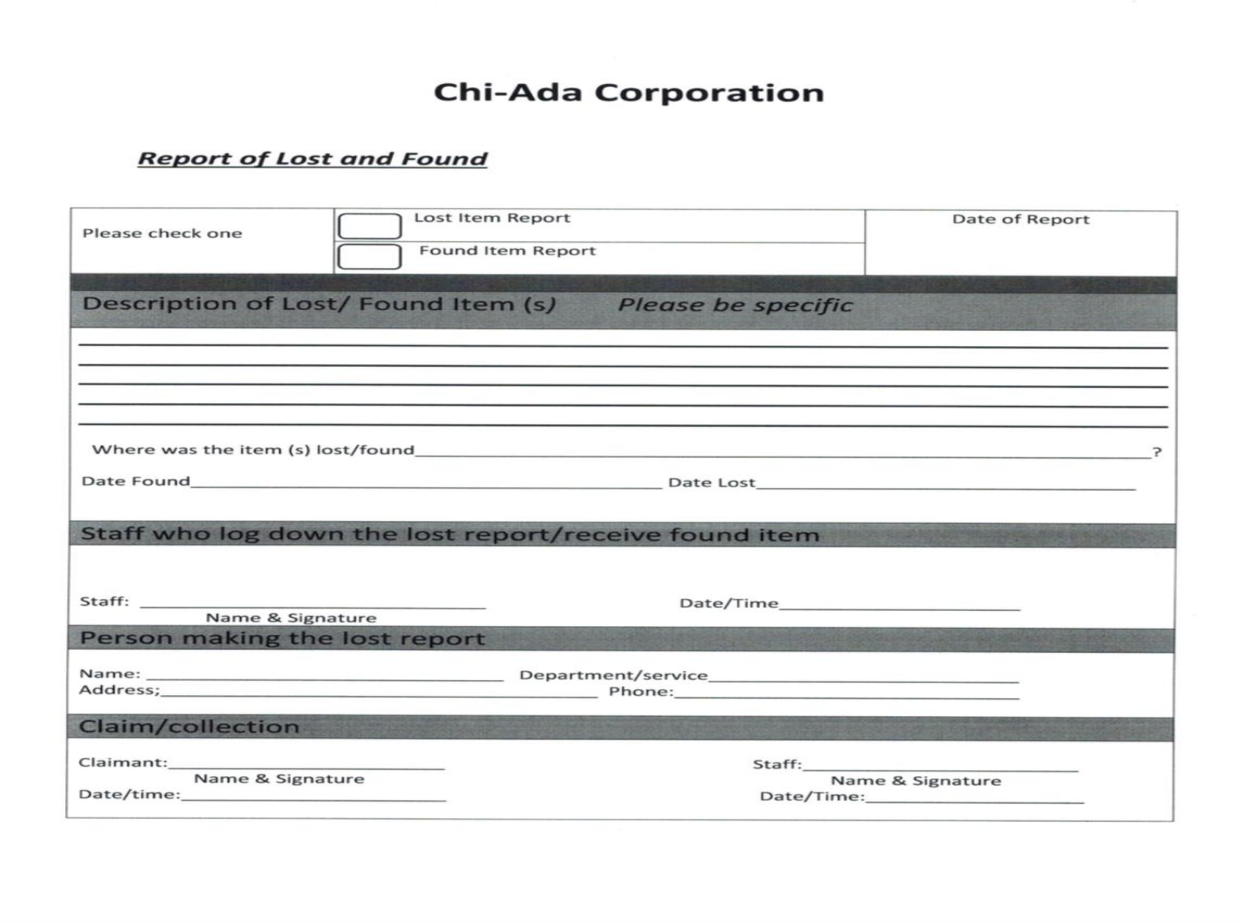
c. Chi-Ada Corporation's training currently in place to assure on-site staff will be pro-active and aware during each shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.

Our employees are taught probity, integrity, and awareness in their workplaces. We taught our employees to have a culture of honesty by reporting the findings of any abandoned belongings or packages to the supervisors or the facility's management. We also taught each employee that our integrity and actions are sustained by our slogan of "Theft employee is undesired." Our vigorous morality screening and on-site observance help us to track our employee's' behavior. Further, each employee is taught on **"**Keeping a Watchful Eye." Our employees are required to report any suspicious behavior to their supervisor or to the project manager, who is required to notify the facility's management for appropriate action to be taken. Finally, our safety training provides important tools to

our employees to deal with potential slip, fall conditions, and ajar doors. The following general safety

rules are discussed during our safety training program:

- Horseplay or any actions that show disregard for safety or efficient job completion is not allowed.
- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.
- A worker shall not cause a distraction that would jeopardize the safety of a fellow worker or working environment.
- Be aware of safeguard provided within the workplace.
- Your job will not generally call for the use of ladders. However, if yoo need to reach an object in a situation where a ladder is needed;, please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and adequately secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.
- Keep hands and feet clear pinch points when handling materials.
- Wear the right clothes for the job tasks you will be expected to perform.
- Assistant in the training of new employees by demonstrating safe work habits.
- Never leave running power equipment unattended.
- Be familiar with the proper safety methods and procedures for operating your power equipment.
- Observe and obey all warning signs.
- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.



Chi-Ada Corporation

Report of Lost and Found

Please check one	☐ Lost Item Report ☐ Found Item Report	Date of Report

Description of Lost/ Found Item (s) *Please be specific*

Where was the item (s) lost/found_____?

Date Found_____ Date Lost_____

Staff who log down the lost report/receive found item

Staff: _____ Date/Time_____
Name & Signature

Person making the lost report

Name: _____ Department/service_____
Address;_____ Phone:_____

Claim/collection

Claimant:_____ Staff:_____
Name & Signature Name & Signature
Date/time:_____ Date/Time:_____

d. Training of Chi-Ada Corporation's supervisors and cleaners in green building cleaning procedures as required for this contract.

The primary benefit of Green Cleaning is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product we use to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to

health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the user's suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

4. Workload of the Firm:

4.1. List of all completed and active projects in past five (5) years

❖ **Pleasantville Middle School**

Address: 40 Romer Ave

City State Zip:	Pleasantville, NY 10570
Phone/	914-741-1414
Contact:	Stephen Chamberlain, Director of Facilities III
Email:	chamberlains@pleasantvilleschools.org
Contract #	**Bid 2015-2016 School Year**
Period:	2015-2016
Annual amount:	$122,200
Square Footage:	74,056
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

❖ **Briarcliff manor Union Free School**

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org
(2) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

.

❖ ***Broward County Commissioner***

Address:	115 S. Andrews Avenue
City State Zip:	Fort Lauderdale, FL 33301
Phone/Fax:	954 357 5675
Contact:	Ian Mitchell

Email:	imitchell@broward.org
(1)- Contract #	RLI20080908-0-1 (Broward Various Locations)
Period:	2010-2015
Annual amount:	$1,988,455.48
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(2)- Contract #	R0899203P1 (Broward Main Library)
Period:	2011-2018
Annual amount:	$359,987.65
Square Footage:	238,364
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(3)- Contract #	RO92180491 (Broward South Regional Courthouse)
Period:	2011-2018
Annual amount:	$111,579.79
Square Footage:	51,800
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(4)- Contract #	RFP1214808P1 (Broward Janitorial Services for Various County Facilities)
Period:	2016-2021
Annual Amount:	$1,170,509.72
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

❖ ***Miami Dade Public Housing***

Address:	1407 N.W 7 Street.
City State Zip:	Miami, FL 33125
Phone/Fax:	(786) 256-5862
Contact Name:	Florence Saint Jour, Facilities Supervisor
Email:	fstjour@miamidade.gov
(1) Contract #	POHO1200773 (Miami Dade Public Housing Janitorial Services
Period:	2013-2019
Annual amount:	$72,000
Square Ft:	840,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

(2) Contract #	878B-0/9 (Miami Dade Public Housing Janitorial Services)
Contact Name:	Aurea Ivette Velez
Email:	avelez@miamidade.gov
Period:	2009-2014
Amount:	$72,000
Square Ft:	936,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Miami Dade Transit***

Address: 6601 NW 72nd Ave
City State Zip: Miami, FL 33166
Phone/Fax: 305-889-6766
Contact Name: Lazaro Dominguez
Email: Lazaro.dominguez3@miamidade.gov

1- Contract # **ITQ9562-13MDT (Miami Dade Transit Janitorial Services)**
Period: 5/2013-01/2019
Annual amount: $4,552,204.56
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

2- Contract # **ITQ9562-13MDT (Miami Dade Transit: Golden Glades)**
Period: 2013-2018
Annual amount: $36,000
Square Footage: 700,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

3- Contract # **RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities**
Period: 2018-2023
Annual amount: $222,391.92
Square Footage: 260,357
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

4- Contract # **#RFQ9562-34DTPW - JANITORIAL SERVICES - DTPW Rail, Mover, and Bus Facilities**
Period: 1/2019-12/2023
Annual amount: $25,624,628.4
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***Fulton County in Atlanta***

Address: 130 Peachtree Street #1168
City State Zip: Atlanta, GA 30303
Phone/Fax: (404) 612-4446/ (404) 893-6303
Title: Janitorial Services for Selected Facilities
Contact Name: James Morehead, Contract Administrator
Email: James.Morehead@fultoncountyga.gov

1- Contract # 13ITB87106C-MT
Period: 2012-2016
Amount: $362,141.56
Square Footage: 142,673

Summary of Service Provided: Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

2- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Period: 12/2018-12/2021
Annual amount: $617,271.12
Square Footage: 205,925

Summary of Service Provided: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

❖ ***Sarasota County***

Address: 1001 Sarasota Center Blvd.
City State Zip: Sarasota, FL 34240
Phone/Fax: 941-716-1500
Contact Name: William Bill Deller, Facilities Supervisor
Email: bdeller@scgov.net
Location: Sarasota County

Contract # Bid #166453HR Custodial Services

Period: 2/2017-1/2022
Amount: $ 675,972.78
Square Footage: 528,175
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***City of North Miami***

Address: 776 NE 125th Street
City State Zip: North Miami FL 33161-4116
Phone/Fax: 305.895.9886
Contact Name: Destrade Alberto
Email: **adestrade@northmiamifl.gov**
Location: North Miami
Contract RFP No.18-15-16 Janitorial Services

Period: 2017-2019
Annual amount: $180,024
Square Footage: 900,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of North Miami Beach***

Address: 17011 NE 19th Ave,
City State Zip: North Miami Beach, FL 33162
Phone/Fax: (305) 948-2946
Contact Name: Meghan Cianelli Bennett
Location: North Miami Beach
Contract RFP NO:19-062-MC

Period: 2019-2022
Annual amount: $258,936
Square Footage: 151,200
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of Clearwater***

Address: 100 S Myrtle Ave
City State Zip: City of Clearwater, FL 33756-5520
Phone/Fax: 727-562-4633
Contact Name: Alyce Benge
Email: Alyce.Benge@myclearwater.com
Location: City of Clearwater
Contract #900406, Bid# 24-18 (Parks & Recreation Centers)

Period: 2019-2022
Annual amount: $180,000
Square Footage: 213,576
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Fort Lauderdale International Airport (Sub-Contracting)***

Address: 115 S. Andrews Avenue, Rm 212
City State Zip: Ft. Lauderdale FL 33301
Phone/Fax: 954.357.8604
Contact Name: Cara M. Leisy, J.D., Purchasing Agent
Location: Fort Lauderdale Airport, Terminal 1 and car rental
Period: 1/01/14 thru 3/31/19
Annual amount: $1,000,000
Contract #
Square Footage: Terminal 1 and car rental
Summary of Service Provided: Janitorial services, labor, cleaning supplies, materials, equipment, tools, vehicles, uniforms, chemicals, and supervision

4.2. List of all projected projects that vendor will be working on in the near future.

Chi-Ada Corporation does not have any pending awarded contracts.

4.3. Describe Chi-Ada Corporation's approach in managing projects.

At Chi-Ada Corporation, our goal is to ensure that each contract we undertake is completed. Our organization complies with the contract specifications and requirements. In this regard, the management of each contract is prioritized, communicated, meetings are held, inspections are carried out, and controls. Chi-Ada Corporation always establishes permanent channels of communication between the contract administration and Chi-Ada Corporation contracts managers to establish the regular share of information about the management of the project. We also create a line of communication between our on-site staff, through our project manager and supervisors, and the contract administrator to listen and apply the contract administrator recommendations and suggestions. We further hold regular meetings to report and mitigates quality issues. To maintain our quality assurance, our project manager and quality control manager regularly inspect our personnel's tasks to identify any issues affecting contract compliance. We finally control the rentability of our personnel to ensure that we are keeping the highest level of quality cleaning and make any changes that can augment the efficiency of services.

4.4. Were there or will there be any challenges for any of the listed projects?

Based on our knowledge and experience on past awarded projects from Broward County and other companies, there are not known challenges. The experience and the human capital have been the driving power of Chi-Ada Corporation for success. We have human resource potential to ensure that the firm reaches its objectives in every contract.

5. Pricing

The price spreadsheets for Agreement 1 thru agreement 14 are attached.

Conclusion

The Chi-Ada Corporate mission is to provide the most outstanding janitorial services possible.

- We take pride in being productive and self-sufficient regarding our work and responsibilities.
- We believe that hard work and determination are the keys to our company's success.
- We strive to have a strong work ethic and to help employees become goal-oriented individuals.
- We believe that we teach by example.

That is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facility's image to be "The cleanest in America."

Chi-Ada Corporate services are your 24/7, 365 days per year single-source provider for all of your facility cleaning needs. Whether there is a need for a one-time service or an ongoing maintenance program, look to Chi-Ada Corporation to provide the services needed.

We look forward to the opportunity to serve you!

Attachments

Living Wage Ordinance Requirement Forms

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2021 THRU DECEMBER 31, 2021)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.00
Assistant Project Manager or Equivalent	Hour	$ 28.00
Quality Control Manager or Equivalent	Hour	$ 25.00
Shift Supervisor or Equivalent	Hour	$ 23.00
Team Leader/Supervisor or Equivalent	Hour	$ 18.50
Janitorial Worker or Equivalent	Hour	$ 17.05
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services.

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2022 THRU DECEMBER 31, 2022)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

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The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.75
Assistant Project Manager or Equivalent	Hour	$ 28.70
Quality Control Manager or Equivalent	Hour	$ 25.63
Shift Supervisor or Equivalent	Hour	$ 23.58
Team Leader/Supervisor or Equivalent	Hour	$ 18.96
Janitorial Worker or Equivalent	Hour	$ 17.48
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services

JANITORIAL SERVICES – FACILITIES MANAMGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2023 THRU DECEMBER 31, 2023)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENED)
Project Manager or Equivalent	Hour	$ 31.67
Assistant Project Manager or Equivalent	Hour	$ 29.56
Quality Control Manager or Equivalent	Hour	$ 26.40
Shift Supervisor or Equivalent	Hour	$ 24.29
Team Leader/Supervisor or Equivalent	Hour	$ 19.53
Janitorial Worker or Equivalent	Hour	$ 18.00
_____	Hour	$ _____
_____	Hour	$ _____

Vendor Name Chi-Ada Corporation janitorial services

Living Compliance Ordinance Affidavit Form

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: Chi-Ada Corporation Janitorial Services

Address: 4820 W Commercial Blvd, Tamarac FL 33319

Local Contact: Bart Okoro E-Mail Address: bokoro@chiadacorporation.com

Address:

Contract

Amount:

Using Agency

Served: Solicitation

No. and Title:

By signing below I hereby certify that the covered employees listed below: (please check one)

A. ☐ Receive a minimum pay of $ per hour and are provided health benefits valued at $ per hour.

B. ☒ Receive a minimum pay of $ 17.05 per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
BRYCE JULIAN	Custodian	B	TELLEZ TADEO	Custodian	B
CLODIANNE CHARLES	Custodian	B	ELIAB NATIVIDA	Custodian	B
PEREZ DUNIA	Custodian	B	EKEOMA DON PRIMUS	Custodian	B
CLIFTON MURPHY	Custodian	B	KIBAKA LANDY	Custodian	B

(Attach Additional sheets in the format above, if needed)

I, BARTHOLEMEW OKORO of CHIADA CORPORATION hereby attest that (Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;

b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and

c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature Title President

SWORN TO AND SUBSCRIBED BEFORE ME this 24 day of MAY, 2021

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Public)

My commission expires: 08/07/2024
(SEAL) Notary Public (Sign name of Notary)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced:

APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: Chi-Ada Comp. Contact Person: Bart Okoro

Company Address: 4820 W. Commercial Blvd

City: Tamarac State: FL Zip: 33319 Phone: 954 777-5177

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: $_____

SECTION 3: EXEMPTION BASIS (Check one of the options below and submit supporting documentation as requested)

☐ **(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.
Required documentation for this exemption basis: Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

☐ **(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.
Required documentation for this exemption basis: Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

I, BART OKORO (Print Name), of Chi-Ada Comp. (Company) hereby attest that

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

Signature _____ Title 5/24/21 President

SWORN TO AND SUBSCRIBED BEFORE ME this 24th day of MAY, 2021

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

_____ My commission expires: 08/07/2024 (SEAL)
Notary Public (Sign name of Notary Public)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced: _____

Revised May 1, 2021

Copy of insurance certificate.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 02/11/21

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 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 BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: ANDREW OGHINAN PHONE (A/C, No, Ext): (305)249-5055 FAX (A/C, No): (305)249-5057 E-MAIL ADDRESS: big@bendellinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: ADMIRAL INSURANCE COMPANY	24856
INSURED CHI-ADA CORP 4820 WEST COMMERCIAL BLVD TAMARAC,FLORIDA 33319 954-777-5147	INSURER B: PROGRESSIVE EXPRESS INS COMPANY	10193
	INSURER C: WESCO INSURANCE COMPANY	25011
	INSURER D: COLONY INSURANCE COMPANY	39993
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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	SUBR INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			CA000020588-07	12/23/20	12/23/21	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ EXCLUDED $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			03913306-4	09/28/20	09/28/21	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			NA			EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WWC3507748	12/15/20	12/15/21	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	POLUTION LIABILITY CPL FORM			CSP4257990	04/16/20	04/16/21	$1,000,000/1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
JANITORIAL SERVICES.

CERTIFICATE HOLDER IS NAMED AN ADDITIONAL INSURED ON THE GENERAL LIABILITY.

CERTIFICATE HOLDER	CANCELLATION
BROWARD COUNTY 115 S. ANDREWS AVE. FORT LAUDERDALE,FL 33301 RE: FMD, ROOM 501	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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Authorized document to do business (Florida State Registration document)

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

FILED
Mar 14, 2021
Secretary of State
1214206932CC

DOCUMENT# P95000065881

Entity Name: CHI-ADA CORPORATION

Current Principal Place of Business:

4820 W. COMMERCIAL BLVD
4820
TAMARAC, FL 33319

Current Mailing Address:

4820 COMMERCIAL BLVD
4820
TAMARAC, FL 33319 US

FEI Number: 65-0619776

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

OKORO, BARTHOLOMEW
135 NW 163 ST
MIAMI, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	PRESIDENT
Name	OKORO, BARTHOLOMEW
Address	4820 W COMMERCIAL BLVD 4820
City-State-Zip:	TAMARAC FL 33319

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Signing Officer/Director Detail — Date

List of litigations

Date	Parties	Case number	Case	Outcome
2016	Oscar OSORIO (plaintiff) Vs Chi- Ada Corporation (defendant)	2016 28451 CA 01	The plaintiff brought claim for damages arising out of vehicle accidents with an employee of Chi-Ada Edwin Chikere Alonzie the driver (Case against Chi-Ada workman comp Insurance)	The damages was settled by Chi-Ada Corporation Auto Insurance at $65,000
2017	Raymond Robinson (Plaintiff) Vs Miami Dade & Chi-Ada Corporation (Defendant)	2018-024310-CA-25	Plaintiff alleges slip and Fall at Metro rail and Chi-Ada is services provider	Current
2018	Emperatriz Linares (Plaintiff) Vs Chi-Ada Corporation (Defendant)	2018-035054-CA-01	Plaintiff alleges she was discriminated	Current
2018	Dolores Mengana (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018-000191-ca-23	The Plaintiff Dolores Mengana's cause of action against Defendant, Miami Dade County Florida and Chi-Ada Corporation contractor is that She slipped on an elevator at the Metrorail Station, where Chi-Ada is providing Janitorial services	After presenting evidence and reviewing the cameras it was proven that no harm created by the contractor nor by Miami Dade County Florida for the plaintiff fall. It is the Negligence of the plaintiff. The Judge dismissed the case for lack of credibility evidence by plaintiff.
2018	Fabian Duenas (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018 -13775 CA01	Plaintiff Claimed she hit her forehead on the very clean and bright glass door, that the glass was so cleaned that plaintiff taught it was an open space and bump her forehead into it. The plaintiff attorney argue that the contractor should keep the premises free from dangerous condition and hazards which the defendant should know about.	The case was settled by Chi-Ada Liability Insurance for $15,000.00 and attorney fee

			The attorney also stated that Miami Dade County Florida/ agent fail to warn the public including the plaintiff Fabian Duenas of the condition of said premises which the defendant should have known.	
2019	Digos Enterprises (Plaintiff) Vs Chi-Ada Corporation (Defendant)	Cace-18020417-Div 13	Plaintiff alleges his company did not receive subcontract service of 25% set aside	Current

Case against Chi-Ada's worker compensation Insurance (Currently)

1. Miguel Acevedo: Injury on duty notice of case not received and case not established.
2. Maria Rodriguez. Fall on mover car; case not received, and case not established.

Internal Employee Safety Training Manual and internal employee training document is attached under a file of, “Broward County project's Training and Rules Manual

CHI-ADA CORPORATION

4820 W. Commercial Blvd

Tamarac FL 33311

Trainings & Rule Manual

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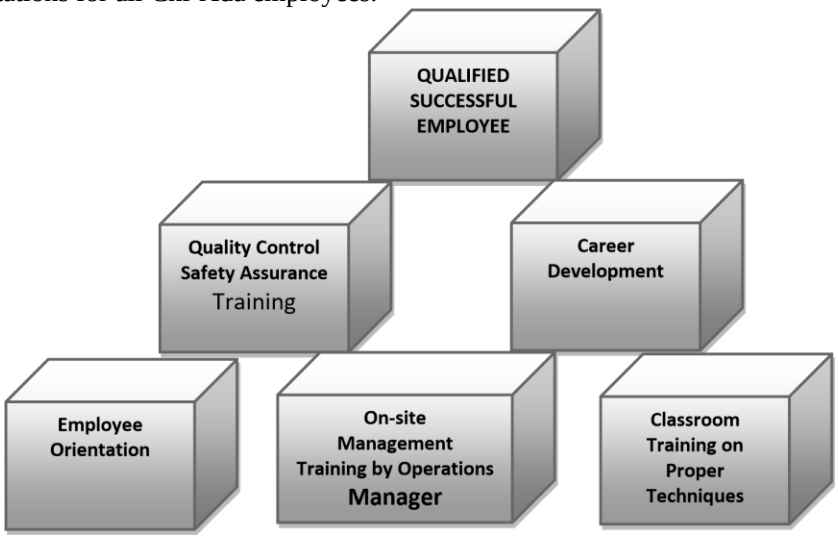
19- Conclusion 20-21

1- Introduction

Equipping a company's employees with useful knowledge of rules and responsibilities is essential to build a winning business. Chi-Ada Corporation thought a strong rules and training manual for its employees. These rules are the columns for the success of the company. The firm measures its responsibilities in every contract and the expectations of its customers. We are dedicated to build trustful relationships with our customers based on the quality of our services. In this regard, this manual provides the training steps and useful information of our company's rules.

2- General Orientation

All Chi-Ada Corporation employees are required to attend a general orientation and training process which will allow them to become confident and knowledgeable in their positions, company processes, and overall expectations for all Chi-Ada employees.



All employees attend an orientation and preparation process for their new assignment. All managers and supervisors are trained by our Human Resource Manager. The Operations Manager stays on site until all managers are thoroughly trained and can function independently. All supervisors and/or lead personnel must have developed hands-on experience in the areas assigned. This approach has been very successful for Chi-Ada Corporation since the start of the company.

Classroom training will be provided by a qualified Training/QA Director, offered on-site. This trainer will be supported by a Safety/Training Director and other Chi-Ada Staff. Employee management for managers and supervisors is accomplished through the use of the American Management Association, Inc. magazine and Training videos.

In addition to on-site training by Chi-Ada, occasional speakers, product demonstrations and seminars will be sponsored by Chi-Ada Corporation for all department staff. These sessions will be made available to other account personnel, where it is appropriate.



Chi-Ada has developed a *Housekeeping Reference and Training Manual*. All phases of custodial care have been thoroughly covered. This manual is given to each Supervisor for reference with technical and training programs.

A good training program will reduce employee turnover. Trained employees are happier and more confident in their work. This is the goal behind our training program.

Such topics discussed in the Orientation program are listed below but are not limited to:

- Housekeeping Daily Operation/Cleaning Procedures
- Housekeeping Record Keeping Systems
- Organizational and Staffing Plans
- Accountability Management System
- Key Management Control System
- Quality Control System
- Intro/Interdepartmental Communication System

3- New Employee Orientation and Training

DAY 1: The new employees receive a complete orientation of the facility including rules, regulations, benefits, inspection process, uniform, and adequate requirements, scheduled work hours and duties expected. Employee works with a senior employee beginning the second day through the fifth day to learn the methods, work requirements, and job description.

DAY 2: Employees are assigned to area with inspection conducted on a daily basis with senior employee. Further training is performed as needed.

DAY 3: Employees continue learning at the assigned area with daily inspection by the Team Leader/Assistant Coordinator teaching new methods as specified by area.

DAY 4: Employees received full inspection by Coordinator and Assistant Coordinator in each category of cleaning assigned including equipment, janitorial closet, and chemical uses. Corrections and suggestions reviewed that day.

DAY 45: Employees received full review to determine needs as to retention, training, reassignment or other alternatives. Factor input from Coordinator, Assistant Coordinator, senior employee and others as required.

DAY 90: Employees are taken off probation and assigned to designated area, shift, and Team Leader, if not previously done.

ANNUALLY: Sit down and review with Coordinator to review employee's performance rating and discussion of future development of the employee

4- Training Program Breakdown

0 to 45 Days:
Direct labor and supervisor training in core areas (General Information, Safety, Disaster, Policing, Restroom Cleaning, Pressure Cleaning)
Employee evaluation at end of this period

Supervisor in-service training will be scheduled monthly, with topic such as customer service, public employee motivation, disciplinary techniques, financial accountabilities, and interaction will be covered. Annual refresher training will be scheduled.

Employee Development and Continuous training Is critical to the Success of any Organization

45 to 90 Days:
Ancillary Building Assistant - Areas such as Offices.
Handling large tasks.
Employee evaluation at end of this period

Past 90 Day Training:
Direct labor in-service training scheduled to cover identified topics as needed. Topics such as safety, disaster, lifting/moving, cleaning techniques, alcohol/drugs in workplace and customer service, will be covered on a monthly basis.

5- Transition Plan

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company that will be providing services to your company, and we bring our experience in start-ups. Our transition plan is very critical to the success of this project.

Chi-Ada has the ability to start any contract with fully screened and trained employees. Chi-Ada has a proving track record of doing start-ups of all sizes regardless of location.

5.1- Client Communication Plan

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our General Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the General Manager has met with your facilities personal, he/she will meet with the other individuals involved in the transition plan such as the Operations Manager, Human Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

5.2- Management

Our management team headed by the Operations Manager will make a site visit of the facility to locate where all storage locations are. From their observation they will know how much equipment that specific storage location will be able to accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

5.3- Equipment/Chemicals

During this time period our Operations Manager orders all necessary equipment's and chemicals and is deployed to its respective locations. In conjunction to ordering supplies, Chi-Ada will organize supplementary training for the equipment's and chemicals that will be used throughout the different facilities.

5.4- Hiring & Training

This period will be when Chi-Ada hires new employees and train them. This period will encompass: - Hiring new employees

- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them - Site tours

5.5- Final Communication

During the final days prior to the start of the contract, the General Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada we are ready to implement our established start-up system and expand a plan that will meet all of the contract's requirements.

6- Human Resources

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department that is staffed by qualified personal. They are responsible for our hiring, training, and maintain a well-qualified and extremely motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur when it comes to finding exceptional individuals that are very responsible and helping them becomes a great asset to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program that is composed of basic, intermediate, and advanced training from the manufactures of the different equipment's and chemicals that Chi-Ada will be using. The training will be provided by specialist that are certified as an in-service training provided by the company free of charge to our employee's.

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, these include recognizing individuals who have performed exceptional, e.g. employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee's because, we feel that there is more to life than the opportunity for exceptional earnings but valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

7- Technical Procedures

Chi-Ada's proven system of effective employee recruitment and training is anchored to a solid well equipped, management organization. We are confident that our new hires learn simple yet highly effective methods that insure the best results. All new employees will also be given valuable on-the-job training by an experienced Chi-Ada Manager. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had past experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done in an efficient and safe manner.

At Chi-Ada, we believe that custodial works must be trained in the proper use of cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surface within your facility, as well as to maintain the equipment that employee's will be using.

Our training program starts with in-service sessions to ensure complete understanding of the techniques and to keep up with the rapidly changing industry. Training allows our employees to stay afloat with current innovation in cleaning techniques, equipment and proper handling of equipment, chemicals and proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets, therefore; we place high priority in hiring and training them. This training program includes work practices and standard expectation, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description and the use of supplies, paper, soap, etc.

Cross training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce that will be available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

8- Safety Training

Chi-Ada Corporation's safety training program emphasizes on ways to avoid the preventable accident. (1) **Mandatory safety equipment and wears**: In all institutions it is a mandatory to wear proper attire and open toe shoes will not be worn.

(2) **Eliminating the open invitation to an incident**: Slippery walkways.

(3) **Enforcing the existing safety rules**: Such as not smoking indoors.

(4) **Caution analysis of accidents training**: New workers are thoroughly indoctrinated for purpose of making sure everyone knows exactly what to do in case of an accident.

(5) **Fire Prevention**: Chi-Ada Corporation is in compliance with OSHA federal and state fire regulations in job areas. Fire Prevention and emergency exit ways: all employees must exit the building at any time there is a fire alarm to a designated place outside the building and the supervisor will do a head count. All corridors, stairs, doors, and escape routes are kept unobstructed. Every employee of our Corporation is taught to know where alarm boxes, extinguishers, and other firefighting components are located.

(6) **Solid and slippery spill**: Clean immediately to avoid slip and fall.

8.1- Lifting technique Training

Employees are taught to lift 10Ib weight or less on a regular day but anything larger than 10Ib's will be assisted with a pulley. The technique is to bend the knees forward and lift until the object is inside a cart to be carried. *Waist should not be straight when lifting any load larger than 10Ib's.*

8.2- Personal Protective Equipment (PPE) Training

Employees are taught to wear Personal Protective Equipment's such as latex gloves at all times when removing garbage, cleaning restrooms or removing pathogens. Gloves and nose mask are worn when removing hazardous chemicals, dust and other form of pollutant waste, and blood borne pathogens.

8.3- Cleaning Procedures on Chemicals Training

Caution: Under no circumstances should any employee formulate their own detergent. We train all employees how to follow Material Safety Data Sheet procedure to achieve the desired result on acid cleaners for restrooms and abrasive cleaners for soils on hard floors.

8.4- Chemicals in Carpet Cleaning Training

Employees are taught the nature of chemical and dilution in carpet cleaning. It is critical that all employees are taught how to measure according to the directions.

8.5- Maintenance training employees are instructed about how to vacuum, shampoo either by dry soil or hot water, steam-clean, extraction, rotary spin pad and stain removing from resistance stains, on carpets, vinyl, wood, and other type of floors.

8.5- Training is provided by coaching the individuals with the effort to assist individual members of the work force. Spending time on those tasks is so overwhelming that the trainee is able to learn quickly**.**

9- Work Plan

Chi-Ada recognizes the importance of a very effective work plan that will incorporate the transition plan to a very smooth work plan. Chi-Ada's staff has fully reviewed the scope of services outlined in section 1.2 in the RFP. Chi-Ada has done its research when it comes the operations of MIA and its adjacent locations, given Chi-Ada an idea of the daily operations throughout the different facilities.

First, Chi-Ada will order the necessary supplies and equipment for the services required and deploys them to their final destinations throughout the airport and its adjacent buildings. Chi-Ada will meet all requirements listed in Attachment B in reference to its list of equipment, supplies, and chemicals. Under no circumstance will unsafe equipment or products be allowed to operate in any scale on any facilities.

Second, Chi-Ada will collect and adequately secure all keys, key cards, or any other entry devices and codes provided. Chi-Ada will maintain a record of all keys and no employee shall duplicate keys. If any entry device is lost, missing, or stolen, Chi-Ada will immediately contact the Contract Administrator. When all employees enter any unoccupied/unlocked section of a building to provide services, they shall lock all doors, before leaving. All exterior doors shall remain locked during the work shift and shall be checked to ensure safe when leaving the secured section of a building at the end of the work shift.

Next, Chi-Ada will hire and train its new employees on safety and safety practices. Chi-Ada will provide each of its employees working on the job site, with the training needed to safely and competently perform the services required. Chi-Ada is familiar with all Federal, State, County, and City Regulations governed accordingly as they apply to the services rendered. Chi-Ada will keep a record of all training for each employee upon request. The record will state the employee's name, date of employment, date and type of training class attended.

The training process will be monitored by the Managers so they can perform a follow up. The follow up will be determined by the quality reports conducted to review the performance of employees. Our training program is available year-round to ensure that all employees refresh skills and are kept up to date on today's cleaning standards. Our ongoing training secessions concentrate on changes in policies, procedures, and rules. Also, other topics discussed are new techniques and technology that are imperative to the Airport Environment.

Chi-Ada will evaluate each individual location to provide the most adequate staffing requirement for the services required. Chi-Ada will provide adequate personnel to ensure that the required staffing is met for each shift and will have the experience to evaluate the facilities. Chi-Ada will be responsible for all supervision and work performed by its employees.

Chi-Ada Supervisors will provide supervision where needed, communication with staff workers, and conduct daily inspections and evaluate the work area. Chi-Ada will provide weekly, monthly, and semi-annual reports of all project work. Detailed on this report will be the location, duties to be performed, date assigned, date completed, date of inspected work and approval of work, and who approved the work.

10- Employment Plan

Chi-Ada Corporation uses a very stringent procedure for recruitment, testing, screening of individuals assigned to your facility. We use every effort to ensure that all individuals are the best quality match for your facility.

Each employee must undergo the following:

- Criminal Background Investigation
- Character/Integrity Reference Check
- Job Profile Fit Analysis
- Performance Matching
- Pre-orientation for Job Readiness
- Policy and Procedure Manuals
- Employee evacuations

The background process is conducted in two phases. Upon successful completion of the identity verification, the background investigation process continues with more detailed research including employment and Education verification, Criminal Records Check, and Driver's License Check.

All applicants that satisfy our requirements for the background screening move on to the following: Drug Screen, Physical Examination, Psychological Examination, and Suitability/Trustworthiness Assessment. All employees will be required to submit to a random, unannounced drug testing policy. This policy includes all illicit drugs and alcohol. Failure to submit to testing and/or positive test result will be grounds for immediate termination of employment.

All employees involved in a work-related accident or injury are required to report for a drug screen within 24 hours of the incidents.

11- Employee Safety & Protection

Chi-Ada Corporation takes the necessary precautions to protect the safety of the individuals who use the facilities that we will be employed at. We protect persons or properties against injury or damage and will be responsible of any such damage, or injury that occurs as a result of fault or negligence of our employees.

All chemicals are brought and stocked in closets in their original containers. These chemicals remain in their containers until diluted or mixed for use to reduce any aroma from escaping that may be hazardous to anyone. All solution bottles and spray bottles will be in safety containers, which are safe for handling and intended usage.

Chi-Ada Corp. will also provide and use adequate barricades and signs to mark off hazardous work areas and provide sufficient warning prior to, during, and after the performance of all services of danger zones such as areas that have been recently moped or waxed to reduce slip and fall. All general accepted and government required safety practices shall be followed.

In case of any accident, incident, or damage, Chi-Ada will quickly notify the Contract Administrator of any incidents or accidents involving their employees while on-site to ensure that no future situation will occur. ChiAda will have an Accident, Incident, and Damage Report. The report will include the type of incident and an assessment of any property damage or personal injury.

12- Inspection & Detection

Chi-Ada Corporation inspects all facilities and detects any unsafe working conditions to the Contract Administrator. We provide trained and qualified supervisors capable of providing the necessary supervision not only to detect unsafe working conditions but to also train employees to be able to spot any unsafe working conditions. Each supervisor will be capable of verbal and written communication in English and will be capable to effectively communicate with the service workers.

Each supervisor shall conduct a daily inspection and evaluate all assigned areas of work. Each supervisor will note any discrepancies and assure that they are corrected and monitor workers to ensure that they are performing assigned duties.

13- Federal & State Requirements

Chi-Ada Corporation is a very recognized corporation with over 200 employees and has many policies to ensure work-place fairness. Our success and growth are credited because of high standards of performance, quality ethics, and being accountable. Chi-Ada undergoes a thorough screening to guarantee that all applicants hold the high expectations that Chi-Ada holds and believes.

All applicants will complete a detailed application. The application is a pre-screening conducted by our Human Resource Department. Once applicants pass the pre-screening process, then they will undergo an interview by one of our supervisors that is knowledgeable of the position being applied for.

If and when the applicant is deemed an eligible candidate, an offer of employment will be made. Once accepted then the necessary steps will follow:

- Reference and former employment verified.
- Drug screening test conducted.
- Medical screening conducted.
- Criminal background check – including fingerprint check.
- Security background checks where high security is required.

On top of Chi-Ada's screening procedures, we also comply with any regulations. All employees that will have un-escorted access to areas secured for security by law will undergo a FBI fingerprint screening for any past history of any involvement with terrorist activities. No employee will be issued a badge non-the-less hired if they are found to have a connection with terrorist activities.

In an event that an employee is being relinquished of all duties that was issued a security badge for a location of high security, Chi-Ada will retrieve the badge prior to the individual being terminated and the Contract Administrator will be notified.

Once all required screenings are completed then Chi-Ada will train its employee prior to placing them in an onsite location.

14- Safety Assurance

The safety and health of our employees at Chi-Ada Corporation and clients is of primary importance. It is our policy to provide a safe and healthy working environment for our employees, and to strictly enforce all safety rules to guarantee the safest work environment possible. It is the company's policy to abide by and comply with accident prevention regulations set forth by the Federal, State, and Local governments. To accomplish this, continued emphasis will be placed on Accident Prevention, Employee Health Protection, and General Loss

Control; albeit governmental rules regulations, restrictions or standards in effect now or in the future take precedence over our published guidelines

To this end, Chi-Ada provides the following Safety Program to all employees:

- Personal Protective Equipment appropriate to each employee's job assignment. Additional specialty safety equipment would be provided by the client as indicated.
- Safety Manual which includes compliance with Hazardous Communication, and Blood-Borne Pathogens Standards.
- Safety Meetings with employees are conducted on a regular basis.
- Supervisors perform monthly account safety checks.

Chi-Ada company policy mandates that all Supervisors, Managers, Department Heads and other employees at all levels of our workforce make Job Safety a matter equal in importance to all of our operations. These responsibilities can be met only by continuously working together to promote safe work practices, safe equipment, safe chemicals, and an overall safe work site for employees and clients.

There is nothing in the manual that would take precedence over what an employee might determines at the time of an emergency to be the best course of action in a particular circumstance when it comes to saving a life, preventing further injury or safeguarding the public safety.

The following guidelines are established to assist employees in the areas of Accident Prevention. Employee's that help prevent accidents benefits not only them but their fellow employees. It is up to each employee to assume full cooperation in these measures for their Safety and Protection.

Chi-Ada training program is composed of four (4) parties responsible for a safe workplace. These parties are the Company, Supervisors, Employees and most importantly, Fellow Employees.

15- Safe Workplace Responsibilities

15.1- The Company

- Chi-Ada Corporation is committed to train its employees to provide a safe work environment.
- Chi-Ada Corporation management with training standards and procedures relative to implementing the Safety and Health Program.

15.2- Supervisors

- Implementing the elements of the Safety and Health Program as outlined.
- Providing training to employees as to their responsibility in the safe performance of their duties.
- Enforce all safety procedures.
- Conduct thorough accident investigations.
- Maintain accurate accident reporting records.

- Promote a general awareness of safety throughout the workplace.

15.3- Employee

- Provide the necessary discipline to implement the safety rules and regulations as outlined herein.
- Report all unsafe conditions of safety in the work area.
- Maintain a general awareness of safety in the work area.
- Make suggestions as to how any part of our operation may be modified to reduce the potential for hazard.

15.4- Fellow Employee

- Provide the T-E-A-M (Together Everyone Achieves More) work attitude to make Safety a continuous part of working together.
- Speak freely with others about safety concerns.
- Help each other maintain a safe environment to work in with regard to safety Procedures and concern for others.
- Report any unsafe methods or procedures as you see them occur.
- Take preventive action to disallow any unsafe acts.

15.5- **General Safety Rules**

The following safety rules are discussed during Chi-Ada Safety Training Program:

1- Horse play or any actions that show disregard for safety or efficient job completion is not allowed.

2- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.

3- A worker shall not cause distraction that would jeopardize the safety of a fellow worker or working environment.

4- Be aware of safeguard provided within the workplace.

5- Your job will not generally call for the use of ladders, If you should need to reach for an object in a situation where a ladder is needed; please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and properly secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.

6- Keep hands and feet clear pinch points when handling materials.

1- Wear right clothes for the job tasks you will be expected to perform.

2- Assistant in the training of new employees by demonstrating safe work habits.

3- Never leave running power equipment unattended.

4- Be familiar with the proper safety methods and procedures for operating your power equipment.

5- Observe and obey all warning signs.

6- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.

16- Quality Control & Training Program

Our focus on quality control is centered on our employee's performance to a project, therefore; we match quality of service and productivity to efforts made to provide it. Consequently, comprehensive quality control involves all project participants effort put together to ensure that contract specifications are satisfied. We achieve this by emphasizing technical and safety training.

Chi-Ada utilizes a Quality Control Program that covers all the services stated in the scope of services. Our Quality Control Program also helps us determine if our employees are following proper working procedure. Listed below is how our quality program is conducted.

16.1- Methods of Identifying Problems

We make comprehensive effort on every contract we undertake by teaching the custodians how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. Through reports and observations all data will be analyzed:

- To establish trends
- To determine corrective actions
- To access effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we will maintain project performance at acceptable Levels.

16.2- Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly. We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double checking of services completed are more effective than monitoring and other surveillance because minor problems will be illusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality of future problems and the need for timely corrective actions.

16.3- Correction and Preventing of Quality Control Problems

Chi-Ada Corporation double check strategy is used to address quality control problems. First, corrective action is taken to immediately eliminate the problem. After correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report states the work requirement, location, and grades it on a scale of 1-5. The Supervisor decides and initiates the appropriate corrective action and determines to focus on how to correct the problem on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

16.4- Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities. The planned daily inspection will be directed to high traffic areas and it may include random inspections of high frequency and continuous task and 100% inspection for periodic services. The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered. The Manager and Supervisors will perform random, regular, and periodic visual inspection of the facility. Each Supervisor will perform an inspection before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time the inspection was completed to ensure that all activities, functions, and processes are covered. Inspections will be conducted using the same checklist to identify problem areas requiring correction.

16.5- Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high-quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- random inspection
- total inspection
- continuous inspection

All inspections findings will be documented so that the following actions are taken immediately:

- Applicable employees are informed when their level of work performance has diminished below previous levels.
- A corrective action request is initiated, to be corrected by the end of the same shift, related to
  any task that has been rated less than “satisfactory”

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

16.7- Inspections are an ongoing practice

Chi-Ada's coinstantaneous inspections provide additional insurance for attainment of our quality control objective. Our Manager and Supervisors perform these inspections. The inspections are predominately a "walk through." The "walk through" is performed with varying frequencies. However, they are always performed after a certain task is completed, e.g. window cleaning, floor maintenance, or after a predefined task of an area is covered, and at the end of each shift. One of the things that the "walk through" enables Supervisors to do is to check for any possible problem. If it is found, the problem will be immediately corrected. Also, custodians are trained to perform visual inspections of the work they just completed before moving on to their next task.

16.8- At Chi-Ada we create a locale file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- A copy of our quality control plan
- A copy of all completed quality control checklist.
- A copy of all quality control reports
- A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems. The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections any time during this contract.

Our company recognizes the importance of quality control and assurance; therefore, reporting and record keeping is highly maintained.

- Neatly
- Legible
- Completed properly
- Filed properly

16.9- Quality Assurance

Chi-Ada Corporation developed a Quality Assurance Program through the use of questions and Client Response Program. The program focuses on prompt responses to facility staff and complaints. Once responses are established, we follow up to see a standard at the facility and our employee's will be coached at an informational meeting. This will also be followed by periodic briefings and quarterly updates to outline format, and the content of a complaint.

Each complaint is investigated, and corrective actions are taken as necessary. This is a valuable way to prevent subsequent errors to effectively demonstrate our commitment to total client satisfaction.

17- Hazard Communication Program

17.1- Introduction

The Hazard Communication Standard (HCS), established by the Occupational Safety and Health Administration (OSHA), requires that the hazards of all chemicals, produced or improved be evaluated and information concerning their hazards, if any, be transmitted to employees who may be exposed to those chemicals under normal operating conditions or in foreseeable emergencies. This Hazard Communication Program Policy Statement has been prepared to assist Chi-Ada Corporation in complying with the Hazard Communication Standard.

The Hazard Communication Program will provide employees, with the means to understand the nature of any chemical hazard to which they may be exposed to during the course of their employment so that they will better protect themselves. The purpose of the Program is to improve employee protection from chemical hazard and, thereby reducing illness and injuries caused by exposure to chemicals.
The Program includes identifying and listing all hazardous chemicals present in the workplace, labeling all containers of hazardous chemicals in the workplace, obtaining and maintaining Material Safety Data Sheets, providing information about hazardous chemicals in the workplace, and training employees regarding hazards of chemicals present in the workplace and the use of appropriate protective measures.

Any additional requirements under the laws of the State of Florida are incorporated into the Chi-Ada Hazard Communication Program.

17.2- Responsibility

The Hazard Communication Coordinator is responsible for the coordination and implementation of Chi-Ada Communication Program. These responsibilities include, but are not limited to: training, handling, safety, emergency procedures, site location of MSDS, emergency telephone numbers, competent supervisory personnel with knowledge of all chemicals on site.

17.3- Identification and Listing of Hazardous Chemicals

The Hazardous Communication Coordinator maintains a list of hazardous chemicals known present in the workplace. All hazardous chemicals are identified on this list in the same manner as those chemicals are identified on the appropriate Material Safety Data Sheets.

17.4- Material Safety Data Sheet (MSDS)

The Hazard Communications Coordinator maintains the Material Safety Data Sheets and trains employees on how to read it for each product containing hazardous chemicals known to be present in the workplace. Each Material Safety Data Sheet is in English and contains the following minimal information:

1. The name, address and telephone number of the chemical's manufacture, importer or distributor.
2. Hazardous ingredient/identifying the chemical.
3. Physical/chemical characteristics.
4. Fire and explosion hazard data.
5. Health hazard data.

1. Reactivity data

2. Precautions for safe handling and use.

3. Control measures.

Material Safety Data Sheet is maintained in such a manner as to be readily accessible during the work shift to employees when they are in their work area.

Material Safety Data Sheet also is made available for inspection, upon request, to the employee's designated representatives.

17.5- Labels and Other Warnings

The Hazard Communication Coordinator trains employees to make sure that all necessary and appropriate measures to ensure that all hazardous chemicals present in the work area are labeled or marked as required under the applicable regulations.
Labels and other warning include the identity of the product contained therein and appropriate hazard warning(s). Labels and other warnings are legible, in English, and prominently displayed on the container or readily available in the workplace throughout the work shift. Labels and other warnings may be printed in languages other than English in appropriate circumstances.

Employees are trained not to remove or deface existing labels or other warning on less the container is immediately thereafter marked with the required label or other warning.

17.6- Information

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are informed of hazardous chemicals in their work area at the time of the initial assignment to that work area. Whenever a new hazard is introduced into the work area, or significant changes occur in the data provided, additional training will be conducted.

All employees are trained to be informed of the requirements of the HCS, operations of their work area where hazardous chemicals are known to be present, and the location and availability of the company Hazard Communication Program.

17.7- Training Program

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are trained in the proper use of hazardous chemicals in their work area at the time of their initial assignment in the work area and, thereafter, whenever a new hazard is introduced in their work area.

Employee training includes:

1. A summary of the Hazard Communication Standard and the company Hazard Communication Program.

2. Hazardous chemical properties, including visual appearance, odor, and methods that can be used to detect the presence of release of hazardous chemicals.

1. Physical and health hazards associated with potential exposure to workplace chemicals.

4 Procedures to protect against hazard, including personal protective equipment, work Practice, and emergency procedures.

5. Hazardous chemicals spill and leak procedures.

6. Location of Material Safety Data Sheets, how to understand their content and how employees may obtain and use appropriate hazard information.

7. How to read and understand product labels.

The hazard Communication Coordinator monitors and maintains a record of each employee training and advices the company on training needs.

18- Blood-Borne Pathogen Safety Program

Chi-Ada's Blood-borne Pathogen Program provides a method to safeguard our employees from being occasionally exposed to blood and other potentially infectious materials, during first aid and emergency situations. It is also Chi-Ada's intent to comply with federal OSHA requirements listed in 29 CFR 1910.1030.

18.1- Scope

The training programs train's employees to identify who in an emergency situation have the potential for being exposed to blood and other potentially infectious materials when responding solely to injuries resulting from workplace incidents.

18.2- Information and Training

All employees are put through a comprehensive training program provided with as much information as possible on the issue. New employees or employees changing jobs or job functions requiring training in blood pathogens will receive this training at the time of their new job assignment. After initial training, employees will be retrained annually to keep their knowledge current.

18.3- Training topics

Training will be provided to Chi-Ada employees at the time of hire and annually thereafter. Training will include, but not limited to the following:

- Employees are provided access to a copy of the OSHA Blood-borne Pathogen Standard, 20 CFR 1910.1030, and a written copy of the company's safety program.
- Employees receive general information regarding Blood-borne Pathogen diseases with emphasis on epidemiology, systems, and modes of transmission of Hepatitis B, HIV, and other diseases.
- Employees review the use and limitations of methods that will reduce or prevent exposure. These methods are engineering tools, work practice control, and personal protective equipment.

- Employees learn different types and proper use, location, removal, and handling of contaminated personal protective equipment.
- Employees are provided information on the vaccines, including its; efficiency, safety, mode of administration, and benefits of vaccination.

18.4- Practices

Maintaining your facility in a clean and sanitary condition is an important part of our Blood-borne Pathogen Training Program. Chi-Ada cleaning staff employs the following practices:

- Any surface or equipment contaminated with blood or other body fluids will be cleaned as soon as possible.
- Employees will use paper towels to remove the visible materials and the decontaminated area using freshly prepared water and bleach solution or an appropriate disinfectant registered with the Environmental Protection Agency (EPA).
- Cleaning products such as paper towels and gloves will be placed in plastic bags removed by a hazardous waste disposal company.

18.5- Personal Protective Equipment

Personal Protective equipment is Chi-Ada employees' "last line of defense" against Blood-borne Pathogens. Chi-Ada provides, at no cost to its employees, the personal protective equipment need to protect them against exposure. This equipment includes, but is not limited to those listed below:

- Gloves
- Safety Glasses Face shields

Chi-Ada is responsible for ensuring that all locations throughout this contract have appropriate personal protective equipment available to employees. Employees' personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials.

To ensure that personal protective equipment is not contaminated and are in the appropriate conditions to protect employees from potential exposure, Chi-Ada adheres to the following practices:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment are cleaned, laundered and decontaminated as needed.

To ensure equipment is used as effectively as possible, Chi-Ada employees adhere to the following training when using their personal protective equipment.

- All potentially contaminated personal protective equipment is removed prior to leaving a work area.
- Disposable gloves are replaced as soon as they are found to have any contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Reusable utility gloves are not used.
- Protective clothing, such as coats are worn whenever potential hazard materials are considered.

19- Conclusion

Chi-Ada Corporation mission is to provide the most outstanding janitorial service possible. We take pride in being productive and self-sufficient regarding our work and responsibilities. We believe that hard work and determination is the key to our company's success.

We stride to have a strong work ethic and to help employees become goal-oriented individuals. We believe that we teach by example.

This is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facilities image to being "The cleanest in America".

Chi Ada Corporation

Item: **BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:Janitorial Services - Large Facilities Group 3 - Agreement No. 4**

Attachments

Pricing agreement 4 2021 Broward bid_000054.pdf

Agreement 4 Final 2021 Broward County Janitorial Services - County Facilities Bid.docx

Janitorial Services - Price Sheets - Large Facilities - Group 3 - Agreement 4 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	Two Year Total
1	**PUBLIC SAFETY BUILDING**	12	Basic Cleaning	$ 72,402.71	$868,832.52	$ 75,298.82	$903,585.84	$ 1,772,418.36
	2601 W. BROWARD BLVD.	12	Restrooms	$ 6,160.93	$ 73,931.16	$ 6,407.37	$ 76,888.44	$ 150,819.60
	FT. LAUDERDALE, FL 33311	12	Floors	$ 6,160.93	$ 73,931.16	$ 6,407.37	$ 76,888.44	$ 150,819.60
		51,400	Pressure Cleaning (SQ. FT.)	$ 0.25	$ 12,850.00	$ 0.25	$ 12,850.00	$ 25,700.00
		1	Windows	$ 7,000.00	$ 7,000.00	$ 7,280.00	$ 7,280.00	$ 14,280.00
		1	Air Quality	$ 12,781.32	$ 12,781.32	$ 13,292.57	$ 13,292.57	$ 26,073.89
		12	Cleaning Supplies	$ 3,750.00	$ 45,000.00	$ 3,900.00	$ 46,800.00	$ 91,800.00
		12	Paper Products	$ 5,500.00	$ 66,000.00	$ 5,720.00	$ 68,640.00	$ 134,640.00
		51,400	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 10,280.00	$ 0.25	$ 12,850.00	$ 23,130.00
		51,400	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 15,420.00	$ 0.25	$ 12,850.00	$ 28,270.00
			Total		$1,186,026.16		$1,231,925.29	$ 2,417,951.45
2	**B.S.O. DISTRICT STATION #5**	12	Basic Cleaning	$ 4,976.29	$ 59,715.48	$ 5,175.34	$ 62,104.08	$ 121,819.56
	2601 W. BROWARD BLVD.	12	Restrooms	$ 363.00	$ 4,356.00	$ 377.52	$ 4,530.24	$ 8,886.24
	FT. LAUDERDALE, FL 33311	12	Floors	$ 363.00	$ 4,356.00	$ 377.52	$ 4,530.24	$ 8,886.24
		24,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 4,800.00	$ 0.25	$ 6,000.00	$ 10,800.00
		1	Windows	$ 2,000.00	$ 2,000.00	$ 2,080.00	$ 2,080.00	$ 4,080.00
		1	Air Quality	$ 1,180.96	$ 1,180.96	$ 1,227.20	$ 1,227.20	$ 2,408.16
		12	Cleaning Supplies	$ 225.00	$ 2,700.00	$ 265.20	$ 3,182.40	$ 5,882.40
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		24,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 6,000.00	$ 0.25	$ 6,000.00	$ 12,000.00
		24,000	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 7,200.00	$ 0.30	$ 7,200.00	$ 14,400.00
			Total		$ 98,908.44		$103,718.16	$ 202,626.60
3	**BSO UNIFORM SERVICE CENTER**	12	Basic Cleaning	$ 1,751.24	$ 21,014.88	$ 1,821.29	$ 21,855.48	$ 42,870.36
	143 NW 25 TERRACE	12	Restrooms	$ 161.00	$ 1,932.00	$ 167.44	$ 2,009.28	$ 3,941.28
	FT. LAUDERDALE, FL 33311	12	Floors	$ 161.00	$ 1,932.00	$ 167.44	$ 2,009.28	$ 3,941.28
		6,800	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 1,360.00	$ 0.25	$ 1,700.00	$ 3,060.00
		1	Windows	$ 5.00	$ 5.00	$ 5.20	$ 5.20	$ 10.20
		1	Air Quality	$ 297.24	$ 297.24	$ 309.13	$ 309.13	$ 606.37
		12	Cleaning Supplies	$ 150.00	$ 1,800.00	$ 156.00	$ 1,872.00	$ 3,672.00
		12	Paper Products	$ 225.00	$ 2,700.00	$ 234.00	$ 2,808.00	$ 5,508.00
		6,800	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 1,360.00	$ 0.25	$ 1,700.00	$ 3,060.00
		6,800	Disinfection (SQ. FT.)	$ 0.20	$ 1,360.00	$ 0.30	$ 2,040.00	$ 3,400.00
			Total		$ 33,761.12		$ 36,308.37	$ 70,069.49
4	**BSO DEFENSIVE TACTICS BUILDING**	12	Basic Cleaning	$ 1,751.24	$ 21,014.88	$ 1,821.29	$ 21,855.48	$ 42,870.36
	2601 W BROWARD BLVD.	12	Restrooms	$ 161.00	$ 1,932.00	$ 167.44	$ 2,009.28	$ 3,941.28
	FORT LAUDERDALE, FL 33311	12	Floors	$ 161.00	$ 1,932.00	$ 167.44	$ 2,009.28	$ 3,941.28
		8,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 1,600.00	$ 0.25	$ 2,000.00	$ 3,600.00
		1	Windows	$ 5.00	$ 5.00	$ 5.20	$ 5.20	$ 10.20
		1	Air Quality	$ 297.24	$ 297.24	$ 309.13	$ 309.13	$ 606.37
		12	Cleaning Supplies	$ 150.00	$ 1,800.00	$ 156.00	$ 1,872.00	$ 3,672.00
		12	Paper Products	$ 225.00	$ 2,700.00	$ 234.00	$ 2,808.00	$ 5,508.00
		8,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 1,600.00	$ 0.25	$ 2,000.00	$ 3,600.00
		8,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,000.00	$ 0.30	$ 2,400.00	$ 4,400.00
			Total		$ 34,881.12		$ 37,268.37	$ 72,149.49

Janitorial Services - Price Sheets - Large Facilities - Group 3 - Agreement 4 (CBE Reserve)

5	**BSO TECHNOLOGY SERVICE CENTER** 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	12	Basic Cleaning	$ 1,751.24	$ 21,014.88	$ 1,821.29	$ 21,855.48	$ 42,870.36
		12	Restrooms	$ 161.00	$ 1,932.00	$ 167.44	$ 2,009.28	$ 3,941.28
		12	Floors	$ 161.00	$ 1,932.00	$ 167.44	$ 2,009.28	$ 3,941.28
		8,000	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 1,600.00	$ 0.25	$ 2,000.00	$ 3,600.00
		1	Windows	$ 5.00	$ 5.00	$ 5.20	$ 5.20	$ 10.20
		1	Air Quality	$ 297.24	$ 297.24	$ 309.13	$ 309.13	$ 606.37
		12	Cleaning Supplies	$ 150.00	$ 1,800.00	$ 156.00	$ 1,872.00	$ 3,672.00
		12	Paper Products	$ 225.00	$ 2,700.00	$ 234.00	$ 2,808.00	$ 5,508.00
		8,000	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 1,600.00	$ 0.25	$ 2,000.00	$ 3,600.00
		8,000	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,000.00	$ 0.30	$ 2,400.00	$ 4,400.00
			Total		$ 34,881.12		$ 37,268.37	$ 72,149.49
	Total (1) - Summary, all sites				$1,388,457.96		$1,446,488.56	$ 2,834,946.52

		Year 1		Year 2		
		Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:						
Project Supervisor	50 hrs.	$ 30.00	$ 1,500.00	$ 32.00	$ 1,600.00	$ 3,100.00
Site Supervisor	50 hrs.	$ 29.00	$ 1,450.00	$ 31.00	$ 1,550.00	$ 3,000.00
Full Time Service Crew	50 hrs.	$ 28.00	$ 1,400.00	$ 29.00	$ 1,450.00	$ 2,850.00
Part Time Service Crew	50 hrs.	$ 28.00	$ 1,400.00	$ 29.00	$ 1,450.00	$ 2,850.00
Porter Day/Night	50 hrs.	$ 28.00	$ 1,400.00	$ 29.00	$ 1,450.00	$ 2,850.00
Emergency Services Labor:						
Project Supervisor	50 hrs.	$ 31.00	$ 1,550.00	$ 32.00	$ 1,600.00	$ 3,150.00
Site Supervisor	50 hrs.	$ 30.00	$ 1,500.00	$ 31.00	$ 1,550.00	$ 3,050.00
Full Time Service Crew	50 hrs.	$ 29.00	$ 1,450.00	$ 29.00	$ 1,450.00	$ 2,900.00
Part Time Service Crew	50 hrs.	$ 29.00	$ 1,450.00	$ 29.00	$ 1,450.00	$ 2,900.00
Porter Day/Night	50 hrs.	$ 29.00	$ 1,450.00	$ 29.00	$ 1,450.00	$ 2,900.00
"Pass thru" (Services/Materials)			$ 1,000.00		$ 1,000.00	$ 2,000.00
	Total (2)		$15,550.00		$16,000.00	$ 31,550.00

Grand Total - Whole Group
(Total 1 + Total 2) $1,404,007.96 | $1,462,488.56 | $ 2,866,496.52

NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

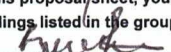
YES	X	Agree to the above statement.
NO		Disagree to the above statement.

NAME OF COMPANY: Chi-Ada

AUTHORIZED PERSON NAME: Bart Okoro

AUTHORIZED SIGNATURE: 

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.
All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE:  **DATE:** 5/24/2021

THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.

Chi-Ada Corporation
4820 West Commercial Blvd, Tamarac FL 33319
Phone: (954) 777-5177
Cell: (305) 962-0398
Fax: (954) 777-5147
bokoro@chiadacorporation.com

Broward County Board of County Commissioners

BLD2121632P1--01-04 - BLD2121632P1: Janitorial Services - Large Facilities Group 3 - Agreement No. 4



Letter of Transmittal

Chi-Ada Corporation
4820 West Commercial Blvd,
Tamarac Florida 33319
Phone: 954-777-5177 Fax: 954-777-5147
www.chiadacorporation.com

Bart Okoro
President OF Chi-Ada Corporation

May 24, 2021

Richard Trupiano
Purchasing Agent Senior
Broward County

On behalf of Chi-Ada Corporation, we are pleased to submit our proposal to provide Janitorial Services for Broward County facilities, which is a response to your Solicitation #BLD2121632P1.

We have read and understood the terms and conditions in the invitation to bid and we have submitted our response in accordance with these terms and conditions. If you should have any need for clarifications on this proposal, we are at your disposal to discuss, please contact me on (954) 777-5177 or fax at (954) 777-5147 or on email at bokoro@chiadacorporation.com.

We look forward to serving you and always assure you of our best professional services.

Yours Faithfully,

Bart Okoro
President

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1. Ability of Professional Personnel:

a. Chi-Ada Corporation's Qualifications and relevant experience of the Project Manager and all key staff

Chi-Ada Corporation's personnel are highly qualified. We based our contract compliance on the qualification of our key personnel. Being highly qualified is a significant factor in our success in all the contracts we are awarded. The president of Chi-Ada Corporation is our account manager for this contract. We are doing that to ensure that there is a strict adhesion to the contract compliance and that our employees have conversed professionally with Chi-Ada Corporation upper management.

The account manager has more than twenty-six (26) years in managing janitorial services. He overviews each contract with highly skilled key personnel comprised of the project manager, the assistant project manager, the quality control manager, and project crews and custodians. The project manager and assistant project manager have been managing our contracts for more than seventeen (17) years. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the experience and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen (16) years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve (12) years of supervisory experience. Professional custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one (1) to ten (10) years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equip them with the same cleaning knowledge, safety awareness, and the skill needed.

Resumes of Chi-Ada Corporation's key personnel

❖ Account Manager

Role in the Project:

- Control the overall project for a successful completion of the project.
- Control the suppliers and equipment needs of the project.
- Sign and order official documents with the Broward County
- Respond to the Broward County for any key issues of the project.
- Coordinate and report to the Broward County management about the compliance of the project

Bartholomew Okoro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Account Manager and President of Chi-Ada Corporation with twenty-seven (27) years of experience in janitorial services, management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.

Professional Experience

1995-Present: **President/CEO** (Chi-Ada Corporation, Florida)

- Oversee all of the company activities.
- Responsible for operations and financial performance
- Enhance the standing of the company with the outside world.
- Submit acquisition, proposals.
- Prepare strategies, plans and objectives.
- Review the performance of employees and keeps them informed!

1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida)

- Provided janitorial services to 43 bank locations.

1988-1992: Assistance Restaurant Manager

- Making guest reservations
- Supervise quality control.
- Plan public relations activities and party arrangements
  1988-1992: Assistance Restaurant Manager

Line Cook (Fontainebleau Hilton Hotel, Miami Beach, Florida)

- Prepare meals for major events.
- **Basic** food preparations

Education

1991 B.S. Degree in Hospitality Management (Florida International University, Miami, Florida)
1990 Associate Degree in Pharmacy (Miami Dade College, Miami, Florida)
1987 Degree in Hotel Management (College of the Bahamas Nassau, Bahamas)

Certification

Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations, Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

- **Fulton County: Janitorial services**

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility.
  Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Quality Control Manager

Role in the Project:

- Lead the inspection team.
- Inspect and report quality issues.
- Ensure contract compliances are met.
- Keep copies of inspection records.
- Report to the Account manager and the Broward County contract administrator

Maxine Goodall
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Excellent planning and organizational skills and strong leadership, excellent communication skill.
Quality Control Manager with 14 years of experience of managing governmental and private janitorial contracts inspection and contract ensuring compliance of contract specifications, re-evaluating operations to ensure the highest quality of service.

Professional Experience

2015-Present: **Quality Control Manager** (Chi-Ada Corporation, Florida)

- Oversee and implement all contract specifications and hiring and training managers and supervisors.
- Ensure compliance of contract specifications and re-evaluate operations to ensure the highest quality of service is provided to our customers.
- Write reports, prepare schedules and attend meetings with our clients
- Oversee the quality assurance of janitorial contracts

2005-2015 **Custodial Supervisor and quality control management** (Chi-Ada Corporation, Florida)

- On-the-job training of custodial personnel
- Inspecting and coordinating cleaning efforts throughout facilities
- Distributing of chemicals and cleaning supplies to Custodians
- Ensuring all work is performed in a safe manner

Education

1975-1979 High School Diploma (East Orange High School)

1982-1983 Some Courses in Drafting, Physics, Mathematics, English and Economics (New Jersey Institute of Technology (N. J. I. T.)

1987 Diploma in Mathematics, Plumbing, Drafting, Electrical Drafting, Computer Drafting, and Floor Plan (Lyons Institute, New Jersey)

Certification

Quality Control assurance certification
Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

❖ **Project Manager**

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Patrick Wnoakeofor
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Contract manager with (15) years of experience, exceptionally talented, creative and efficient manager of pools of supervisors and in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.

Professional Experience

2004-Present: **Operations/Quality Control Manager** (Chi-Ada Corporation, Florida)

Education

2009 master's degree in economics (Florida International University, Miami, Florida)

1998 B.S. Degree in Biology (Miami Dade College, Miami, Florida)

Certification
Green Cleaning
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations,
    Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

❖ Assistant Project Manager

Role in the Project

- Assist the project manager in managing the contract of Miami Dade Airport
- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Omar Turrel

Project/Operations Manager

Distinctive Qualifications

Expert abilities to listen others and move toward with common goals.
Proven ability to drive essential process change under strict deadlines.
Planning abilities in cleaning and expert in Maintaining facilities.
Ability to achieve best result in time supervision.

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Professional Profile

Excellent Janitorial and Supervisory Skill, capable to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in Service industries and overall success.

Chi-Ada Corporation: 2013- present

Project Manager

* Attend meetings, trainings to develop better skills with ability for multi tasks

- Serves as onsite Manager for assigned project location to insure all services.
- comply contract specifications.
- Serve as Inspector to make sure daily and weekly contract specifications are met.
- Effective time manager to Chi-Ada employees
- Report to Home office of incident if any and keep records.

Clean industrial Cleaning service 2011

- Conducts numerous training to blend super results.
- Developed staff operating procedures to ensure quality control.
- Take inventories of supplies.
- Comply to company standard and procedures.

Education

- Plantation High School 2000 Florida
- School of Environmental Service. 2010

Certification_____
Green Cleaning
OSHA Safety training

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

Fulton County: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility. Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Supervisors

Role in the Project

- Responsible for Staff Reporting to Work as Scheduled
- Responsible for Inspections of All Work Performed by Staff
- Verify All Reports, Time Sheets, Customer Request Response & Daily Inspections
- Assist in Problem Solving Concerns

Humberto Guerra
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge of completing projects and satisfying my clients. Good listen abilities to measure complaints, Effective leadership in business affairs. Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in maintaining facilities.

Professional Experience

May 2013-Present Chi-Ada Corporation: Site Supervisor

- supervisor of Chi-Ada employees Group A, evening shift
- Inspector to make sure daily and weekly contract spec are met
- Assist coordinate relationships with County representatives
- Assist time Chi-Ada management with employees
- Report to Project to General Manager matters of incident if any and record each.
- Assist in Orientation of new hire to develop better skills with ability handle multi tasks.
- Record Stocks of inventories and weekly supplies to the station stockroom.

2005- May ,2013: Diamond Cleaning services: Supervisor

- Assist employees training in Diamond cleaning service
- Assist staff understanding work procedures to ensure quality control
- Take charge of distribution of inventories
- Comply with company standard operating procedure

Education

Vocational school on Environmental Service

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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Maricela Hernandez
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

.

Professional Experience

2013-Present: **Supervisor** (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2009-2013 Supervisor: Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals
Proven ability to drive essential process change under strict deadlines
Leadership in Janitorial services industry and expert in Maintaining facilities.
Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

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Valerie Gomez

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

- Gain Knowledge and effective leadership in business. Hard Work, Goal Oriented, Compassionate to Others, and Effective communicator

Professional Experience

2012-Present: **Supervisor at** Chi-Ada Corporation

- Serves as supervisor for Metro Rail Locations North to insure all services comply contract specifications
- Daily inspection of all stations
- Record Keeping of any incidental and report to Management
- Draw weekly schedule for Chi-Ada employees
- Report to Project Manager of any incident on day to day stocks and inventories.
- Attend meetings, trainings to develop better skills with ability.

2001-12 Vista Janitorial service

- Orientation and training of Newly hire
- Supervise staff to ensure quality control
- Instruct New hire on Material Safety Data issues
- Adhere to company standard operating procedure

Education

High School Graduate.

Environmental Education

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

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Maria Castro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge to completing projects and satisfying client's high ability to supervise and resolve problems. Hard working Individual

Professional Experience

2012-Present: Chi-Ada Corporation, Florida: Site Supervisor

- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

2005-2011: Diamond Cleaning service: Site Supervisor

- Request Materials and supplies when needed
- Direct and assist staff to ensure MSDS material Safety are followed.
- Help distribution of inventories
- Compliance to company standard operating procedure
- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

Education

High school graduate
College of Environmental studies

Additional Skills

Abilities to influence others make tough Decision and goal getting. Ability to drive essential process changes even at tough Times. Good Leadership in Janitorial services industry. Capable to achieve best results in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training
Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

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Marcel Macken
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Military Knowledge; Active Business interest, completing projects to satisfaction and ability to supervise and listen to complaints. Proven effective leadership in Task successfulness. Hard Work, Compassionate to Employees, Excellent Skill, Goal Oriented, and Effective Communicator

Professional Experience

2012-Present: Supervisor Chi-Ada Corporation

- supervisor Metro Rail South Stations enforcing contract specifications
- Ensure daily and weekly contract specification are met
- Foster relationships with County Property Managers
- Demonstrates effective time manager to Chi-Ada employees
- Ensure management are well inform of incidents and record keeping stocks and inventories.
- Disciplinary action writes ups

2009-2012 Diamond Cleaning service

- Supervise employees to adhere work standard and procedures
- Prepare employees Roaster to ensure quality control
- Monitored Supplies of inventories

Comply to company standard operating procedure

Education

U.S Military Services
High School Graduate
Miami Dade College

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Nitza Molina
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present: Supervisor (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

James Kakrah

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present Chi-Ada Corporation: Site Supervisor

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Coastal service

- Provide House Keeping on Board
- Ensure quality control
- Assist inventories
- company standard operating procedure

Education

Nautical College
Technical of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.

❖ Custodians and Project Crews

Number	Function	Title	General Experience
Custodians	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Responsible for general cleaning ❖ Cleans and maintains entry lobby including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary, to maintain excellent entrance appeal. ❖ Cleans restrooms on a daily basis, more if necessary, to maintain sanitary conditions. ❖ Cleans stairways and elevators on a regularly scheduled basis	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Restroom Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Project Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation

a. Subcontractors

Chi-Ada Corporation intends to subcontract 12.5% of this project to Ann's Janitorial Services Inc and 12.5% to McKenzie Cleaning.

Ann's Janitorial Services Inc

nn's Janitorial Services Inc is a woman-owned company whose founder and president is Norma Ann Kendall. Ann, along with her two daughters Shundell and Petal Richards, started the company in 2004 with a vision that today became a reality held and operated since its inception. Ann has been a nurse for 12 years with Jackson Memorial Hospital and decided after watching how her office was clean that it was much more to keep the environment and surroundings clean than what she was seeing done. With much research to attending classes from how to start a

business-to-business administration where she obtains a Business Degree from Barry University to conclude that there is a great need for people to work in the environment because of the population growth, the pollution in the air and the use of public places decided Ann's Janitorial Services Inc. will be best to serve its country with professionalism and integrity.

The firm is certified with both Broward and Dade Counties as CBE, SBE DBE and doing work with them presently as a subcontractor at FLL AirPort, Broward county main library, Broward county GG garage South and East courthouse And South garage, Port Ever Glade and Broward County Main Warehouse and Hunt/Moss Miami Dade CRA building (in South Miami), NANA tools for change, Meinser's electric and Coastal / Tishman Construction (Miami World CT. We are an insured company with OSHA training.

Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Ann's Janitorial Services CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674
January 27, 2021

Ms. Norma Ann Kendall
ANN'S JANITORIAL SERVICES, INC.
P.O. Box 85013
Hallandale Beach, Florida 33008

Dear Ms. Kendall:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** has been renewed. Your firm no longer qualifies for Small Business Enterprise because the number of full-time employees has exceeded the program's threshold.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in Periscope to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2021.01.27 17:01:17 -05'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE
ANNIVERSARY DATE: DECEMBER 16TH

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

Ann's Janitorial Services Letter of Intent for Agreement 4

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: Bid #BLD2121632P1

Project Title: Janitorial Services - County Facilities

Bidder/Offeror Name: Chi-Ada Corporation
Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319
Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: Ann's Janitorial Services, Inc.
Address: 11846 Southwest 8th Street , Pembroke Pines, FL, 33025 City: Pembroke Pines State: ___ Zip: 33025
Authorized Representative: Norma Ann Kendall Phone: 954-593-0707

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial services at Branch Libraries Agreement 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative
Signature: Norma H. Kendall Title: President Date: 05/07/2021

Bidder/Offeror Authorized Representative
Signature: [signature] Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

Ann's Janitorial Services Inc key personnel resumes

Norma A. Kendall

11846 sw 8th St Pembroke Pines, Fl 33025 | (954) 909-1307 | nkendall0575@yahoo.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

BACHOLEORS DEGREE | MAY 2009 | MIAMI DADE COLLEGE

- Major: Nursing Science

MBA | APRIL 2016 | BARRY UNIVERSITY

- Major: Business

Skills & Abilities

MANAGEMENT

- In charge of business development and growth
- Forecasting budget cost for current and future projects
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Always keep in consistent contact with clients

LEADERSHIP

- I have held position as chairwoman for my alumni at Concord Career Institute
- Vice chair for Miami Dade chambers of commerce
- Trustee for Hollywood Chambers of commerce.

Experience

HEAD NURSE | JACKSON MEMORIAL HOSPITAL | FEBUARY 1995 – JULY 2003

- In charge of creating schedules
- administration of medicine
- writing referrals
- assisting coordinating daily activities of the hospital.

JANITOR | SELF EMPLOYED | AUGUST 1998 – PRESENT

- General cleaning of office, banks, and various facilities
- Carpet extractions

Jermaine Kendall

7766 Panama St Miramar, Fl 33023 | (954) 604-3501 | jermainefromanns@gmail.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

HIGH SCHOOL DIPLOMA | JUNE 2004 | CHARLES W. FLANAGAN

- High school graduate

Skills & Abilities

MANAGEMENT

- In charge of janitorial crews as large as a 20 person teams for various facility sizes
- Coordinating schedules
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Built strong relationships with clients
- Created a strong communication network with my staff

LEADERSHIP

- I have held a lead technician position at Comcast
- Operations manager for commercial and construction janitorial projects

Experience

LEAD TECHNICIAN | COMCAST CABLE COMPANY | APRIL 2007 – JULY 2018

- In charge of fixing escalated trouble calls
- Certified fire/ and burglar alarm technician
- Installed and repaired both coax and network cable, internet, and landline

JANITOR | OPERATIONS MANAGER | AUGUST 2016 – PRESENT

- Coordinating optimal staff for projects
- In charge of pay rolls and scheduling
- Recruiting and training staff members
- General cleaning of office, banks, and various facilities
- Carpet extractions
- Strip and wax various types of floors
- Bathroom sanitizing
- Electrostatic sainting

McKenzie's Cleaning Inc

McKenzie's Cleaning Inc. is a full-service janitorial firm providing services for various agencies both in the public and private sectors. The firm has been in the Janitorial industry for over 15 years and is proudly growing steadily.

McKenzie's Cleaning Inc is specialized in janitorial /custodial services, floor care, and post-construction cleaning. It performs 70 percent of the work as a prime vendor and 30 percent as a subcontractor for larger firms in the same industry. The targeted clients are government facilities, county facilities, city facilities, airports, and seaports. McKenzie's Cleaning Inc decade-plus long services are incomparable because the firm built its business on integrity, accountability, and delivering what is promised. Over the years, McKenzie's has received and maintained many certifications with several different agencies and organizations. McKenzie's Cleaning Inc is certified as an 8A, MWOSB, HUBZONE, and DBE certified firm. In addition, they are a CBE and SBE certified firm in Miami-Dade County and Broward County and with both their School Board. Steadily growing, McKenzie's has put the above-listed certifications to good use. For example, under the 8A certification, the company has provided the janitorial services for the USDA facilities in Miami-Dade, the Coast Guard Base Miami and CEU location, and the FAA Towers and Air Route Center in Both Miami-Dade and Broward Counties. As well as, for the Department of Homeland Security Marine Facilities in Ft. Lauderdale Florida. In addition, McKenzie's Cleaning Inc provides janitorial and custodian services as a subcontractor for SP Plus at Port Everglades since 2009, where the company cleans all offices and garages totaling over 500,000 SF. Similar projects include Broward County Public Defenders Offices, State Attorneys Offices, Employee Assistance Program, the State Archives Buildings, and the 911 Dispatch Center. McKenzie also has experience as a subcontractor in neighboring Broward County, where the firm performs duties for Triangle Services (the prime), cleaning the Broward County Judicial Complex and 10 Libraries in Broward County. McKenzie was responsible for its employees, equipment, and supplies to get the job done on these projects. All of the above experiences mentioned are similar to that which is required. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experiences in supervising janitorial services.

McKenzie's Cleaning Inc CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

March 22, 2021

Ms. Terriann McKenzie
MCKENZIE'S CLEANING, INC
3600 State Road 7, Suite 38
Miramar, Florida 33023

Dear Ms. McKenzie:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** certification has been renewed.

Your firm's certification is continuing from your anniversary date but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to ensure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development
Cert Agency: BC-CBE
ANNIVERSARY DATE: February 7th

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

McKenzie's Cleaning Inc Letter of Intent Agreement 4

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: BLD2121632P1

Project Title: Janitorial Services - Branch Libraries

Bidder/Offeror Name: Chi-Ada Corporation

Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319

Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: McKenzie ' s Cleaning Company Inc

Address: 3600 S. State Road 7 Suite 38 City: Miramar State: FL Zip: 33023

Authorized Representative: Terriann Mckenzie Phone: (305) 249-5911

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.

B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.

C. By signing below, the above-named CBE is committing to perform the work described below.

D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial Services - Branch Libraries - Agreement No. 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative

Signature: _____ Title: President Date: 05/10/2021

Bidder/Offeror Authorized Representative

Signature: _____ Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

McKenzie's Cleaning Inc key personnel resumes

TERRIANN V MCKENZIE

tmckenzie@mckenziescleaning.com

(305)249-5911

OBJECTIVE

To own and operate a successful Janitorial / Cleaning Service where I will utilizing all the company's certification to doing business across the United States. .

Profile

- Energetic Self-starter, work well independently or as a member of a team.
- Strong leadership skills: able to direct and make decisions effectively.
- Innovative and Creative, results oriented, strong work ethic and self-confident.
- Articulate and adaptable; can respectfully communicate with anyone.
- Excellent organizational skills; detail oriented individual with the ability to efficiently and effectively manage multiple tasks.
- Solution Oriented; conflict resolution specialist.

PROFESSIONAL EXPERIENCE

McKenzie's Cleaning Company Inc. 8/2003– Current

- Develop and maintain relationship with Client
- Performed financial functions, maintained accounting records, and reviewed request for major and controlled items.
- Maintained service records
- Reconciled activity records for monthly and quarterly reporting reviews.
- Document and maintain activity records.

Dillard Senior High School

- Plans and implements a program of study designed to meet individual needs of students that adhere to the district philosophy and goals.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.
- Excellent classroom management skills

Education

M.S. Education Leadership,	Nova Southeastern University	2001-2003
Bachelor of Arts, cum laude	Florida International University	1998-2001
Associate in Arts	Miami-Dade Community College	1996-1998

Jocelyn Medina

Jocelyn@mckenziescleaning.com (786) 474-0102

PROFILE

Sophisticated and skilled professional with 3 plus years of customer service driven positions looking to pursue a professional position utilizing my specialized education, experience, ability to learn and grow, and passion for helping others; Demonstrated skill in supervising an efficient, well run team ; committed to excellent customer service.

CORE SKILLS

- Bilingual
- Customer Service
- Quick learner
- Communication skills
- Self-Motivated
- Responsible
- Team Work Skills
- Flexibility and Adaptability

EDUCATION

High School Diploma 2012
Americas High School El Paso, Texas

EXPERIENCE

McKenzie's Cleaning Services Miramar, FL 08/2017 – Current
Supervisor

- Act as the administrative point of contact between the president and internal/ external clients.
- Undertake the tasks of receiving calls, take messages and routing correspondence.
- Handle requests and queries appropriately and timely, produce reports, presentations and briefs.
- Applicant screening and background check preparation.
- Maintain dairy, arrange meetings and appointments and provide reminders.
- Take dictation and minutes and accurately enter data
- Pay bills on invoices, review payroll, review certifications
- Create and manage employee schedules
- Monitor office supplies and research advantageous deals or supplier's/ inventory management
- Develop and carry out an efficient documentation and filing system.
- Manage time and attendance System first point of contact

Varsity Facility Services Davie, FL 3/2015 – 6/2016
Supervisor

- Facilitated training to ensure appropriate skill levels
- Supervised cleaning staff, and ensured cleanliness in compliance with standards
- Supervised Day and Night cleaning staff
- Developed and maintain positive relationships with building managers, guest and all visitors
- Supervised and performed day-to-day operational activities
- Managed building cleaning supplies and inventory

1.1. Chi-Ada Corporation Profile

The Janitorial and custodial services industry is not new to Chi-Ada Corporation. The company has been in the sector for more than twenty-five (25) years. Founded by Bart Okoro on August 25, 1995, the firm grew to become one of the most reliable organizations in janitorial services in the United States. Today, Chi-Ada is servicing various private and public clients. Our reliability is the factor that led us to win important contracts in Miami Dade, Sarasota, Fulton, and Broward Counties. Our executive team and key personnel comprise unquestionable leaders equipped to manage and lead each project with a customer satisfaction mindset.

1. Provide a description of the company's history:

a. business location

Chi-Ada Corporation place of business is located at 4820 West Commercial Blvd Tamarac Florida 33319

b. **length of time in business**

Chi-Ada Corporation has been in business for twenty-five (25) years since the Company was incorporated on August 25, 1995.

c. **principals and their experience**

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

d. **list any change(s) in ownership and date(s) of such change.**

Chi-Ada Corporation has been owned by Bart Okoro since the company incorporation on August 25, 1995.

2. **Provide total number of current employees:**
   a. Full-time: 200
   b. Part-time: 103

3. **Provide total number of supervisory employees:**
   a. Full-time: 20
   b. Part-time: 7

4. **Provide total number of custodial workers:**
   a. Full-time: 186
   b. Part-time: 90

5. **Temporary employees**

Chi-Ada Corporation does not employ temporary employees.

6. **Health benefits to your employees**

Ch-Ada Corporation provides health benefits based on the company policy.

7. **Does your company require your employees to have a criminal background check?**

a. **Describe when this occurs and which job categories this applies to.**

Chi-Ada Corporation takes the security of every contract that it undertakes seriously. Therefore, our security plan starts from the hiring process. For that, Chi-Ada Corporation requires all new applicants and new hires to have criminal background checks. The Corporation requires all applicants for work, after a successful interview, to do FDLE background check. The result of the background determines if an offer will be made or not. The employment is denied if the applicant returns with a criminal report such as a felony. This is applied to all custodians, supervisors, and managers, as well as clerical office workers. Our second step is the establishment of rigorous control of our employees on duty. Every supervisor is required to check the behavior of the employees. The supervisor is also responsible for their signing out from the building, report any suspicious character or behavior in the facilities to the management of Chi-Ada Corporation.

1.2 Company Experience/Reference

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
1st Contract#	ITQ9562-13MDT (Miami Dade Transit Janitorial Services)
Period:	2013-2019
Annual Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169
Successfully Completed

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Miami Dade County

Contact Name: Lazaro Dominguez Reference date: 05/04/2021

Contact Email: "Dominguez, Lazaro (DTPW)" [Lazaro.Dominguez3@miamidade.gov] Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-13MDT	05/13/2013	to	01/08/2019	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☐	☑
b. Deliverables	☐	☐	☐	☑
4. Project completed within budget	☐	☐	☐	☑
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

PRIME CONTRACTOR: **Miami Dade Transit Groups A, B, C & D.**

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Annual Amount (g)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
	Miami Dade Transit/Group A					1,000,000	2013-19					
	Supervisors and Heavy Crew				40							
1	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1					5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
2	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
5	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

7	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,,286	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9				5.30am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

16	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group B											
1	Supervisors and Heavy Crew				27						State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2				5.30am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5				6am- 7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville	37,304	7	2	2				6am-	Yes	State and	Green

	5200 NW 27 Ave, Miami FL 33142								6.30pm		Local Law Enforcement	Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3				3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3					Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

											Enforcement	
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13					Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5					Yes	State and Local Law Enforcement	Green Cleaning
	Total									Yes		
	Miami Dade Transit Group C											
1	Supervisors and Heavy Crew				4						State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8					Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2					Yes	State and Local Law Enforcement	Green Cleaning
4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2					Yes	State and Local Law Enforceme	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

											nt	
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2					Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2						Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2						Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2						Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2						Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2						Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2						Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

15	College North 100 ne 5 Street Miami Fl 33132	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2						Yes	State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2						Yes	State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2						Yes	State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2						Yes	State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2					Yes	State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1					Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9						State and	Green

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

											Local Law Enforcement	Cleaning
2	Northeast Transportation Facility	140,000	7	2	6				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Northeast Perimeter Roving Facility	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3				7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1				12pm-5pm	Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

											Enforcement	
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2				7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
Contract	RFQ9562-34DTPW - JANITORIAL SERVICES – DTPW Rail, Mover, and Bus Facilities
Period:	2019-2024
Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191 **(b)**

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169 **(d)**

Ongoing Project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:
Miami-Dade Transportation and Public Works

Contact Name: Lazaro Dominguez — Reference date: 04/27/2021

Contact Email: Lazaro.Dominguez3@miamidade.gov — Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for Metrorail, Mover and Bus

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-34DTPW	01/09/2019	to	01/31/2024	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Provide Janitorial services for metro-rail, mover, bus, and park & ride locations

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☑	☐	☐
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☑	☐	☐
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

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Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

PRIME CONTRACTOR

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
1	Miami Dade Transit/Group A					1,000,000	2019-2024				
2	Supervisors and Heavy Crew				40						
3	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21			5am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
7	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
9	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

10	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,286	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
16	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9			5.30am-1am	Yes	State and Local Law Enforcement	Green Cleaning
17	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
18	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group B										

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

1	Supervisors and Heavy Crew				27					State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5			6am-7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville 5200 NW 27 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3			3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3				Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3				Yes	State and Local Law Enforcement	Green Cleaning
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13			5am-1am	Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5			6am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
									Yes		
	Miami Dade Transit Group C										
1	Supervisors and Heavy Crew				4					State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2				Yes	State and Local Law Enforcement	Green Cleaning
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2				Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2					Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2					Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2					Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2					Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2					Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2					Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2					Yes	State and Local Law Enforcement	Green Cleaning
15	College North 100 ne 5 Street Miami Fl	5,480		2					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

	33132										Enforcement	
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2					Yes	State and Local Law Enforcement	Green Cleaning	
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2					Yes	State and Local Law Enforcement	Green Cleaning	
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2					Yes	State and Local Law Enforcement	Green Cleaning	
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2					Yes	State and Local Law Enforcement	Green Cleaning	
20	School Board (includes mover wash bldg)	37,200		2	2				Yes	State and Local Law Enforcement	Green Cleaning	
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1				Yes	State and Local Law Enforcement	Green Cleaning	
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9					State and Local Law Enforcement	Green Cleaning	
2	Northeast Transportation Facility	140,000	7	2	6			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

4	Northeast Perimeter Roving Facility	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3			7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1			12pm-5pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2			7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Briarcliff manor Union Free School

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org

(1) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Full-time Employees: 13

Successfully completed as agreed.

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:		Project Amount:
15-16-005F, 2015	09/04/2015	to 09/03/2016	$ 222,015.33

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2016	09/04/2016	to	09/03/2017	$ 299,572.69

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

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BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2017	09/04/2017	to	09/03/2018	$ 303,347.30

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

PRIME CONTRACTOR

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
45 Ingham Road Briarcliff Manor, NY 10510	160,000	5	3	13	**1,432**	2015-18 5 Years	7am-3:30pm	N/A	Yes	N/A

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov
Contract #	**#13ITB87106C-MT, Janitorial Services for Selected Fulton County Facilities**
Period:	8/2013-3/2016
Amount:	$362,141.56
Square Footage:	142,673
Scope of work:	Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15
Successfully completed as agreed.
Full-time Employees: 15 (d)
Ongoing project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:	Project Amount:
	08/01/2013 to 03/31/2016	$ 362,141.56

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for Selected Facilities (South Libraries)

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Great Company to work with!!!!!

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Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Southwest Regiona	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov

Contract #	**18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)**
Period:	1/2019-12/2021 **(f)**
Amount:	$ 617,271.12 **(g)**
Square Footage:	205,925
Scope of work:	Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15 (d)
Ongoing project

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead — Reference date:

Contact Email: James.Morehead@fultoncountyga.gov — Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:			Project Amount:
18ITB113946C-BKJ	01/01/2019	to	12/31/2021	$ 617,271.12

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for fourteen (14) Libraries throughout Fulton County, Georgia.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Excellent Corporation! Easy to work with and willing to make adjustments to meet their customers needs. It's a pleasure working with them.

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Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
South Fulton	21,252	7	1		9am-5.30pm 6pm-11pm	no	yes	yes
S. Fulton Parking Deck	42,000	7	1		7pm-8pm	no	yes	yes
Southwest Region	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

Sarasota County

Address:	1001 Sarasota Center Blvd.
City State Zip:	Sarasota, FL 34240
Phone/Fax:	941-716-1500
Contact Name:	William Bill Deller, Facilities Supervisor
Email:	bdeller@scgov.net
Location:	Sarasota County

Contract #	Bid #166453HR Custodial Services
Period:	2/2017-1/2022 **(f)**
Annual amount:	$ 675,972.78 **(g)**
Square Footage:	589,760

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

Full-time Employees: 15 **(d)**
Ongoing project
Facilities users: 2,386 **(e)**

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi Ada

Organization/Firm Name providing reference:
Sarasota County BOCC

Contact Name: William Deller Reference date: 04/26/2021

Contact Email: bdeller@scgov.net Contact Phone:

Name of Referenced Project: Clean approx 500,000 sq ft highrise buildings

Contract No.	Date Services Provided:		Project Amount:
2017-119	06/01/2017	to 03/01/2021	

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Clean approx 500,000 sq ft highrise buildings, porter services, covid disinfecting

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☐	☑	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☑	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4

Prime contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Administrative							
Building	125,393	7	6	6am & 8pm	yes	Required	Yes
Criminal Justice Center	96,960	5	8	5am-10am	yes	required	yes
Historic courthouse	65,411	5	10	5am& 8pm	yes	required	yes
History Center Museum	6,812	6	1	5pm	yes	required	yes
Judicial Center	97,344	5	6	5am & 5pm	Yes	required	Yes
Payne Park/ Tennis Center	6,379	6	1	6am &4pm	No	required	Yes
Pompano Bldg.	2,696	5	1	1pm	No	yes	yes
Selby Library	60,898	6	2	7am & 4pm	No	yes	yes
Terrace Building	64,612	5	3	5am & 4pm	Yes	yes	yes
Health Dept. building	63,255	6	3	8am-4pm	No	yes	yes
Total							

Subcontractors' references

Ann's Janitorial Services

I



ANN'S JANITORIAL SERVICES, INC.
Commercial and Residential

Contract References

Chi-ada Corporation
Broward County Main Library
Bart Okoro
(305) 962-0398
bokoro@chiadacorporation.com
contract length: 2012-2018
contract amount: $387,000

Sunshine Cleaning
Fort Lauderdale Intl Airpot
Randy Kierce
(954) 772-0884
randy@sunclean.com
contract length: 2011-present
contract amount: $472,000

SP Plus
Port Everglades, Governmental Center Garage, Broward Courthouse Garage, Broward South Courthouse Garage
Cathy Raphael
craphael@spplus.com
(954) 235-7816
Contract Length: 2017-2020
Contract Amount: 1.3 million

Office: 954-367-3013 Fax 954-367-3717 Email nkendall0575@yahoo.com

McKenzie Cleaning Inc.

Janitorial References

Location / Agency	Contact Person information	Service	Yearly Value
Federal Aviation Admin. October 2016- Current	Steven Smith 305-869-5350 steve.d.smith@faa.gov	Janitorial	$1,352,297.44
Broward County Courthouse January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$449,557.00
Broward County Libraries January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$670,698.78
United States Coast Guard Oct 2017 - Present	Steve Volk 305-790-4241 Volk, Steven M LCDR Steven.M.Volk@uscg.mil	Janitorial	$325,000.00
Broward County States Attorney Offices / Contract 10 Small Group Facilities January 2015 –Present	Various Managers Marlon Jerome MJEROME@broward.org	Janitorial	$186,000.00
USDA Janitorial Service Oct July 2016- Current	Karla Agurto 786-573-7061 karla.agurto@ars.usda.gov	Janitorial	$94,644.00

1.3. Experience of Key Personnel

❖ Description of Chi-Ada Corporation Key personnel experience

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year.

Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS). We achieve our goal by the quality of our human capital. Our management is enriched by prominent, high skilled, and experienced individuals with degrees in Hospitality Management, Electrical Engineering, Property Management, Education and Criminology, Business and Investment Management, and Accounting.

Our key personnel is highly experienced. Our account manager has more than twenty-six years in managing janitorial services. The account manager overviews each contract with highly skilled key personnel comprised of the project manager and assistant project manager, the quality control manager, and project crews and custodians. The project manager has been managing our contracts for more than seventeen years. Our assistant project manager has more than seven (7) years of experience. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the knowledge and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve years of supervisory experience. Professional

custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one to ten years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equipped them with the same level of cleaning knowledge, safety awareness, and the skill to use green cleaning products.

Our subcontractors are highly qualified with experienced and acknowledgeable key personnel. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experience in supervising janitorial services. Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Green cleaning policy

Chi-Ada Corporation has implemented a green cleaning policy to guide our employees in maintaining a healthy, clean, and safe building environment while reducing the impacts of cleaning processes, procedures, and products on the natural environment. Our plan focuses on cleaning products, operating procedures, staff training, and facility occupant feedback.

For the green cleaning products, we pursue the purchase of efficient cleaning, hard floor, and carpet care products that meet the criteria of our sustainable program. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results.

Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

1. List of key personnel and experience

List of Chi-Ada Corporation Key Personnel

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year. Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS).

Chi-Ada Corporation's key personnel is comprised of the account manager, the quality control manager, the project manager, supervisors, and custodians.

Names	Role	Year of experience
Bartholomew Okoro	Account Manager	28 years
Maxine Goodall	Quality control manager	16 years
Patrick Wnoakeofor	Project manager	17 years
Omar Turrel	Assistant Project Manager	8 years
Humberto Guerrera	Supervisor	16 years
Maricela Hernandez	Supervisor	12 years
James Kakrah	Supervisor	8 years
Valerie Gomez	Supervisor	20 years
Nitza Molina	Supervisor	16 years
Maria Castro	Supervisor	16 years
Macken Marcel	Supervisor	12 years
Other staff (custodians, project, floor, utility crews)	Custodians	Between 1-10 years

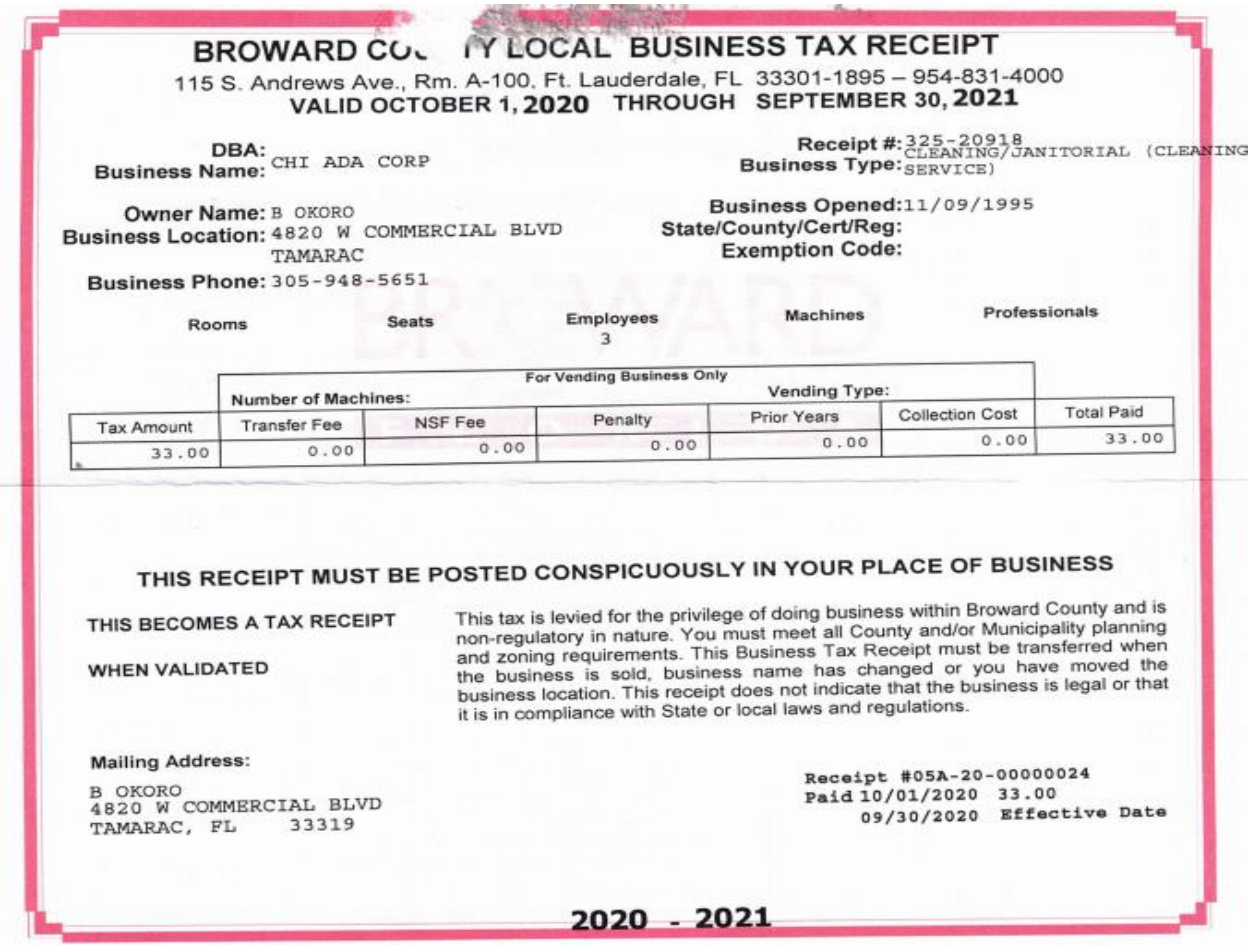
2. Chi-Ada Corporation's employees resume who will furnish professional and technical support expertise.

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

2. Location

Chi-Ada Corporation is located at 4820 West Commercial Blvd Tamarac Florida 33319. The location certification form is submitted.

Broward County business receipt



BROWARD CO[illegible]TY LOCAL BUSINESS TAX RECEIPT

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

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

DBA:
Business Name: CHI ADA CORP

Receipt #: 325-20918
Business Type: CLEANING/JANITORIAL (CLEANING SERVICE)

Owner Name: B OKORO
Business Location: 4820 W COMMERCIAL BLVD TAMARAC
Business Phone: 305-948-5651

Business Opened: 11/09/1995
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		3		

For Vending Business Only
Number of Machines: Vending Type:

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

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:
B OKORO
4820 W COMMERCIAL BLVD
TAMARAC, FL 33319

Receipt #05A-20-00000024
Paid 10/01/2020 33.00
09/30/2020 Effective Date

2020 - 2021

3. Project Approach

Chi-Ada corporation understands that there is a need to integrate appropriate strategies to reach our goal of maintaining cleaned facilities that can satisfy Broward County. In this regard, we will ensure the proper use of our subcontractors, apply our strategy to meet or exceed quality standards as it lays on an adequate allocation of qualified workers for each facility. Further, we will have several approaches to minimizing service hours. We will use simplified plans to meet minimum work tasks to manage the interface with normal building activities. Finally, we will identify regular building hours as well as any upcoming activities to maintain public areas.

Our subcontractors will be awarded an entire section of each agreement based on the agreed percentage of the subcontracting. Each subcontractor will provide qualified supervisors, custodians, restroom crew, project crew for labor. They will provide their equipment and supplies. Our project/assistant project manager will ensure that the subcontractors and their employees meet the daily, weekly, monthly, semi-annual, and annual cleaning standards. Our quality control manager and his/her team will conduct daily spot inspections for contract compliance.

Agreements Chi-Ada Corporation is proposing:

AGREEMENT NO. 1 BRANCH LIBRARIES

AGREEMENT NO. 2 LARGE FACILITIES GROUP 1

AGREEMENT NO. 3 LARGE FACILITIES GROUP 2

AGREEMENT NO. 4 LARGE FACILITIES GROUP 3

AGREEMENT NO. 5 LARGE FACILITIES GROUP 4

AGREEMENT NO. 12 BROWARD COUNTY JUDICIAL COMPLEX

AGREEMENT NO. 13 PORT EVERGLADES FACILITIES

AGREEMENT NO. 14 911 REGIONAL DISPATCH CENTERS

Chi-Ada Corporation's Full-time and part-time employees currently employed.

Full-time: 200

Part-time: 103

Chi-Ada Corporation's full-time and part-time supervisory employees currently employed.

full-time: 20

Part-time: 7

Chi-Ada Corporation's full-time and part-time custodial workers currently employed.

full-time: 186

Part-time: 90

Chi-Ada Corporation's temporary employees

Chi-Ada Corporation does not employ temporary employees.

3.1. Project approach for each Agreement of locations prime Vendor is proposing:

a. Describe how you intend to meet or exceed quality standards.

Allocating the workers, our experimented, skilled and experienced terminal and site supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties. Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner's work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

Chi-Ada Corporation employs color-coded cleaning methodology.

Color	Location of Use
Red	Infectious area
Green	Kitchen
Yellow	Bathroom
Blue	Open areas
Teal	General cleaning areas

b. Discuss any exceptions you suggest to minimum proposed service hours.

Chi-Ada Corporation minimizes the service hours through a good organization of the task to be completed. The corporation realizes this efficiency by assigning a crew for spot cleaning and

moping utilizing machines instead of manpower. By using machines, we are able to reduce the service hours required in manpower.

c. Describe how you propose to meet minimum work tasks and interface with normal building activities.

To accomplish our cleaning duties without interfering with the standard building activities, we identify the regular building hours and any upcoming activities and schedule our tasks accordingly. Our services shall be performed so that there will be no interference with an operation on the premises. We schedule cleaning, for example, floor care, air-quality cleaning, and special projects primarily after office hours and during the evening shift, by contacting building managers in a timely manner so to reduce any incident's from occurring.

d. Describe how you will maintain public areas, specifically providing high quality floor surfaces.

Chi-Ada Corporation's strategy to maintain public areas and high-quality surfaces is through the use of floor equipment, scrubbing and polishing hard floors, and daily buffing and shine. Carpeted areas are cleaning by extraction cleaning, followed up with daily spotting cleaning of carpets, and dust moping by project crew trash removal and dusting done by regular cleaning schedules. The firm uses damp cloths, sponges, scrub pads to remove smudges, fingerprints, marks, streaks from the surfaces of ledges, windows, walls, doors, door frames, and surfaces through the spot cleaning. Further, the company uses spot moping to remove spots, spills, and soils from non-carpet floors free of stains, streaks, and marks. The company also polishes stainless steel, chrome, brass surfaces with polishes, and a clean, soft cloth. Finally, all garbage, debris, and other trash materials shall be removed as required from all areas to avoid spills, overflow, and deposits in dumpsters.

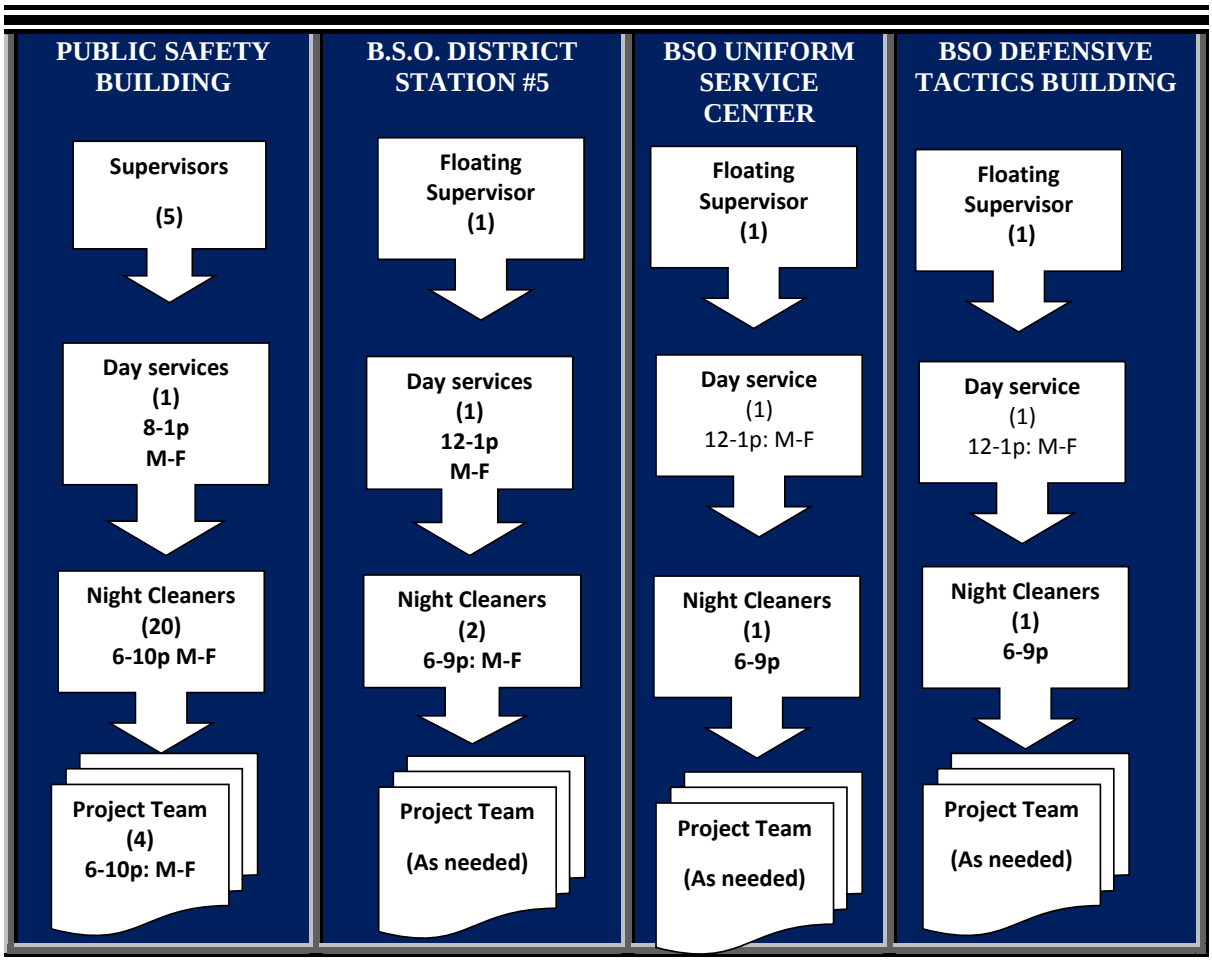
3.2 Chi-Ada Corporation Management and organization of work

a. State number of crews working for Agreement 4

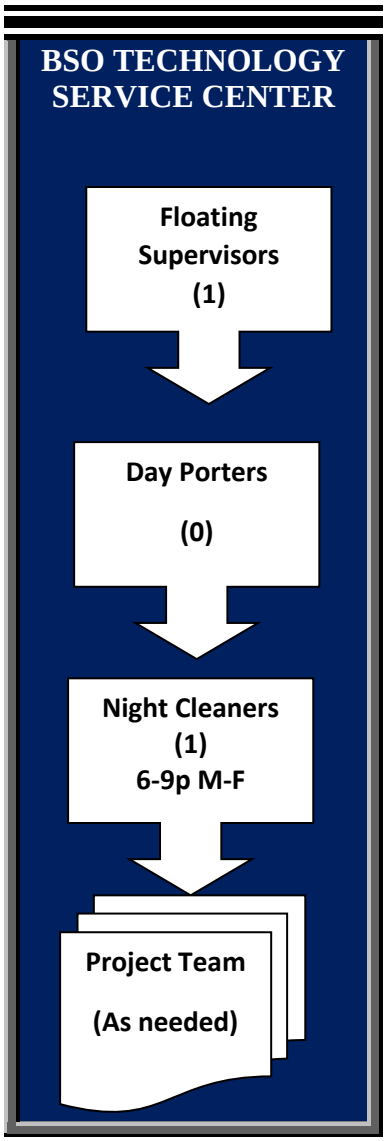
For agreement 4, five (5) supervisor, four (4) day-porters, twenty-five (25) custodians, and the four (4) project team will be allocated as indicated on the allocation tables. The team will be covered by the project manager and assistant manager, the quality control manager, and the account manager.

Job Description	Number
Account Manager	1
Quality Control Manager	1
Project Manager	1
Assistant Project Manager	1
Supervisors	5
Day-porters	4
Custodians	25
Project Crews	4
Total	**42**

Allocation tables



BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4



i. Describe how you will schedule basic janitorial service for each facility.

Our basic janitorial service schedule for each facility focuses is on the daily, weekly, monthly, quarterly, semiannual, and annual cleanings. Dispatching the workers, our experimented, skilled, and experienced supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties.

Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner’s work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

ii. List the individual building teams that will be working for that agreement per building(s): management, supervisory, maintenance crews.

Facility	Supervisors	Day-porters	Custodians	Project Team
PUBLIC SAFETY BUILDING	5	1	20	4
B.S.O. DISTRICT STATION #5	Floating Supervisor	1	2	1
BSO UNIFORM SERVICE CENTER	Floating Supervisor	1	1	1
BSO DEFENSIVE TACTICS BUILDING	Floating Supervisor	1	1	1
BSO TECHNOLOGY SERVICE CENTER	Floating Supervisor	0	1	1

b. Describe how you will schedule basic janitorial service for each facility while coordinating.

Our essential janitorial services consist of allocating appropriate key personnel for each building/facility, coordinating and supervising the work of each team building. We also verify the compliance of the work assigned using daily cleaning checklist, weekly cleaning checklist, annual cleaning checklist, restroom checklist, and inspection reports. The samples are listed here.

Cleaning Checklist

Chi-Ada Corporation

Cleaning Services Schedule Main Library

Year: ___2018_____

Annual Services

Air Quality Cleaning — **April**

Semi-Annual Services

- *Seal floor grout* — February_____ — August_____
- *Strip, seal and refinish tile floors.* — February_____ — August_____

Quarterly Services

Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.	February_ __	__May_____	_August__	_November____
Overhead Dusting.	__ February__	__ May _____	_August____	_November__
Pile lift all carpeted areas.	__ April _____	_July_____	__October___	_January__
Scrub and recoat tile floors	__May_____	_August____	__November_	_February___
Remove any incrustation or build up on tile floors	__May_____	_August____	__November_	_February___

Monthly Services

- Damp wipe blinds. — __3rd Week of the Month_____
- Clean floor grout — __2nd Week of the Month_____
- Burnish tile floors — __4th Week of the Month_____
- Refill or change urinal screens and deodorizers. — __1st Week of the Month_____
- Clean wall grout — __2nd Week of the Month_____

Cleaning Services Schedule

Year: ____2017_____

Weekly Services

Task Description	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).							X
Edge all carpeted areas. 3. Pile lift high traffic areas.							X
Pile lift high traffic areas				X			
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.		X					
Dust picture frames with a lightly treated dust cloth or short-handled duster.		X					
Machine scrub tile floors (some facilities may require more frequency)						X	
Spray buff tile floors					X		
Restock closet with consumable janitorial supplies			X				

Daily Cleaning Locations:

Entrances, Exterior Landings, Loading Docks and Ramps, Lobbies and Hallways, General Offices, Courtrooms, Hearing Rooms and Auditoriums, Conference Rooms, Break Rooms/Kitchens and Jury Rooms, Elevators, Escalators, Stairwells, and Janitorial Closets and Equipment

Daily Services

- Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- Clean and police for the removal of dirt, mud, trash, and litter.
- Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- Clean items such as mats, surfaces under mats, and foot scrapers.
- Vacuum mats, rugs and entryway systems.
- Clean all glass doors and glass panels adjacent to glass doors.
- Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
- Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
- Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
- Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.
- Pick up trash, food, or debris dropped on the floors
- Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
- Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
- Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- Return all furnishings to their original positions after cleaning.
- Report items requiring maintenance to County for prompt repair.
- Fill towel and soap dispensers.
- Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.
- Damp mop all hard floors with a neutral detergent solution.
- Spot-clean carpets as necessary.
- Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.
- Return all furnishings to their original positions after cleaning.
- Do not disturb any papers that may have been left in the conference room.
- Clean and polish all stainless steel and other metal finishes.
- Clean all stainless steel fasciae and other metal finishes in the elevator lobby.
- Sweep floors.
- Remove gum from floors and other resistant materials
- Mop floors to remove dirt and stains.
- The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).
- Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.
- Clean handrails and push buttons.
- Wash handrails with non-irritating, non-toxic solution and wipe dry.
- Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- Wipe dry and polish metal with appropriate polish.
- Polish handrails with appropriate polish.
- Sweep steps to remove debris and loose dirt
- Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- Collect all litter and trash from the stairwell and dust mop stairs.
- Wet mop the stairs and landings with a damp mop using a neutral detergent solution. Use "CAUTION-WET FLOOR" signs when mopping the stairwells. Remove signs when no longer required.
- Report any loose handrails, bad or loose step treads, or any other item requiring maintenance (and which may present a safety hazard to anyone using the stairs) to County for further action.
- Clean all housekeeping equipment and store rooms so that the housekeeping equipment and rooms are presentable
- Empty all waste collection containers.
- Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
- Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.

- Arrange supplies on shelves in a neat and orderly manner.
- Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
- Sweep open floor area and damp mop with cleaner disinfectant solution

Daily Cleaning for Restrooms

Daily Services

- Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution with particular attention to door knobs, push plates, ventilation grilles, and "kick plates".
- Dry all metal surfaces after wet cleaning to prevent water spotting.
- Empty all trash receptacles into the trash collection container being careful not to spill any of the trash onto the floor. Clean the waste receptacles with a cleaner/disinfectant solution before placing a new plastic liner into the receptacle.
- Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- Remove trash and soil from the floor by sweeping.
- Pick up trash.
- Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- Clean and disinfect exterior surfaces of hand dryers/towel dispensers
- Clean lavatory sinks, shelves, chrome hardware, partitions, countertops, changing stations and wall areas around the basins with a cloth and cleaner/disinfectant solution. Rinse the surface with clear water.
- Wipe all polished surfaces dry to prevent water spotting.
- Clean the flushing hardware, commode seats, and the outside of the commodes and urinals with cleaner/disinfectant solution. Wipe the commode seats dry with a clean cloth after cleaning (the underside of the seat should be cleaned just as thoroughly as the topside).
- Clean the inside of the commode and urinal bowls, the walls behind the wash basins, commodes, and urinals and the partitions between the commodes and urinals.
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace plastic bag liner with a new liner.
- Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- Damp clean and disinfect all surfaces of shower curtains and doors.
- Damp clean and disinfect all exterior surfaces of lockers.
- Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a build-up of detergent residue.
- Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- Pour some of the cleaner/disinfectant mopping solution down the floor drains to insure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
- Report items requiring maintenance to the County.
- De-scale fixtures, if necessary, using a mild, acid-type bowl cleaner.
- Use a different colored or a different kind of cloth for rest room cleaning to ensure that these cloths are not used to clean other areas

Restroom checlist

Chi-Ada Corporation

Restroom Checklist

Week Start: _____ Week Ending: _____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one): Adm. / Detox NRD / Outpatient / Triage

Date		Toilet Seat Cover		Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								***Please check tasks completed***												(Circle) AM PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____

_____ Employee Signature: _____

_____

Weekly inspection checklist

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short, handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:

_____

Inspected By: _____
Signature: _____

Follow Up Actions:

_____

Referred To: _____ **Date**: _____

Daily inspection

Chi-Ada Corporation
Facility:
Daily Services Project Inspection

Supervisor Inspections

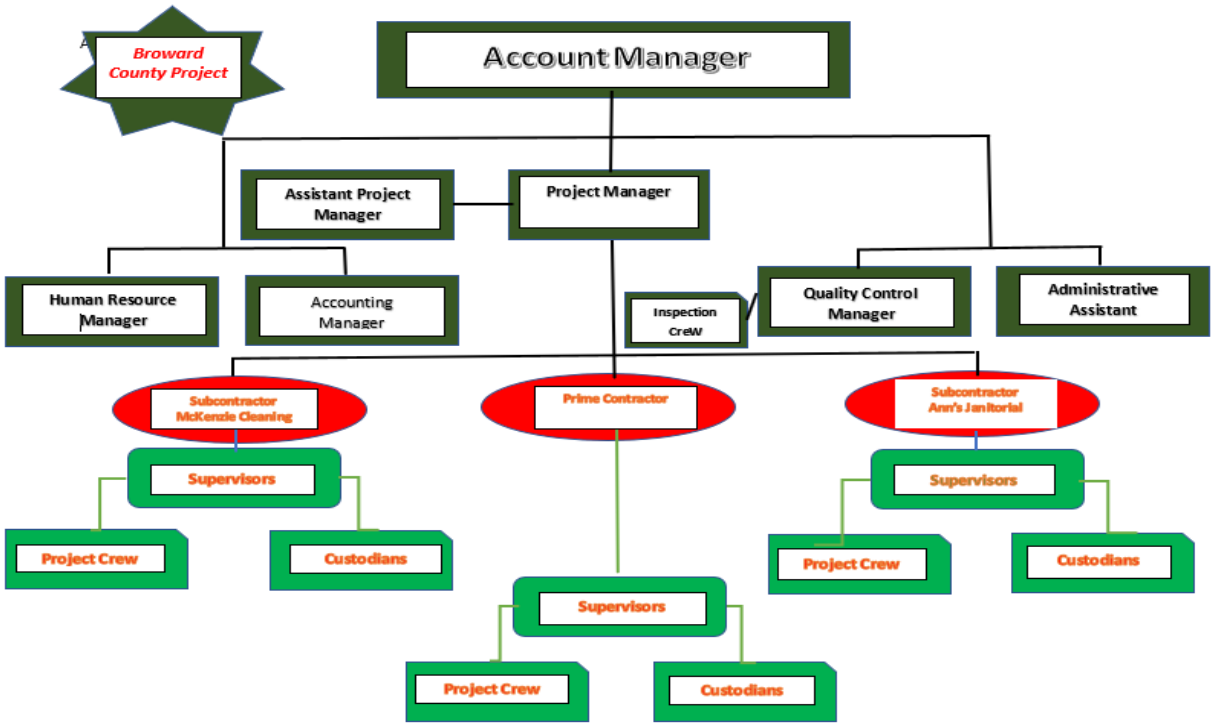
Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations:_____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

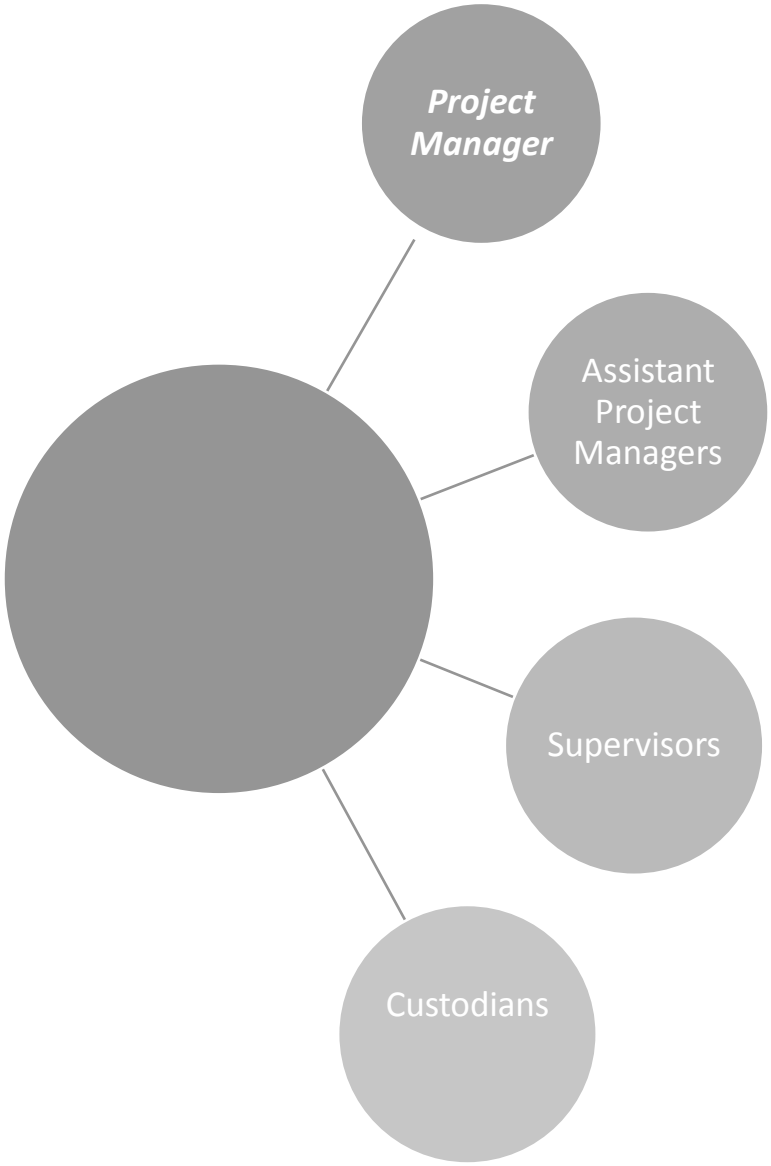
i. Describe crew organization to perform basic and project work.

Our key personnel is organized under the leadership of the account manager. He will be assisted by a quality control manager, a project manager, supervisors, day-porters, custodians, and the project team described herein. Workers will be assigned to each facility based on the key personnel schedule stated previously and according to the need identified for each facility. If the size of facility does not require more than four cleaners, the facility will be covered by floating supervisors if the size of the facility does not need a full-time supervisor. Supervisors have the duties to ensure each worker is assigned to his or her location every day. If there is a call-off, supervisors can provide replacement based on our human resource strategy. The task will be done daily, weekly, monthly, quarterly, or yearly as required. The quality control manager will make spot inspections every day in addition to the inspection of each supervisor. Issues will be recorded and mitigated. Chi-Ada Corporation has daily, weekly, monthly, quarterly, and yearly cleaning inspection forms to evidence the quality of work. Plus, supervisors will use our daily restroom checklist to ensure that the restrooms are maintained according to the contract requirement. Each supervisor will hold a daily workbook to assign the job of each worker appropriately.

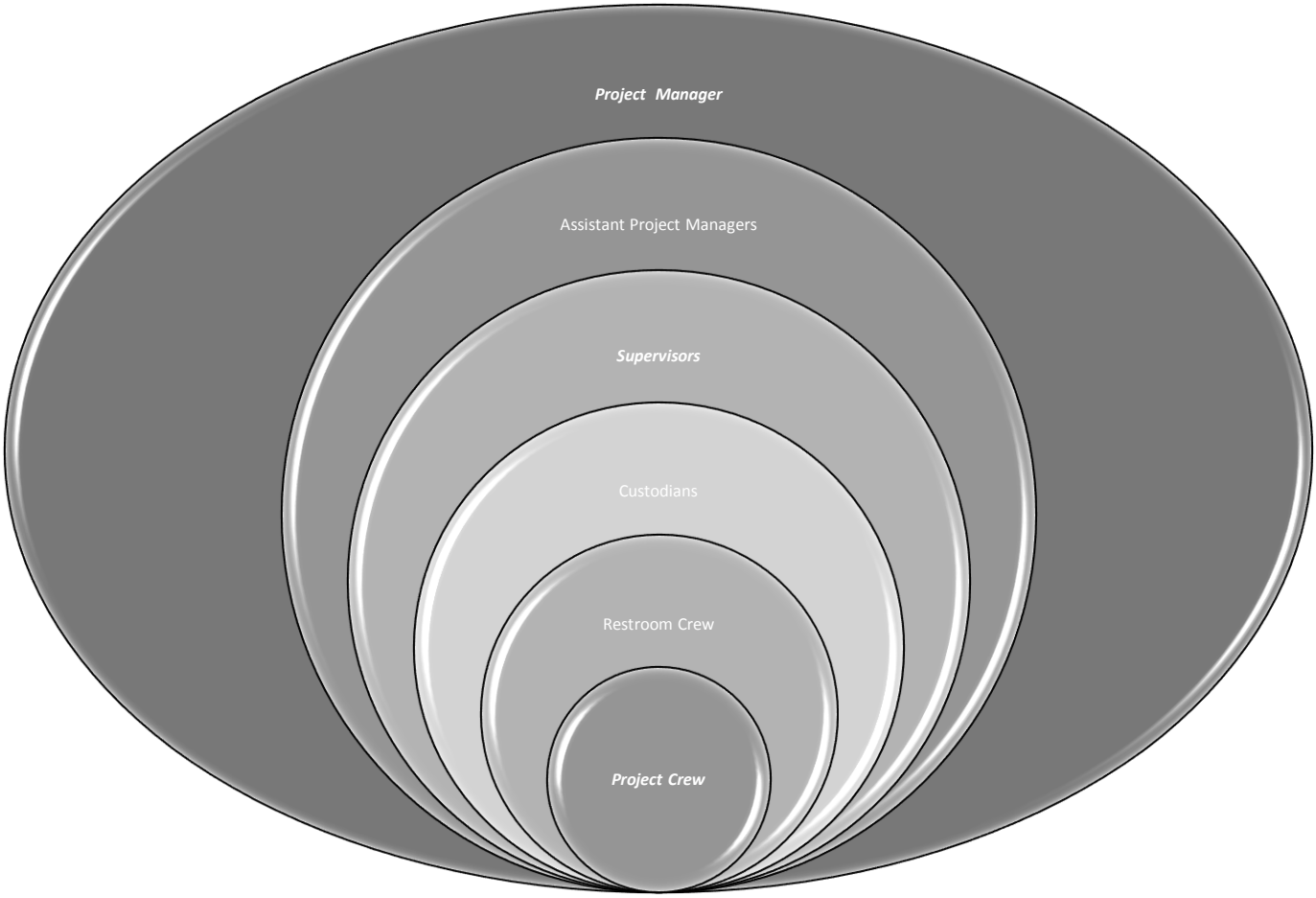
BLD2121632P1 01 04 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 3 AGREEMENT NO. 4



- **Work Organization Chart**

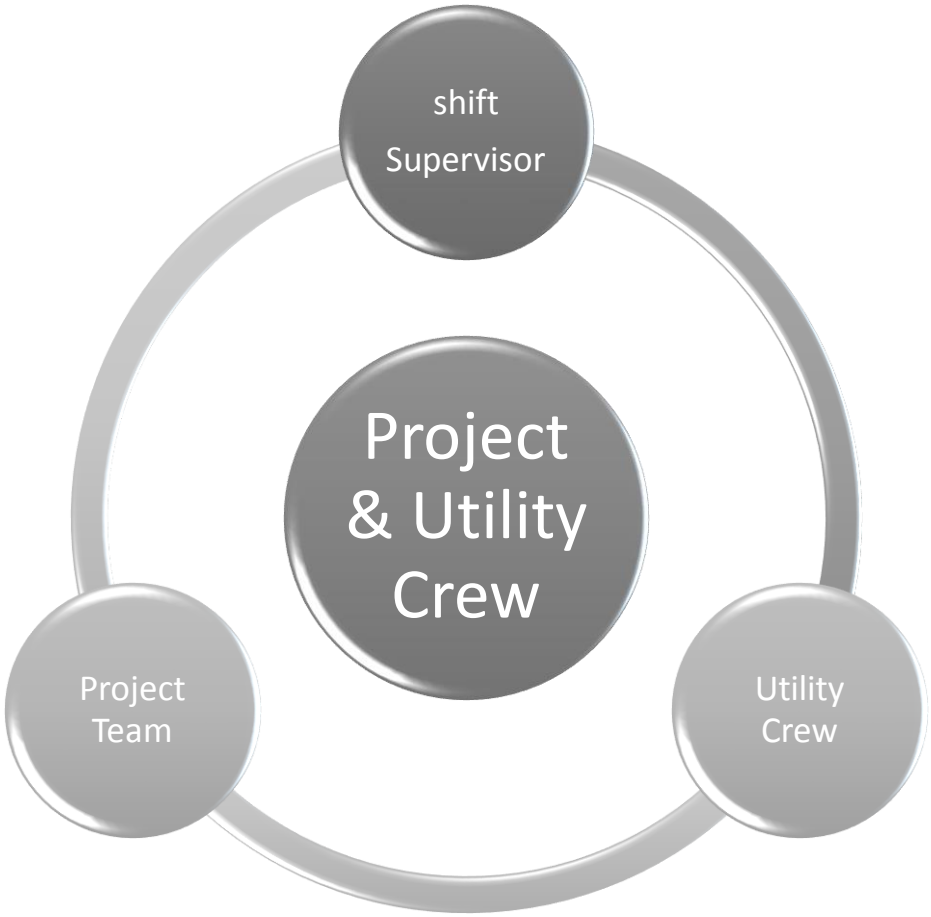


Crew organization to perform basic and project work Charts

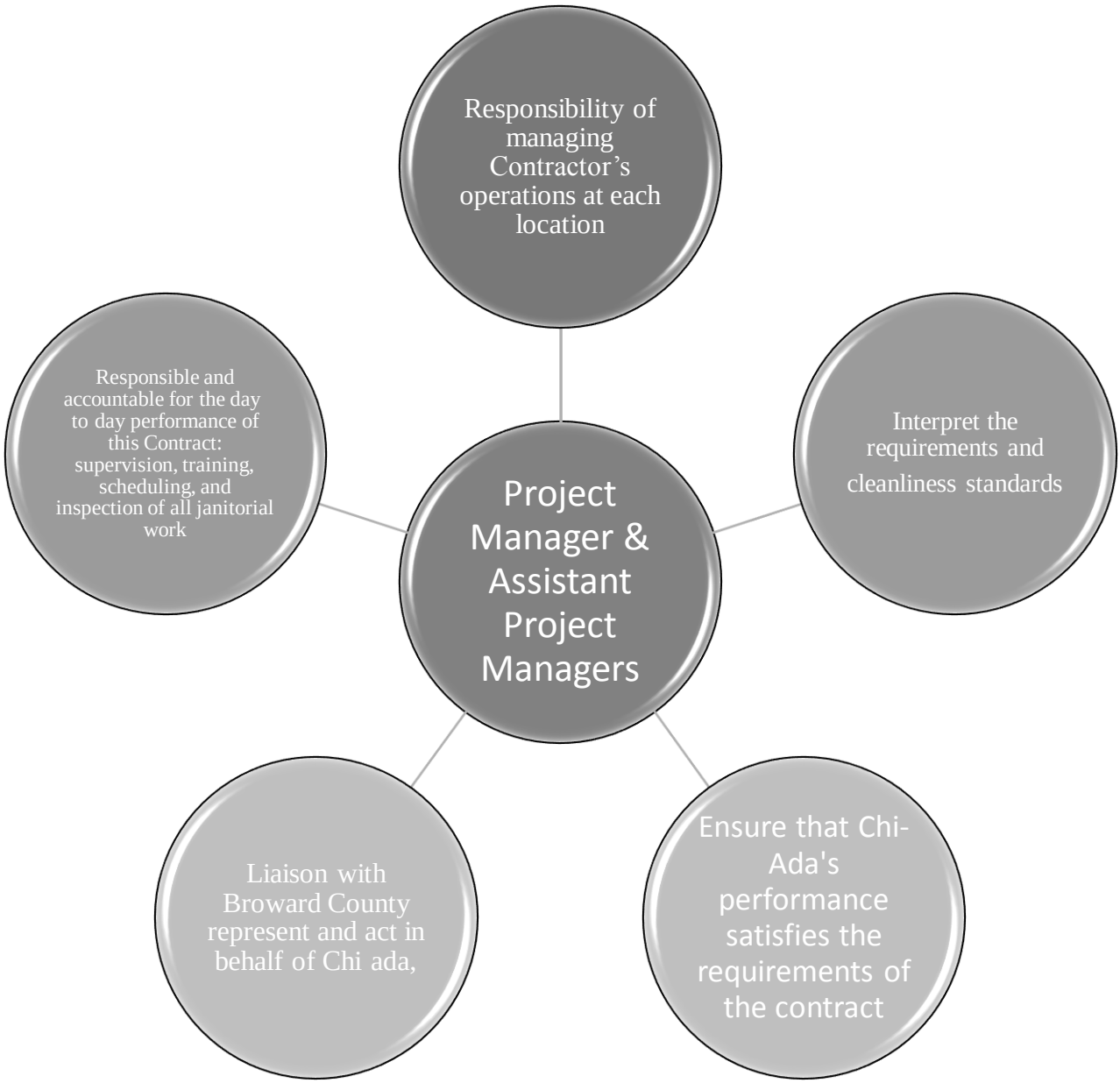


Distribution of Project Work

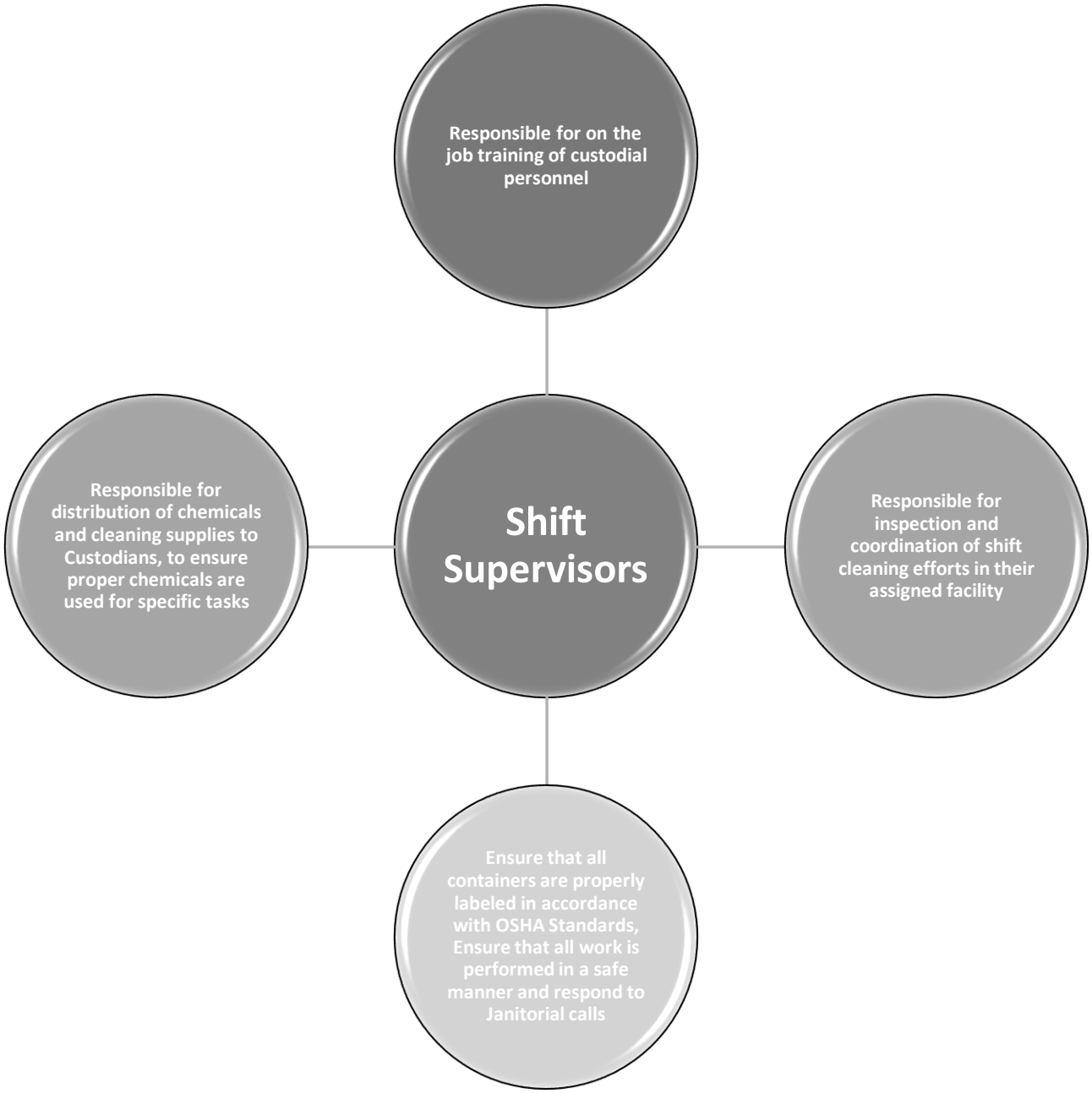
Project & Utility Crew



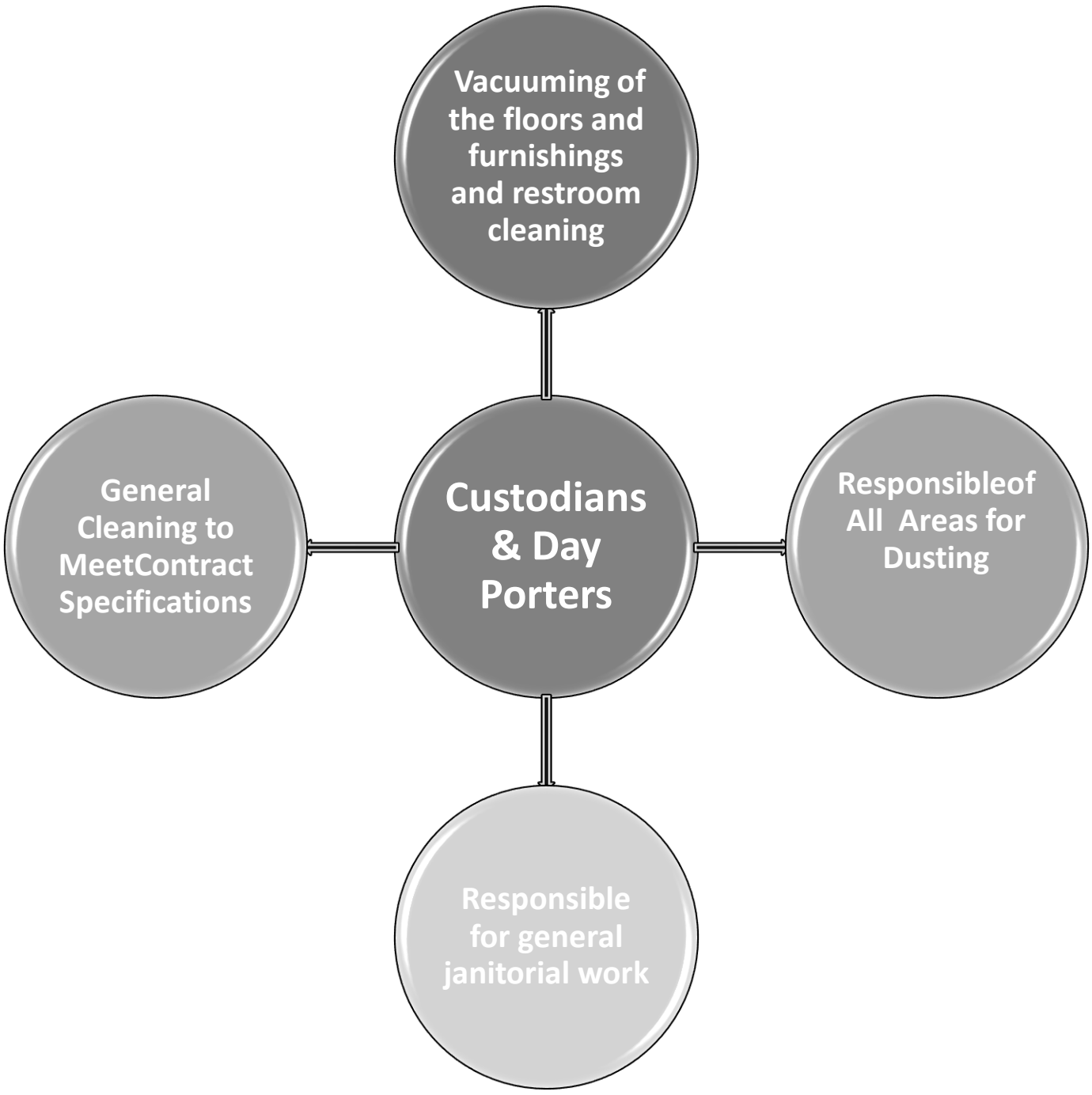
❖ **Job Description for Basic Staffing**



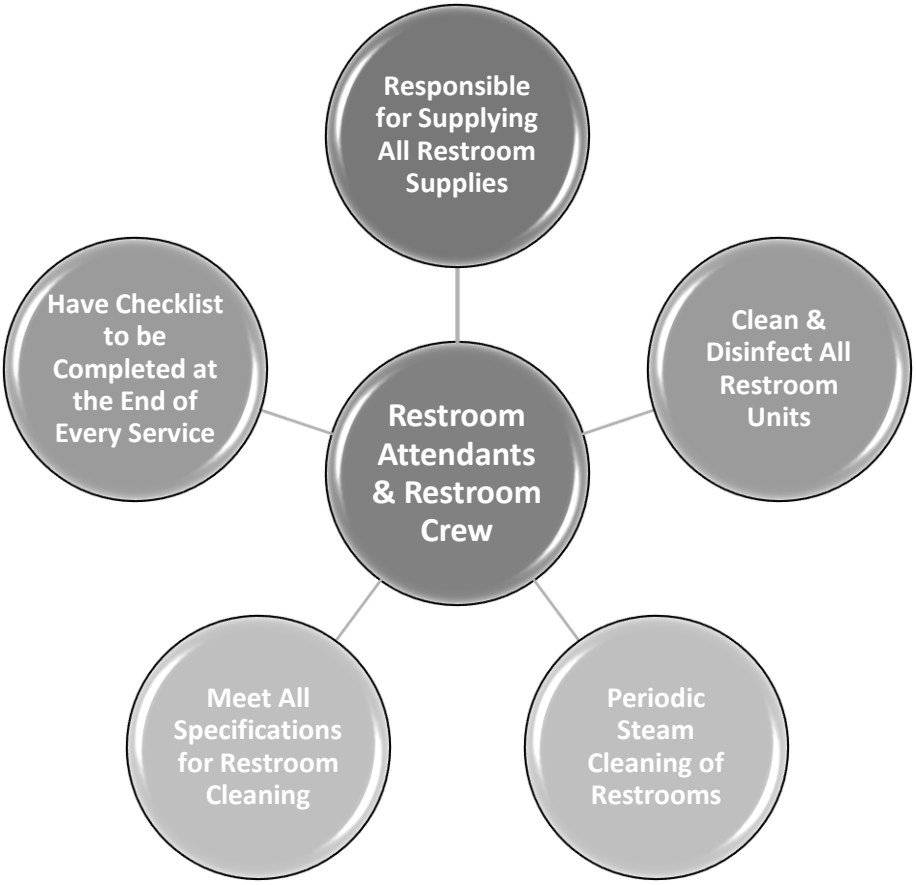
Shift Supervisors



Custodians Daily Services

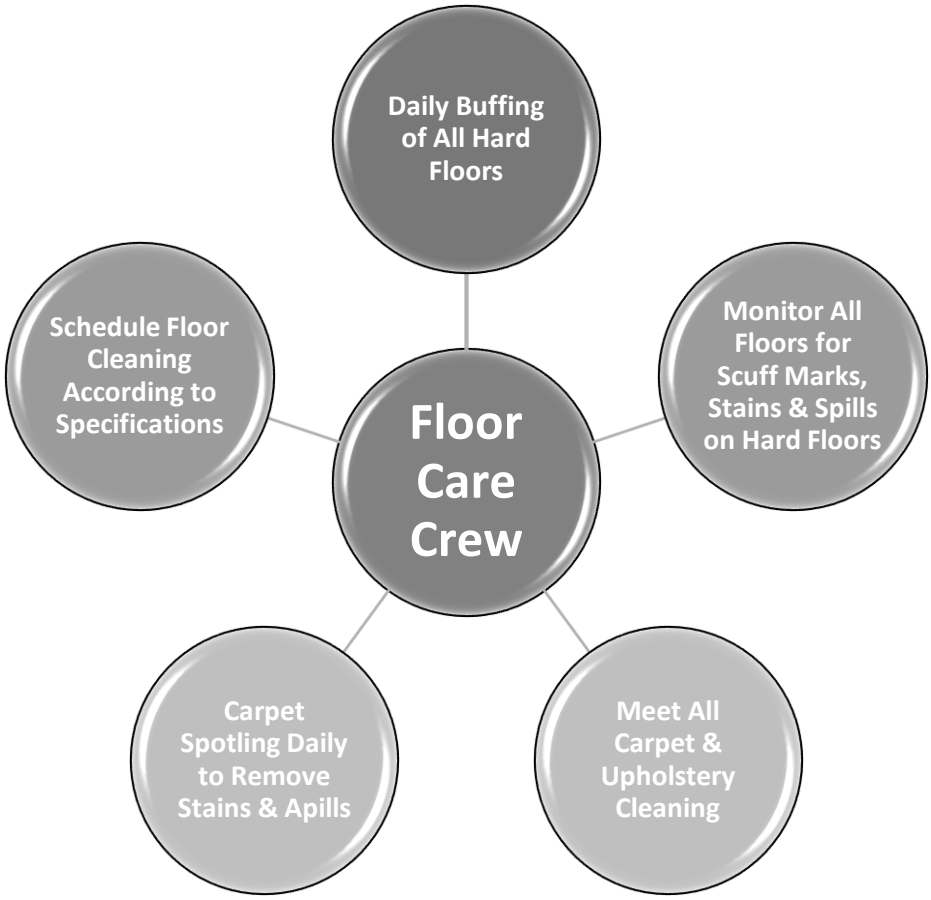


Daily Restroom services



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Floor Care Crew



c. Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.

At Chi-Ada Corporation, we use daily, weekly, monthly, and annual inspections as our reporting system. This strategy is proven to provide valuable tools to compare actual performance to schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date:** _____

d. Describe your capabilities to respond to emergency or disaster situations.

At Chi-Ada Corporation, we act to clean and recondition your facilities quickly and efficiently in an emergency or a disaster situation. With our advanced technology equipment and highly skilled workers, we aim to handle any situation from floodwaters, broken pipes, building fires, hurricanes, and acts of Gods, vandalism, or terrorism.

We measure the importance and the urgency to have full use of your facilities as quickly as possible. Your professional image protection, valuable property restoration, and ability to serve your customers depend on our performance. Therefore, we appraise this responsibility and take it very seriously.

Disaster Restoration-Emergency Services

- ü Restoration from fire, smoke, water, and wind damages
- ü Safety and compliance
- ü 24 hours response service
- ü Flood cleaning
- ü Water extraction
- ü Mold removal
- ü Hurricane preparation and clean up
- ü Post burgles, crime scene cleaning.

With our emergency response program, Chi-Ada Corporation will get you back in business quickly. Our rigorously trained and certified quality restoration team responds quickly at the local level for both large and small facilities. Our emergency services begin within 30 minutes to one hour of the initial call. We utilize emergency procedure planning assistance to place priority status on the severity of the damage. Chi-Ada Corporation owns or rents various equipment needed to perform restoration services. The equipment includes:



3.3 Chi-Ada Corporation's quality control program

a. Startup orientation program

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company providing services to your company, and we bring our experience to start-ups. Our transition plan is overly critical to the success of this project.

Chi-Ada can start any contract with fully screened and trained employees. Chi-Ada has a proven track record of doing start-ups of all sizes regardless of location.

- **Client Communication Plan**

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our Project Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning, and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the Project Manager has met with your facility's personal, he will meet with the other individuals involved in the transition plan, such as the Operations/Project Manager, Human

Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

- **Management**

Our management team, headed by the Project Manager, will make a site visit to locate where all storage locations are. From their observation, they will know how much equipment that specific storage location will accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

- **Equipment/Chemicals**

Our Project Manager orders all necessary equipment and chemicals during this time and is deployed to its respective locations. Chi-Ada will organize additional training for the equipment and chemicals used throughout the different facilities in conjunction with ordering supplies.

- **Hiring & Training**

This period will be when Chi-Ada hires new employees and train them. This period will encompass:

- Hiring new employees
- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them
- Site tours

- **Final Communication**

During the final days before the contract starts, the Project Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada, we are ready to implement our established start-up system and expand a plan to meet all of the contract's requirements.

- **Human Resources**

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department staffed by qualified personal. They are responsible for hiring, training, and maintaining a well-qualified and highly motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive, and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur in finding exceptional individuals who are very responsible and helping them become significant assets to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program composed of basic, intermediate, and advanced training from the manufacturers of the different equipment and chemicals that Chi-Ada will be using. The training will be provided by specialists certified as an in-service training provided by the company free of charge to our employees

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, and these include recognizing individuals who have performed exceptional, e.g., an employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee because we feel that there is more to life than the opportunity for exceptional earnings and valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

- **Technical Procedures**

Chi-Ada's proven effective employee recruitment and training system are anchored to a solid, well-equipped management organization. We are confident that our new hires learn simple yet highly effective methods that ensure the best results. An experienced Chi-Ada Manager will also give all new employees valuable on-the-job training. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done efficiently and safely.

At Chi-Ada, we believe that custodial workers must be trained to properly use cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surfaces within your facility and maintain the equipment that employees will be using.

Our training program starts with in-service sessions to ensure a complete understanding of the techniques and keep up with the rapidly changing industry. Training allows our employees to

stay afloat with the current innovation in cleaning techniques, equipment, and proper handling of equipment, chemicals, proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry-level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets. Therefore, we place a high priority on hiring and training them. This training program includes work practices and standard expectations, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description, and the use of supplies, paper, soap, etc.

Cross-training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

b. Inspection procedures including any technical aids used to monitor performance standards.

Methods of Identifying Problems

We make a comprehensive effort on every contract we undertake to teach employees how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. We monitor issues through reports and observations:

- ✓ To establish trends
- ✓ To determine corrective actions
- ✓ To assess effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we maintain project performance at acceptable levels

Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly.

We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely

supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double-checking of services completed are more effective than monitoring and other surveillance because minor problems will be elusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality for future problems and the need for timely corrective actions.

Correction and Preventing of Quality Control Problems

Chi-Ada Corporation's double-check strategy is used to address quality control problems. First, corrective action is taken to eliminate the problem immediately. After any correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report provides details on the work requirement, location and includes a grading system on a scale of 1 to 5. The Supervisor decides and initiates the appropriate corrective action on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities.

Our daily inspection will be directed to high traffic areas, and it may include random inspections of high frequency and continuous tasks and 100% inspection for periodic services.

The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered.

The Manager and Supervisors will perform a random, regular, and periodic visual inspection of the facility. Each Supervisor will inspect before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time inspection was completed. To ensure that all activities, functions, and processes are covered, inspections will be conducted using the same checklist to identify problem areas requiring correction.

Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- ✓ Random inspection,
- ✓ Total inspection, and
- ✓ Continuous inspection.

All inspection findings will be documented so that the following actions are taken immediately:

- ✓ Applicable employees are informed when their level of work performance has diminished below previous levels.
- ✓ A corrective action request is initiated, to be corrected by the end of the same shift, related to any task that has been rated less than "satisfactory".

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

Inspections are an ongoing practice

Chi-Ada's inspections provide additional insurance to achieve our quality control objective. Our Managers and Supervisors perform these inspections. The inspections are predominately a "walk-through." The "walk-through" is performed with varying frequencies. However, they are always performed after some tasks are completed, such as window cleaning, floor maintenance, or after a predefined area is covered at the end of each shift. The objective of the "walk-through" is to ensure that Supervisors check for any potential problems, and if any are found, they are resolved immediately.

At Chi-Ada we create a local file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- ü A copy of our quality control plan

- ü A copy of all completed quality control checklists
- ü A copy of
- all quality control reports
- ü A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems.

The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections at any time during this contract.

Our company recognizes the importance of quality control and assurance. Records are filled out correctly, legible, and kept in a neat and organized location.

c. Describe and provide a sample of your reporting system used to compare actual performance to your schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____

Referred To: _____ **Date**: _____

Chi-Ada Corporation

Restroom Checklist

Week Start: ___/_____/_____/_____ Week Ending: ____/_____/_____/_____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one)

Date			Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below							Please check tasks completed												(Circle) AM / PM	
	SUN.																				AM PM	
	MON.																				AM PM	
	TUES.																				AM PM	
	WED.																				AM PM	
	THURS.																				AM PM	
	FRI.																				AM PM	
	SAT.																				AM PM	

Comments: _____

_____ Employee Signature: _____

_____

d. Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.

The primary benefit of Green Cleaning, which focuses on cleaning for health, not just appearance, is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms.

We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

• Reduce the harmful impact to the health of the facility users

• Reduce the harmful impact of the indoors and outdoors environment

• Source reduction in the landfill with the use of concentrated products

• Recycled contents of all packaging

• Partnership with sustainably certified vendors

• Step by step introductions for a sustainable cleaning process.

Chi-Ada Corporation has been implementing Green Cleaning in the past with Broward County at the Environmental Building in Davie.

However, to improve this green Cleaning we will add the following activities to maximize opportunities to promote green building cleaning practices:

- Continue our effective communication system between building employees and Broward County building management.
- Continue to assist the management of Broward County in understanding the benefits of green cleaning such as the health and performance benefits, improvement of occupant satisfaction, reduction of complaints and risks, and the substantiation of potential cost savings.
- Audit housekeeping procedures, chemicals, equipment, paper, matting, supplies, and other materials for compliance with green cleaning implementation guidelines.
- Continue to inspect all other tools and supplies used in the cleaning process; mop-buckets, wringers, paper, wipers, liners, toilet tissue, and other tools and supplies and determine alternative tools and supplies that are environmentally preferable.
- Conduct a general housekeeping walk-through: evaluate the overall quality of the current cleaning and look for problems and opportunities for improvement.
- Document and review any recycling program in place.
- Continue to clean hard floors with a backpack vacuum instead of dust mopping.
- Add or upgrade entrance mats.
- Continue to recycle paper products and install roll-type dispensers where practical.
- Continue to use microfiber mops and dust cloths.

- Continue to implement effective methods of dilution control.
- Continue with portable spot cleaners, fiber mop, and bucket to facilities where spills commonly occur.
- Purchase products with high post-consumer recycled content
- Continue to use floor finishes without heavy metal ingredients.
- Limit the use of disinfectants to critical areas.

3.4 Company Equipment

a. Chi-Ada Corporation current inventory of heavy equipment -

Equipment	
2 Minuteman 4 Trucks Mounted Pressure Wash Machine 6 Pressures Wash with Tire 10 Backpack Filter Vacuum 3 High speed floor burnisher 10 Upright vacuum 2 Wet and Dry Vacuum 20 Mop Bucket 5 Tilt Trucks 1 Vehicle/Van/Lift Gate 5 Vans 4 Carpet Extractors 3 Walkie Radios 4 Biometric Timecard 4 Air Dryers 10 Janitor Carts 20 Dollies 3 Scrubbers	
ACX64 40 Yard MCNEILUS Front Loader Garbage Truck	
Electric Auto Floor Scrubber 18" Cleaning Path - Corded	

Electric Auto Floor Scrubber 20" Cleaning Path - Corded	
Dusting machine	
8070 Heated Carpet Extractor & Auto Detailer	
DC Power Hydraulic Double Scissor Lift Cart 1100 Lb. Cap.	
Sanitaire Quiet Clean 10-Quart Backpack Vacuum SC530B	
Portable Folding Safety Barrier with Casters	

Hard Surface	
Air mover	
Extractor	
Floor Machine Carpet Dryer	
Vacuum	

Minuteman

Minuteman E20 Automatic Scrubber



TECHNICAL SPECIFICATIONS	
CLEANING PATH WIDTH	20"
SQUEEGEE WIDTH	33"
THEORETICAL PRODUCTIVITY (BRUSH DRIVEN)	15,000 SQ FT/ HR
WORKING SPEED (BRUSH DRIVEN)	1.7 MPH
RATED VOLTAGE	24 VOLTS
VACUUM FLOW	65 CFM
VACUUM WATERLIFT	45"
VACUUM POWER	.60 HP
DRIVE MOTOR POWER (TD)	1/5 HP
BRUSH TYPE	DISC
BRUSH MOTOR(S) POWER	3/4 HP
NUMBER OF BRUSHES	1
BRUSH RPM	180 RPM
SOLUTION CAPACITY	12 GAL
RECOVERY CAPACITY	13 GAL
WEIGHT WITH BATTERIES (BD)	306 LBS
WEIGHT WITHOUT BATTERIES (BD)	196 LBS
WEIGHT WITH BATTERIES (TD)	365 LBS
WEIGHT WITHOUT BATTERIES (TD)	231 LBS
DIMENSION (LXWXH)	44.4 X 18.8 X 42.3

•

Trucks Mounted Pressure Wash Machine

Industrial Duty 4200 psi 4.0 gpm Cold Water Pressure Washer



SIMPSON #95002 SPECIFICATIONS
ZORO #: G3106192 MFR #: 95002
OPERATING PRESSURE: 4200 PSI PRESSURE WASHER FLOW RATE: 4 GPM
PRESSURE WASHER DUTY RATING: INDUSTRIAL DUTY PRESSURE WASHER WATER TYPE: COLD
ITEM: PRESSURE WASHER OPERATING PRESSURE (PSI): 4200 PSI

Pressures Wash with Tire

Heavy Duty 4000 psi 5.0 gpm Water Pressure Washer



Simpson #65212 Specifications
Zoro #: G9410121 Mfr #: 65212
Item: Pressure Washer Pressure Washer Flow Rate: 5 gpm
Operating Pressure: 4000 psi Pressure Washer Duty Rating: Heavy Duty
Operating Pressure (PSI): 4400 ps

Backpack Filter Vacuum

PROTEAM 10 qt. 120V, 1108W Backpack Vacuum Cleaner



Cord Length: 50 ft.
Hose Dia.: 1 1/2 in
Static Pressure: 91 in
Standards: CSA C22.2 No. 243, UL 1017
Diameter: 7-1/8"
Vacuum Product Grouping: Backpack Vacuum Cleaners
Hose Length: 4 ft
Watts: 1108
Sound Level dBA: 69.7 dBA
Hz: 60
Filter Type: HEPA
Weight: 12 lb
Vacuum Power Source: Corded
Vacuum Air Flow: 153 cfm
Vacuum Collection Type: Reusable Bag
Vacuum Filtration Type: Standard

High speed floor burnisher

High Speed Burnisher, 1600 RPM



Technical Specs

- Item Burnisher
- Brush Speed1,600 RPM
- Motor1.5 hp
- Pad Size20 in
- Power Source115V AC, 60 Hz, 15A
- Sound Level70 dB
- Construction Rotationally Molded
- Cord Length75 ft
- Max. Productivity10,000 sq ft/hr
- Includes

Wet and Dry Vacuum

16 gal. Silica Vac



VACMASTER PROFESSIONAL #VKB1611SW SPECIFICATIONS
ZORO #: G3429416 MFR #: VKB1611SW
COLOR: BLACK LENGTH: 23
MATERIAL: POLYPROPYLENE WIDTH: 20
HEIGHT: 23

Mop Bucket

Yellow Mop Bucket and Wringer, 8 3/4 gal



TECHNICAL SPECS

- ITEMMOP BUCKET AND WRINGER
- CAPACITY8 3/4 GAL
- COLORYELLOW
- WRINGER TYPESIDE PRESS
- MECHANISMHAND OPERATED
- MOP CAPACITY10 TO 32 OZ
- SHAPEOVAL
- BUCKET/PAIL MATERIALPLASTIC
- HANDLE MATERIALSTEEL
- CASTER TYPE3 IN NONMARKING
- OVERALL HEIGHT21 5/8 IN
- OVERALL LENGTH20 5/16 IN
- OVERALL WIDTH16 7/16 IN
- COLOR CODING SYSTEMYES
- WRINGER COLORYELLOW
- WRINGER MATERIALPLASTIC/STEEL
- BUCKET/PAIL HEIGHT22 IN
- BUCKET/PAIL LENGTH20 1/2 IN
- BUCKET/PAIL WIDTH16 45/64 IN
- BOTTOM DRAINYES
- ANTI-SPILLYES
- METAL DETECTABLENO
- SERIESWAVEBRAKE(R)
- FOR USE WITHSTRING MOP SIZES RANGING FROM XS - XL

b. Response time for mobilization for each piece of equipment.

All of the equipment is a one to four (1 to 4 hours) mobilization time. We will store some of the equipment on-site based on storage availability.

c. Chi-Ada Corporation's current inventory of machinery for floor care

- 2 Minutemns Es 2832 Automatic Floor Scrubber
- 8 Side by Side 20 Inch
- 6 Side by Side 14 Inch
- 12 Buffing Machines

d. Chi-Ada Corporation equipment maintenance

The Management of Chi-Ada plans to purchase new equipment and use our existing equipment to execute our contractual obligation successfully. The cost of any new equipment to be bought is prorated and amortized in the lifetime ranging from one to two years before replacement. Our

management has an existing repair services relationship with independent equipment services to repair and replace any broken-down equipment within one day.

e. Chi-Ada Corporation's office equipment and computer programs

- 6 Desktop Computers for scan, emails, letters, and documents editing (Adobe, Acrobat, Microsoft Word, Outlook, Excel)
- 3 Fax Machine for scanning, sending and receiving.
- High Speed Internet
- Phone service
- 4 Photocopiers and Printers
- QuickBooks Contractor Edition
- Pensoft Payroll
- Talkie walkie

3.5 Chi-Ada Corporation's Training:

a. Chi-Ada Corporation's internal Employee Safety Training Manual.

Chi-Ada Corporation's internal Employee Safety Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual***."

b. Chi-Ada Corporation's internal Employee Training Manual.

Chi-Ada Corporation's internal Employee Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual.".***"

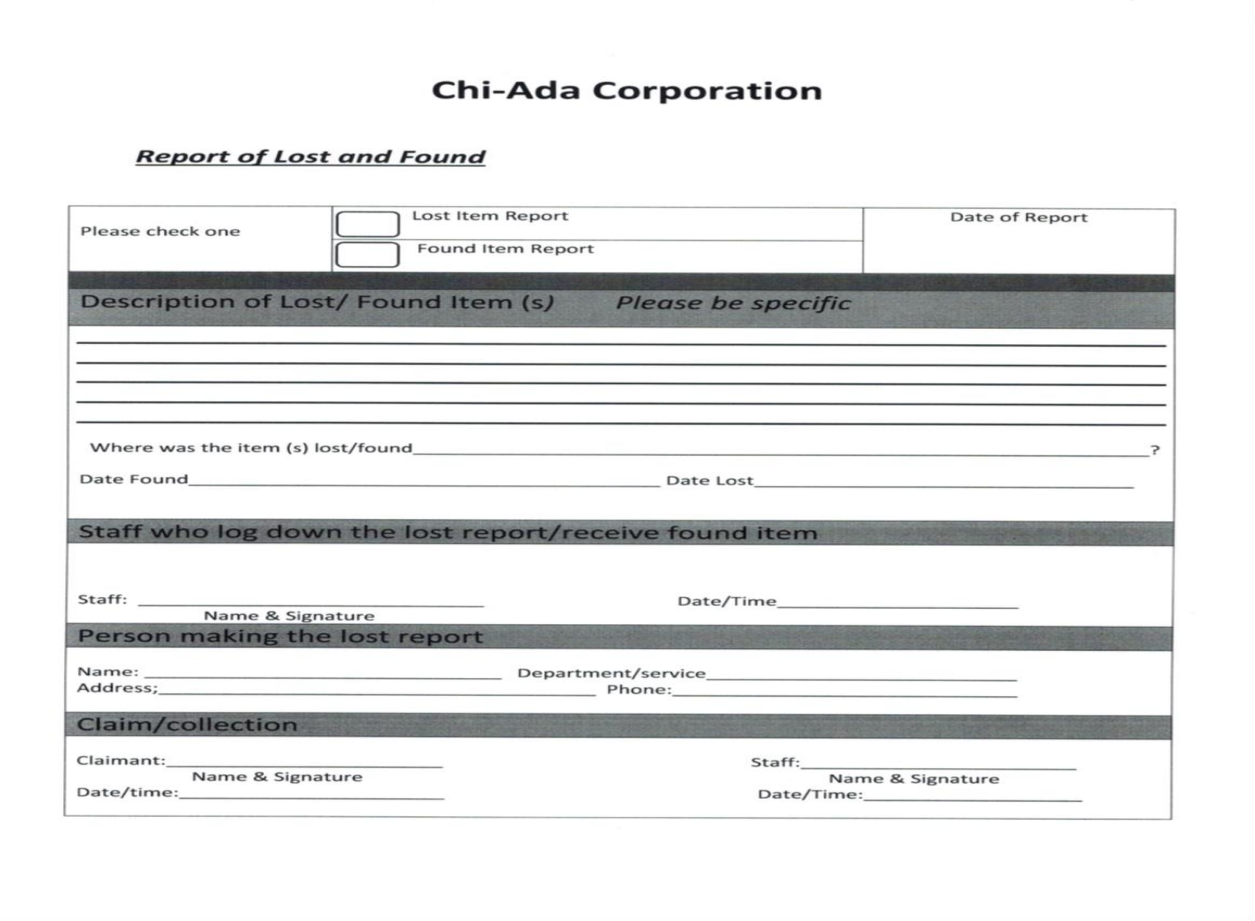
c. Chi-Ada Corporation's training currently in place to assure on-site staff will be pro-active and aware during each shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.

Our employees are taught probity, integrity, and awareness in their workplaces. We taught our employees to have a culture of honesty by reporting the findings of any abandoned belongings or packages to the supervisors or the facility's management. We also taught each employee that our integrity and actions are sustained by our slogan of "Theft employee is undesired." Our vigorous morality screening and on-site observance help us to track our employee's' behavior. Further, each employee is taught on **"**Keeping a Watchful Eye." Our employees are required to report any suspicious behavior to their supervisor or to the project manager, who is required to notify the facility's management for appropriate action to be taken. Finally, our safety training provides important tools to

our employees to deal with potential slip, fall conditions, and ajar doors. The following general safety

rules are discussed during our safety training program:

- Horseplay or any actions that show disregard for safety or efficient job completion is not allowed.
- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.
- A worker shall not cause a distraction that would jeopardize the safety of a fellow worker or working environment.
- Be aware of safeguard provided within the workplace.
- Your job will not generally call for the use of ladders. However, if yoo need to reach an object in a situation where a ladder is needed;, please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and adequately secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.
- Keep hands and feet clear pinch points when handling materials.
- Wear the right clothes for the job tasks you will be expected to perform.
- Assistant in the training of new employees by demonstrating safe work habits.
- Never leave running power equipment unattended.
- Be familiar with the proper safety methods and procedures for operating your power equipment.
- Observe and obey all warning signs.
- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.



Chi-Ada Corporation

Report of Lost and Found

Please check one	☐ Lost Item Report ☐ Found Item Report	Date of Report

Description of Lost/ Found Item (s) *Please be specific*

Where was the item (s) lost/found_____?

Date Found_____ Date Lost_____

Staff who log down the lost report/receive found item

Staff: _____ Date/Time_____
Name & Signature

Person making the lost report

Name: _____ Department/service_____
Address;_____ Phone:_____

Claim/collection

Claimant:_____ Staff:_____
Name & Signature Name & Signature
Date/time:_____ Date/Time:_____

d. Training of Chi-Ada Corporation's supervisors and cleaners in green building cleaning procedures as required for this contract.

The primary benefit of Green Cleaning is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product we use to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to

health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the user's suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

4. Workload of the Firm:

4.1. List of all completed and active projects in past five (5) years

❖ **Pleasantville Middle School**

Address: 40 Romer Ave

City State Zip:	Pleasantville, NY 10570
Phone/	914-741-1414
Contact:	Stephen Chamberlain, Director of Facilities III
Email:	chamberlains@pleasantvilleschools.org
Contract #	**Bid 2015-2016 School Year**
Period:	2015-2016
Annual amount:	$122,200
Square Footage:	74,056
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

❖ **Briarcliff manor Union Free School**

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org
(2) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

.

❖ ***Broward County Commissioner***

Address:	115 S. Andrews Avenue
City State Zip:	Fort Lauderdale, FL 33301
Phone/Fax:	954 357 5675
Contact:	Ian Mitchell

Email: imitchell@broward.org
(1)- Contract # RLI20080908-0-1 (Broward Various Locations)
Period: 2010-2015
Annual amount: $1,988,455.48
Square Footage: 918,232
Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(2)- Contract # R0899203P1 (Broward Main Library)
Period: 2011-2018
Annual amount: $359,987.65
Square Footage: 238,364
Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(3)- Contract # RO92180491 (Broward South Regional Courthouse)
Period: 2011-2018
Annual amount: $111,579.79
Square Footage: 51,800
Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(4)- Contract # RFP1214808P1 (Broward Janitorial Services for Various County Facilities)
Period: 2016-2021
Annual Amount: $1,170,509.72
Square Footage: 918,232
Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

❖ ***Miami Dade Public Housing***
Address: 1407 N.W 7 Street.
City State Zip: Miami, FL 33125
Phone/Fax: (786) 256-5862
Contact Name: Florence Saint Jour, Facilities Supervisor
Email: fstjour@miamidade.gov
(1) Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services
Period: 2013-2019
Annual amount: $72,000
Square Ft: 840,000
Summary of Service Provided: Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

(2) Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services)
Contact Name: Aurea Ivette Velez
Email: avelez@miamidade.gov
Period: 2009-2014
Amount: $72,000
Square Ft: 936,000
Summary of Service Provided: Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Miami Dade Transit***

Address: 6601 NW 72nd Ave
City State Zip: Miami, FL 33166
Phone/Fax: 305-889-6766
Contact Name: Lazaro Dominguez
Email: Lazaro.dominguez3@miamidade.gov

1- Contract # **ITQ9562-13MDT (Miami Dade Transit Janitorial Services)**
Period: 5/2013-01/2019
Annual amount: $4,552,204.56
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

2- Contract # **ITQ9562-13MDT (Miami Dade Transit: Golden Glades)**
Period: 2013-2018
Annual amount: $36,000
Square Footage: 700,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

3- Contract # **RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities**
Period: 2018-2023
Annual amount: $222,391.92
Square Footage: 260,357
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

4- Contract # **#RFQ9562-34DTPW - JANITORIAL SERVICES - DTPW Rail, Mover, and Bus Facilities**
Period: 1/2019-12/2023
Annual amount: $25,624,628.4
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***Fulton County in Atlanta***

Address: 130 Peachtree Street #1168
City State Zip: Atlanta, GA 30303
Phone/Fax: (404) 612-4446/ (404) 893-6303
Title: Janitorial Services for Selected Facilities
Contact Name: James Morehead, Contract Administrator
Email: James.Morehead@fultoncountyga.gov

1- Contract # 13ITB87106C-MT
Period: 2012-2016
Amount: $362,141.56
Square Footage: 142,673

Summary of Service Provided: Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

2- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Period: 12/2018-12/2021
Annual amount: $617,271.12
Square Footage: 205,925

Summary of Service Provided: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

❖ ***Sarasota County***

Address: 1001 Sarasota Center Blvd.
City State Zip: Sarasota, FL 34240
Phone/Fax: 941-716-1500
Contact Name: William Bill Deller, Facilities Supervisor
Email: bdeller@scgov.net
Location: Sarasota County

Contract # Bid #166453HR Custodial Services

Period: 2/2017-1/2022
Amount: $ 675,972.78
Square Footage: 528,175
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***City of North Miami***

Address: 776 NE 125th Street
City State Zip: North Miami FL 33161-4116
Phone/Fax: 305.895.9886
Contact Name: Destrade Alberto
Email: **adestrade@northmiamifl.gov**
Location: North Miami
Contract RFP No.18-15-16 Janitorial Services

Period: 2017-2019
Annual amount: $180,024
Square Footage: 900,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of North Miami Beach***

Address: 17011 NE 19th Ave,
City State Zip: North Miami Beach, FL 33162
Phone/Fax: (305) 948-2946
Contact Name: Meghan Cianelli Bennett
Location: North Miami Beach
Contract RFP NO:19-062-MC

Period: 2019-2022
Annual amount: $258,936
Square Footage: 151,200
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of Clearwater***

Address: 100 S Myrtle Ave
City State Zip: City of Clearwater, FL 33756-5520
Phone/Fax: 727-562-4633
Contact Name: Alyce Benge
Email: Alyce.Benge@myclearwater.com
Location: City of Clearwater
Contract #900406, Bid# 24-18 (Parks & Recreation Centers)

Period: 2019-2022
Annual amount: $180,000
Square Footage: 213,576
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Fort Lauderdale International Airport (Sub-Contracting)***

Address: 115 S. Andrews Avenue, Rm 212
City State Zip: Ft. Lauderdale FL 33301
Phone/Fax: 954.357.8604
Contact Name: Cara M. Leisy, J.D., Purchasing Agent
Location: Fort Lauderdale Airport, Terminal 1 and car rental
Period: 1/01/14 thru 3/31/19
Annual amount: $1,000,000
Contract #
Square Footage: Terminal 1 and car rental
Summary of Service Provided: Janitorial services, labor, cleaning supplies, materials, equipment, tools, vehicles, uniforms, chemicals, and supervision

4.2. List of all projected projects that vendor will be working on in the near future.

Chi-Ada Corporation does not have any pending awarded contracts.

4.3. Describe Chi-Ada Corporation's approach in managing projects.

At Chi-Ada Corporation, our goal is to ensure that each contract we undertake is completed. Our organization complies with the contract specifications and requirements. In this regard, the management of each contract is prioritized, communicated, meetings are held, inspections are carried out, and controls. Chi-Ada Corporation always establishes permanent channels of communication between the contract administration and Chi-Ada Corporation contracts managers to establish the regular share of information about the management of the project. We also create a line of communication between our on-site staff, through our project manager and supervisors, and the contract administrator to listen and apply the contract administrator recommendations and suggestions. We further hold regular meetings to report and mitigates quality issues. To maintain our quality assurance, our project manager and quality control manager regularly inspect our personnel's tasks to identify any issues affecting contract compliance. We finally control the rentability of our personnel to ensure that we are keeping the highest level of quality cleaning and make any changes that can augment the efficiency of services.

4.4. Were there or will there be any challenges for any of the listed projects?

Based on our knowledge and experience on past awarded projects from Broward County and other companies, there are not known challenges. The experience and the human capital have been the driving power of Chi-Ada Corporation for success. We have human resource potential to ensure that the firm reaches its objectives in every contract.

5. Pricing

The price spreadsheets for Agreement 1 thru agreement 14 are attached.

Conclusion

The Chi-Ada Corporate mission is to provide the most outstanding janitorial services possible.

- We take pride in being productive and self-sufficient regarding our work and responsibilities.
- We believe that hard work and determination are the keys to our company's success.
- We strive to have a strong work ethic and to help employees become goal-oriented individuals.
- We believe that we teach by example.

That is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facility's image to be "The cleanest in America."

Chi-Ada Corporate services are your 24/7, 365 days per year single-source provider for all of your facility cleaning needs. Whether there is a need for a one-time service or an ongoing maintenance program, look to Chi-Ada Corporation to provide the services needed.

We look forward to the opportunity to serve you!

Attachments

Living Wage Ordinance Requirement Forms

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2021 THRU DECEMBER 31, 2021)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.00
Assistant Project Manager or Equivalent	Hour	$ 28.00
Quality Control Manager or Equivalent	Hour	$ 25.00
Shift Supervisor or Equivalent	Hour	$ 23.00
Team Leader/Supervisor or Equivalent	Hour	$ 18.50
Janitorial Worker or Equivalent	Hour	$ 17.05
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services.

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2022 THRU DECEMBER 31, 2022)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

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The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.75
Assistant Project Manager or Equivalent	Hour	$ 28.70
Quality Control Manager or Equivalent	Hour	$ 25.63
Shift Supervisor or Equivalent	Hour	$ 23.58
Team Leader/Supervisor or Equivalent	Hour	$ 18.96
Janitorial Worker or Equivalent	Hour	$ 17.48
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services

JANITORIAL SERVICES – FACILITIES MANAMGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2023 THRU DECEMBER 31, 2023)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENED)
Project Manager or Equivalent	Hour	$ 31.67
Assistant Project Manager or Equivalent	Hour	$ 29.56
Quality Control Manager or Equivalent	Hour	$ 26.40
Shift Supervisor or Equivalent	Hour	$ 24.29
Team Leader/Supervisor or Equivalent	Hour	$ 19.53
Janitorial Worker or Equivalent	Hour	$ 18.00
_____	Hour	$ _____
_____	Hour	$ _____

Vendor Name Chi-Ada Corporation janitorial services

Living Compliance Ordinance Affidavit Form

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: Chi-Ada Corporation Janitorial Services
Address: 4820 W Commercial Blvd, Tamarac FL33319
Local Contact: Bart Okoro | E-Mail Address: bokoro@chiadacorporation.com
Address:
Contract
Amount:
Using Agency
Served: Solicitation
No. and Title:

By signing below I hereby certify that the covered employees listed below: (please check one)

A. ☐ Receive a minimum pay of $ ____ per hour and are provided health benefits valued at $ ____ per hour.
B. ☒ Receive a minimum pay of $ 17.05 per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
BRYCE JULIAN	Custodian	B	TELLEZ TADEO	Custodian	B
CLODIANNE CHARLES	Custodian	B	ELIAB NATIVIDA	Custodian	B
PEREZ DUNIA	Custodian	B	EKEOMA DON PRIMUS	Custodian	B
CLIFTON MURPHY	Custodian	B	KIBAKA LANDY	Custodian	B

(Attach Additional sheets in the format above, if needed)

I, BARTHOLEMEW OKORO of CHIADA CORPORATION hereby
attest that(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;
b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and
c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature _____ Title President

SWORN TO AND SUBSCRIBED BEFORE ME this 24 day of MAY
2021

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

_____ My commission expires: 08/07/2024
Public) (SEAL)Notary Public (Sign name of Notary

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced:

APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: Chi-Ada Comp. Contact Person: Bart Okoro

Company Address: 4820 W. Commercial Blvd

City: Tamarac State: FL Zip: 33319 Phone: 954 777-5177

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: $_____

SECTION 3: EXEMPTION BASIS (Check one of the options below and submit supporting documentation as requested)

☐ **(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.
Required documentation for this exemption basis: Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

☐ **(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.
Required documentation for this exemption basis: Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

I, BART OKORO (Print Name), of Chi-Ada Comp. (Company) hereby attest that

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

Signature _____ 5/24/21 President
Title

SWORN TO AND SUBSCRIBED BEFORE ME this 24th day of MAY, 2021

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

_____ My commission expires: 08/07/2024 (SEAL)
Notary Public (Sign name of Notary Public)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced: _____

Revised May 1, 2021

Copy of insurance certificate.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 02/11/21

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 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 BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: ANDREW OGHINAN PHONE (A/C, No, Ext): (305)249-5055 FAX (A/C, No): (305)249-5057 E-MAIL ADDRESS: big@bendellinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: ADMIRAL INSURANCE COMPANY	24856
INSURED CHI-ADA CORP 4820 WEST COMMERCIAL BLVD TAMARAC,FLORIDA 33319 954-777-5147	INSURER B: PROGRESSIVE EXPRESS INS COMPANY	10193
	INSURER C: WESCO INSURANCE COMPANY	25011
	INSURER D: COLONY INSURANCE COMPANY	39993
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			CA000020588-07	12/23/20	12/23/21	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ EXCLUDED $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			03913306-4	09/28/20	09/28/21	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			NA			EACH OCCURRENCE AGGREGATE	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WWC3507748	12/15/20	12/15/21	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	POLUTION LIABILITY CPL FORM			CSP4257990	04/16/20	04/16/21	$1,000,000/1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
JANITORIAL SERVICES.

CERTIFICATE HOLDER IS NAMED AN ADDITIONAL INSURED ON THE GENERAL LIABILITY.

CERTIFICATE HOLDER	CANCELLATION
BROWARD COUNTY 115 S. ANDREWS AVE. FORT LAUDERDALE,FL 33301 RE: FMD, ROOM 501	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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Authorized document to do business (Florida State Registration document)

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

FILED
Mar 14, 2021
Secretary of State
1214206932CC

DOCUMENT# P95000065881

Entity Name: CHI-ADA CORPORATION

Current Principal Place of Business:

4820 W. COMMERCIAL BLVD
4820
TAMARAC, FL 33319

Current Mailing Address:

4820 COMMERCIAL BLVD
4820
TAMARAC, FL 33319 US

FEI Number: 65-0619776

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

OKORO, BARTHOLOMEW
135 NW 163 ST
MIAMI, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	PRESIDENT
Name	OKORO, BARTHOLOMEW
Address	4820 W COMMERCIAL BLVD 4820
City-State-Zip:	TAMARAC FL 33319

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Signing Officer/Director Detail — Date

List of litigations

Date	Parties	Case number	Case	Outcome
2016	Oscar OSORIO (plaintiff) Vs Chi- Ada Corporation (defendant)	2016 28451 CA 01	The plaintiff brought claim for damages arising out of vehicle accidents with an employee of Chi-Ada Edwin Chikere Alonzie the driver (Case against Chi-Ada workman comp Insurance)	The damages was settled by Chi-Ada Corporation Auto Insurance at $65,000
2017	Raymond Robinson (Plaintiff) Vs Miami Dade & Chi-Ada Corporation (Defendant)	2018-024310-CA-25	Plaintiff alleges slip and Fall at Metro rail and Chi-Ada is services provider	Current
2018	Emperatriz Linares (Plaintiff) Vs Chi-Ada Corporation (Defendant)	2018-035054-CA-01	Plaintiff alleges she was discriminated	Current
2018	Dolores Mengana (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018-000191-ca-23	The Plaintiff Dolores Mengana's cause of action against Defendant, Miami Dade County Florida and Chi-Ada Corporation contractor is that She slipped on an elevator at the Metrorail Station, where Chi-Ada is providing Janitorial services	After presenting evidence and reviewing the cameras it was proven that no harm created by the contractor nor by Miami Dade County Florida for the plaintiff fall. It is the Negligence of the plaintiff. The Judge dismissed the case for lack of credibility evidence by plaintiff.
2018	Fabian Duenas (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018 -13775 CA01	Plaintiff Claimed she hit her forehead on the very clean and bright glass door, that the glass was so cleaned that plaintiff taught it was an open space and bump her forehead into it. The plaintiff attorney argue that the contractor should keep the premises free from dangerous condition and hazards which the defendant should know about.	The case was settled by Chi-Ada Liability Insurance for $15,000.00 and attorney fee

			The attorney also stated that Miami Dade County Florida/ agent fail to warn the public including the plaintiff Fabian Duenas of the condition of said premises which the defendant should have known.	
2019	Digos Enterprises (Plaintiff) Vs Chi-Ada Corporation (Defendant)	Cace-18020417-Div 13	Plaintiff alleges his company did not receive subcontract service of 25% set aside	Current

Case against Chi-Ada's worker compensation Insurance (Currently)

1. Miguel Acevedo: Injury on duty notice of case not received and case not established.
2. Maria Rodriguez. Fall on mover car; case not received, and case not established.

Internal Employee Safety Training Manual and internal employee training document is attached under a file of, “Broward County project's Training and Rules Manual

CHI-ADA CORPORATION

4820 W. Commercial Blvd

Tamarac FL 33311

Trainings & Rule Manual

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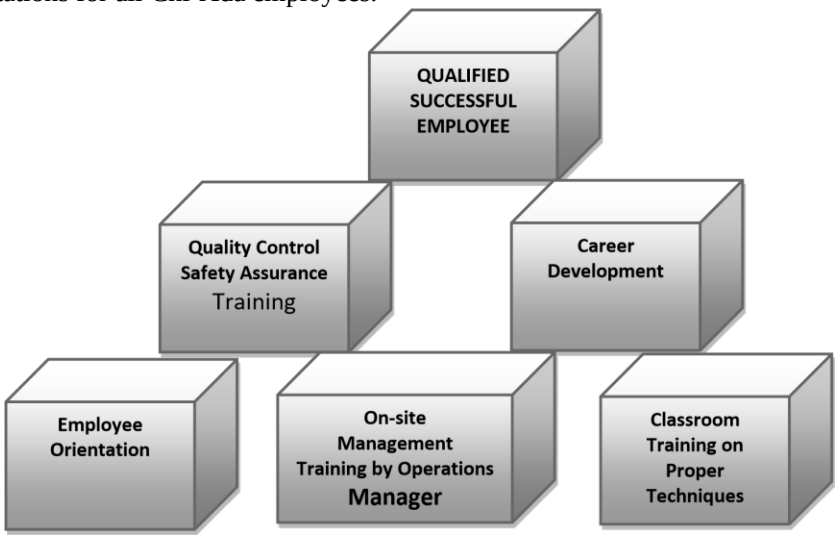
19- Conclusion 20-21

1- Introduction

Equipping a company's employees with useful knowledge of rules and responsibilities is essential to build a winning business. Chi-Ada Corporation thought a strong rules and training manual for its employees. These rules are the columns for the success of the company. The firm measures its responsibilities in every contract and the expectations of its customers. We are dedicated to build trustful relationships with our customers based on the quality of our services. In this regard, this manual provides the training steps and useful information of our company's rules.

2- General Orientation

All Chi-Ada Corporation employees are required to attend a general orientation and training process which will allow them to become confident and knowledgeable in their positions, company processes, and overall expectations for all Chi-Ada employees.



All employees attend an orientation and preparation process for their new assignment. All managers and supervisors are trained by our Human Resource Manager. The Operations Manager stays on site until all managers are thoroughly trained and can function independently. All supervisors and/or lead personnel must have developed hands-on experience in the areas assigned. This approach has been very successful for Chi-Ada Corporation since the start of the company.

Classroom training will be provided by a qualified Training/QA Director, offered on-site. This trainer will be supported by a Safety/Training Director and other Chi-Ada Staff. Employee management for managers and supervisors is accomplished through the use of the American Management Association, Inc. magazine and Training videos.

In addition to on-site training by Chi-Ada, occasional speakers, product demonstrations and seminars will be sponsored by Chi-Ada Corporation for all department staff. These sessions will be made available to other account personnel, where it is appropriate.



Chi-Ada has developed a *Housekeeping Reference and Training Manual*. All phases of custodial care have been thoroughly covered. This manual is given to each Supervisor for reference with technical and training programs.

A good training program will reduce employee turnover. Trained employees are happier and more confident in their work. This is the goal behind our training program.

Such topics discussed in the Orientation program are listed below but are not limited to:

- Housekeeping Daily Operation/Cleaning Procedures
- Housekeeping Record Keeping Systems
- Organizational and Staffing Plans
- Accountability Management System
- Key Management Control System
- Quality Control System
- Intro/Interdepartmental Communication System

3- New Employee Orientation and Training

DAY 1: The new employees receive a complete orientation of the facility including rules, regulations, benefits, inspection process, uniform, and adequate requirements, scheduled work hours and duties expected. Employee works with a senior employee beginning the second day through the fifth day to learn the methods, work requirements, and job description.

DAY 2: Employees are assigned to area with inspection conducted on a daily basis with senior employee. Further training is performed as needed.

DAY 3: Employees continue learning at the assigned area with daily inspection by the Team Leader/Assistant Coordinator teaching new methods as specified by area.

DAY 4: Employees received full inspection by Coordinator and Assistant Coordinator in each category of cleaning assigned including equipment, janitorial closet, and chemical uses. Corrections and suggestions reviewed that day.

DAY 45: Employees received full review to determine needs as to retention, training, reassignment or other alternatives. Factor input from Coordinator, Assistant Coordinator, senior employee and others as required.

DAY 90: Employees are taken off probation and assigned to designated area, shift, and Team Leader, if not previously done.

ANNUALLY: Sit down and review with Coordinator to review employee's performance rating and discussion of future development of the employee

4- Training Program Breakdown

0 to 45 Days:
Direct labor and supervisor training in core areas (General Information, Safety, Disaster, Policing, Restroom Cleaning, Pressure Cleaning)
Employee evaluation at end of this period

Supervisor in-service training will be scheduled monthly, with topic such as customer service, public employee motivation, disciplinary techniques, financial accountabilities, and interaction will be covered. Annual refresher training will be scheduled.

Employee Development and Continuous training Is critical to the Success of any Organization

45 to 90 Days:
Ancillary Building Assistant - Areas such as Offices.
Handling large tasks.
Employee evaluation at end of this period

Past 90 Day Training:
Direct labor in-service training scheduled to cover identified topics as needed. Topics such as safety, disaster, lifting/moving, cleaning techniques, alcohol/drugs in workplace and customer service, will be covered on a monthly basis.

5- Transition Plan

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company that will be providing services to your company, and we bring our experience in start-ups. Our transition plan is very critical to the success of this project.

Chi-Ada has the ability to start any contract with fully screened and trained employees. Chi-Ada has a proving track record of doing start-ups of all sizes regardless of location.

5.1- Client Communication Plan

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our General Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the General Manager has met with your facilities personal, he/she will meet with the other individuals involved in the transition plan such as the Operations Manager, Human Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

5.2- Management

Our management team headed by the Operations Manager will make a site visit of the facility to locate where all storage locations are. From their observation they will know how much equipment that specific storage location will be able to accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

5.3- Equipment/Chemicals

During this time period our Operations Manager orders all necessary equipment's and chemicals and is deployed to its respective locations. In conjunction to ordering supplies, Chi-Ada will organize supplementary training for the equipment's and chemicals that will be used throughout the different facilities.

5.4- Hiring & Training

This period will be when Chi-Ada hires new employees and train them. This period will encompass: - Hiring new employees

- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them - Site tours

5.5- Final Communication

During the final days prior to the start of the contract, the General Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada we are ready to implement our established start-up system and expand a plan that will meet all of the contract's requirements.

6- Human Resources

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department that is staffed by qualified personal. They are responsible for our hiring, training, and maintain a well-qualified and extremely motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur when it comes to finding exceptional individuals that are very responsible and helping them becomes a great asset to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program that is composed of basic, intermediate, and advanced training from the manufactures of the different equipment's and chemicals that Chi-Ada will be using. The training will be provided by specialist that are certified as an in-service training provided by the company free of charge to our employee's.

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, these include recognizing individuals who have performed exceptional, e.g. employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee's because, we feel that there is more to life than the opportunity for exceptional earnings but valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

7- Technical Procedures

Chi-Ada's proven system of effective employee recruitment and training is anchored to a solid well equipped, management organization. We are confident that our new hires learn simple yet highly effective methods that insure the best results. All new employees will also be given valuable on-the-job training by an experienced Chi-Ada Manager. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had past experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done in an efficient and safe manner.

At Chi-Ada, we believe that custodial works must be trained in the proper use of cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surface within your facility, as well as to maintain the equipment that employee's will be using.

Our training program starts with in-service sessions to ensure complete understanding of the techniques and to keep up with the rapidly changing industry. Training allows our employees to stay afloat with current innovation in cleaning techniques, equipment and proper handling of equipment, chemicals and proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets, therefore; we place high priority in hiring and training them. This training program includes work practices and standard expectation, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description and the use of supplies, paper, soap, etc.

Cross training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce that will be available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

8- Safety Training

Chi-Ada Corporation's safety training program emphasizes on ways to avoid the preventable accident. (1) **Mandatory safety equipment and wears**: In all institutions it is a mandatory to wear proper attire and open toe shoes will not be worn.

(2) **Eliminating the open invitation to an incident**: Slippery walkways.

(3) **Enforcing the existing safety rules**: Such as not smoking indoors.

(4) **Caution analysis of accidents training**: New workers are thoroughly indoctrinated for purpose of making sure everyone knows exactly what to do in case of an accident.

(5) **Fire Prevention**: Chi-Ada Corporation is in compliance with OSHA federal and state fire regulations in job areas. Fire Prevention and emergency exit ways: all employees must exit the building at any time there is a fire alarm to a designated place outside the building and the supervisor will do a head count. All corridors, stairs, doors, and escape routes are kept unobstructed. Every employee of our Corporation is taught to know where alarm boxes, extinguishers, and other firefighting components are located.

(6) **Solid and slippery spill**: Clean immediately to avoid slip and fall.

8.1- Lifting technique Training

Employees are taught to lift 10Ib weight or less on a regular day but anything larger than 10Ib's will be assisted with a pulley. The technique is to bend the knees forward and lift until the object is inside a cart to be carried. *Waist should not be straight when lifting any load larger than 10Ib's.*

8.2- Personal Protective Equipment (PPE) Training

Employees are taught to wear Personal Protective Equipment's such as latex gloves at all times when removing garbage, cleaning restrooms or removing pathogens. Gloves and nose mask are worn when removing hazardous chemicals, dust and other form of pollutant waste, and blood borne pathogens.

8.3- Cleaning Procedures on Chemicals Training

Caution: Under no circumstances should any employee formulate their own detergent. We train all employees how to follow Material Safety Data Sheet procedure to achieve the desired result on acid cleaners for restrooms and abrasive cleaners for soils on hard floors.

8.4- Chemicals in Carpet Cleaning Training

Employees are taught the nature of chemical and dilution in carpet cleaning. It is critical that all employees are taught how to measure according to the directions.

8.5- Maintenance training employees are instructed about how to vacuum, shampoo either by dry soil or hot water, steam-clean, extraction, rotary spin pad and stain removing from resistance stains, on carpets, vinyl, wood, and other type of floors.

8.5- Training is provided by coaching the individuals with the effort to assist individual members of the work force. Spending time on those tasks is so overwhelming that the trainee is able to learn quickly**.**

9- Work Plan

Chi-Ada recognizes the importance of a very effective work plan that will incorporate the transition plan to a very smooth work plan. Chi-Ada's staff has fully reviewed the scope of services outlined in section 1.2 in the RFP. Chi-Ada has done its research when it comes the operations of MIA and its adjacent locations, given Chi-Ada an idea of the daily operations throughout the different facilities.

First, Chi-Ada will order the necessary supplies and equipment for the services required and deploys them to their final destinations throughout the airport and its adjacent buildings. Chi-Ada will meet all requirements listed in Attachment B in reference to its list of equipment, supplies, and chemicals. Under no circumstance will unsafe equipment or products be allowed to operate in any scale on any facilities.

Second, Chi-Ada will collect and adequately secure all keys, key cards, or any other entry devices and codes provided. Chi-Ada will maintain a record of all keys and no employee shall duplicate keys. If any entry device is lost, missing, or stolen, Chi-Ada will immediately contact the Contract Administrator. When all employees enter any unoccupied/unlocked section of a building to provide services, they shall lock all doors, before leaving. All exterior doors shall remain locked during the work shift and shall be checked to ensure safe when leaving the secured section of a building at the end of the work shift.

Next, Chi-Ada will hire and train its new employees on safety and safety practices. Chi-Ada will provide each of its employees working on the job site, with the training needed to safely and competently perform the services required. Chi-Ada is familiar with all Federal, State, County, and City Regulations governed accordingly as they apply to the services rendered. Chi-Ada will keep a record of all training for each employee upon request. The record will state the employee's name, date of employment, date and type of training class attended.

The training process will be monitored by the Managers so they can perform a follow up. The follow up will be determined by the quality reports conducted to review the performance of employees. Our training program is available year-round to ensure that all employees refresh skills and are kept up to date on today's cleaning standards. Our ongoing training secessions concentrate on changes in policies, procedures, and rules. Also, other topics discussed are new techniques and technology that are imperative to the Airport Environment.

Chi-Ada will evaluate each individual location to provide the most adequate staffing requirement for the services required. Chi-Ada will provide adequate personnel to ensure that the required staffing is met for each shift and will have the experience to evaluate the facilities. Chi-Ada will be responsible for all supervision and work performed by its employees.

Chi-Ada Supervisors will provide supervision where needed, communication with staff workers, and conduct daily inspections and evaluate the work area. Chi-Ada will provide weekly, monthly, and semi-annual reports of all project work. Detailed on this report will be the location, duties to be performed, date assigned, date completed, date of inspected work and approval of work, and who approved the work.

10- Employment Plan

Chi-Ada Corporation uses a very stringent procedure for recruitment, testing, screening of individuals assigned to your facility. We use every effort to ensure that all individuals are the best quality match for your facility.

Each employee must undergo the following:

- Criminal Background Investigation
- Character/Integrity Reference Check
- Job Profile Fit Analysis
- Performance Matching
- Pre-orientation for Job Readiness
- Policy and Procedure Manuals
- Employee evacuations

The background process is conducted in two phases. Upon successful completion of the identity verification, the background investigation process continues with more detailed research including employment and Education verification, Criminal Records Check, and Driver's License Check.

All applicants that satisfy our requirements for the background screening move on to the following: Drug Screen, Physical Examination, Psychological Examination, and Suitability/Trustworthiness Assessment. All employees will be required to submit to a random, unannounced drug testing policy. This policy includes all illicit drugs and alcohol. Failure to submit to testing and/or positive test result will be grounds for immediate termination of employment.

All employees involved in a work-related accident or injury are required to report for a drug screen within 24 hours of the incidents.

11- Employee Safety & Protection

Chi-Ada Corporation takes the necessary precautions to protect the safety of the individuals who use the facilities that we will be employed at. We protect persons or properties against injury or damage and will be responsible of any such damage, or injury that occurs as a result of fault or negligence of our employees.

All chemicals are brought and stocked in closets in their original containers. These chemicals remain in their containers until diluted or mixed for use to reduce any aroma from escaping that may be hazardous to anyone. All solution bottles and spray bottles will be in safety containers, which are safe for handling and intended usage.

Chi-Ada Corp. will also provide and use adequate barricades and signs to mark off hazardous work areas and provide sufficient warning prior to, during, and after the performance of all services of danger zones such as areas that have been recently moped or waxed to reduce slip and fall. All general accepted and government required safety practices shall be followed.

In case of any accident, incident, or damage, Chi-Ada will quickly notify the Contract Administrator of any incidents or accidents involving their employees while on-site to ensure that no future situation will occur. ChiAda will have an Accident, Incident, and Damage Report. The report will include the type of incident and an assessment of any property damage or personal injury.

12- Inspection & Detection

Chi-Ada Corporation inspects all facilities and detects any unsafe working conditions to the Contract Administrator. We provide trained and qualified supervisors capable of providing the necessary supervision not only to detect unsafe working conditions but to also train employees to be able to spot any unsafe working conditions. Each supervisor will be capable of verbal and written communication in English and will be capable to effectively communicate with the service workers.

Each supervisor shall conduct a daily inspection and evaluate all assigned areas of work. Each supervisor will note any discrepancies and assure that they are corrected and monitor workers to ensure that they are performing assigned duties.

13- Federal & State Requirements

Chi-Ada Corporation is a very recognized corporation with over 200 employees and has many policies to ensure work-place fairness. Our success and growth are credited because of high standards of performance, quality ethics, and being accountable. Chi-Ada undergoes a thorough screening to guarantee that all applicants hold the high expectations that Chi-Ada holds and believes.

All applicants will complete a detailed application. The application is a pre-screening conducted by our Human Resource Department. Once applicants pass the pre-screening process, then they will undergo an interview by one of our supervisors that is knowledgeable of the position being applied for.

If and when the applicant is deemed an eligible candidate, an offer of employment will be made. Once accepted then the necessary steps will follow:

- Reference and former employment verified.
- Drug screening test conducted.
- Medical screening conducted.
- Criminal background check – including fingerprint check.
- Security background checks where high security is required.

On top of Chi-Ada's screening procedures, we also comply with any regulations. All employees that will have un-escorted access to areas secured for security by law will undergo a FBI fingerprint screening for any past history of any involvement with terrorist activities. No employee will be issued a badge non-the-less hired if they are found to have a connection with terrorist activities.

In an event that an employee is being relinquished of all duties that was issued a security badge for a location of high security, Chi-Ada will retrieve the badge prior to the individual being terminated and the Contract Administrator will be notified.

Once all required screenings are completed then Chi-Ada will train its employee prior to placing them in an onsite location.

14- Safety Assurance

The safety and health of our employees at Chi-Ada Corporation and clients is of primary importance. It is our policy to provide a safe and healthy working environment for our employees, and to strictly enforce all safety rules to guarantee the safest work environment possible. It is the company's policy to abide by and comply with accident prevention regulations set forth by the Federal, State, and Local governments. To accomplish this, continued emphasis will be placed on Accident Prevention, Employee Health Protection, and General Loss

Control; albeit governmental rules regulations, restrictions or standards in effect now or in the future take precedence over our published guidelines

To this end, Chi-Ada provides the following Safety Program to all employees:

- Personal Protective Equipment appropriate to each employee's job assignment. Additional specialty safety equipment would be provided by the client as indicated.
- Safety Manual which includes compliance with Hazardous Communication, and Blood-Borne Pathogens Standards.
- Safety Meetings with employees are conducted on a regular basis.
- Supervisors perform monthly account safety checks.

Chi-Ada company policy mandates that all Supervisors, Managers, Department Heads and other employees at all levels of our workforce make Job Safety a matter equal in importance to all of our operations. These responsibilities can be met only by continuously working together to promote safe work practices, safe equipment, safe chemicals, and an overall safe work site for employees and clients.

There is nothing in the manual that would take precedence over what an employee might determines at the time of an emergency to be the best course of action in a particular circumstance when it comes to saving a life, preventing further injury or safeguarding the public safety.

The following guidelines are established to assist employees in the areas of Accident Prevention. Employee's that help prevent accidents benefits not only them but their fellow employees. It is up to each employee to assume full cooperation in these measures for their Safety and Protection.

Chi-Ada training program is composed of four (4) parties responsible for a safe workplace. These parties are the Company, Supervisors, Employees and most importantly, Fellow Employees.

15- Safe Workplace Responsibilities

15.1- The Company

- Chi-Ada Corporation is committed to train its employees to provide a safe work environment.
- Chi-Ada Corporation management with training standards and procedures relative to implementing the Safety and Health Program.

15.2- Supervisors

- Implementing the elements of the Safety and Health Program as outlined.
- Providing training to employees as to their responsibility in the safe performance of their duties.
- Enforce all safety procedures.
- Conduct thorough accident investigations.
- Maintain accurate accident reporting records.

- Promote a general awareness of safety throughout the workplace.

15.3- Employee

- Provide the necessary discipline to implement the safety rules and regulations as outlined herein.
- Report all unsafe conditions of safety in the work area.
- Maintain a general awareness of safety in the work area.
- Make suggestions as to how any part of our operation may be modified to reduce the potential for hazard.

15.4- Fellow Employee

- Provide the T-E-A-M (Together Everyone Achieves More) work attitude to make Safety a continuous part of working together.
- Speak freely with others about safety concerns.
- Help each other maintain a safe environment to work in with regard to safety Procedures and concern for others.
- Report any unsafe methods or procedures as you see them occur.
- Take preventive action to disallow any unsafe acts.

15.5- **General Safety Rules**

The following safety rules are discussed during Chi-Ada Safety Training Program:

1- Horse play or any actions that show disregard for safety or efficient job completion is not allowed.

2- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.

3- A worker shall not cause distraction that would jeopardize the safety of a fellow worker or working environment.

4- Be aware of safeguard provided within the workplace.

5- Your job will not generally call for the use of ladders, If you should need to reach for an object in a situation where a ladder is needed; please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and properly secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.

6- Keep hands and feet clear pinch points when handling materials.

1- Wear right clothes for the job tasks you will be expected to perform.

2- Assistant in the training of new employees by demonstrating safe work habits.

3- Never leave running power equipment unattended.

4- Be familiar with the proper safety methods and procedures for operating your power equipment.

5- Observe and obey all warning signs.

6- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.

16- Quality Control & Training Program

Our focus on quality control is centered on our employee's performance to a project, therefore; we match quality of service and productivity to efforts made to provide it. Consequently, comprehensive quality control involves all project participants effort put together to ensure that contract specifications are satisfied. We achieve this by emphasizing technical and safety training.

Chi-Ada utilizes a Quality Control Program that covers all the services stated in the scope of services. Our Quality Control Program also helps us determine if our employees are following proper working procedure. Listed below is how our quality program is conducted.

16.1- Methods of Identifying Problems

We make comprehensive effort on every contract we undertake by teaching the custodians how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. Through reports and observations all data will be analyzed:

- To establish trends
- To determine corrective actions
- To access effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we will maintain project performance at acceptable Levels.

16.2- Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly. We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double checking of services completed are more effective than monitoring and other surveillance because minor problems will be illusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality of future problems and the need for timely corrective actions.

16.3- Correction and Preventing of Quality Control Problems

Chi-Ada Corporation double check strategy is used to address quality control problems. First, corrective action is taken to immediately eliminate the problem. After correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report states the work requirement, location, and grades it on a scale of 1-5. The Supervisor decides and initiates the appropriate corrective action and determines to focus on how to correct the problem on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

16.4- Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities. The planned daily inspection will be directed to high traffic areas and it may include random inspections of high frequency and continuous task and 100% inspection for periodic services. The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered. The Manager and Supervisors will perform random, regular, and periodic visual inspection of the facility. Each Supervisor will perform an inspection before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time the inspection was completed to ensure that all activities, functions, and processes are covered. Inspections will be conducted using the same checklist to identify problem areas requiring correction.

16.5- Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high-quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- random inspection
- total inspection
- continuous inspection

All inspections findings will be documented so that the following actions are taken immediately:

- Applicable employees are informed when their level of work performance has diminished below previous levels.
- A corrective action request is initiated, to be corrected by the end of the same shift, related to
  any task that has been rated less than “satisfactory”

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

16.7- Inspections are an ongoing practice

Chi-Ada's coinstantaneous inspections provide additional insurance for attainment of our quality control objective. Our Manager and Supervisors perform these inspections. The inspections are predominately a "walk through." The "walk through" is performed with varying frequencies. However, they are always performed after a certain task is completed, e.g. window cleaning, floor maintenance, or after a predefined task of an area is covered, and at the end of each shift. One of the things that the "walk through" enables Supervisors to do is to check for any possible problem. If it is found, the problem will be immediately corrected. Also, custodians are trained to perform visual inspections of the work they just completed before moving on to their next task.

16.8- At Chi-Ada we create a locale file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- A copy of our quality control plan
- A copy of all completed quality control checklist.
- A copy of all quality control reports
- A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems. The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections any time during this contract.

Our company recognizes the importance of quality control and assurance; therefore, reporting and record keeping is highly maintained.

- Neatly
- Legible
- Completed properly
- Filed properly

16.9- Quality Assurance

Chi-Ada Corporation developed a Quality Assurance Program through the use of questions and Client Response Program. The program focuses on prompt responses to facility staff and complaints. Once responses are established, we follow up to see a standard at the facility and our employee's will be coached at an informational meeting. This will also be followed by periodic briefings and quarterly updates to outline format, and the content of a complaint.

Each complaint is investigated, and corrective actions are taken as necessary. This is a valuable way to prevent subsequent errors to effectively demonstrate our commitment to total client satisfaction.

17- Hazard Communication Program

17.1- Introduction

The Hazard Communication Standard (HCS), established by the Occupational Safety and Health Administration (OSHA), requires that the hazards of all chemicals, produced or improved be evaluated and information concerning their hazards, if any, be transmitted to employees who may be exposed to those chemicals under normal operating conditions or in foreseeable emergencies. This Hazard Communication Program Policy Statement has been prepared to assist Chi-Ada Corporation in complying with the Hazard Communication Standard.

The Hazard Communication Program will provide employees, with the means to understand the nature of any chemical hazard to which they may be exposed to during the course of their employment so that they will better protect themselves. The purpose of the Program is to improve employee protection from chemical hazard and, thereby reducing illness and injuries caused by exposure to chemicals.
The Program includes identifying and listing all hazardous chemicals present in the workplace, labeling all containers of hazardous chemicals in the workplace, obtaining and maintaining Material Safety Data Sheets, providing information about hazardous chemicals in the workplace, and training employees regarding hazards of chemicals present in the workplace and the use of appropriate protective measures.

Any additional requirements under the laws of the State of Florida are incorporated into the Chi-Ada Hazard Communication Program.

17.2- Responsibility

The Hazard Communication Coordinator is responsible for the coordination and implementation of Chi-Ada Communication Program. These responsibilities include, but are not limited to: training, handling, safety, emergency procedures, site location of MSDS, emergency telephone numbers, competent supervisory personnel with knowledge of all chemicals on site.

17.3- Identification and Listing of Hazardous Chemicals

The Hazardous Communication Coordinator maintains a list of hazardous chemicals known present in the workplace. All hazardous chemicals are identified on this list in the same manner as those chemicals are identified on the appropriate Material Safety Data Sheets.

17.4- Material Safety Data Sheet (MSDS)

The Hazard Communications Coordinator maintains the Material Safety Data Sheets and trains employees on how to read it for each product containing hazardous chemicals known to be present in the workplace. Each Material Safety Data Sheet is in English and contains the following minimal information:

1. The name, address and telephone number of the chemical's manufacture, importer or distributor.
2. Hazardous ingredient/identifying the chemical.
3. Physical/chemical characteristics.
4. Fire and explosion hazard data.
5. Health hazard data.

1. Reactivity data

2. Precautions for safe handling and use.

3. Control measures.

Material Safety Data Sheet is maintained in such a manner as to be readily accessible during the work shift to employees when they are in their work area.

Material Safety Data Sheet also is made available for inspection, upon request, to the employee's designated representatives.

17.5- Labels and Other Warnings

The Hazard Communication Coordinator trains employees to make sure that all necessary and appropriate measures to ensure that all hazardous chemicals present in the work area are labeled or marked as required under the applicable regulations.
Labels and other warning include the identity of the product contained therein and appropriate hazard warning(s). Labels and other warnings are legible, in English, and prominently displayed on the container or readily available in the workplace throughout the work shift. Labels and other warnings may be printed in languages other than English in appropriate circumstances.

Employees are trained not to remove or deface existing labels or other warning on less the container is immediately thereafter marked with the required label or other warning.

17.6- Information

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are informed of hazardous chemicals in their work area at the time of the initial assignment to that work area. Whenever a new hazard is introduced into the work area, or significant changes occur in the data provided, additional training will be conducted.

All employees are trained to be informed of the requirements of the HCS, operations of their work area where hazardous chemicals are known to be present, and the location and availability of the company Hazard Communication Program.

17.7- Training Program

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are trained in the proper use of hazardous chemicals in their work area at the time of their initial assignment in the work area and, thereafter, whenever a new hazard is introduced in their work area.

Employee training includes:

1. A summary of the Hazard Communication Standard and the company Hazard Communication Program.

2. Hazardous chemical properties, including visual appearance, odor, and methods that can be used to detect the presence of release of hazardous chemicals.

1. Physical and health hazards associated with potential exposure to workplace chemicals.

4 Procedures to protect against hazard, including personal protective equipment, work Practice, and emergency procedures.

5. Hazardous chemicals spill and leak procedures.

6. Location of Material Safety Data Sheets, how to understand their content and how employees may obtain and use appropriate hazard information.

7. How to read and understand product labels.

The hazard Communication Coordinator monitors and maintains a record of each employee training and advices the company on training needs.

18- Blood-Borne Pathogen Safety Program

Chi-Ada's Blood-borne Pathogen Program provides a method to safeguard our employees from being occasionally exposed to blood and other potentially infectious materials, during first aid and emergency situations. It is also Chi-Ada's intent to comply with federal OSHA requirements listed in 29 CFR 1910.1030.

18.1- Scope

The training programs train's employees to identify who in an emergency situation have the potential for being exposed to blood and other potentially infectious materials when responding solely to injuries resulting from workplace incidents.

18.2- Information and Training

All employees are put through a comprehensive training program provided with as much information as possible on the issue. New employees or employees changing jobs or job functions requiring training in blood pathogens will receive this training at the time of their new job assignment. After initial training, employees will be retrained annually to keep their knowledge current.

18.3- Training topics

Training will be provided to Chi-Ada employees at the time of hire and annually thereafter. Training will include, but not limited to the following:

- Employees are provided access to a copy of the OSHA Blood-borne Pathogen Standard, 20 CFR 1910.1030, and a written copy of the company's safety program.
- Employees receive general information regarding Blood-borne Pathogen diseases with emphasis on epidemiology, systems, and modes of transmission of Hepatitis B, HIV, and other diseases.
- Employees review the use and limitations of methods that will reduce or prevent exposure. These methods are engineering tools, work practice control, and personal protective equipment.

- Employees learn different types and proper use, location, removal, and handling of contaminated personal protective equipment.
- Employees are provided information on the vaccines, including its; efficiency, safety, mode of administration, and benefits of vaccination.

18.4- Practices

Maintaining your facility in a clean and sanitary condition is an important part of our Blood-borne Pathogen Training Program. Chi-Ada cleaning staff employs the following practices:

- Any surface or equipment contaminated with blood or other body fluids will be cleaned as soon as possible.
- Employees will use paper towels to remove the visible materials and the decontaminated area using freshly prepared water and bleach solution or an appropriate disinfectant registered with the Environmental Protection Agency (EPA).
- Cleaning products such as paper towels and gloves will be placed in plastic bags removed by a hazardous waste disposal company.

18.5- Personal Protective Equipment

Personal Protective equipment is Chi-Ada employees' "last line of defense" against Blood-borne Pathogens. Chi-Ada provides, at no cost to its employees, the personal protective equipment need to protect them against exposure. This equipment includes, but is not limited to those listed below:

- Gloves
- Safety Glasses Face shields

Chi-Ada is responsible for ensuring that all locations throughout this contract have appropriate personal protective equipment available to employees. Employees' personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials.

To ensure that personal protective equipment is not contaminated and are in the appropriate conditions to protect employees from potential exposure, Chi-Ada adheres to the following practices:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment are cleaned, laundered and decontaminated as needed.

To ensure equipment is used as effectively as possible, Chi-Ada employees adhere to the following training when using their personal protective equipment.

- All potentially contaminated personal protective equipment is removed prior to leaving a work area.
- Disposable gloves are replaced as soon as they are found to have any contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Reusable utility gloves are not used.
- Protective clothing, such as coats are worn whenever potential hazard materials are considered.

19- Conclusion

Chi-Ada Corporation mission is to provide the most outstanding janitorial service possible. We take pride in being productive and self-sufficient regarding our work and responsibilities. We believe that hard work and determination is the key to our company's success.

We stride to have a strong work ethic and to help employees become goal-oriented individuals. We believe that we teach by example.

This is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facilities image to being "The cleanest in America".

Chi Ada Corporation

Item: **BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:Janitorial Services - Large Facilities Group 4 - Agreement No. 5**

Attachments

Pricing agreement 5 2021 Broward bid_000055.pdf

Agreement 5 Final 2021 Broward County Janitorial Services - County Facilities Bid.docx

Janitorial Services - Price Sheets - Large Facilities - Group 4 - Agreement 5 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	Two Year Total
1	**MASS TRANSIT NORTH**	12	Basic Cleaning	$ 4,533.80	$ 54,405.60	$ 4,715.15	$ 56,581.80	$ 110,987.40
	3201 Copans Rd.	12	Restrooms	$ 1,115.00	$ 13,380.00	$ 1,159.60	$ 13,915.20	$ 27,295.20
	POMPANO BEACH, FL	12	Floors	$ 1,115.00	$ 13,380.00	$ 1,159.60	$ 13,915.20	$ 27,295.20
		Hourly	Porter (450 per month)	$ 26.00	$ 140,400.00	$ 27.00	$ 145,800.00	$ 286,200.00
		17,500	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 3,500.00	$ 0.25	$ 4,375.00	$ 7,875.00
		1	Windows	$ 1,500.00	$ 1,500.00	$ 1,560.00	$ 1,560.00	$ 3,060.00
		1	Air Quality	$ 1,783.44	$ 1,783.44	$ 1,855.36	$ 1,855.36	$ 3,638.80
		12	Cleaning Supplies	$ 2,150.00	$ 25,800.00	$ 2,236.00	$ 26,832.00	$ 52,632.00
		12	Paper Products	$ 2,750.00	$ 33,000.00	$ 2,860.00	$ 34,320.00	$ 67,320.00
		17,500	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 3,500.00	$ 0.25	$ 4,375.00	$ 7,875.00
		17,500	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 5,250.00	$ 0.30	$ 5,250.00	$ 10,500.00
			Total		$ 295,899.04		$ 308,779.56	$ 604,678.60
2	**MASS TRANSIT SOUTH**	12	Basic Cleaning	$ 4,533.80	$ 54,405.60	$ 4,715.15	$ 56,581.80	$ 110,987.40
	5440 Ravenswood Rd.	12	Restrooms	$ 1,115.00	$ 13,380.00	$ 1,159.20	$ 13,910.40	$ 27,290.40
	FT. LAUDERDALE, FL	12	Floors	$ 1,115.00	$ 13,380.00	$ 1,159.20	$ 13,910.40	$ 27,290.40
		Hourly	Porter (450 per month)	$ 26.00	$ 140,400.00	$ 27.00	$ 145,800.00	$ 286,200.00
		10,450	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 2,090.00	$ 0.25	$ 2,612.50	$ 4,702.50
		1	Windows	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 5,000.00
		1	Air Quality	$ 892.00	$ 892.00	$ 927.68	$ 927.68	$ 1,819.68
		12	Cleaning Supplies	$ 2,150.00	$ 25,800.00	$ 2,236.00	$ 26,832.00	$ 52,632.00
		12	Paper Products	$ 2,750.00	$ 33,000.00	$ 2,860.00	$ 34,320.00	$ 67,320.00
	$ 3,900.00	10,450	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 2,090.00	$ 0.25	$ 2,612.50	$ 4,702.50
		10,450	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 2,612.50	$ 0.30	$ 3,135.00	$ 5,747.50
			Total		$ 290,550.10		$ 303,142.28	$ 593,692.38
3	**MASS TRANSIT**	12	Basic Cleaning	$ 5,024.00	$ 60,288.00	$ 5,224.96	$ 62,699.52	$ 122,987.52
	Lauderhill Mass Trans.	12	Restrooms	$ 225.00	$ 2,700.00	$ 234.00	$ 2,808.00	$ 5,508.00
	1359 NW 40th Avenue	12	Floors	$ 225.00	$ 2,700.00	$ 234.00	$ 2,808.00	$ 5,508.00
	Lauderhill, FL. 33310	Hourly	Porter (1095 per month)	$ 26.00	$ 341,640.00	$ 27.00	$ 354,780.00	$ 696,420.00
		2,953	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 590.60	$ 0.25	$ 738.25	$ 1,328.85
		1	Windows	$ 50.00	$ 50.00	$ 52.00	$ 52.00	$ 102.00
		1	Air Quality	$ 297.24	$ 297.24	$ 309.13	$ 309.13	$ 606.37
		12	Cleaning Supplies	$ 325.00	$ 3,900.00	$ 338.00	$ 4,056.00	$ 7,956.00
		12	Paper Products	$ 1,500.00	$ 18,000.00	$ 1,560.00	$ 18,720.00	$ 36,720.00
		2,953	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 590.60	$ 0.25	$ 738.25	$ 1,328.85
		2,953	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 738.25	$ 0.30	$ 885.90	$ 1,624.15
			Total		$ 431,494.69		$ 448,595.05	$ 880,089.74
4	**MASS TRANSIT**	12	Basic Cleaning	$ 565.40	$ 6,784.80	$ 587.60	$ 7,051.20	$ 13,836.00
	LAUDERHILL MASS TRANS.	12	Restrooms	$ 225.00	$ 2,700.00	$ 234.00	$ 2,808.00	$ 5,508.00
	4221 NW 12th Street	12	Floors	$ 225.00	$ 2,700.00	$ 234.00	$ 2,808.00	$ 5,508.00
	Lauderhill, FL	1,260	Pressure Cleaning (SQ. FT.)	$ 0.20	$ 252.00	$ 0.25	$ 315.00	$ 567.00
		1	Windows	$ 50.00	$ 50.00	$ 52.00	$ 52.00	$ 102.00
		1	Air Quality	$ 1.00	$ 1.00	$ 1.00	$ 1.00	$ 2.00
		12	Cleaning Supplies	$ 325.00	$ 3,900.00	$ 338.00	$ 4,056.00	$ 7,956.00
		12	Paper Products	$ 425.00	$ 5,100.00	$ 598.00	$ 7,176.00	$ 12,276.00
		1,260	Carpet Cleaning - Deep (SQ. FT.)	$ 0.20	$ 252.00	$ 0.25	$ 315.00	$ 567.00
		1,260	Electrostatic Disinfection (SQ. FT.)	$ 0.25	$ 315.00	$ 0.30	$ 378.00	$ 693.00
			Total		$ 22,054.80		$ 24,960.20	$ 47,015.00
			Total (1) - Summary, all sites		$1,039,998.63		$1,085,477.09	$ 2,125,475.72

Janitorial Services - Price Sheets - Large Facilities - Group 4 - Agreement 5 (CBE Reserve)

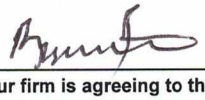
		Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:						
Project Supervisor	50 hrs.	$ 31.00	$ 1,550.00	$ 32.24	$ 1,612.00	$ 3,162.00
Site Supervisor	50 hrs.	$ 30.00	$ 1,500.00	$ 31.20	$ 1,560.00	$ 3,060.00
Full Time Service Crew	50 hrs.	$ 28.00	$ 1,400.00	$ 29.00	$ 1,450.00	$ 2,850.00
Part Time Service Crew	50 hrs.	$ 28.00	$ 1,400.00	$ 29.00	$ 1,450.00	$ 2,850.00
Porter Day/Night	50 hrs.	$ 28.00	$ 1,400.00	$ 29.00	$ 1,450.00	$ 2,850.00
Emergency Services Labor:						
Project Supervisor	50 hrs.	$ 32.00	$ 1,600.00	$ 33.00	$ 1,650.00	$ 3,250.00
Site Supervisor	50 hrs.	$ 30.00	$ 1,500.00	$ 32.00	$ 1,600.00	$ 3,100.00
Full Time Service Crew	50 hrs.	$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
Part Time Service Crew	50 hrs.	$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
Porter Day/Night	50 hrs.	$ 29.00	$ 1,450.00	$ 3.00	$ 150.00	$ 1,600.00
"Pass thru" (Services/Materials)			$ 1,000.00		$ 1,000.00	$ 2,000.00
	Total (2)		$15,700.00		$14,922.00	$ 30,622.00
Grand Total - Whole Group (Total 1 + Total 2)			$1,055,698.63		$1,100,399.09	$ 2,156,097.72

NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

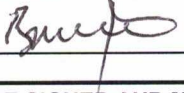
YES	x	Agree to the above statement.
NO		Disagree to the above statement.

NAME OF COMPANY: Chi-Ada

AUTHORIZED PERSON NAME: Bart Okoro

AUTHORIZED SIGNATURE: 

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.
All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE:  DATE: 5/24/2021

**THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.**

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

Chi-Ada Corporation
4820 West Commercial Blvd, Tamarac FL 33319
Phone: (954) 777-5177
Cell: (305) 962-0398
Fax: (954) 777-5147
bokoro@chiadacorporation.com

Broward County Board of County Commissioners

BLD2121632P1--01-05 - BLD2121632P1: Janitorial Services - Large Facilities Group 4 - Agreement No. 5



Letter of Transmittal

Chi-Ada Corporation
4820 West Commercial Blvd,
Tamarac Florida 33319
Phone: 954-777-5177 Fax: 954-777-5147
www.chiadacorporation.com

Bart Okoro
President OF Chi-Ada Corporation

May 24, 2021

Richard Trupiano
Purchasing Agent Senior
Broward County

On behalf of Chi-Ada Corporation, we are pleased to submit our proposal to provide Janitorial Services for Broward County facilities, which is a response to your Solicitation #BLD2121632P1.

We have read and understood the terms and conditions in the invitation to bid and we have submitted our response in accordance with these terms and conditions. If you should have any need for clarifications on this proposal, we are at your disposal to discuss, please contact me on (954) 777-5177 or fax at (954) 777-5147 or on email at bokoro@chiadacorporation.com.

We look forward to serving you and always assure you of our best professional services.

Yours Faithfully,

Bart Okoro
President

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1. Ability of Professional Personnel:

a. Chi-Ada Corporation's Qualifications and relevant experience of the Project Manager and all key staff

Chi-Ada Corporation's personnel are highly qualified. We based our contract compliance on the qualification of our key personnel. Being highly qualified is a significant factor in our success in all the contracts we are awarded. The president of Chi-Ada Corporation is our account manager for this contract. We are doing that to ensure that there is a strict adhesion to the contract compliance and that our employees have conversed professionally with Chi-Ada Corporation upper management.

The account manager has more than twenty-six (26) years in managing janitorial services. He overviews each contract with highly skilled key personnel comprised of the project manager, the assistant project manager, the quality control manager, and project crews and custodians. The project manager and assistant project manager have been managing our contracts for more than seventeen (17) years. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the experience and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen (16) years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve (12) years of supervisory experience. Professional custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one (1) to ten (10) years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equip them with the same cleaning knowledge, safety awareness, and the skill needed.

Resumes of Chi-Ada Corporation's key personnel

❖ Account Manager

Role in the Project:

- Control the overall project for a successful completion of the project.
- Control the suppliers and equipment needs of the project.
- Sign and order official documents with the Broward County
- Respond to the Broward County for any key issues of the project.
- Coordinate and report to the Broward County management about the compliance of the project

Bartholomew Okoro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Account Manager and President of Chi-Ada Corporation with twenty-seven (27) years of experience in janitorial services, management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.

Professional Experience

1995-Present: **President/CEO** (Chi-Ada Corporation, Florida)

- Oversee all of the company activities.
- Responsible for operations and financial performance
- Enhance the standing of the company with the outside world.
- Submit acquisition, proposals.
- Prepare strategies, plans and objectives.
- Review the performance of employees and keeps them informed!

1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida)

- Provided janitorial services to 43 bank locations.

1988-1992: Assistance Restaurant Manager

- Making guest reservations
- Supervise quality control.
- Plan public relations activities and party arrangements
  1988-1992: Assistance Restaurant Manager

Line Cook (Fontainebleau Hilton Hotel, Miami Beach, Florida)

- Prepare meals for major events.
- **Basic** food preparations

Education

1991 B.S. Degree in Hospitality Management (Florida International University, Miami, Florida)
1990 Associate Degree in Pharmacy (Miami Dade College, Miami, Florida)
1987 Degree in Hotel Management (College of the Bahamas Nassau, Bahamas)

Certification

Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations, Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

- **Fulton County: Janitorial services**
  - Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility.
    Duration:2012-2016. Contract amount: $867,706.6

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Quality Control Manager

Role in the Project:

- Lead the inspection team.
- Inspect and report quality issues.
- Ensure contract compliances are met.
- Keep copies of inspection records.
- Report to the Account manager and the Broward County contract administrator

Maxine Goodall
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Excellent planning and organizational skills and strong leadership, excellent communication skill.
Quality Control Manager with 14 years of experience of managing governmental and private janitorial contracts inspection and contract ensuring compliance of contract specifications, re-evaluating operations to ensure the highest quality of service.

Professional Experience

2015-Present: **Quality Control Manager** (Chi-Ada Corporation, Florida)

- Oversee and implement all contract specifications and hiring and training managers and supervisors.
- Ensure compliance of contract specifications and re-evaluate operations to ensure the highest quality of service is provided to our customers.
- Write reports, prepare schedules and attend meetings with our clients
- Oversee the quality assurance of janitorial contracts

2005-2015 **Custodial Supervisor and quality control management** (Chi-Ada Corporation, Florida)

- On-the-job training of custodial personnel
- Inspecting and coordinating cleaning efforts throughout facilities
- Distributing of chemicals and cleaning supplies to Custodians
- Ensuring all work is performed in a safe manner

Education

1975-1979 High School Diploma (East Orange High School)

1982-1983 Some Courses in Drafting, Physics, Mathematics, English and Economics (New Jersey Institute of Technology (N. J. I. T.)

1987 Diploma in Mathematics, Plumbing, Drafting, Electrical Drafting, Computer Drafting, and Floor Plan (Lyons Institute, New Jersey)

Certification

Quality Control assurance certification
Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
    - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
    - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
    - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
    - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

❖ **Project Manager**

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Patrick Wnoakeofor
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Contract manager with (15) years of experience, exceptionally talented, creative and efficient manager of pools of supervisors and in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.

Professional Experience

2004-Present: **Operations/Quality Control Manager** (Chi-Ada Corporation, Florida)

Education

2009 master's degree in economics (Florida International University, Miami, Florida)

1998 B.S. Degree in Biology (Miami Dade College, Miami, Florida)

Certification
Green Cleaning
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations,
    Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

❖ Assistant Project Manager

Role in the Project

- Assist the project manager in managing the contract of Miami Dade Airport
- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Omar Turrel

Project/Operations Manager

Distinctive Qualifications

Expert abilities to listen others and move toward with common goals.
Proven ability to drive essential process change under strict deadlines.
Planning abilities in cleaning and expert in Maintaining facilities.
Ability to achieve best result in time supervision.

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Professional Profile

Excellent Janitorial and Supervisory Skill, capable to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in Service industries and overall success.

Chi-Ada Corporation: 2013- present

Project Manager

* Attend meetings, trainings to develop better skills with ability for multi tasks

- Serves as onsite Manager for assigned project location to insure all services.
- comply contract specifications.
- Serve as Inspector to make sure daily and weekly contract specifications are met.
- Effective time manager to Chi-Ada employees
- Report to Home office of incident if any and keep records.

Clean industrial Cleaning service 2011

- Conducts numerous training to blend super results.
- Developed staff operating procedures to ensure quality control.
- Take inventories of supplies.
- Comply to company standard and procedures.

Education

- Plantation High School 2000 Florida
- School of Environmental Service. 2010

Certification_____
Green Cleaning
OSHA Safety training

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

Fulton County: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility. Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Supervisors

Role in the Project

- Responsible for Staff Reporting to Work as Scheduled
- Responsible for Inspections of All Work Performed by Staff
- Verify All Reports, Time Sheets, Customer Request Response & Daily Inspections
- Assist in Problem Solving Concerns

Humberto Guerra
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge of completing projects and satisfying my clients. Good listen abilities to measure complaints, Effective leadership in business affairs. Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in maintaining facilities.

Professional Experience

May 2013-Present Chi-Ada Corporation: Site Supervisor

- supervisor of Chi-Ada employees Group A, evening shift
- Inspector to make sure daily and weekly contract spec are met
- Assist coordinate relationships with County representatives
- Assist time Chi-Ada management with employees
- Report to Project to General Manager matters of incident if any and record each.
- Assist in Orientation of new hire to develop better skills with ability handle multi tasks.
- Record Stocks of inventories and weekly supplies to the station stockroom.

2005- May ,2013: Diamond Cleaning services: Supervisor

- Assist employees training in Diamond cleaning service
- Assist staff understanding work procedures to ensure quality control
- Take charge of distribution of inventories
- Comply with company standard operating procedure

Education

Vocational school on Environmental Service

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maricela Hernandez
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

.

Professional Experience

2013-Present: **Supervisor** (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2009-2013 Supervisor: Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals
Proven ability to drive essential process change under strict deadlines
Leadership in Janitorial services industry and expert in Maintaining facilities.
Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Valerie Gomez

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

- Gain Knowledge and effective leadership in business. Hard Work, Goal Oriented, Compassionate to Others, and Effective communicator

Professional Experience

2012-Present: **Supervisor at** Chi-Ada Corporation

- Serves as supervisor for Metro Rail Locations North to insure all services comply contract specifications
- Daily inspection of all stations
- Record Keeping of any incidental and report to Management
- Draw weekly schedule for Chi-Ada employees
- Report to Project Manager of any incident on day to day stocks and inventories.
- Attend meetings, trainings to develop better skills with ability.

2001-12 Vista Janitorial service

- Orientation and training of Newly hire
- Supervise staff to ensure quality control
- Instruct New hire on Material Safety Data issues
- Adhere to company standard operating procedure

Education

High School Graduate.

Environmental Education

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maria Castro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge to completing projects and satisfying client's high ability to supervise and resolve problems. Hard working Individual

Professional Experience

2012-Present: Chi-Ada Corporation, Florida: Site Supervisor

- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

2005-2011: Diamond Cleaning service: Site Supervisor

- Request Materials and supplies when needed
- Direct and assist staff to ensure MSDS material Safety are followed.
- Help distribution of inventories
- Compliance to company standard operating procedure
- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

Education

High school graduate
College of Environmental studies

Additional Skills

Abilities to influence others make tough Decision and goal getting. Ability to drive essential process changes even at tough Times. Good Leadership in Janitorial services industry. Capable to achieve best results in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training
Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Marcel Macken
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Military Knowledge; Active Business interest, completing projects to satisfaction and ability to supervise and listen to complaints. Proven effective leadership in Task successfulness. Hard Work, Compassionate to Employees, Excellent Skill, Goal Oriented, and Effective Communicator

Professional Experience

2012-Present: Supervisor Chi-Ada Corporation

- supervisor Metro Rail South Stations enforcing contract specifications
- Ensure daily and weekly contract specification are met
- Foster relationships with County Property Managers
- Demonstrates effective time manager to Chi-Ada employees
- Ensure management are well inform of incidents and record keeping stocks and inventories.
- Disciplinary action writes ups

2009-2012 Diamond Cleaning service

- Supervise employees to adhere work standard and procedures
- Prepare employees Roaster to ensure quality control
- Monitored Supplies of inventories

Comply to company standard operating procedure

Education

U.S Military Services
High School Graduate
Miami Dade College

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Nitza Molina
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present: Supervisor (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

James Kakrah

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present Chi-Ada Corporation: Site Supervisor

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Coastal service

- Provide House Keeping on Board
- Ensure quality control
- Assist inventories
- company standard operating procedure

Education

Nautical College
Technical of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.

❖ Custodians and Project Crews

Number	Function	Title	General Experience
Custodians	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Responsible for general cleaning ❖ Cleans and maintains entry lobby including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary, to maintain excellent entrance appeal. ❖ Cleans restrooms on a daily basis, more if necessary, to maintain sanitary conditions. ❖ Cleans stairways and elevators on a regularly scheduled basis	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Restroom Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Project Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation

a. Subcontractors

Chi-Ada Corporation intends to subcontract 12.5% of this project to Ann's Janitorial Services Inc and 12.5% to McKenzie Cleaning.

Ann's Janitorial Services Inc

nn's Janitorial Services Inc is a woman-owned company whose founder and president is Norma Ann Kendall. Ann, along with her two daughters Shundell and Petal Richards, started the company in 2004 with a vision that today became a reality held and operated since its inception. Ann has been a nurse for 12 years with Jackson Memorial Hospital and decided after watching how her office was clean that it was much more to keep the environment and surroundings clean than what she was seeing done. With much research to attending classes from how to start a

business-to-business administration where she obtains a Business Degree from Barry University to conclude that there is a great need for people to work in the environment because of the population growth, the pollution in the air and the use of public places decided Ann's Janitorial Services Inc. will be best to serve its country with professionalism and integrity.

The firm is certified with both Broward and Dade Counties as CBE, SBE DBE and doing work with them presently as a subcontractor at FLL AirPort, Broward county main library, Broward county GG garage South and East courthouse And South garage, Port Ever Glade and Broward County Main Warehouse and Hunt/Moss Miami Dade CRA building (in South Miami), NANA tools for change, Meinser's electric and Coastal / Tishman Construction (Miami World CT. We are an insured company with OSHA training.

Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Ann's Janitorial Services CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674
January 27, 2021

Ms. Norma Ann Kendall
ANN'S JANITORIAL SERVICES, INC.
P.O. Box 85013
Hallandale Beach, Florida 33008

Dear Ms. Kendall:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** has been renewed. Your firm no longer qualifies for Small Business Enterprise because the number of full-time employees has exceeded the program's threshold.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in Periscope to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2021.01.27 17:01:17 -05'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE
ANNIVERSARY DATE: DECEMBER 16TH

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

Ann's Janitorial Services Letter of Intent for Agreement 5

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: Bid #BLD2121632P1

Project Title: Janitorial Services - County Facilities

Bidder/Offeror Name: Chi-Ada Corporation
Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319
Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: Ann's Janitorial Services, Inc.
Address: 11846 Southwest 8th Street , Pembroke Pines, FL, 33025 City: Pembroke Pines State: ___ Zip: 33025
Authorized Representative: Norma Ann Kendall Phone: 954-593-0707

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial services at Branch Libraries Agreement 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative
Signature: Norma H. Kendall Title: President Date: 05/07/2021

Bidder/Offeror Authorized Representative
Signature: [signature] Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

Ann's Janitorial Services Inc key personnel resumes

Norma A. Kendall

11846 sw 8th St Pembroke Pines, Fl 33025 | (954) 909-1307 | nkendall0575@yahoo.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

BACHOLEORS DEGREE | MAY 2009 | MIAMI DADE COLLEGE

- Major: Nursing Science

MBA | APRIL 2016 | BARRY UNIVERSITY

- Major: Business

Skills & Abilities

MANAGEMENT

- In charge of business development and growth
- Forecasting budget cost for current and future projects
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Always keep in consistent contact with clients

LEADERSHIP

- I have held position as chairwoman for my alumni at Concord Career Institute
- Vice chair for Miami Dade chambers of commerce
- Trustee for Hollywood Chambers of commerce.

Experience

HEAD NURSE | JACKSON MEMORIAL HOSPITAL | FEBUARY 1995 – JULY 2003

- In charge of creating schedules
- administration of medicine
- writing referrals
- assisting coordinating daily activities of the hospital.

JANITOR | SELF EMPLOYED | AUGUST 1998 – PRESENT

- General cleaning of office, banks, and various facilities
- Carpet extractions

Jermaine Kendall

7766 Panama St Miramar, Fl 33023 | (954) 604-3501 | jermainefromanns@gmail.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

HIGH SCHOOL DIPLOMA | JUNE 2004 | CHARLES W. FLANAGAN

- High school graduate

Skills & Abilities

MANAGEMENT

- In charge of janitorial crews as large as a 20 person teams for various facility sizes
- Coordinating schedules
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Built strong relationships with clients
- Created a strong communication network with my staff

LEADERSHIP

- I have held a lead technician position at Comcast
- Operations manager for commercial and construction janitorial projects

Experience

LEAD TECHNICIAN | COMCAST CABLE COMPANY | APRIL 2007 – JULY 2018

- In charge of fixing escalated trouble calls
- Certified fire/ and burglar alarm technician
- Installed and repaired both coax and network cable, internet, and landline

JANITOR | OPERATIONS MANAGER | AUGUST 2016 – PRESENT

- Coordinating optimal staff for projects
- In charge of pay rolls and scheduling
- Recruiting and training staff members
- General cleaning of office, banks, and various facilities
- Carpet extractions
- Strip and wax various types of floors
- Bathroom sanitizing
- Electrostatic sainting

McKenzie's Cleaning Inc

McKenzie's Cleaning Inc. is a full-service janitorial firm providing services for various agencies both in the public and private sectors. The firm has been in the Janitorial industry for over 15 years and is proudly growing steadily.

McKenzie's Cleaning Inc is specialized in janitorial /custodial services, floor care, and post-construction cleaning. It performs 70 percent of the work as a prime vendor and 30 percent as a subcontractor for larger firms in the same industry. The targeted clients are government facilities, county facilities, city facilities, airports, and seaports. McKenzie's Cleaning Inc decade-plus long services are incomparable because the firm built its business on integrity, accountability, and delivering what is promised. Over the years, McKenzie's has received and maintained many certifications with several different agencies and organizations. McKenzie's Cleaning Inc is certified as an 8A, MWOSB, HUBZONE, and DBE certified firm. In addition, they are a CBE and SBE certified firm in Miami-Dade County and Broward County and with both their School Board. Steadily growing, McKenzie's has put the above-listed certifications to good use. For example, under the 8A certification, the company has provided the janitorial services for the USDA facilities in Miami-Dade, the Coast Guard Base Miami and CEU location, and the FAA Towers and Air Route Center in Both Miami-Dade and Broward Counties. As well as, for the Department of Homeland Security Marine Facilities in Ft. Lauderdale Florida. In addition, McKenzie's Cleaning Inc provides janitorial and custodian services as a subcontractor for SP Plus at Port Everglades since 2009, where the company cleans all offices and garages totaling over 500,000 SF. Similar projects include Broward County Public Defenders Offices, State Attorneys Offices, Employee Assistance Program, the State Archives Buildings, and the 911 Dispatch Center. McKenzie also has experience as a subcontractor in neighboring Broward County, where the firm performs duties for Triangle Services (the prime), cleaning the Broward County Judicial Complex and 10 Libraries in Broward County. McKenzie was responsible for its employees, equipment, and supplies to get the job done on these projects. All of the above experiences mentioned are similar to that which is required. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experiences in supervising janitorial services.

McKenzie's Cleaning Inc CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

March 22, 2021

Ms. Terriann McKenzie
MCKENZIE'S CLEANING, INC
3600 State Road 7, Suite 38
Miramar, Florida 33023

Dear Ms. McKenzie:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** certification has been renewed.

Your firm's certification is continuing from your anniversary date but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to ensure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development
Cert Agency: BC-CBE
ANNIVERSARY DATE: February 7th

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

McKenzie's Cleaning Inc Letter of Intent Agreement 5

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: BLD2121632P1

Project Title: Janitorial Services - Branch Libraries

Bidder/Offeror Name: Chi-Ada Corporation

Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319

Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: McKenzie ' s Cleaning Company Inc

Address: 3600 S. State Road 7 Suite 38 City: Miramar State: FL Zip: 33023

Authorized Representative: Terriann Mckenzie Phone: (305) 249-5911

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.

B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.

C. By signing below, the above-named CBE is committing to perform the work described below.

D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial Services - Branch Libraries - Agreement No. 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative

Signature: _____ Title: President Date: 05/10/2021

Bidder/Offeror Authorized Representative

Signature: _____ Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

McKenzie's Cleaning Inc key personnel resumes

TERRIANN V MCKENZIE

tmckenzie@mckenziescleaning.com

(305)249-5911

OBJECTIVE

To own and operate a successful Janitorial / Cleaning Service where I will utilizing all the company's certification to doing business across the United States. .

Profile

- Energetic Self-starter, work well independently or as a member of a team.
- Strong leadership skills: able to direct and make decisions effectively.
- Innovative and Creative, results oriented, strong work ethic and self-confident.
- Articulate and adaptable; can respectfully communicate with anyone.
- Excellent organizational skills; detail oriented individual with the ability to efficiently and effectively manage multiple tasks.
- Solution Oriented; conflict resolution specialist.

PROFESSIONAL EXPERIENCE

McKenzie's Cleaning Company Inc. 8/2003– Current

- Develop and maintain relationship with Client
- Performed financial functions, maintained accounting records, and reviewed request for major and controlled items.
- Maintained service records
- Reconciled activity records for monthly and quarterly reporting reviews.
- Document and maintain activity records.

Dillard Senior High School

- Plans and implements a program of study designed to meet individual needs of students that adhere to the district philosophy and goals.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.
- Excellent classroom management skills

Education

M.S. Education Leadership,	Nova Southeastern University	2001-2003
Bachelor of Arts, cum laude	Florida International University	1998-2001
Associate in Arts	Miami-Dade Community College	1996-1998

Jocelyn Medina

Jocelyn@mckenziescleaning.com (786) 474-0102

PROFILE

Sophisticated and skilled professional with 3 plus years of customer service driven positions looking to pursue a professional position utilizing my specialized education, experience, ability to learn and grow, and passion for helping others; Demonstrated skill in supervising an efficient, well run team ; committed to excellent customer service.

CORE SKILLS

- Bilingual
- Customer Service
- Quick learner
- Communication skills
- Self-Motivated
- Responsible
- Team Work Skills
- Flexibility and Adaptability

EDUCATION

High School Diploma 2012
Americas High School El Paso, Texas

EXPERIENCE

McKenzie's Cleaning Services Miramar, FL 08/2017 – Current
Supervisor

- Act as the administrative point of contact between the president and internal/ external clients.
- Undertake the tasks of receiving calls, take messages and routing correspondence.
- Handle requests and queries appropriately and timely, produce reports, presentations and briefs.
- Applicant screening and background check preparation.
- Maintain dairy, arrange meetings and appointments and provide reminders.
- Take dictation and minutes and accurately enter data
- Pay bills on invoices, review payroll, review certifications
- Create and manage employee schedules
- Monitor office supplies and research advantageous deals or supplier's/ inventory management
- Develop and carry out an efficient documentation and filing system.
- Manage time and attendance System first point of contact

Varsity Facility Services Davie, FL 3/2015 – 6/2016
Supervisor

- Facilitated training to ensure appropriate skill levels
- Supervised cleaning staff, and ensured cleanliness in compliance with standards
- Supervised Day and Night cleaning staff
- Developed and maintain positive relationships with building managers, guest and all visitors
- Supervised and performed day-to-day operational activities
- Managed building cleaning supplies and inventory

1.1. Chi-Ada Corporation Profile

The Janitorial and custodial services industry is not new to Chi-Ada Corporation. The company has been in the sector for more than twenty-five (25) years. Founded by Bart Okoro on August 25, 1995, the firm grew to become one of the most reliable organizations in janitorial services in the United States. Today, Chi-Ada is servicing various private and public clients. Our reliability is the factor that led us to win important contracts in Miami Dade, Sarasota, Fulton, and Broward Counties. Our executive team and key personnel comprise unquestionable leaders equipped to manage and lead each project with a customer satisfaction mindset.

1. Provide a description of the company's history:

a. business location

Chi-Ada Corporation place of business is located at 4820 West Commercial Blvd Tamarac Florida 33319

b. **length of time in business**

Chi-Ada Corporation has been in business for twenty-five (25) years since the Company was incorporated on August 25, 1995.

c. **principals and their experience**

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

d. **list any change(s) in ownership and date(s) of such change.**

Chi-Ada Corporation has been owned by Bart Okoro since the company incorporation on August 25, 1995.

2. Provide total number of current employees:

a. Full-time: 200
b. Part-time: 103

3. Provide total number of supervisory employees:

a. Full-time: 20
b. Part-time: 7

4. Provide total number of custodial workers:

a. Full-time: 186
b. Part-time: 90

5. Temporary employees

Chi-Ada Corporation does not employ temporary employees.

6. Health benefits to your employees

Ch-Ada Corporation provides health benefits based on the company policy.

7. Does your company require your employees to have a criminal background check?

a. Describe when this occurs and which job categories this applies to.

Chi-Ada Corporation takes the security of every contract that it undertakes seriously. Therefore, our security plan starts from the hiring process. For that, Chi-Ada Corporation requires all new applicants and new hires to have criminal background checks. The Corporation requires all applicants for work, after a successful interview, to do FDLE background check. The result of the background determines if an offer will be made or not. The employment is denied if the applicant returns with a criminal report such as a felony. This is applied to all custodians, supervisors, and managers, as well as clerical office workers. Our second step is the establishment of rigorous control of our employees on duty. Every supervisor is required to check the behavior of the employees. The supervisor is also responsible for their signing out from the building, report any suspicious character or behavior in the facilities to the management of Chi-Ada Corporation.

1.2 Company Experience/Reference

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
1st Contract#	ITQ9562-13MDT (Miami Dade Transit Janitorial Services)
Period:	2013-2019
Annual Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169
Successfully Completed

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Miami Dade County

Contact Name: Lazaro Dominguez — Reference date: 05/04/2021

Contact Email: "Dominguez, Lazaro (DTPW)" [Lazaro.Dominguez3@miamidade.gov] — Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-13MDT	05/13/2013	to	01/08/2019	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☐	☑
b. Deliverables	☐	☐	☐	☑
4. Project completed within budget	☐	☐	☐	☑
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

PRIME CONTRACTOR: **Miami Dade Transit Groups A, B, C & D.**

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Annual Amount (g)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
	Miami Dade Transit/Group A					1,000,000	2013-19					
	Supervisors and Heavy Crew				40							
1	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1					5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
2	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
5	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

7	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,,286	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9				5.30am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

16	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group B											
1	Supervisors and Heavy Crew				27						State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2				5.30am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5				6am- 7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville	37,304	7	2	2				6am-	Yes	State and	Green

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

	5200 NW 27 Ave, Miami FL 33142								6.30pm		Local Law Enforcement	Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3				3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3					Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

											Enforcement	
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13					Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5					Yes	State and Local Law Enforcement	Green Cleaning
	Total									Yes		
	Miami Dade Transit Group C											
1	Supervisors and Heavy Crew				4						State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8					Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2					Yes	State and Local Law Enforcement	Green Cleaning
4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2					Yes	State and Local Law Enforceme	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

											nt	
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2					Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2						Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2						Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2						Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2						Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2						Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2						Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

15	College North 100 ne 5 Street Miami Fl 33132	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2						Yes	State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2						Yes	State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2						Yes	State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2						Yes	State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2					Yes	State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1					Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9						State and	Green

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

											Local Law Enforcement	Cleaning
2	Northeast Transportation Facility	140,000	7	2	6				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Northeast Perimeter Roving Facility	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3				7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1				12pm-5pm	Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

											Enforcement	
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2				7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Miami Dade County Contracts

Miami Dade Transit

Address: 6601 NW 72nd Ave

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
Contract	RFQ9562-34DTPW - JANITORIAL SERVICES – DTPW Rail, Mover, and Bus Facilities
Period:	2019-2024
Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191 **(b)**

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169 **(d)**

Ongoing Project

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:
Miami-Dade Transportation and Public Works

Contact Name: Lazaro Dominguez | Reference date: 04/27/2021

Contact Email: Lazaro.Dominguez3@miamidade.gov | Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for Metrorail, Mover and Bus

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-34DTPW	01/09/2019	to	01/31/2024	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Provide Janitorial services for metro-rail, mover, bus, and park & ride locations

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☑	☐	☐
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☑	☐	☐
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

PRIME CONTRACTOR

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
1	Miami Dade Transit/Group A					1,000,000	2019-2024				
2	Supervisors and Heavy Crew				40						
3	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21			5am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
7	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
9	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

10	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,286	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
16	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9			5.30am-1am	Yes	State and Local Law Enforcement	Green Cleaning
17	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
18	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group B										

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

1	Supervisors and Heavy Crew				27					State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5			6am-7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville 5200 NW 27 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3			3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3				Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3				Yes	State and Local Law Enforcement	Green Cleaning
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13			5am-1am	Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5			6am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
									Yes		
	Miami Dade Transit Group C										
1	Supervisors and Heavy Crew				4					State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2				Yes	State and Local Law Enforcement	Green Cleaning
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2				Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2					Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2					Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2					Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2					Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2					Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2					Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2					Yes	State and Local Law Enforcement	Green Cleaning
15	College North 100 ne 5 Street Miami Fl	5,480		2					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

	33132										Enforcement	
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2					Yes	State and Local Law Enforcement	Green Cleaning	
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2					Yes	State and Local Law Enforcement	Green Cleaning	
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2					Yes	State and Local Law Enforcement	Green Cleaning	
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2					Yes	State and Local Law Enforcement	Green Cleaning	
20	School Board (includes mover wash bldg)	37,200		2	2				Yes	State and Local Law Enforcement	Green Cleaning	
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1				Yes	State and Local Law Enforcement	Green Cleaning	
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9					State and Local Law Enforcement	Green Cleaning	
2	Northeast Transportation Facility	140,000	7	2	6			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

4	Northeast Perimeter Roving Facility	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3			7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1			12pm-5pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2			7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Briarcliff manor Union Free School

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org

(1) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Full-time Employees: 13

Successfully completed as agreed.

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:		Project Amount:
15-16-005F, 2015	09/04/2015	to 09/03/2016	$ 222,015.33

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2016	09/04/2016	to	09/03/2017	$ 299,572.69

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2017	09/04/2017	to	09/03/2018	$ 303,347.30

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

PRIME CONTRACTOR

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
45 Ingham Road Briarcliff Manor, NY 10510	160,000	5	3	13	**1,432**	2015-18 5 Years	7am-3:30pm	N/A	Yes	N/A

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov
Contract #	**#13ITB87106C-MT, Janitorial Services for Selected Fulton County Facilities**
Period:	8/2013-3/2016
Amount:	$362,141.56
Square Footage:	142,673
Scope of work:	Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15
Successfully completed as agreed.

Full-time Employees: 15 (d)
Ongoing project

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:	Project Amount:
	08/01/2013 to 03/31/2016	$ 362,141.56

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for Selected Facilities (South Libraries)

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Great Company to work with!!!!!

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Southwest Regiona	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov

Contract #	**18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)**
Period:	1/2019-12/2021 **(f)**
Amount:	$ 617,271.12 **(g)**
Square Footage:	205,925
Scope of work:	Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15 (d)
Ongoing project

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead — Reference date:

Contact Email: James.Morehead@fultoncountyga.gov — Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:			Project Amount:
18ITB113946C-BKJ	01/01/2019	to	12/31/2021	$ 617,271.12

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for fourteen (14) Libraries throughout Fulton County, Georgia.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Excellent Corporation! Easy to work with and willing to make adjustments to meet their customers needs. It's a pleasure working with them.

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
South Fulton	21,252	7	1		9am-5.30pm 6pm-11pm	no	yes	yes
S. Fulton Parking Deck	42,000	7	1		7pm-8pm	no	yes	yes
Southwest Region	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

Sarasota County

Address:	1001 Sarasota Center Blvd.
City State Zip:	Sarasota, FL 34240
Phone/Fax:	941-716-1500
Contact Name:	William Bill Deller, Facilities Supervisor
Email:	bdeller@scgov.net
Location:	Sarasota County

Contract #	Bid #166453HR Custodial Services
Period:	2/2017-1/2022 **(f)**
Annual amount:	$ 675,972.78 **(g)**
Square Footage:	589,760

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

Full-time Employees: 15 **(d)**
Ongoing project
Facilities users: 2,386 **(e)**

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi Ada

Organization/Firm Name providing reference:
Sarasota County BOCC

Contact Name: William Deller Reference date: 04/26/2021

Contact Email: bdeller@scgov.net Contact Phone:

Name of Referenced Project: Clean approx 500,000 sq ft highrise buildings

Contract No.	Date Services Provided:		Project Amount:
2017-119	06/01/2017	to 03/01/2021	

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Clean approx 500,000 sq ft highrise buildings, porter services, covid disinfecting

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☐	☑	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☑	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

Prime contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Administrative							
Building	125,393	7	6	6am & 8pm	yes	Required	Yes
Criminal Justice Center	96,960	5	8	5am-10am	yes	required	yes
Historic courthouse	65,411	5	10	5am& 8pm	yes	required	yes
History Center Museum	6,812	6	1	5pm	yes	required	yes
Judicial Center	97,344	5	6	5am & 5pm	Yes	required	Yes
Payne Park/ Tennis Center	6,379	6	1	6am &4pm	No	required	Yes
Pompano Bldg.	2,696	5	1	1pm	No	yes	yes
Selby Library	60,898	6	2	7am & 4pm	No	yes	yes
Terrace Building	64,612	5	3	5am & 4pm	Yes	yes	yes
Health Dept. building	63,255	6	3	8am-4pm	No	yes	yes
Total							

Subcontractors' references

Ann's Janitorial Services

I

ANN'S JANITORIAL SERVICES, INC.
Commercial and Residential

Contract References

Chi-ada Corporation
Broward County Main Library
Bart Okoro
(305) 962-0398
bokoro@chiadacorporation.com
contract length: 2012-2018
contract amount: $387,000

Sunshine Cleaning
Fort Lauderdale Intl Airpot
Randy Kierce
(954) 772-0884
randy@sunclean.com
contract length: 2011-present
contract amount: $472,000

SP Plus
Port Everglades, Governmental Center Garage, Broward Courthouse Garage, Broward South Courthouse Garage
Cathy Raphael
craphael@spplus.com
(954) 235-7816
Contract Length: 2017-2020
Contract Amount: 1.3 million

Office: 954-367-3013 Fax 954-367-3717 Email nkendall0575@yahoo.com

McKenzie Cleaning Inc.

Janitorial References

Location / Agency	Contact Person information	Service	Yearly Value
Federal Aviation Admin. October 2016- Current	Steven Smith 305-869-5350 steve.d.smith@faa.gov	Janitorial	$1,352,297.44
Broward County Courthouse January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$449,557.00
Broward County Libraries January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$670,698.78
United States Coast Guard Oct 2017 - Present	Steve Volk 305-790-4241 Volk, Steven M LCDR Steven.M.Volk@uscg.mil	Janitorial	$325,000.00
Broward County States Attorney Offices / Contract 10 Small Group Facilities January 2015 –Present	Various Managers Marlon Jerome MJEROME@broward.org	Janitorial	$186,000.00
USDA Janitorial Service Oct July 2016- Current	Karla Agurto 786-573-7061 karla.agurto@ars.usda.gov	Janitorial	$94,644.00

1.3. Experience of Key Personnel

❖ Description of Chi-Ada Corporation Key personnel experience

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year.

Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS). We achieve our goal by the quality of our human capital. Our management is enriched by prominent, high skilled, and experienced individuals with degrees in Hospitality Management, Electrical Engineering, Property Management, Education and Criminology, Business and Investment Management, and Accounting.

Our key personnel is highly experienced. Our account manager has more than twenty-six years in managing janitorial services. The account manager overviews each contract with highly skilled key personnel comprised of the project manager and assistant project manager, the quality control manager, and project crews and custodians. The project manager has been managing our contracts for more than seventeen years. Our assistant project manager has more than seven (7) years of experience. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the knowledge and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve years of supervisory experience. Professional

custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one to ten years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equipped them with the same level of cleaning knowledge, safety awareness, and the skill to use green cleaning products.

Our subcontractors are highly qualified with experienced and acknowledgeable key personnel. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experience in supervising janitorial services. Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Green cleaning policy

Chi-Ada Corporation has implemented a green cleaning policy to guide our employees in maintaining a healthy, clean, and safe building environment while reducing the impacts of cleaning processes, procedures, and products on the natural environment. Our plan focuses on cleaning products, operating procedures, staff training, and facility occupant feedback.

For the green cleaning products, we pursue the purchase of efficient cleaning, hard floor, and carpet care products that meet the criteria of our sustainable program. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results.

Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

1. List of key personnel and experience

List of Chi-Ada Corporation Key Personnel

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year. Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS).

Chi-Ada Corporation's key personnel is comprised of the account manager, the quality control manager, the project manager, supervisors, and custodians.

Names	Role	Year of experience
Bartholomew Okoro	Account Manager	28 years
Maxine Goodall	Quality control manager	16 years
Patrick Wnoakeofor	Project manager	17 years
Omar Turrel	Assistant Project Manager	8 years
Humberto Guerrera	Supervisor	16 years
Maricela Hernandez	Supervisor	12 years
James Kakrah	Supervisor	8 years
Valerie Gomez	Supervisor	20 years
Nitza Molina	Supervisor	16 years
Maria Castro	Supervisor	16 years
Macken Marcel	Supervisor	12 years
Other staff (custodians, project, floor, utility crews)	Custodians	Between 1-10 years

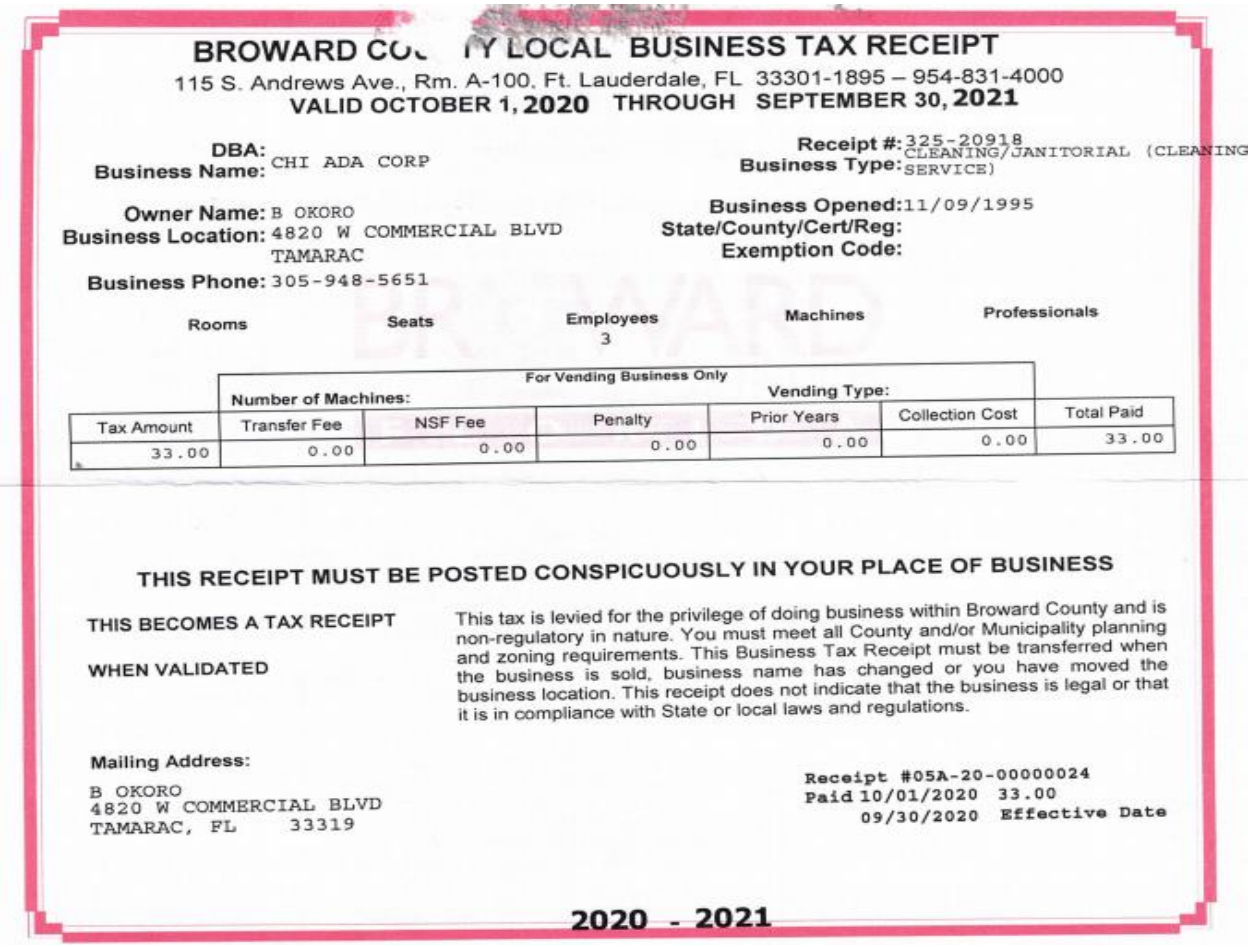
2. Chi-Ada Corporation's employees resume who will furnish professional and technical support expertise.

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

2. Location

Chi-Ada Corporation is located at 4820 West Commercial Blvd Tamarac Florida 33319. The location certification form is submitted.

Broward County business receipt



BROWARD CO[illegible]TY LOCAL BUSINESS TAX RECEIPT

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

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

DBA:
Business Name: CHI ADA CORP

Receipt #: 325-20918
Business Type: CLEANING/JANITORIAL (CLEANING SERVICE)

Owner Name: B OKORO
Business Location: 4820 W COMMERCIAL BLVD TAMARAC
Business Phone: 305-948-5651

Business Opened: 11/09/1995
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		3		

For Vending Business Only
Number of Machines: Vending Type:

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

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:
B OKORO
4820 W COMMERCIAL BLVD
TAMARAC, FL 33319

Receipt #05A-20-00000024
Paid 10/01/2020 33.00
09/30/2020 Effective Date

2020 - 2021

3. Project Approach

Chi-Ada corporation understands that there is a need to integrate appropriate strategies to reach our goal of maintaining cleaned facilities that can satisfy Broward County. In this regard, we will ensure the proper use of our subcontractors, apply our strategy to meet or exceed quality standards as it lays on an adequate allocation of qualified workers for each facility. Further, we will have several approaches to minimizing service hours. We will use simplified plans to meet minimum work tasks to manage the interface with normal building activities. Finally, we will identify regular building hours as well as any upcoming activities to maintain public areas.

Our subcontractors will be awarded an entire section of each agreement based on the agreed percentage of the subcontracting. Each subcontractor will provide qualified supervisors, custodians, restroom crew, project crew for labor. They will provide their equipment and supplies. Our project/assistant project manager will ensure that the subcontractors and their employees meet the daily, weekly, monthly, semi-annual, and annual cleaning standards. Our quality control manager and his/her team will conduct daily spot inspections for contract compliance.

Agreements Chi-Ada Corporation is proposing:

AGREEMENT NO. 1 BRANCH LIBRARIES

AGREEMENT NO. 2 LARGE FACILITIES GROUP 1

AGREEMENT NO. 3 LARGE FACILITIES GROUP 2

AGREEMENT NO. 4 LARGE FACILITIES GROUP 3

AGREEMENT NO. 5 LARGE FACILITIES GROUP 4

AGREEMENT NO. 12 BROWARD COUNTY JUDICIAL COMPLEX

AGREEMENT NO. 13 PORT EVERGLADES FACILITIES

AGREEMENT NO. 14 911 REGIONAL DISPATCH CENTERS

Chi-Ada Corporation’s Full-time and part-time employees currently employed.

Full-time: 200

Part-time: 103

Chi-Ada Corporation’s full-time and part-time supervisory employees currently employed.

full-time: 20

Part-time: 7

Chi-Ada Corporation’s full-time and part-time custodial workers currently employed.

full-time: 186

Part-time: 90

Chi-Ada Corporation’s temporary employees

Chi-Ada Corporation does not employ temporary employees.

3.1. Project approach for each Agreement of locations prime Vendor is proposing:

a. Describe how you intend to meet or exceed quality standards.

Allocating the workers, our experimented, skilled and experienced terminal and site supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties. Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner's work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

Chi-Ada Corporation employs color-coded cleaning methodology.

Color	Location of Use
Red	Infectious area
Green	Kitchen
Yellow	Bathroom
Blue	Open areas
Teal	General cleaning areas

b. Discuss any exceptions you suggest to minimum proposed service hours.

Chi-Ada Corporation minimizes the service hours through a good organization of the task to be completed. The corporation realizes this efficiency by assigning a crew for spot cleaning and

moping utilizing machines instead of manpower. By using machines, we are able to reduce the service hours required in manpower.

c. Describe how you propose to meet minimum work tasks and interface with normal building activities.

To accomplish our cleaning duties without interfering with the standard building activities, we identify the regular building hours and any upcoming activities and schedule our tasks accordingly. Our services shall be performed so that there will be no interference with an operation on the premises. We schedule cleaning, for example, floor care, air-quality cleaning, and special projects primarily after office hours and during the evening shift, by contacting building managers in a timely manner so to reduce any incident's from occurring.

d. Describe how you will maintain public areas, specifically providing high quality floor surfaces.

Chi-Ada Corporation's strategy to maintain public areas and high-quality surfaces is through the use of floor equipment, scrubbing and polishing hard floors, and daily buffing and shine. Carpeted areas are cleaning by extraction cleaning, followed up with daily spotting cleaning of carpets, and dust moping by project crew trash removal and dusting done by regular cleaning schedules. The firm uses damp cloths, sponges, scrub pads to remove smudges, fingerprints, marks, streaks from the surfaces of ledges, windows, walls, doors, door frames, and surfaces through the spot cleaning. Further, the company uses spot moping to remove spots, spills, and soils from non-carpet floors free of stains, streaks, and marks. The company also polishes stainless steel, chrome, brass surfaces with polishes, and a clean, soft cloth. Finally, all garbage, debris, and other trash materials shall be removed as required from all areas to avoid spills, overflow, and deposits in dumpsters.

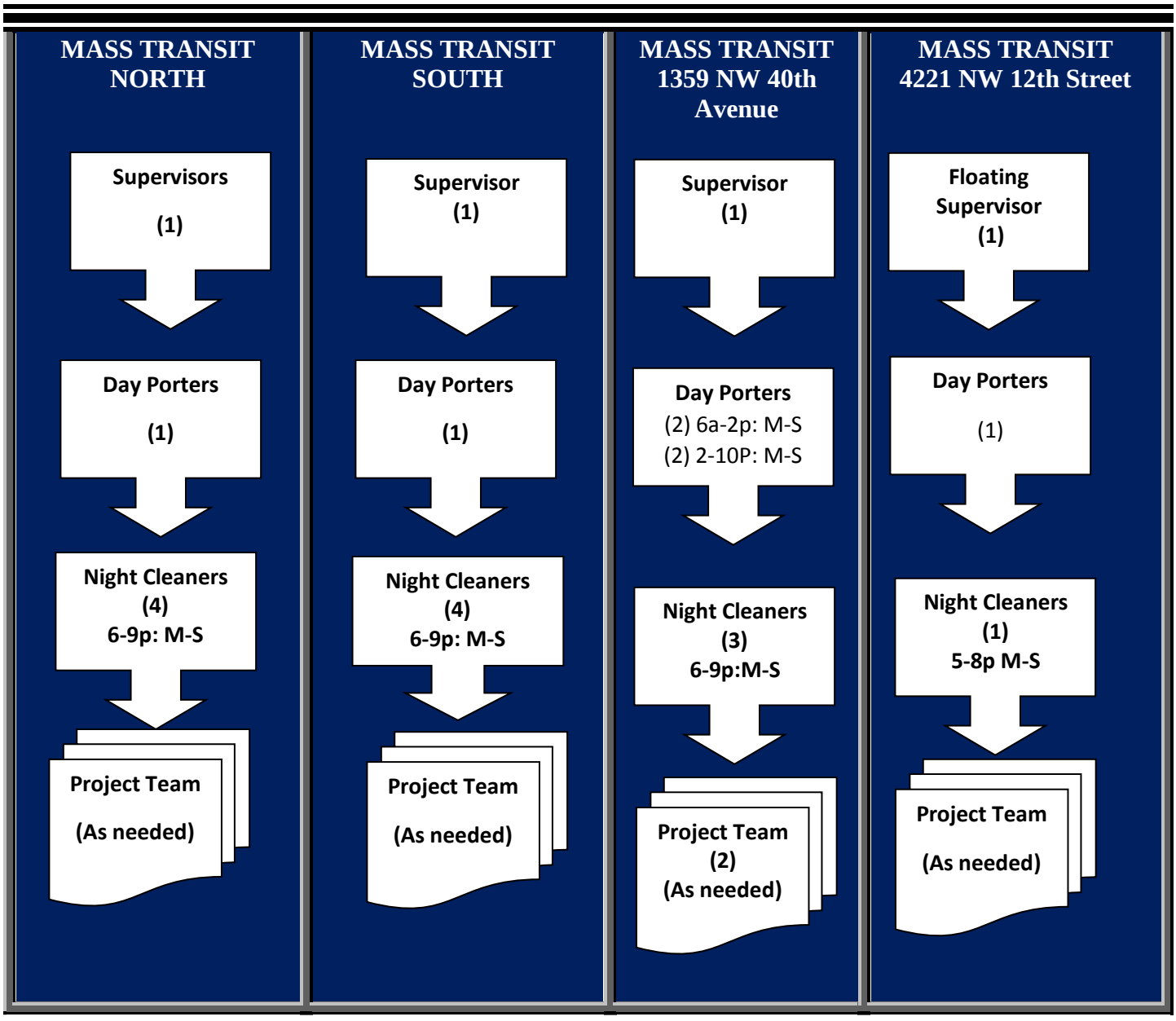
3.2 Chi-Ada Corporation Management and organization of work

a. State number of crews working for Agreement 5

For agreement 5, three (3) supervisors, seven (7) day-porters, twelve (12) custodians, and the two (2) project team will be allocated as indicated on the allocation tables. The team will be covered by the project manager and assistant manager, the quality control manager, and the account manager.

Job Description	Number
Account Manager	1
Quality Control Manager	1
Project Manager	1
Assistant Project Manager	1
Supervisors	3
Day-porters	7
Custodians	12
Project Crews	2
Total	**28**

Allocation tables



i. Describe how you will schedule basic janitorial service for each facility.

Our basic janitorial service schedule for each facility focuses is on the daily, weekly, monthly, quarterly, semiannual, and annual cleanings. Dispatching the workers, our experimented, skilled, and experienced supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties.

Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner’s work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

ii. List the individual building teams that will be working for that agreement per building(s): management, supervisory, maintenance crews.

Facility	Supervisors	Day-porters	Custodians	Project Team
MASS TRANSIT NORTH	1	1	5	3
MASS TRANSIT SOUTH	1	0	1	1
MASS TRANSIT 1359 NW 40th	1	0	2	1
4221 NW 12th Street 4221 NW 12th Street	Floating Supervisor	0	2	1

b. Describe how you will schedule basic janitorial service for each facility while coordinating.

Our essential janitorial services consist of allocating appropriate key personnel for each building/facility, coordinating and supervising the work of each team building. We also verify the compliance of the work assigned using daily cleaning checklist, weekly cleaning checklist, annual cleaning checklist, restroom checklist, and inspection reports. The samples are listed here.

Cleaning Checklist

Chi-Ada Corporation

Cleaning Services Schedule Main Library

Year: ___2018_____

Annual Services

Air Quality Cleaning — **April**

Semi-Annual Services

- *Seal floor grout* — February_____ — August_____
- *Strip, seal and refinish tile floors.* — February_____ — August_____

Quarterly Services

Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.	February_ __	__May_____	_August__	_November____
Overhead Dusting.	__ February__	__ May _____	_August____	_November__
Pile lift all carpeted areas.	__ April _____	_July_____	__October___	_January__
Scrub and recoat tile floors	__May_____	_August____	__November_	_February___
Remove any incrustation or build up on tile floors	__May_____	_August____	__November_	_February___

Monthly Services

- Damp wipe blinds. — __3rd Week of the Month_____
- Clean floor grout — __2nd Week of the Month_____
- Burnish tile floors — __4th Week of the Month_____
- Refill or change urinal screens and deodorizers. — __1st Week of the Month_____
- Clean wall grout — __2nd Week of the Month_____

Cleaning Services Schedule

Year: ____2017_____

Weekly Services

Task Description	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).							X
Edge all carpeted areas. 3. Pile lift high traffic areas.							X
Pile lift high traffic areas				X			
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.		X					
Dust picture frames with a lightly treated dust cloth or short-handled duster.		X					
Machine scrub tile floors (some facilities may require more frequency)						X	
Spray buff tile floors					X		
Restock closet with consumable janitorial supplies			X				

Daily Cleaning Locations:

Entrances, Exterior Landings, Loading Docks and Ramps, Lobbies and Hallways, General Offices, Courtrooms, Hearing Rooms and Auditoriums, Conference Rooms, Break Rooms/Kitchens and Jury Rooms, Elevators, Escalators, Stairwells, and Janitorial Closets and Equipment

Daily Services

- Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- Clean and police for the removal of dirt, mud, trash, and litter.
- Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- Clean items such as mats, surfaces under mats, and foot scrapers.
- Vacuum mats, rugs and entryway systems.
- Clean all glass doors and glass panels adjacent to glass doors.
- Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
- Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
- Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
- Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.
- Pick up trash, food, or debris dropped on the floors
- Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
- Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
- Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- Return all furnishings to their original positions after cleaning.
- Report items requiring maintenance to County for prompt repair.
- Fill towel and soap dispensers.
- Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.
- Damp mop all hard floors with a neutral detergent solution.
- Spot-clean carpets as necessary.
- Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.
- Return all furnishings to their original positions after cleaning.
- Do not disturb any papers that may have been left in the conference room.
- Clean and polish all stainless steel and other metal finishes.
- Clean all stainless steel fasciae and other metal finishes in the elevator lobby.
- Sweep floors.
- Remove gum from floors and other resistant materials
- Mop floors to remove dirt and stains.
- The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).
- Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.
- Clean handrails and push buttons.
- Wash handrails with non-irritating, non-toxic solution and wipe dry.
- Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- Wipe dry and polish metal with appropriate polish.
- Polish handrails with appropriate polish.
- Sweep steps to remove debris and loose dirt
- Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- Collect all litter and trash from the stairwell and dust mop stairs.
- Wet mop the stairs and landings with a damp mop using a neutral detergent solution. Use "CAUTION-WET FLOOR" signs when mopping the stairwells. Remove signs when no longer required.
- Report any loose handrails, bad or loose step treads, or any other item requiring maintenance (and which may present a safety hazard to anyone using the stairs) to County for further action.
- Clean all housekeeping equipment and store rooms so that the housekeeping equipment and rooms are presentable
- Empty all waste collection containers.
- Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
- Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.

- Arrange supplies on shelves in a neat and orderly manner.
- Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
- Sweep open floor area and damp mop with cleaner disinfectant solution

Daily Cleaning for Restrooms

Daily Services

- Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution with particular attention to door knobs, push plates, ventilation grilles, and "kick plates".
- Dry all metal surfaces after wet cleaning to prevent water spotting.
- Empty all trash receptacles into the trash collection container being careful not to spill any of the trash onto the floor. Clean the waste receptacles with a cleaner/disinfectant solution before placing a new plastic liner into the receptacle.
- Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- Remove trash and soil from the floor by sweeping.
- Pick up trash.
- Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- Clean and disinfect exterior surfaces of hand dryers/towel dispensers
- Clean lavatory sinks, shelves, chrome hardware, partitions, countertops, changing stations and wall areas around the basins with a cloth and cleaner/disinfectant solution. Rinse the surface with clear water.
- Wipe all polished surfaces dry to prevent water spotting.
- Clean the flushing hardware, commode seats, and the outside of the commodes and urinals with cleaner/disinfectant solution. Wipe the commode seats dry with a clean cloth after cleaning (the underside of the seat should be cleaned just as thoroughly as the topside).
- Clean the inside of the commode and urinal bowls, the walls behind the wash basins, commodes, and urinals and the partitions between the commodes and urinals.
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace plastic bag liner with a new liner.
- Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- Damp clean and disinfect all surfaces of shower curtains and doors.
- Damp clean and disinfect all exterior surfaces of lockers.
- Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a build-up of detergent residue.
- Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- Pour some of the cleaner/disinfectant mopping solution down the floor drains to insure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
- Report items requiring maintenance to the County.
- De-scale fixtures, if necessary, using a mild, acid-type bowl cleaner.
- Use a different colored or a different kind of cloth for rest room cleaning to ensure that these cloths are not used to clean other areas

Restroom checlist

Chi-Ada Corporation

Restroom Checklist

Week Start: _____ Week Ending: _____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one): Adm. / Detox NRD / Outpatient / Triage

Date		Toilet Seat Cover		Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								***Please check tasks completed***												(Circle) AM / PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____

_____ Employee Signature: _____

_____

Weekly inspection checklist

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short, handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:

_____

Inspected By: _____
Signature: _____

Follow Up Actions:

_____

Referred To: _____ **Date**: _____

Daily inspection

Chi-Ada Corporation
Facility:
Daily Services Project Inspection

Supervisor Inspections

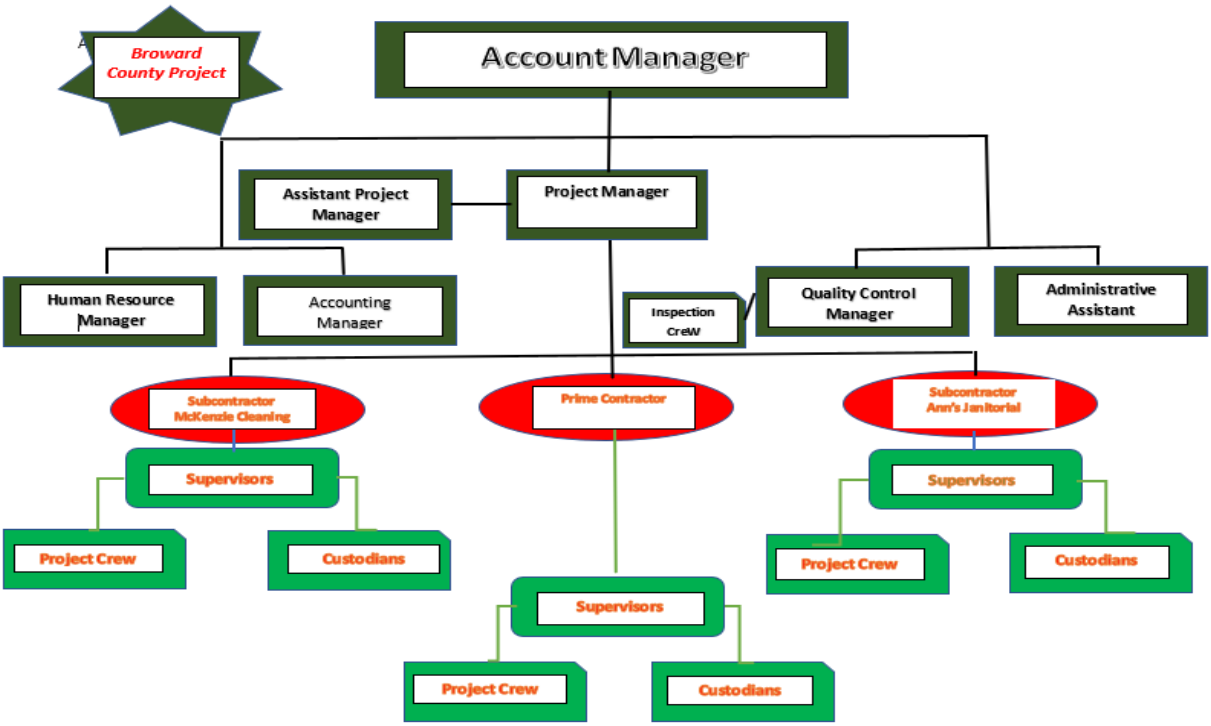
Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

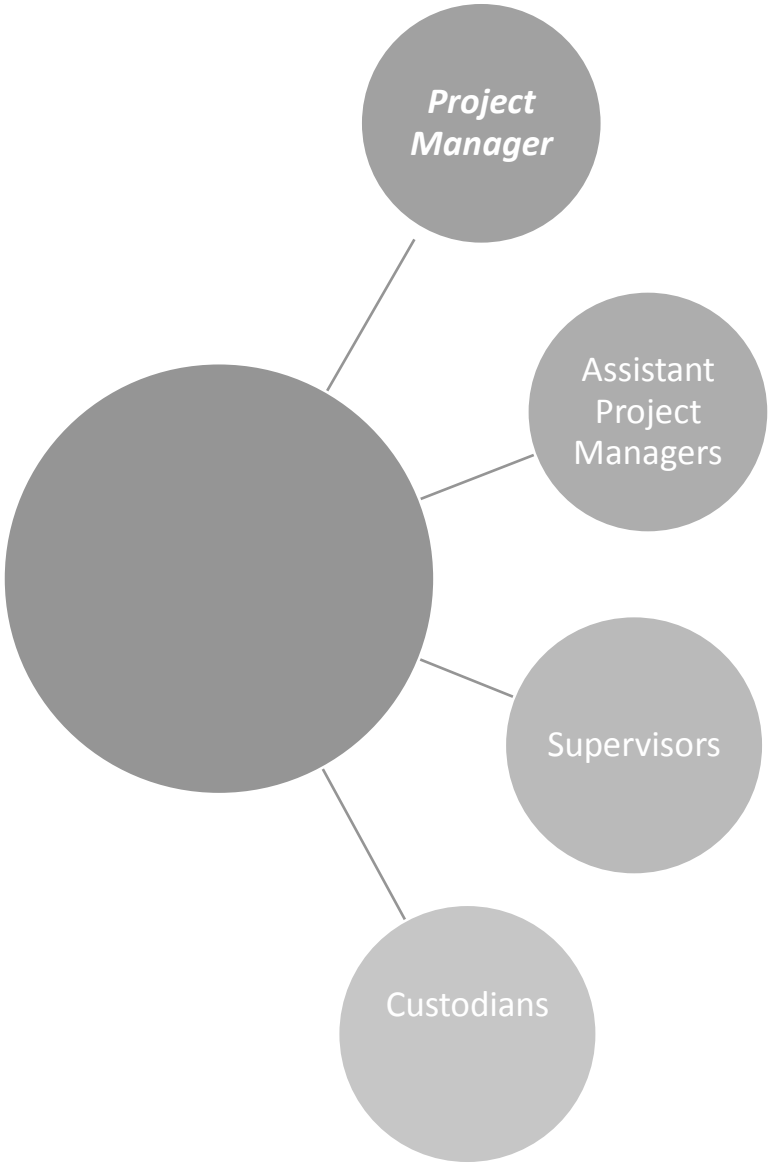
i. Describe crew organization to perform basic and project work.

Our key personnel is organized under the leadership of the account manager. He will be assisted by a quality control manager, a project manager, supervisors, day-porters, custodians, and the project team described herein. Workers will be assigned to each facility based on the key personnel schedule stated previously and according to the need identified for each facility. If the size of facility does not require more than four cleaners, the facility will be covered by floating supervisors if the size of the facility does not need a full-time supervisor. Supervisors have the duties to ensure each worker is assigned to his or her location every day. If there is a call-off, supervisors can provide replacement based on our human resource strategy. The task will be done daily, weekly, monthly, quarterly, or yearly as required. The quality control manager will make spot inspections every day in addition to the inspection of each supervisor. Issues will be recorded and mitigated. Chi-Ada Corporation has daily, weekly, monthly, quarterly, and yearly cleaning inspection forms to evidence the quality of work. Plus, supervisors will use our daily restroom checklist to ensure that the restrooms are maintained according to the contract requirement. Each supervisor will hold a daily workbook to assign the job of each worker appropriately.

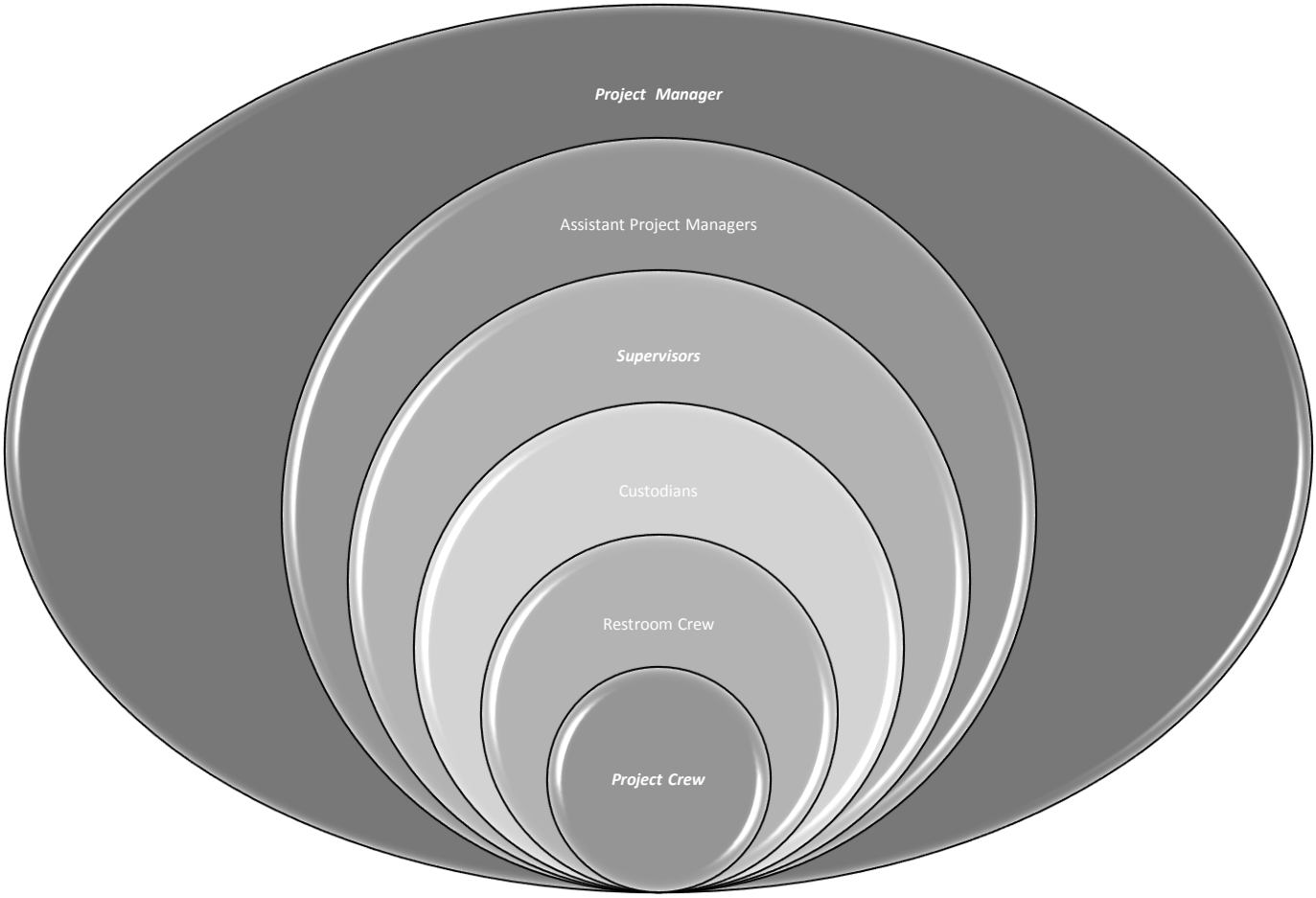
BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5



- **Work Organization Chart**

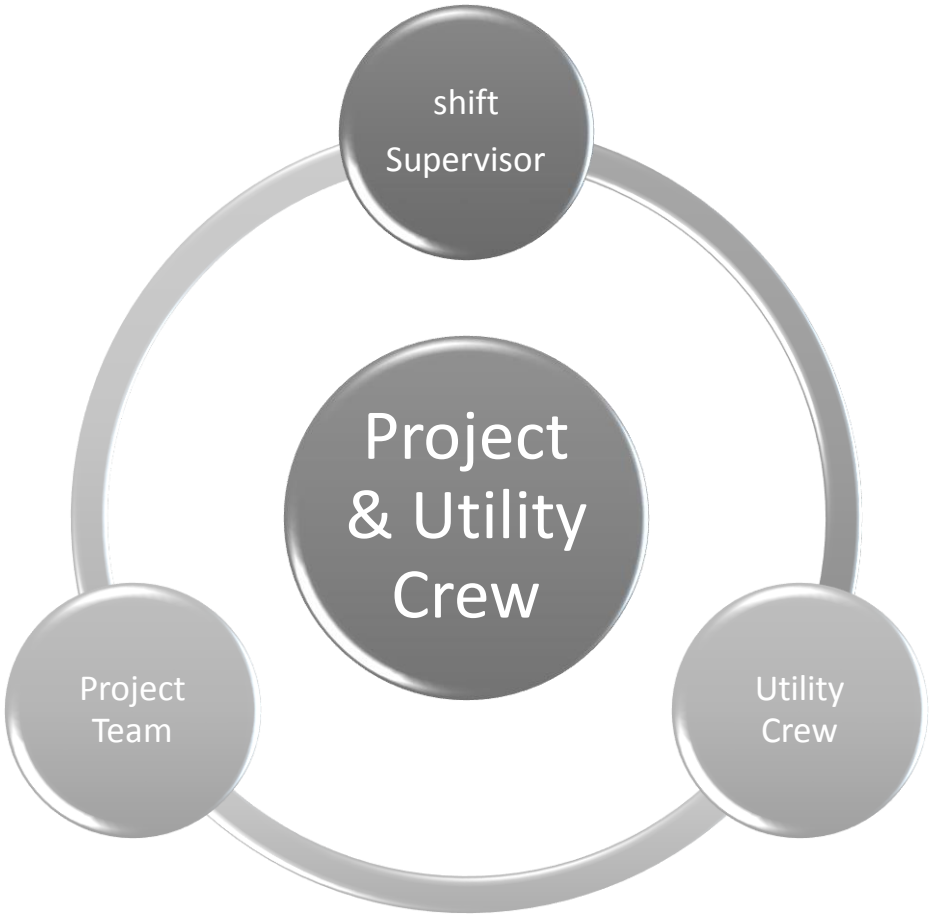


Crew organization to perform basic and project work Charts

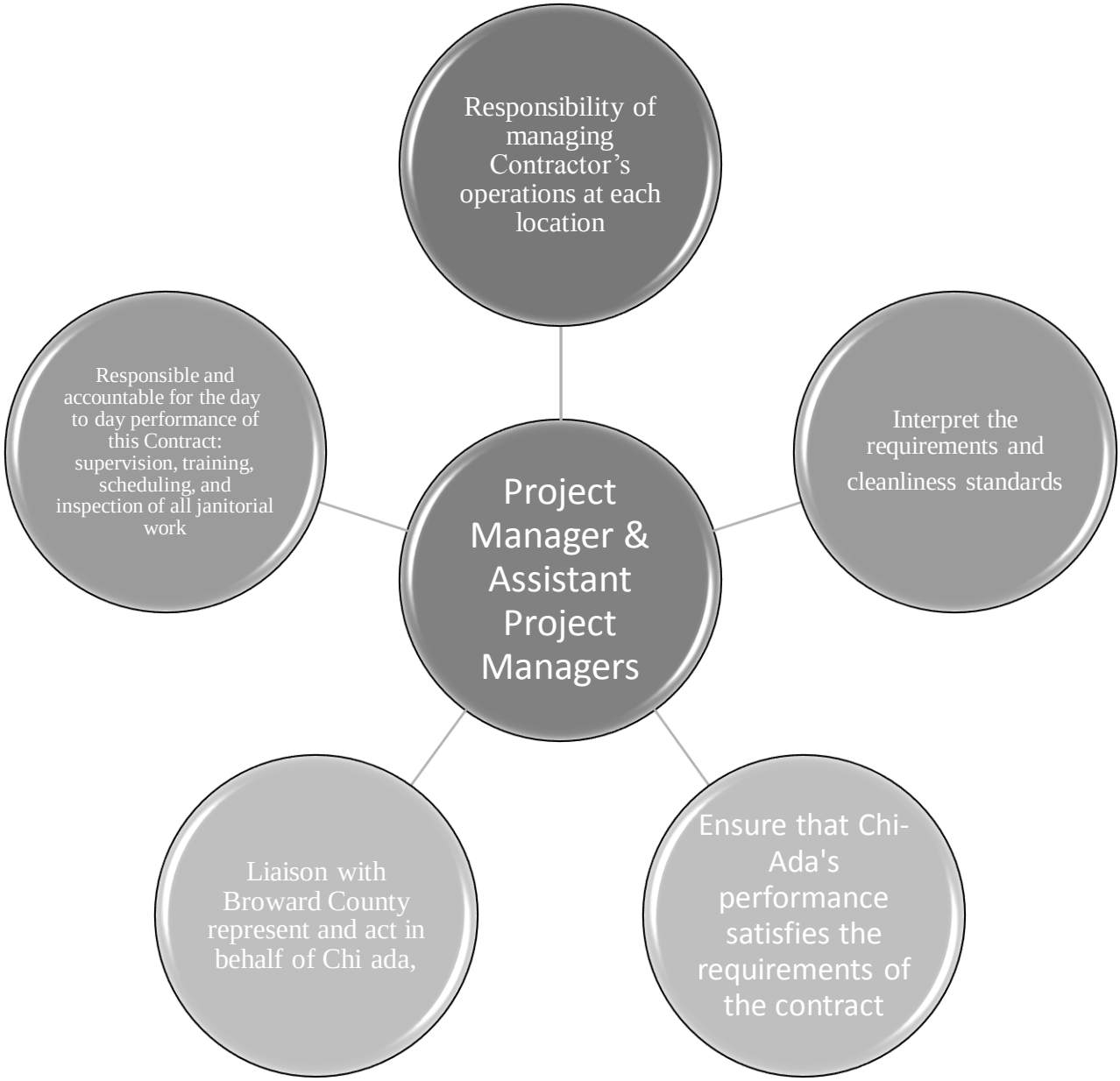


Distribution of Project Work

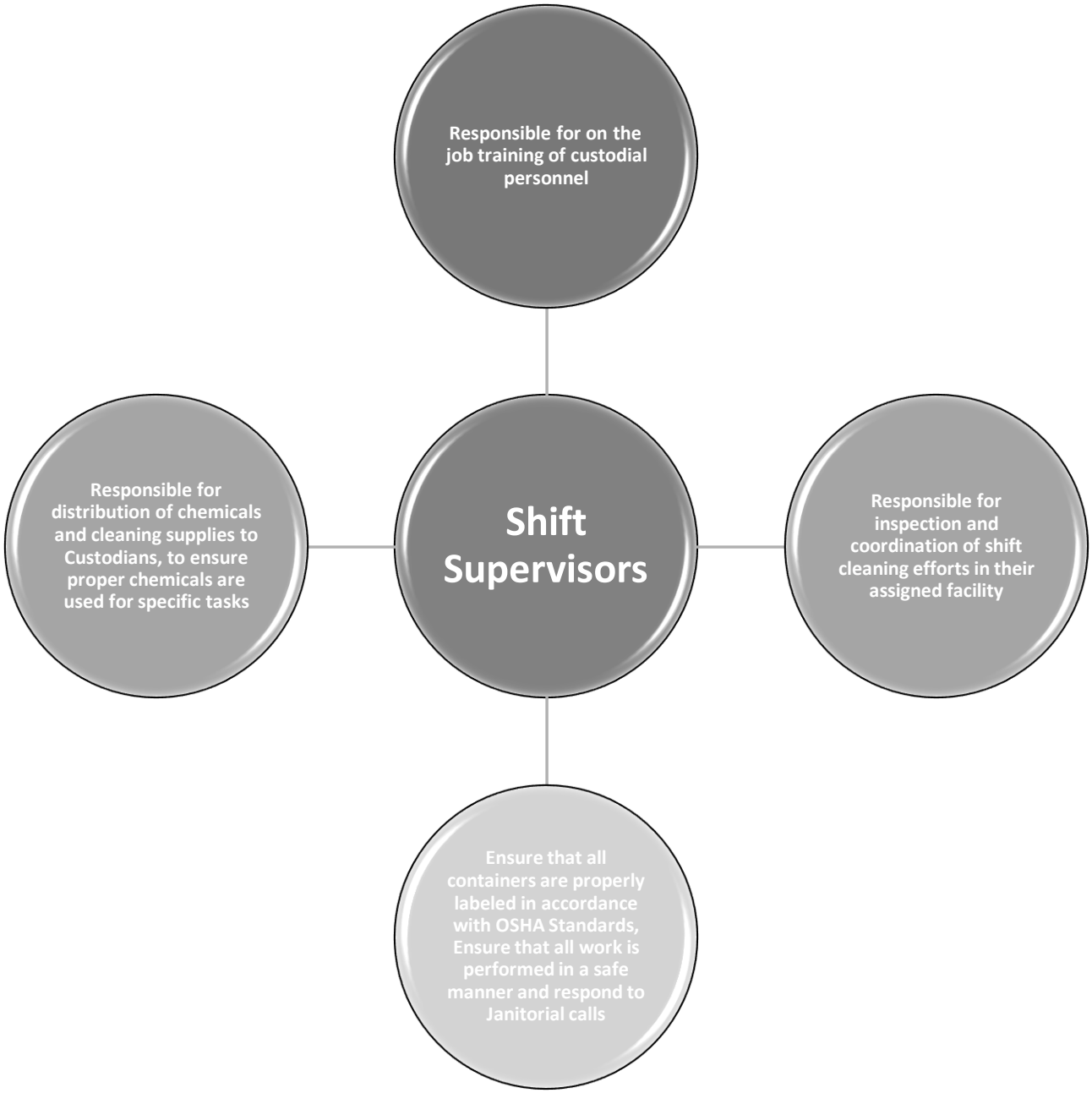
Project & Utility Crew



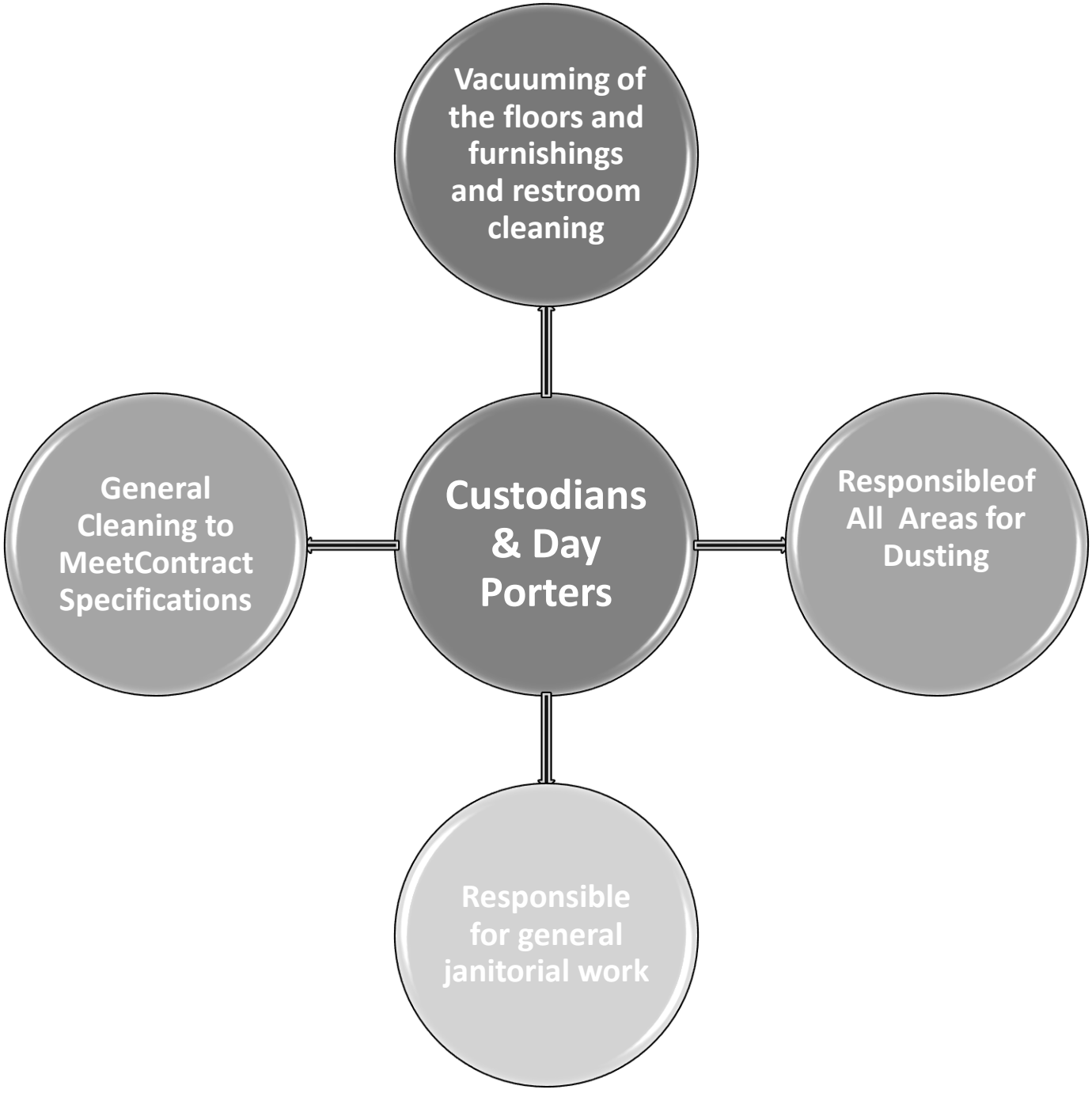
❖ **Job Description for Basic Staffing**



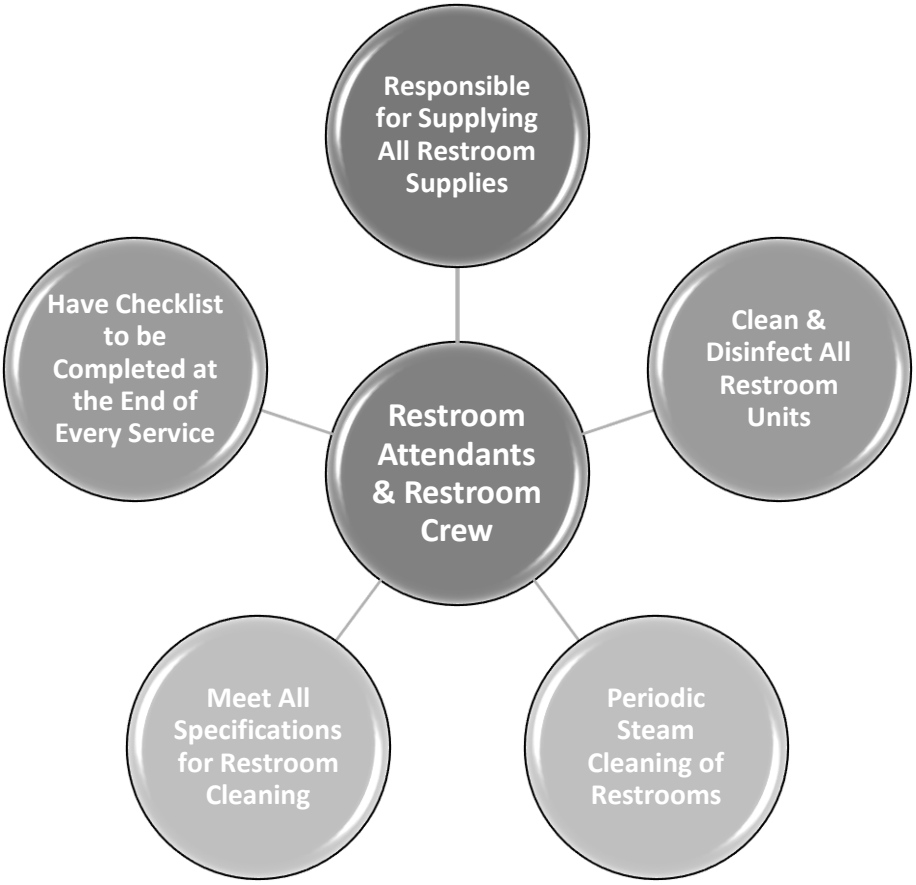
Shift Supervisors



Custodians Daily Services

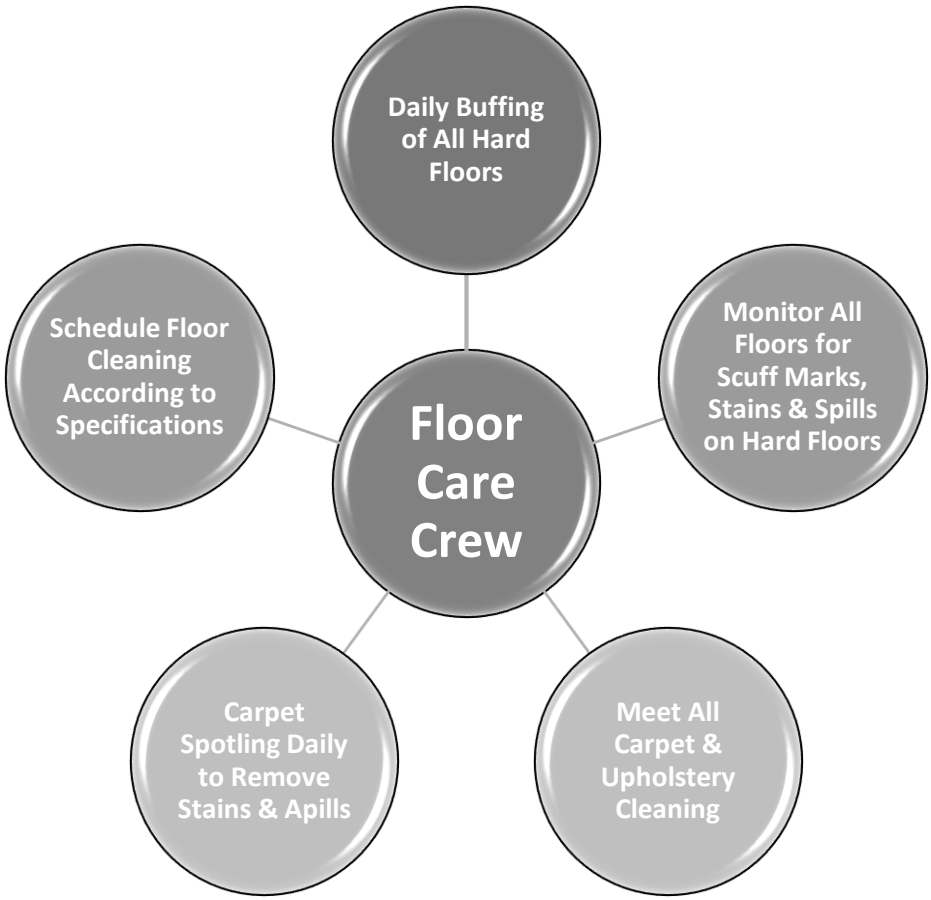


Daily Restroom services



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Floor Care Crew



c. Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.

At Chi-Ada Corporation, we use daily, weekly, monthly, and annual inspections as our reporting system. This strategy is proven to provide valuable tools to compare actual performance to schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date:** _____

d. Describe your capabilities to respond to emergency or disaster situations.

At Chi-Ada Corporation, we act to clean and recondition your facilities quickly and efficiently in an emergency or a disaster situation. With our advanced technology equipment and highly skilled workers, we aim to handle any situation from floodwaters, broken pipes, building fires, hurricanes, and acts of Gods, vandalism, or terrorism.

We measure the importance and the urgency to have full use of your facilities as quickly as possible. Your professional image protection, valuable property restoration, and ability to serve your customers depend on our performance. Therefore, we appraise this responsibility and take it very seriously.

Disaster Restoration-Emergency Services

- ü Restoration from fire, smoke, water, and wind damages
- ü Safety and compliance
- ü 24 hours response service
- ü Flood cleaning
- ü Water extraction
- ü Mold removal
- ü Hurricane preparation and clean up
- ü Post burgles, crime scene cleaning.

With our emergency response program, Chi-Ada Corporation will get you back in business quickly. Our rigorously trained and certified quality restoration team responds quickly at the local level for both large and small facilities. Our emergency services begin within 30 minutes to one hour of the initial call. We utilize emergency procedure planning assistance to place priority status on the severity of the damage. Chi-Ada Corporation owns or rents various equipment needed to perform restoration services. The equipment includes:



3.3 Chi-Ada Corporation's quality control program

a. Startup orientation program

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company providing services to your company, and we bring our experience to start-ups. Our transition plan is overly critical to the success of this project.

Chi-Ada can start any contract with fully screened and trained employees. Chi-Ada has a proven track record of doing start-ups of all sizes regardless of location.

- **Client Communication Plan**

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our Project Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning, and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the Project Manager has met with your facility's personal, he will meet with the other individuals involved in the transition plan, such as the Operations/Project Manager, Human

Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

- **Management**

Our management team, headed by the Project Manager, will make a site visit to locate where all storage locations are. From their observation, they will know how much equipment that specific storage location will accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

- **Equipment/Chemicals**

Our Project Manager orders all necessary equipment and chemicals during this time and is deployed to its respective locations. Chi-Ada will organize additional training for the equipment and chemicals used throughout the different facilities in conjunction with ordering supplies.

- **Hiring & Training**

This period will be when Chi-Ada hires new employees and train them. This period will encompass:

- Hiring new employees
- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them
- Site tours

- **Final Communication**

During the final days before the contract starts, the Project Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada, we are ready to implement our established start-up system and expand a plan to meet all of the contract's requirements.

- **Human Resources**

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department staffed by qualified personal. They are responsible for hiring, training, and maintaining a well-qualified and highly motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive, and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur in finding exceptional individuals who are very responsible and helping them become significant assets to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program composed of basic, intermediate, and advanced training from the manufacturers of the different equipment and chemicals that Chi-Ada will be using. The training will be provided by specialists certified as an in-service training provided by the company free of charge to our employees

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, and these include recognizing individuals who have performed exceptional, e.g., an employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee because we feel that there is more to life than the opportunity for exceptional earnings and valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

- **Technical Procedures**

Chi-Ada's proven effective employee recruitment and training system are anchored to a solid, well-equipped management organization. We are confident that our new hires learn simple yet highly effective methods that ensure the best results. An experienced Chi-Ada Manager will also give all new employees valuable on-the-job training. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done efficiently and safely.

At Chi-Ada, we believe that custodial workers must be trained to properly use cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surfaces within your facility and maintain the equipment that employees will be using.

Our training program starts with in-service sessions to ensure a complete understanding of the techniques and keep up with the rapidly changing industry. Training allows our employees to

stay afloat with the current innovation in cleaning techniques, equipment, and proper handling of equipment, chemicals, proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry-level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets. Therefore, we place a high priority on hiring and training them. This training program includes work practices and standard expectations, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description, and the use of supplies, paper, soap, etc.

Cross-training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

b. Inspection procedures including any technical aids used to monitor performance standards.

Methods of Identifying Problems

We make a comprehensive effort on every contract we undertake to teach employees how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. We monitor issues through reports and observations:

- ✓ To establish trends
- ✓ To determine corrective actions
- ✓ To assess effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we maintain project performance at acceptable levels

Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly.

We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely

supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double-checking of services completed are more effective than monitoring and other surveillance because minor problems will be elusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality for future problems and the need for timely corrective actions.

Correction and Preventing of Quality Control Problems

Chi-Ada Corporation's double-check strategy is used to address quality control problems. First, corrective action is taken to eliminate the problem immediately. After any correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report provides details on the work requirement, location and includes a grading system on a scale of 1 to 5. The Supervisor decides and initiates the appropriate corrective action on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities.

Our daily inspection will be directed to high traffic areas, and it may include random inspections of high frequency and continuous tasks and 100% inspection for periodic services.

The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered.

The Manager and Supervisors will perform a random, regular, and periodic visual inspection of the facility. Each Supervisor will inspect before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time inspection was completed. To ensure that all activities, functions, and processes are covered, inspections will be conducted using the same checklist to identify problem areas requiring correction.

Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- ✓ Random inspection,
- ✓ Total inspection, and
- ✓ Continuous inspection.

All inspection findings will be documented so that the following actions are taken immediately:

- ✓ Applicable employees are informed when their level of work performance has diminished below previous levels.
- ✓ A corrective action request is initiated, to be corrected by the end of the same shift, related to any task that has been rated less than "satisfactory".

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

Inspections are an ongoing practice

Chi-Ada's inspections provide additional insurance to achieve our quality control objective. Our Managers and Supervisors perform these inspections. The inspections are predominately a "walk-through." The "walk-through" is performed with varying frequencies. However, they are always performed after some tasks are completed, such as window cleaning, floor maintenance, or after a predefined area is covered at the end of each shift. The objective of the "walk-through" is to ensure that Supervisors check for any potential problems, and if any are found, they are resolved immediately.

At Chi-Ada we create a local file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- ü A copy of our quality control plan

- ü A copy of all completed quality control checklists
- ü A copy of
- all quality control reports
- ü A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems.

The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections at any time during this contract.

Our company recognizes the importance of quality control and assurance. Records are filled out correctly, legible, and kept in a neat and organized location.

c. Describe and provide a sample of your reporting system used to compare actual performance to your schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
Inspected By: _____
Signature: _____
Follow Up Actions:_____

Referred To: _____ **Date**: _____

Chi-Ada Corporation

Restroom Checklist

Week Start: ___/_____/_____/_____ Week Ending: ____/_____/_____/_____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one)

Date			Soap	Hand Towel	Toilet Paper	Toilets	Urinals	Wash Basins	Floors	Trash	Mirrors	time	Initials
		Indicate # of items changed below				*Please check tasks completed*						(Circle) AM PM	
	SUN.											AM PM	
	MON.											AM PM	
	TUES.											AM PM	
	WED.											AM PM	
	THURS.											AM PM	
	FRI.											AM PM	
	SAT.											AM PM	

Comments: _____

_____ Employee Signature: _____

_____

d. Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.

The primary benefit of Green Cleaning, which focuses on cleaning for health, not just appearance, is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms.

We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

• Reduce the harmful impact to the health of the facility users

• Reduce the harmful impact of the indoors and outdoors environment

• Source reduction in the landfill with the use of concentrated products

• Recycled contents of all packaging

• Partnership with sustainably certified vendors

• Step by step introductions for a sustainable cleaning process.

Chi-Ada Corporation has been implementing Green Cleaning in the past with Broward County at the Environmental Building in Davie.

However, to improve this green Cleaning we will add the following activities to maximize opportunities to promote green building cleaning practices:

- Continue our effective communication system between building employees and Broward County building management.
- Continue to assist the management of Broward County in understanding the benefits of green cleaning such as the health and performance benefits, improvement of occupant satisfaction, reduction of complaints and risks, and the substantiation of potential cost savings.
- Audit housekeeping procedures, chemicals, equipment, paper, matting, supplies, and other materials for compliance with green cleaning implementation guidelines.
- Continue to inspect all other tools and supplies used in the cleaning process; mop-buckets, wringers, paper, wipers, liners, toilet tissue, and other tools and supplies and determine alternative tools and supplies that are environmentally preferable.
- Conduct a general housekeeping walk-through: evaluate the overall quality of the current cleaning and look for problems and opportunities for improvement.
- Document and review any recycling program in place.
- Continue to clean hard floors with a backpack vacuum instead of dust mopping.
- Add or upgrade entrance mats.
- Continue to recycle paper products and install roll-type dispensers where practical.
- Continue to use microfiber mops and dust cloths.

- Continue to implement effective methods of dilution control.
- Continue with portable spot cleaners, fiber mop, and bucket to facilities where spills commonly occur.
- Purchase products with high post-consumer recycled content
- Continue to use floor finishes without heavy metal ingredients.
- Limit the use of disinfectants to critical areas.

3.4 Company Equipment

a. Chi-Ada Corporation current inventory of heavy equipment -

Equipment	
2 Minuteman 4 Trucks Mounted Pressure Wash Machine 6 Pressures Wash with Tire 10 Backpack Filter Vacuum 3 High speed floor burnisher 10 Upright vacuum 2 Wet and Dry Vacuum 20 Mop Bucket 5 Tilt Trucks 1 Vehicle/Van/Lift Gate 5 Vans 4 Carpet Extractors 3 Walkie Radios 4 Biometric Timecard 4 Air Dryers 10 Janitor Carts 20 Dollies 3 Scrubbers	
ACX64 40 Yard MCNEILUS Front Loader Garbage Truck	
Electric Auto Floor Scrubber 18" Cleaning Path - Corded	

Electric Auto Floor Scrubber 20" Cleaning Path - Corded	
Dusting machine	
8070 Heated Carpet Extractor & Auto Detailer	
DC Power Hydraulic Double Scissor Lift Cart 1100 Lb. Cap.	
Sanitaire Quiet Clean 10-Quart Backpack Vacuum SC530B	
Portable Folding Safety Barrier with Casters	

Hard Surface	
Air mover	
Extractor	
Floor Machine Carpet Dryer	
Vacuum	

Minuteman

Minuteman E20 Automatic Scrubber



TECHNICAL SPECIFICATIONS

CLEANING PATH WIDTH	20"
SQUEEGEE WIDTH	33"
THEORETICAL PRODUCTIVITY (BRUSH DRIVEN)	15,000 SQ FT/ HR
WORKING SPEED (BRUSH DRIVEN)	1.7 MPH
RATED VOLTAGE	24 VOLTS
VACUUM FLOW	65 CFM
VACUUM WATERLIFT	45"
VACUUM POWER	.60 HP
DRIVE MOTOR POWER (TD)	1/5 HP
BRUSH TYPE	DISC
BRUSH MOTOR(S) POWER	3/4 HP
NUMBER OF BRUSHES	1
BRUSH RPM	180 RPM
SOLUTION CAPACITY	12 GAL
RECOVERY CAPACITY	13 GAL
WEIGHT WITH BATTERIES (BD)	306 LBS
WEIGHT WITHOUT BATTERIES (BD)	196 LBS
WEIGHT WITH BATTERIES (TD)	365 LBS
WEIGHT WITHOUT BATTERIES (TD)	231 LBS
DIMENSION (LXWXH)	44.4 X 18.8 X 42.3

•

Trucks Mounted Pressure Wash Machine

Industrial Duty 4200 psi 4.0 gpm Cold Water Pressure Washer



SIMPSON #95002 SPECIFICATIONS
ZORO #: G3106192 MFR #: 95002
OPERATING PRESSURE: 4200 PSI PRESSURE WASHER FLOW RATE: 4 GPM
PRESSURE WASHER DUTY RATING: INDUSTRIAL DUTY PRESSURE WASHER WATER TYPE: COLD
ITEM: PRESSURE WASHER OPERATING PRESSURE (PSI): 4200 PSI

Pressures Wash with Tire

Heavy Duty 4000 psi 5.0 gpm Water Pressure Washer



Simpson #65212 Specifications
Zoro #: G9410121 Mfr #: 65212
Item: Pressure Washer Pressure Washer Flow Rate: 5 gpm
Operating Pressure: 4000 psi Pressure Washer Duty Rating: Heavy Duty
Operating Pressure (PSI): 4400 ps

Backpack Filter Vacuum

PROTEAM 10 qt. 120V, 1108W Backpack Vacuum Cleaner



Cord Length: 50 ft.
Hose Dia.: 1 1/2 in
Static Pressure: 91 in
Standards: CSA C22.2 No. 243, UL 1017
Diameter: 7-1/8"
Vacuum Product Grouping: Backpack Vacuum Cleaners
Hose Length: 4 ft
Watts: 1108
Sound Level dBA: 69.7 dBA
Hz: 60
Filter Type: HEPA
Weight: 12 lb
Vacuum Power Source: Corded
Vacuum Air Flow: 153 cfm
Vacuum Collection Type: Reusable Bag
Vacuum Filtration Type: Standard

High speed floor burnisher

High Speed Burnisher, 1600 RPM



Technical Specs

- Item Burnisher
- Brush Speed1,600 RPM
- Motor1.5 hp
- Pad Size20 in
- Power Source115V AC, 60 Hz, 15A
- Sound Level70 dB
- Construction Rotationally Molded
- Cord Length75 ft
- Max. Productivity10,000 sq ft/hr
- Includes

Wet and Dry Vacuum

16 gal. Silica Vac



VACMASTER PROFESSIONAL #VKB1611SW SPECIFICATIONS
ZORO #: G3429416 MFR #: VKB1611SW
COLOR: BLACK LENGTH: 23
MATERIAL: POLYPROPYLENE WIDTH: 20
HEIGHT: 23

Mop Bucket

Yellow Mop Bucket and Wringer, 8 3/4 gal



TECHNICAL SPECS

- ITEMMOP BUCKET AND WRINGER
- CAPACITY8 3/4 GAL
- COLORYELLOW
- WRINGER TYPESIDE PRESS
- MECHANISMHAND OPERATED
- MOP CAPACITY10 TO 32 OZ
- SHAPEOVAL
- BUCKET/PAIL MATERIALPLASTIC
- HANDLE MATERIALSTEEL
- CASTER TYPE3 IN NONMARKING
- OVERALL HEIGHT21 5/8 IN
- OVERALL LENGTH20 5/16 IN
- OVERALL WIDTH16 7/16 IN
- COLOR CODING SYSTEMYES
- WRINGER COLORYELLOW
- WRINGER MATERIALPLASTIC/STEEL
- BUCKET/PAIL HEIGHT22 IN
- BUCKET/PAIL LENGTH20 1/2 IN
- BUCKET/PAIL WIDTH16 45/64 IN
- BOTTOM DRAINYES
- ANTI-SPILLYES
- METAL DETECTABLENO
- SERIESWAVEBRAKE(R)
- FOR USE WITHSTRING MOP SIZES RANGING FROM XS - XL

b. Response time for mobilization for each piece of equipment.

All of the equipment is a one to four (1 to 4 hours) mobilization time. We will store some of the equipment on-site based on storage availability.

c. Chi-Ada Corporation's current inventory of machinery for floor care

- 2 Minutemns Es 2832 Automatic Floor Scrubber
- 8 Side by Side 20 Inch
- 6 Side by Side 14 Inch
- 12 Buffing Machines

d. Chi-Ada Corporation equipment maintenance

The Management of Chi-Ada plans to purchase new equipment and use our existing equipment to execute our contractual obligation successfully. The cost of any new equipment to be bought is prorated and amortized in the lifetime ranging from one to two years before replacement. Our

management has an existing repair services relationship with independent equipment services to repair and replace any broken-down equipment within one day.

e. Chi-Ada Corporation's office equipment and computer programs

- 6 Desktop Computers for scan, emails, letters, and documents editing (Adobe, Acrobat, Microsoft Word, Outlook, Excel)
- 3 Fax Machine for scanning, sending and receiving.
- High Speed Internet
- Phone service
- 4 Photocopiers and Printers
- QuickBooks Contractor Edition
- Pensoft Payroll
- Talkie walkie

3.5 Chi-Ada Corporation's Training:

a. Chi-Ada Corporation's internal Employee Safety Training Manual.

Chi-Ada Corporation's internal Employee Safety Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual***."

b. Chi-Ada Corporation's internal Employee Training Manual.

Chi-Ada Corporation's internal Employee Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual.".***"

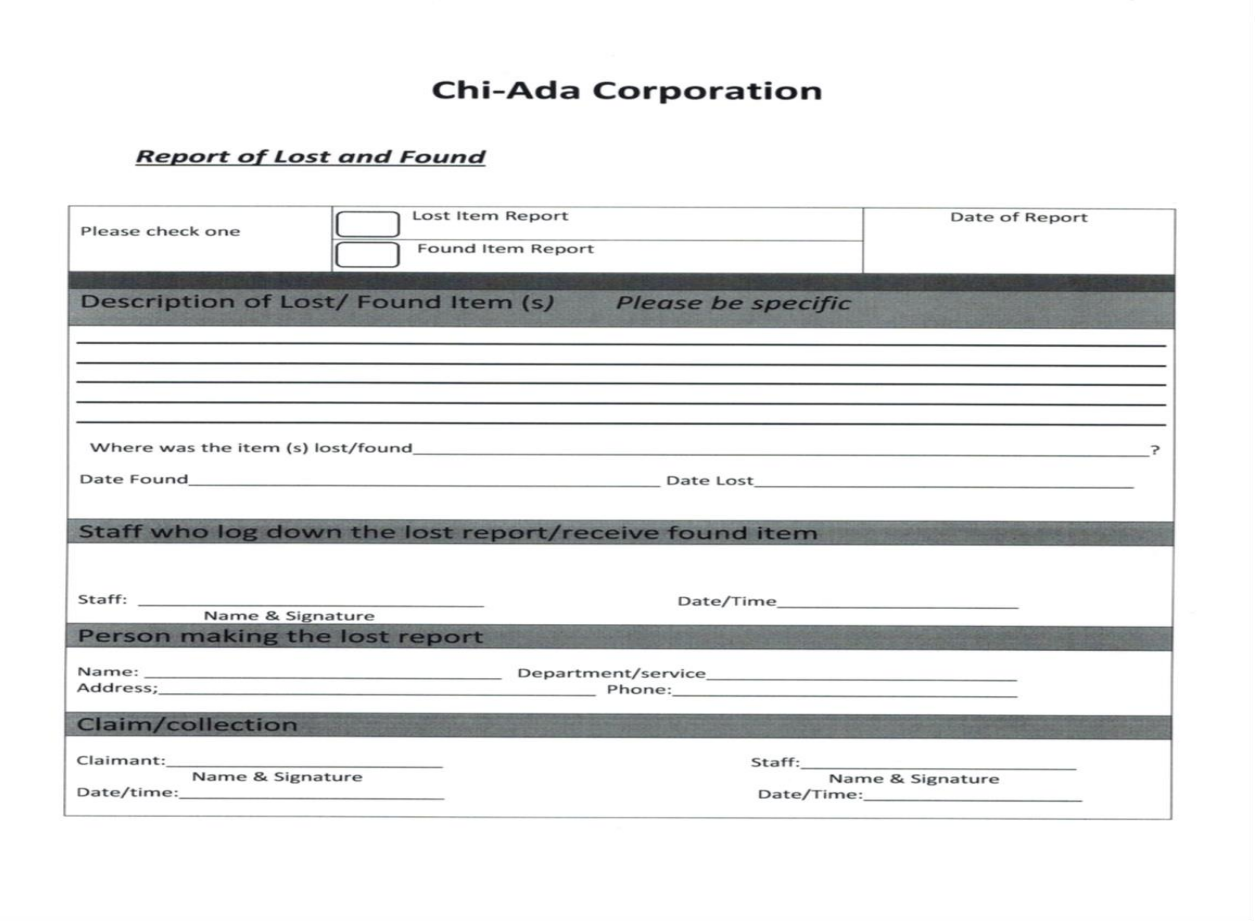
c. Chi-Ada Corporation's training currently in place to assure on-site staff will be pro-active and aware during each shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.

Our employees are taught probity, integrity, and awareness in their workplaces. We taught our employees to have a culture of honesty by reporting the findings of any abandoned belongings or packages to the supervisors or the facility's management. We also taught each employee that our integrity and actions are sustained by our slogan of "Theft employee is undesired." Our vigorous morality screening and on-site observance help us to track our employee's' behavior. Further, each employee is taught on **"**Keeping a Watchful Eye." Our employees are required to report any suspicious behavior to their supervisor or to the project manager, who is required to notify the facility's management for appropriate action to be taken. Finally, our safety training provides important tools to

our employees to deal with potential slip, fall conditions, and ajar doors. The following general safety

rules are discussed during our safety training program:

- Horseplay or any actions that show disregard for safety or efficient job completion is not allowed.
- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.
- A worker shall not cause a distraction that would jeopardize the safety of a fellow worker or working environment.
- Be aware of safeguard provided within the workplace.
- Your job will not generally call for the use of ladders. However, if yoo need to reach an object in a situation where a ladder is needed;, please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and adequately secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.
- Keep hands and feet clear pinch points when handling materials.
- Wear the right clothes for the job tasks you will be expected to perform.
- Assistant in the training of new employees by demonstrating safe work habits.
- Never leave running power equipment unattended.
- Be familiar with the proper safety methods and procedures for operating your power equipment.
- Observe and obey all warning signs.
- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.



Chi-Ada Corporation

Report of Lost and Found

Please check one	☐ Lost Item Report ☐ Found Item Report	Date of Report

Description of Lost/ Found Item (s) *Please be specific*

Where was the item (s) lost/found_____?

Date Found_____ Date Lost_____

Staff who log down the lost report/receive found item

Staff: _____ Date/Time_____
Name & Signature

Person making the lost report

Name: _____ Department/service_____
Address;_____ Phone:_____

Claim/collection

Claimant:_____ Staff:_____
Name & Signature Name & Signature
Date/time:_____ Date/Time:_____

d. Training of Chi-Ada Corporation's supervisors and cleaners in green building cleaning procedures as required for this contract.

The primary benefit of Green Cleaning is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

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- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

4. Workload of the Firm:

4.1. List of all completed and active projects in past five (5) years

❖ **Pleasantville Middle School**

Address: 40 Romer Ave

City State Zip:	Pleasantville, NY 10570
Phone/	914-741-1414
Contact:	Stephen Chamberlain, Director of Facilities III
Email:	chamberlains@pleasantvilleschools.org
Contract #	**Bid 2015-2016 School Year**
Period:	2015-2016
Annual amount:	$122,200
Square Footage:	74,056
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

❖ **Briarcliff manor Union Free School**

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org
(2) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

.

❖ ***Broward County Commissioner***

Address:	115 S. Andrews Avenue
City State Zip:	Fort Lauderdale, FL 33301
Phone/Fax:	954 357 5675
Contact:	Ian Mitchell

Email:	imitchell@broward.org
(1)- Contract #	RLI20080908-0-1 (Broward Various Locations)
Period:	2010-2015
Annual amount:	$1,988,455.48
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(2)- Contract #	R0899203P1 (Broward Main Library)
Period:	2011-2018
Annual amount:	$359,987.65
Square Footage:	238,364
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(3)- Contract #	RO92180491 (Broward South Regional Courthouse)
Period:	2011-2018
Annual amount:	$111,579.79
Square Footage:	51,800
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(4)- Contract #	RFP1214808P1 (Broward Janitorial Services for Various County Facilities)
Period:	2016-2021
Annual Amount:	$1,170,509.72
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

❖ ***Miami Dade Public Housing***

Address:	1407 N.W 7 Street.
City State Zip:	Miami, FL 33125
Phone/Fax:	(786) 256-5862
Contact Name:	Florence Saint Jour, Facilities Supervisor
Email:	fstjour@miamidade.gov
(1) Contract #	POHO1200773 (Miami Dade Public Housing Janitorial Services
Period:	2013-2019
Annual amount:	$72,000
Square Ft:	840,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

(2) Contract #	878B-0/9 (Miami Dade Public Housing Janitorial Services)
Contact Name:	Aurea Ivette Velez
Email:	avelez@miamidade.gov
Period:	2009-2014
Amount:	$72,000
Square Ft:	936,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Miami Dade Transit***

Address: 6601 NW 72nd Ave
City State Zip: Miami, FL 33166
Phone/Fax: 305-889-6766
Contact Name: Lazaro Dominguez
Email: Lazaro.dominguez3@miamidade.gov

1- Contract # **ITQ9562-13MDT (Miami Dade Transit Janitorial Services)**
Period: 5/2013-01/2019
Annual amount: $4,552,204.56
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

2- Contract # **ITQ9562-13MDT (Miami Dade Transit: Golden Glades)**
Period: 2013-2018
Annual amount: $36,000
Square Footage: 700,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

3- Contract # **RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities**
Period: 2018-2023
Annual amount: $222,391.92
Square Footage: 260,357
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

4- Contract # **#RFQ9562-34DTPW - JANITORIAL SERVICES - DTPW Rail, Mover, and Bus Facilities**
Period: 1/2019-12/2023
Annual amount: $25,624,628.4
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***Fulton County in Atlanta***

Address: 130 Peachtree Street #1168
City State Zip: Atlanta, GA 30303
Phone/Fax: (404) 612-4446/ (404) 893-6303
Title: Janitorial Services for Selected Facilities
Contact Name: James Morehead, Contract Administrator
Email: James.Morehead@fultoncountyga.gov

1- Contract # 13ITB87106C-MT
Period: 2012-2016
Amount: $362,141.56
Square Footage: 142,673

Summary of Service Provided: Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

2- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Period: 12/2018-12/2021
Annual amount: $617,271.12
Square Footage: 205,925

Summary of Service Provided: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

❖ ***Sarasota County***

Address: 1001 Sarasota Center Blvd.
City State Zip: Sarasota, FL 34240
Phone/Fax: 941-716-1500
Contact Name: William Bill Deller, Facilities Supervisor
Email: bdeller@scgov.net
Location: Sarasota County

Contract # Bid #166453HR Custodial Services

Period: 2/2017-1/2022
Amount: $ 675,972.78
Square Footage: 528,175
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***City of North Miami***

Address: 776 NE 125th Street
City State Zip: North Miami FL 33161-4116
Phone/Fax: 305.895.9886
Contact Name: Destrade Alberto
Email: **adestrade@northmiamifl.gov**
Location: North Miami
Contract RFP No.18-15-16 Janitorial Services

Period: 2017-2019
Annual amount: $180,024
Square Footage: 900,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of North Miami Beach***

Address: 17011 NE 19th Ave,
City State Zip: North Miami Beach, FL 33162
Phone/Fax: (305) 948-2946
Contact Name: Meghan Cianelli Bennett
Location: North Miami Beach
Contract RFP NO:19-062-MC

Period: 2019-2022
Annual amount: $258,936
Square Footage: 151,200
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of Clearwater***

Address: 100 S Myrtle Ave
City State Zip: City of Clearwater, FL 33756-5520
Phone/Fax: 727-562-4633
Contact Name: Alyce Benge
Email: Alyce.Benge@myclearwater.com
Location: City of Clearwater
Contract #900406, Bid# 24-18 (Parks & Recreation Centers)

Period: 2019-2022
Annual amount: $180,000
Square Footage: 213,576
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Fort Lauderdale International Airport (Sub-Contracting)***

Address: 115 S. Andrews Avenue, Rm 212
City State Zip: Ft. Lauderdale FL 33301
Phone/Fax: 954.357.8604
Contact Name: Cara M. Leisy, J.D., Purchasing Agent
Location: Fort Lauderdale Airport, Terminal 1 and car rental
Period: 1/01/14 thru 3/31/19
Annual amount: $1,000,000
Contract #
Square Footage: Terminal 1 and car rental
Summary of Service Provided: Janitorial services, labor, cleaning supplies, materials, equipment, tools, vehicles, uniforms, chemicals, and supervision

4.2. List of all projected projects that vendor will be working on in the near future.

Chi-Ada Corporation does not have any pending awarded contracts.

4.3. Describe Chi-Ada Corporation's approach in managing projects.

At Chi-Ada Corporation, our goal is to ensure that each contract we undertake is completed. Our organization complies with the contract specifications and requirements. In this regard, the management of each contract is prioritized, communicated, meetings are held, inspections are carried out, and controls. Chi-Ada Corporation always establishes permanent channels of communication between the contract administration and Chi-Ada Corporation contracts managers to establish the regular share of information about the management of the project. We also create a line of communication between our on-site staff, through our project manager and supervisors, and the contract administrator to listen and apply the contract administrator recommendations and suggestions. We further hold regular meetings to report and mitigates quality issues. To maintain our quality assurance, our project manager and quality control manager regularly inspect our personnel's tasks to identify any issues affecting contract compliance. We finally control the rentability of our personnel to ensure that we are keeping the highest level of quality cleaning and make any changes that can augment the efficiency of services.

4.4. Were there or will there be any challenges for any of the listed projects?

Based on our knowledge and experience on past awarded projects from Broward County and other companies, there are not known challenges. The experience and the human capital have been the driving power of Chi-Ada Corporation for success. We have human resource potential to ensure that the firm reaches its objectives in every contract.

5. Pricing

The price spreadsheets for Agreement 1 thru agreement 14 are attached.

Conclusion

The Chi-Ada Corporate mission is to provide the most outstanding janitorial services possible.

- We take pride in being productive and self-sufficient regarding our work and responsibilities.
- We believe that hard work and determination are the keys to our company's success.
- We strive to have a strong work ethic and to help employees become goal-oriented individuals.
- We believe that we teach by example.

That is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facility's image to be "The cleanest in America."

Chi-Ada Corporate services are your 24/7, 365 days per year single-source provider for all of your facility cleaning needs. Whether there is a need for a one-time service or an ongoing maintenance program, look to Chi-Ada Corporation to provide the services needed.

We look forward to the opportunity to serve you!

Attachments

Living Wage Ordinance Requirement Forms

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2021 THRU DECEMBER 31, 2021)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.00
Assistant Project Manager or Equivalent	Hour	$ 28.00
Quality Control Manager or Equivalent	Hour	$ 25.00
Shift Supervisor or Equivalent	Hour	$ 23.00
Team Leader/Supervisor or Equivalent	Hour	$ 18.50
Janitorial Worker or Equivalent	Hour	$ 17.05
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services.

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2022 THRU DECEMBER 31, 2022)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.75
Assistant Project Manager or Equivalent	Hour	$ 28.70
Quality Control Manager or Equivalent	Hour	$ 25.63
Shift Supervisor or Equivalent	Hour	$ 23.58
Team Leader/Supervisor or Equivalent	Hour	$ 18.96
Janitorial Worker or Equivalent	Hour	$ 17.48
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services

JANITORIAL SERVICES – FACILITIES MANAMGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2023 THRU DECEMBER 31, 2023)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENED)
Project Manager or Equivalent	Hour	$ 31.67
Assistant Project Manager or Equivalent	Hour	$ 29.56
Quality Control Manager or Equivalent	Hour	$ 26.40
Shift Supervisor or Equivalent	Hour	$ 24.29
Team Leader/Supervisor or Equivalent	Hour	$ 19.53
Janitorial Worker or Equivalent	Hour	$ 18.00
_____	Hour	$ _____
_____	Hour	$ _____

Vendor Name Chi-Ada Corporation janitorial services

Living Compliance Ordinance Affidavit Form

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsivefor failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: Chi-Ada Corporation Janitorial Services

Address: 4820 W Commercial Blvd, Tamarac FL33319

Local Contact: Bart Okoro E-Mail Address: bokoro@chiadacorporation.com

Address:

Contract

Amount:

Using Agency

Served: Solicitation

No. and Title:

By signing below I hereby certify that the covered employees listed below: (please check one)

A. ☐ Receive a minimum pay of $ per hour and are provided health benefits valued at $ per hour.

B. ☒ Receive a minimum pay of $17.05 per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
BRYCE JULIAN	Custodian	B	TELLEZ TADEO	Custodian	B
CLODIANNE CHARLES	Custodian	B	ELIAB NATIVIDA	Custodian	B
PEREZ DUNIA	Custodian	B	EKEOMA DON PRIMUS	Custodian	B
CLIFTON MURPHY	Custodian	B	KIBAKA LANDY	Custodian	B

(Attach Additional sheets in the format above, if needed)

I, BARTHOLEMEW OKORO of CHIADA CORPORATION hereby
attest that(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;

b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and

c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature Title President

SWORN TO AND SUBSCRIBED BEFORE ME this 24 day of MAY

2021

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Public)

My commission expires: 08/07/2024
(SEAL)Notary Public (Sign name of Notary

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced:

APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: Chi-Ada Comp. Contact Person: Bart Okoro

Company Address: 4820 W. Commercial Blvd

City: Tamarac State: FL Zip: 33319 Phone: 954 777-5177

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: $_____

SECTION 3: EXEMPTION BASIS (Check one of the options below and submit supporting documentation as requested)

☐ **(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.
Required documentation for this exemption basis: Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

☐ **(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.
Required documentation for this exemption basis: Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

I, BART OKORO (Print Name), of Chi-Ada Comp. (Company) hereby attest that

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

Signature 5/24/21 President
Title

SWORN TO AND SUBSCRIBED BEFORE ME this 24th day of May, 2021

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

Notary Public (Sign name of Notary Public) My commission expires: 08/07/2024 (SEAL)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced: _____

Revised May 1, 2021

Copy of insurance certificate.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 02/11/21

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 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 BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: ANDREW OGHINAN PHONE (A/C, No, Ext): (305)249-5055 FAX (A/C, No): (305)249-5057 E-MAIL ADDRESS: big@bendellinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: ADMIRAL INSURANCE COMPANY	24856
INSURED CHI-ADA CORP 4820 WEST COMMERCIAL BLVD TAMARAC,FLORIDA 33319 954-777-5147	INSURER B: PROGRESSIVE EXPRESS INS COMPANY	10193
	INSURER C: WESCO INSURANCE COMPANY	25011
	INSURER D: COLONY INSURANCE COMPANY	39993
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			CA000020588-07	12/23/20	12/23/21	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ EXCLUDED $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			03913306-4	09/28/20	09/28/21	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			NA			EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WWC3507748	12/15/20	12/15/21	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	POLUTION LIABILITY CPL FORM			CSP4257990	04/16/20	04/16/21	$1,000,000/1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
JANITORIAL SERVICES.

CERTIFICATE HOLDER IS NAMED AN ADDITIONAL INSURED ON THE GENERAL LIABILITY.

CERTIFICATE HOLDER	CANCELLATION
BROWARD COUNTY 115 S. ANDREWS AVE. FORT LAUDERDALE,FL 33301 RE: FMD, ROOM 501	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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Authorized document to do business (Florida State Registration document)

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

FILED
Mar 14, 2021
Secretary of State
1214206932CC

DOCUMENT# P95000065881

Entity Name: CHI-ADA CORPORATION

Current Principal Place of Business:

4820 W. COMMERCIAL BLVD
4820
TAMARAC, FL 33319

Current Mailing Address:

4820 COMMERCIAL BLVD
4820
TAMARAC, FL 33319 US

FEI Number: 65-0619776

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

OKORO, BARTHOLOMEW
135 NW 163 ST
MIAMI, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	PRESIDENT
Name	OKORO, BARTHOLOMEW
Address	4820 W COMMERCIAL BLVD 4820
City-State-Zip:	TAMARAC FL 33319

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Signing Officer/Director Detail — Date

BLD2121632P1 01 05 BLD2121632P1: JANITORIAL SERVICES LARGE FACILITIES GROUP 4 AGREEMENT NO. 5

List of litigations

Date	Parties	Case number	Case	Outcome
2016	Oscar OSORIO (plaintiff) Vs Chi- Ada Corporation (defendant)	2016 28451 CA 01	The plaintiff brought claim for damages arising out of vehicle accidents with an employee of Chi-Ada Edwin Chikere Alonzie the driver (Case against Chi-Ada workman comp Insurance)	The damages was settled by Chi-Ada Corporation Auto Insurance at $65,000
2017	Raymond Robinson (Plaintiff) Vs Miami Dade & Chi-Ada Corporation (Defendant)	2018-024310-CA-25	Plaintiff alleges slip and Fall at Metro rail and Chi-Ada is services provider	Current
2018	Emperatriz Linares (Plaintiff) Vs Chi-Ada Corporation (Defendant)	2018-035054-CA-01	Plaintiff alleges she was discriminated	Current
2018	Dolores Mengana (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018-000191-ca-23	The Plaintiff Dolores Mengana's cause of action against Defendant, Miami Dade County Florida and Chi-Ada Corporation contractor is that She slipped on an elevator at the Metrorail Station, where Chi-Ada is providing Janitorial services	After presenting evidence and reviewing the cameras it was proven that no harm created by the contractor nor by Miami Dade County Florida for the plaintiff fall. It is the Negligence of the plaintiff. The Judge dismissed the case for lack of credibility evidence by plaintiff.
2018	Fabian Duenas (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018 -13775 CA01	Plaintiff Claimed she hit her forehead on the very clean and bright glass door, that the glass was so cleaned that plaintiff taught it was an open space and bump her forehead into it. The plaintiff attorney argue that the contractor should keep the premises free from dangerous condition and hazards which the defendant should know about.	The case was settled by Chi-Ada Liability Insurance for $15,000.00 and attorney fee

			The attorney also stated that Miami Dade County Florida/ agent fail to warn the public including the plaintiff Fabian Duenas of the condition of said premises which the defendant should have known.	
2019	Digos Enterprises (Plaintiff) Vs Chi-Ada Corporation (Defendant)	Cace-18020417-Div 13	Plaintiff alleges his company did not receive subcontract service of 25% set aside	Current

Case against Chi-Ada's worker compensation Insurance (Currently)

1. Miguel Acevedo: Injury on duty notice of case not received and case not established.
2. Maria Rodriguez. Fall on mover car; case not received, and case not established.

Internal Employee Safety Training Manual and internal employee training document is attached under a file of, “Broward County project's Training and Rules Manual



CHI-ADA CORPORATION

4820 W. Commercial Blvd

Tamarac FL 33311

Trainings & Rule Manual

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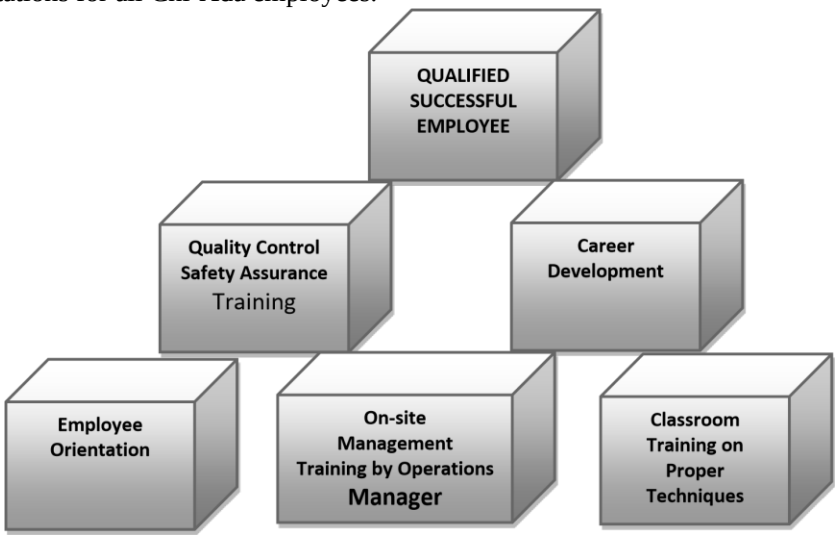
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1- Introduction

Equipping a company's employees with useful knowledge of rules and responsibilities is essential to build a winning business. Chi-Ada Corporation thought a strong rules and training manual for its employees. These rules are the columns for the success of the company. The firm measures its responsibilities in every contract and the expectations of its customers. We are dedicated to build trustful relationships with our customers based on the quality of our services. In this regard, this manual provides the training steps and useful information of our company's rules.

2- General Orientation

All Chi-Ada Corporation employees are required to attend a general orientation and training process which will allow them to become confident and knowledgeable in their positions, company processes, and overall expectations for all Chi-Ada employees.



All employees attend an orientation and preparation process for their new assignment. All managers and supervisors are trained by our Human Resource Manager. The Operations Manager stays on site until all managers are thoroughly trained and can function independently. All supervisors and/or lead personnel must have developed hands-on experience in the areas assigned. This approach has been very successful for Chi-Ada Corporation since the start of the company.

Classroom training will be provided by a qualified Training/QA Director, offered on-site. This trainer will be supported by a Safety/Training Director and other Chi-Ada Staff. Employee management for managers and supervisors is accomplished through the use of the American Management Association, Inc. magazine and Training videos.

In addition to on-site training by Chi-Ada, occasional speakers, product demonstrations and seminars will be sponsored by Chi-Ada Corporation for all department staff. These sessions will be made available to other account personnel, where it is appropriate.



Chi-Ada has developed a *Housekeeping Reference and Training Manual*. All phases of custodial care have been thoroughly covered. This manual is given to each Supervisor for reference with technical and training programs.

A good training program will reduce employee turnover. Trained employees are happier and more confident in their work. This is the goal behind our training program.

Such topics discussed in the Orientation program are listed below but are not limited to:

- Housekeeping Daily Operation/Cleaning Procedures
- Housekeeping Record Keeping Systems
- Organizational and Staffing Plans
- Accountability Management System
- Key Management Control System
- Quality Control System
- Intro/Interdepartmental Communication System

3- New Employee Orientation and Training

DAY 1: The new employees receive a complete orientation of the facility including rules, regulations, benefits, inspection process, uniform, and adequate requirements, scheduled work hours and duties expected. Employee works with a senior employee beginning the second day through the fifth day to learn the methods, work requirements, and job description.

DAY 2: Employees are assigned to area with inspection conducted on a daily basis with senior employee. Further training is performed as needed.

DAY 3: Employees continue learning at the assigned area with daily inspection by the Team Leader/Assistant Coordinator teaching new methods as specified by area.

DAY 4: Employees received full inspection by Coordinator and Assistant Coordinator in each category of cleaning assigned including equipment, janitorial closet, and chemical uses. Corrections and suggestions reviewed that day.

DAY 45: Employees received full review to determine needs as to retention, training, reassignment or other alternatives. Factor input from Coordinator, Assistant Coordinator, senior employee and others as required.

DAY 90: Employees are taken off probation and assigned to designated area, shift, and Team Leader, if not previously done.

ANNUALLY: Sit down and review with Coordinator to review employee's performance rating and discussion of future development of the employee

4- Training Program Breakdown

0 to 45 Days:
Direct labor and supervisor training in core areas (General Information, Safety, Disaster, Policing, Restroom Cleaning, Pressure Cleaning)
Employee evaluation at end of this period

Supervisor in-service training will be scheduled monthly, with topic such as customer service, public employee motivation, disciplinary techniques, financial accountabilities, and interaction will be covered. Annual refresher training will be scheduled.

Employee Development and Continuous training Is critical to the Success of any Organization

45 to 90 Days:
Ancillary Building Assistant - Areas such as Offices.
Handling large tasks.
Employee evaluation at end of this period

Past 90 Day Training:
Direct labor in-service training scheduled to cover identified topics as needed. Topics such as safety, disaster, lifting/moving, cleaning techniques, alcohol/drugs in workplace and customer service, will be covered on a monthly basis.

5- Transition Plan

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company that will be providing services to your company, and we bring our experience in start-ups. Our transition plan is very critical to the success of this project.

Chi-Ada has the ability to start any contract with fully screened and trained employees. Chi-Ada has a proving track record of doing start-ups of all sizes regardless of location.

5.1- Client Communication Plan

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our General Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the General Manager has met with your facilities personal, he/she will meet with the other individuals involved in the transition plan such as the Operations Manager, Human Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

5.2- Management

Our management team headed by the Operations Manager will make a site visit of the facility to locate where all storage locations are. From their observation they will know how much equipment that specific storage location will be able to accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

5.3- Equipment/Chemicals

During this time period our Operations Manager orders all necessary equipment's and chemicals and is deployed to its respective locations. In conjunction to ordering supplies, Chi-Ada will organize supplementary training for the equipment's and chemicals that will be used throughout the different facilities.

5.4- Hiring & Training

This period will be when Chi-Ada hires new employees and train them. This period will encompass: - Hiring new employees

- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them - Site tours

5.5- Final Communication

During the final days prior to the start of the contract, the General Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada we are ready to implement our established start-up system and expand a plan that will meet all of the contract's requirements.

6- Human Resources

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department that is staffed by qualified personal. They are responsible for our hiring, training, and maintain a well-qualified and extremely motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur when it comes to finding exceptional individuals that are very responsible and helping them becomes a great asset to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program that is composed of basic, intermediate, and advanced training from the manufactures of the different equipment's and chemicals that Chi-Ada will be using. The training will be provided by specialist that are certified as an in-service training provided by the company free of charge to our employee's.

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, these include recognizing individuals who have performed exceptional, e.g. employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee's because, we feel that there is more to life than the opportunity for exceptional earnings but valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

7- Technical Procedures

Chi-Ada's proven system of effective employee recruitment and training is anchored to a solid well equipped, management organization. We are confident that our new hires learn simple yet highly effective methods that insure the best results. All new employees will also be given valuable on-the-job training by an experienced Chi-Ada Manager. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had past experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done in an efficient and safe manner.

At Chi-Ada, we believe that custodial works must be trained in the proper use of cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surface within your facility, as well as to maintain the equipment that employee's will be using.

Our training program starts with in-service sessions to ensure complete understanding of the techniques and to keep up with the rapidly changing industry. Training allows our employees to stay afloat with current innovation in cleaning techniques, equipment and proper handling of equipment, chemicals and proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets, therefore; we place high priority in hiring and training them. This training program includes work practices and standard expectation, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description and the use of supplies, paper, soap, etc.

Cross training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce that will be available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

8- Safety Training

Chi-Ada Corporation's safety training program emphasizes on ways to avoid the preventable accident. (1) **Mandatory safety equipment and wears**: In all institutions it is a mandatory to wear proper attire and open toe shoes will not be worn.

(2) **Eliminating the open invitation to an incident**: Slippery walkways.

(3) **Enforcing the existing safety rules**: Such as not smoking indoors.

(4) **Caution analysis of accidents training**: New workers are thoroughly indoctrinated for purpose of making sure everyone knows exactly what to do in case of an accident.

(5) **Fire Prevention**: Chi-Ada Corporation is in compliance with OSHA federal and state fire regulations in job areas. Fire Prevention and emergency exit ways: all employees must exit the building at any time there is a fire alarm to a designated place outside the building and the supervisor will do a head count. All corridors, stairs, doors, and escape routes are kept unobstructed. Every employee of our Corporation is taught to know where alarm boxes, extinguishers, and other firefighting components are located.

(6) **Solid and slippery spill**: Clean immediately to avoid slip and fall.

8.1- Lifting technique Training

Employees are taught to lift 10Ib weight or less on a regular day but anything larger than 10Ib's will be assisted with a pulley. The technique is to bend the knees forward and lift until the object is inside a cart to be carried. *Waist should not be straight when lifting any load larger than 10Ib's.*

8.2- Personal Protective Equipment (PPE) Training

Employees are taught to wear Personal Protective Equipment's such as latex gloves at all times when removing garbage, cleaning restrooms or removing pathogens. Gloves and nose mask are worn when removing hazardous chemicals, dust and other form of pollutant waste, and blood borne pathogens.

8.3- Cleaning Procedures on Chemicals Training

Caution: Under no circumstances should any employee formulate their own detergent. We train all employees how to follow Material Safety Data Sheet procedure to achieve the desired result on acid cleaners for restrooms and abrasive cleaners for soils on hard floors.

8.4- Chemicals in Carpet Cleaning Training

Employees are taught the nature of chemical and dilution in carpet cleaning. It is critical that all employees are taught how to measure according to the directions.

8.5- Maintenance training employees are instructed about how to vacuum, shampoo either by dry soil or hot water, steam-clean, extraction, rotary spin pad and stain removing from resistance stains, on carpets, vinyl, wood, and other type of floors.

8.5- Training is provided by coaching the individuals with the effort to assist individual members of the work force. Spending time on those tasks is so overwhelming that the trainee is able to learn quickly**.**

9- Work Plan

Chi-Ada recognizes the importance of a very effective work plan that will incorporate the transition plan to a very smooth work plan. Chi-Ada's staff has fully reviewed the scope of services outlined in section 1.2 in the RFP. Chi-Ada has done its research when it comes the operations of MIA and its adjacent locations, given Chi-Ada an idea of the daily operations throughout the different facilities.

First, Chi-Ada will order the necessary supplies and equipment for the services required and deploys them to their final destinations throughout the airport and its adjacent buildings. Chi-Ada will meet all requirements listed in Attachment B in reference to its list of equipment, supplies, and chemicals. Under no circumstance will unsafe equipment or products be allowed to operate in any scale on any facilities.

Second, Chi-Ada will collect and adequately secure all keys, key cards, or any other entry devices and codes provided. Chi-Ada will maintain a record of all keys and no employee shall duplicate keys. If any entry device is lost, missing, or stolen, Chi-Ada will immediately contact the Contract Administrator. When all employees enter any unoccupied/unlocked section of a building to provide services, they shall lock all doors, before leaving. All exterior doors shall remain locked during the work shift and shall be checked to ensure safe when leaving the secured section of a building at the end of the work shift.

Next, Chi-Ada will hire and train its new employees on safety and safety practices. Chi-Ada will provide each of its employees working on the job site, with the training needed to safely and competently perform the services required. Chi-Ada is familiar with all Federal, State, County, and City Regulations governed accordingly as they apply to the services rendered. Chi-Ada will keep a record of all training for each employee upon request. The record will state the employee's name, date of employment, date and type of training class attended.

The training process will be monitored by the Managers so they can perform a follow up. The follow up will be determined by the quality reports conducted to review the performance of employees. Our training program is available year-round to ensure that all employees refresh skills and are kept up to date on today's cleaning standards. Our ongoing training secessions concentrate on changes in policies, procedures, and rules. Also, other topics discussed are new techniques and technology that are imperative to the Airport Environment.

Chi-Ada will evaluate each individual location to provide the most adequate staffing requirement for the services required. Chi-Ada will provide adequate personnel to ensure that the required staffing is met for each shift and will have the experience to evaluate the facilities. Chi-Ada will be responsible for all supervision and work performed by its employees.

Chi-Ada Supervisors will provide supervision where needed, communication with staff workers, and conduct daily inspections and evaluate the work area. Chi-Ada will provide weekly, monthly, and semi-annual reports of all project work. Detailed on this report will be the location, duties to be performed, date assigned, date completed, date of inspected work and approval of work, and who approved the work.

10- Employment Plan

Chi-Ada Corporation uses a very stringent procedure for recruitment, testing, screening of individuals assigned to your facility. We use every effort to ensure that all individuals are the best quality match for your facility.

Each employee must undergo the following:

- Criminal Background Investigation
- Character/Integrity Reference Check
- Job Profile Fit Analysis
- Performance Matching
- Pre-orientation for Job Readiness
- Policy and Procedure Manuals
- Employee evacuations

The background process is conducted in two phases. Upon successful completion of the identity verification, the background investigation process continues with more detailed research including employment and Education verification, Criminal Records Check, and Driver's License Check.

All applicants that satisfy our requirements for the background screening move on to the following: Drug Screen, Physical Examination, Psychological Examination, and Suitability/Trustworthiness Assessment. All employees will be required to submit to a random, unannounced drug testing policy. This policy includes all illicit drugs and alcohol. Failure to submit to testing and/or positive test result will be grounds for immediate termination of employment.

All employees involved in a work-related accident or injury are required to report for a drug screen within 24 hours of the incidents.

11- Employee Safety & Protection

Chi-Ada Corporation takes the necessary precautions to protect the safety of the individuals who use the facilities that we will be employed at. We protect persons or properties against injury or damage and will be responsible of any such damage, or injury that occurs as a result of fault or negligence of our employees.

All chemicals are brought and stocked in closets in their original containers. These chemicals remain in their containers until diluted or mixed for use to reduce any aroma from escaping that may be hazardous to anyone. All solution bottles and spray bottles will be in safety containers, which are safe for handling and intended usage.

Chi-Ada Corp. will also provide and use adequate barricades and signs to mark off hazardous work areas and provide sufficient warning prior to, during, and after the performance of all services of danger zones such as areas that have been recently moped or waxed to reduce slip and fall. All general accepted and government required safety practices shall be followed.

In case of any accident, incident, or damage, Chi-Ada will quickly notify the Contract Administrator of any incidents or accidents involving their employees while on-site to ensure that no future situation will occur. ChiAda will have an Accident, Incident, and Damage Report. The report will include the type of incident and an assessment of any property damage or personal injury.

12- Inspection & Detection

Chi-Ada Corporation inspects all facilities and detects any unsafe working conditions to the Contract Administrator. We provide trained and qualified supervisors capable of providing the necessary supervision not only to detect unsafe working conditions but to also train employees to be able to spot any unsafe working conditions. Each supervisor will be capable of verbal and written communication in English and will be capable to effectively communicate with the service workers.

Each supervisor shall conduct a daily inspection and evaluate all assigned areas of work. Each supervisor will note any discrepancies and assure that they are corrected and monitor workers to ensure that they are performing assigned duties.

13- Federal & State Requirements

Chi-Ada Corporation is a very recognized corporation with over 200 employees and has many policies to ensure work-place fairness. Our success and growth are credited because of high standards of performance, quality ethics, and being accountable. Chi-Ada undergoes a thorough screening to guarantee that all applicants hold the high expectations that Chi-Ada holds and believes.

All applicants will complete a detailed application. The application is a pre-screening conducted by our Human Resource Department. Once applicants pass the pre-screening process, then they will undergo an interview by one of our supervisors that is knowledgeable of the position being applied for.

If and when the applicant is deemed an eligible candidate, an offer of employment will be made. Once accepted then the necessary steps will follow:

- Reference and former employment verified.
- Drug screening test conducted.
- Medical screening conducted.
- Criminal background check – including fingerprint check.
- Security background checks where high security is required.

On top of Chi-Ada's screening procedures, we also comply with any regulations. All employees that will have un-escorted access to areas secured for security by law will undergo a FBI fingerprint screening for any past history of any involvement with terrorist activities. No employee will be issued a badge non-the-less hired if they are found to have a connection with terrorist activities.

In an event that an employee is being relinquished of all duties that was issued a security badge for a location of high security, Chi-Ada will retrieve the badge prior to the individual being terminated and the Contract Administrator will be notified.

Once all required screenings are completed then Chi-Ada will train its employee prior to placing them in an onsite location.

14- Safety Assurance

The safety and health of our employees at Chi-Ada Corporation and clients is of primary importance. It is our policy to provide a safe and healthy working environment for our employees, and to strictly enforce all safety rules to guarantee the safest work environment possible. It is the company's policy to abide by and comply with accident prevention regulations set forth by the Federal, State, and Local governments. To accomplish this, continued emphasis will be placed on Accident Prevention, Employee Health Protection, and General Loss

Control; albeit governmental rules regulations, restrictions or standards in effect now or in the future take precedence over our published guidelines

To this end, Chi-Ada provides the following Safety Program to all employees:

- Personal Protective Equipment appropriate to each employee's job assignment. Additional specialty safety equipment would be provided by the client as indicated.
- Safety Manual which includes compliance with Hazardous Communication, and Blood-Borne Pathogens Standards.
- Safety Meetings with employees are conducted on a regular basis.
- Supervisors perform monthly account safety checks.

Chi-Ada company policy mandates that all Supervisors, Managers, Department Heads and other employees at all levels of our workforce make Job Safety a matter equal in importance to all of our operations. These responsibilities can be met only by continuously working together to promote safe work practices, safe equipment, safe chemicals, and an overall safe work site for employees and clients.

There is nothing in the manual that would take precedence over what an employee might determines at the time of an emergency to be the best course of action in a particular circumstance when it comes to saving a life, preventing further injury or safeguarding the public safety.

The following guidelines are established to assist employees in the areas of Accident Prevention. Employee's that help prevent accidents benefits not only them but their fellow employees. It is up to each employee to assume full cooperation in these measures for their Safety and Protection.

Chi-Ada training program is composed of four (4) parties responsible for a safe workplace. These parties are the Company, Supervisors, Employees and most importantly, Fellow Employees.

15- Safe Workplace Responsibilities

15.1- The Company

- Chi-Ada Corporation is committed to train its employees to provide a safe work environment.
- Chi-Ada Corporation management with training standards and procedures relative to implementing the Safety and Health Program.

15.2- Supervisors

- Implementing the elements of the Safety and Health Program as outlined.
- Providing training to employees as to their responsibility in the safe performance of their duties.
- Enforce all safety procedures.
- Conduct thorough accident investigations.
- Maintain accurate accident reporting records.

- Promote a general awareness of safety throughout the workplace.

15.3- Employee

- Provide the necessary discipline to implement the safety rules and regulations as outlined herein.
- Report all unsafe conditions of safety in the work area.
- Maintain a general awareness of safety in the work area.
- Make suggestions as to how any part of our operation may be modified to reduce the potential for hazard.

15.4- Fellow Employee

- Provide the T-E-A-M (Together Everyone Achieves More) work attitude to make Safety a continuous part of working together.
- Speak freely with others about safety concerns.
- Help each other maintain a safe environment to work in with regard to safety Procedures and concern for others.
- Report any unsafe methods or procedures as you see them occur.
- Take preventive action to disallow any unsafe acts.

15.5- **General Safety Rules**

The following safety rules are discussed during Chi-Ada Safety Training Program:

1- Horse play or any actions that show disregard for safety or efficient job completion is not allowed.

2- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.

3- A worker shall not cause distraction that would jeopardize the safety of a fellow worker or working environment.

4- Be aware of safeguard provided within the workplace.

5- Your job will not generally call for the use of ladders, If you should need to reach for an object in a situation where a ladder is needed; please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and properly secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.

6- Keep hands and feet clear pinch points when handling materials.

1- Wear right clothes for the job tasks you will be expected to perform.

2- Assistant in the training of new employees by demonstrating safe work habits.

3- Never leave running power equipment unattended.

4- Be familiar with the proper safety methods and procedures for operating your power equipment.

5- Observe and obey all warning signs.

6- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.

16- Quality Control & Training Program

Our focus on quality control is centered on our employee's performance to a project, therefore; we match quality of service and productivity to efforts made to provide it. Consequently, comprehensive quality control involves all project participants effort put together to ensure that contract specifications are satisfied. We achieve this by emphasizing technical and safety training.

Chi-Ada utilizes a Quality Control Program that covers all the services stated in the scope of services. Our Quality Control Program also helps us determine if our employees are following proper working procedure. Listed below is how our quality program is conducted.

16.1- Methods of Identifying Problems

We make comprehensive effort on every contract we undertake by teaching the custodians how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. Through reports and observations all data will be analyzed:

- To establish trends
- To determine corrective actions
- To access effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we will maintain project performance at acceptable Levels.

16.2- Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly. We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double checking of services completed are more effective than monitoring and other surveillance because minor problems will be illusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality of future problems and the need for timely corrective actions.

16.3- Correction and Preventing of Quality Control Problems

Chi-Ada Corporation double check strategy is used to address quality control problems. First, corrective action is taken to immediately eliminate the problem. After correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report states the work requirement, location, and grades it on a scale of 1-5. The Supervisor decides and initiates the appropriate corrective action and determines to focus on how to correct the problem on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

16.4- Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities. The planned daily inspection will be directed to high traffic areas and it may include random inspections of high frequency and continuous task and 100% inspection for periodic services. The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered. The Manager and Supervisors will perform random, regular, and periodic visual inspection of the facility. Each Supervisor will perform an inspection before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time the inspection was completed to ensure that all activities, functions, and processes are covered. Inspections will be conducted using the same checklist to identify problem areas requiring correction.

16.5- Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high-quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- random inspection
- total inspection
- continuous inspection

All inspections findings will be documented so that the following actions are taken immediately:

- Applicable employees are informed when their level of work performance has diminished below previous levels.
- A corrective action request is initiated, to be corrected by the end of the same shift, related to
  any task that has been rated less than “satisfactory”

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

16.7- Inspections are an ongoing practice

Chi-Ada's coinstantaneous inspections provide additional insurance for attainment of our quality control objective. Our Manager and Supervisors perform these inspections. The inspections are predominately a "walk through." The "walk through" is performed with varying frequencies. However, they are always performed after a certain task is completed, e.g. window cleaning, floor maintenance, or after a predefined task of an area is covered, and at the end of each shift. One of the things that the "walk through" enables Supervisors to do is to check for any possible problem. If it is found, the problem will be immediately corrected. Also, custodians are trained to perform visual inspections of the work they just completed before moving on to their next task.

16.8- At Chi-Ada we create a locale file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- A copy of our quality control plan
- A copy of all completed quality control checklist.
- A copy of all quality control reports
- A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems. The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections any time during this contract.

Our company recognizes the importance of quality control and assurance; therefore, reporting and record keeping is highly maintained.

- Neatly
- Legible
- Completed properly
- Filed properly

16.9- Quality Assurance

Chi-Ada Corporation developed a Quality Assurance Program through the use of questions and Client Response Program. The program focuses on prompt responses to facility staff and complaints. Once responses are established, we follow up to see a standard at the facility and our employee's will be coached at an informational meeting. This will also be followed by periodic briefings and quarterly updates to outline format, and the content of a complaint.

Each complaint is investigated, and corrective actions are taken as necessary. This is a valuable way to prevent subsequent errors to effectively demonstrate our commitment to total client satisfaction.

17- Hazard Communication Program

17.1- Introduction

The Hazard Communication Standard (HCS), established by the Occupational Safety and Health Administration (OSHA), requires that the hazards of all chemicals, produced or improved be evaluated and information concerning their hazards, if any, be transmitted to employees who may be exposed to those chemicals under normal operating conditions or in foreseeable emergencies. This Hazard Communication Program Policy Statement has been prepared to assist Chi-Ada Corporation in complying with the Hazard Communication Standard.

The Hazard Communication Program will provide employees, with the means to understand the nature of any chemical hazard to which they may be exposed to during the course of their employment so that they will better protect themselves. The purpose of the Program is to improve employee protection from chemical hazard and, thereby reducing illness and injuries caused by exposure to chemicals.
The Program includes identifying and listing all hazardous chemicals present in the workplace, labeling all containers of hazardous chemicals in the workplace, obtaining and maintaining Material Safety Data Sheets, providing information about hazardous chemicals in the workplace, and training employees regarding hazards of chemicals present in the workplace and the use of appropriate protective measures.

Any additional requirements under the laws of the State of Florida are incorporated into the Chi-Ada Hazard Communication Program.

17.2- Responsibility

The Hazard Communication Coordinator is responsible for the coordination and implementation of Chi-Ada Communication Program. These responsibilities include, but are not limited to: training, handling, safety, emergency procedures, site location of MSDS, emergency telephone numbers, competent supervisory personnel with knowledge of all chemicals on site.

17.3- Identification and Listing of Hazardous Chemicals

The Hazardous Communication Coordinator maintains a list of hazardous chemicals known present in the workplace. All hazardous chemicals are identified on this list in the same manner as those chemicals are identified on the appropriate Material Safety Data Sheets.

17.4- Material Safety Data Sheet (MSDS)

The Hazard Communications Coordinator maintains the Material Safety Data Sheets and trains employees on how to read it for each product containing hazardous chemicals known to be present in the workplace. Each Material Safety Data Sheet is in English and contains the following minimal information:

1. The name, address and telephone number of the chemical's manufacture, importer or distributor.
2. Hazardous ingredient/identifying the chemical.
3. Physical/chemical characteristics.
4. Fire and explosion hazard data.
5. Health hazard data.

1. Reactivity data

2. Precautions for safe handling and use.

3. Control measures.

Material Safety Data Sheet is maintained in such a manner as to be readily accessible during the work shift to employees when they are in their work area.

Material Safety Data Sheet also is made available for inspection, upon request, to the employee's designated representatives.

17.5- Labels and Other Warnings

The Hazard Communication Coordinator trains employees to make sure that all necessary and appropriate measures to ensure that all hazardous chemicals present in the work area are labeled or marked as required under the applicable regulations.
Labels and other warning include the identity of the product contained therein and appropriate hazard warning(s). Labels and other warnings are legible, in English, and prominently displayed on the container or readily available in the workplace throughout the work shift. Labels and other warnings may be printed in languages other than English in appropriate circumstances.

Employees are trained not to remove or deface existing labels or other warning on less the container is immediately thereafter marked with the required label or other warning.

17.6- Information

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are informed of hazardous chemicals in their work area at the time of the initial assignment to that work area. Whenever a new hazard is introduced into the work area, or significant changes occur in the data provided, additional training will be conducted.

All employees are trained to be informed of the requirements of the HCS, operations of their work area where hazardous chemicals are known to be present, and the location and availability of the company Hazard Communication Program.

17.7- Training Program

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are trained in the proper use of hazardous chemicals in their work area at the time of their initial assignment in the work area and, thereafter, whenever a new hazard is introduced in their work area.

Employee training includes:

1. A summary of the Hazard Communication Standard and the company Hazard Communication Program.

2. Hazardous chemical properties, including visual appearance, odor, and methods that can be used to detect the presence of release of hazardous chemicals.

1. Physical and health hazards associated with potential exposure to workplace chemicals.

4 Procedures to protect against hazard, including personal protective equipment, work Practice, and emergency procedures.

5. Hazardous chemicals spill and leak procedures.

6. Location of Material Safety Data Sheets, how to understand their content and how employees may obtain and use appropriate hazard information.

7. How to read and understand product labels.

The hazard Communication Coordinator monitors and maintains a record of each employee training and advices the company on training needs.

18- Blood-Borne Pathogen Safety Program

Chi-Ada's Blood-borne Pathogen Program provides a method to safeguard our employees from being occasionally exposed to blood and other potentially infectious materials, during first aid and emergency situations. It is also Chi-Ada's intent to comply with federal OSHA requirements listed in 29 CFR 1910.1030.

18.1- Scope

The training programs train's employees to identify who in an emergency situation have the potential for being exposed to blood and other potentially infectious materials when responding solely to injuries resulting from workplace incidents.

18.2- Information and Training

All employees are put through a comprehensive training program provided with as much information as possible on the issue. New employees or employees changing jobs or job functions requiring training in blood pathogens will receive this training at the time of their new job assignment. After initial training, employees will be retrained annually to keep their knowledge current.

18.3- Training topics

Training will be provided to Chi-Ada employees at the time of hire and annually thereafter. Training will include, but not limited to the following:

- Employees are provided access to a copy of the OSHA Blood-borne Pathogen Standard, 20 CFR 1910.1030, and a written copy of the company's safety program.
- Employees receive general information regarding Blood-borne Pathogen diseases with emphasis on epidemiology, systems, and modes of transmission of Hepatitis B, HIV, and other diseases.
- Employees review the use and limitations of methods that will reduce or prevent exposure. These methods are engineering tools, work practice control, and personal protective equipment.

- Employees learn different types and proper use, location, removal, and handling of contaminated personal protective equipment.
- Employees are provided information on the vaccines, including its; efficiency, safety, mode of administration, and benefits of vaccination.

18.4- Practices

Maintaining your facility in a clean and sanitary condition is an important part of our Blood-borne Pathogen Training Program. Chi-Ada cleaning staff employs the following practices:

- Any surface or equipment contaminated with blood or other body fluids will be cleaned as soon as possible.
- Employees will use paper towels to remove the visible materials and the decontaminated area using freshly prepared water and bleach solution or an appropriate disinfectant registered with the Environmental Protection Agency (EPA).
- Cleaning products such as paper towels and gloves will be placed in plastic bags removed by a hazardous waste disposal company.

18.5- Personal Protective Equipment

Personal Protective equipment is Chi-Ada employees' "last line of defense" against Blood-borne Pathogens. Chi-Ada provides, at no cost to its employees, the personal protective equipment need to protect them against exposure. This equipment includes, but is not limited to those listed below:

- Gloves
- Safety Glasses Face shields

Chi-Ada is responsible for ensuring that all locations throughout this contract have appropriate personal protective equipment available to employees. Employees' personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials.

To ensure that personal protective equipment is not contaminated and are in the appropriate conditions to protect employees from potential exposure, Chi-Ada adheres to the following practices:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment are cleaned, laundered and decontaminated as needed.

To ensure equipment is used as effectively as possible, Chi-Ada employees adhere to the following training when using their personal protective equipment.

- All potentially contaminated personal protective equipment is removed prior to leaving a work area.
- Disposable gloves are replaced as soon as they are found to have any contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Reusable utility gloves are not used.
- Protective clothing, such as coats are worn whenever potential hazard materials are considered.

19- Conclusion

Chi-Ada Corporation mission is to provide the most outstanding janitorial service possible. We take pride in being productive and self-sufficient regarding our work and responsibilities. We believe that hard work and determination is the key to our company's success.

We stride to have a strong work ethic and to help employees become goal-oriented individuals. We believe that we teach by example.

This is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facilities image to being "The cleanest in America".

Chi Ada Corporation

Item: **BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:Janitorial Services - BCJC West Building Bridges 4 & 5 - Agreement No. 12**

Attachments

Pricing agreement 12 2021 Broward bid_000057.pdf

Agreement 12 Final 2021 Broward County Janitorial Services - County Facilities Bid.docx

Janitorial Services - Price Sheets - BCJC West Building, Bridges 4 & 5 - Agreement 12 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	Two Year Total
1	BCJC West Building Bridge 4 and Bridge 5 201 SE 6 Street Fort Lauderdale, Florida 33301	12	Basic Cleaning	$134,872.65	$1,618,471.80	$ 140,267.56	$1,683,210.72	$ 3,301,682.52
		12	Restrooms	$ 7,846.75	$ 94,161.00	$ 8,160.62	$ 97,927.44	$ 192,088.44
		12	Floors	$ 7,846.75	$ 94,161.00	$ 8,160.62	$ 97,927.44	$ 192,088.44
		Hourly	Porter (325Hrs./Month)	$ 26.00	$101,400.00	$ 27.00	$105,300.00	$ 206,700.00
		34,050	Pressure Cleaning (SQ. FT.)	$ 0.25	$ 8,512.50	$ 0.25	$ 8,512.50	$ 17,025.00
		1	Windows	$100,000.00	$100,000.00	$ 104,000.00	$104,000.00	$ 204,000.00
		1	Air Quality	$ 33,290.80	$ 33,290.80	$ 34,622.43	$ 34,622.43	$ 67,913.23
		12	Cleaning Supplies	$ 2,928.24	$ 35,138.88	$ 3,045.37	$ 36,544.44	$ 71,683.32
		12	Paper Products	$ 20,000.00	$240,000.00	$ 20,800.00	$249,600.00	$ 489,600.00
		34,050	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 8,512.50	$ 0.25	$ 8,512.50	$ 17,025.00
		34,050	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 10,215.00	$ 0.35	$ 11,917.50	$ 22,132.50
			Total		$2,343,863.48		$2,438,074.97	$ 4,781,938.45
	Total (1) - Summary, all sites				$2,343,863.48		$2,438,074.97	$ 4,781,938.45

		Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:						
Project Supervisor	50 hrs.	$ 32.00	$ 1,600.00	$ 33.00	$ 1,650.00	$ 3,250.00
Site Supervisor	50 hrs.	$ 31.00	$ 1,550.00	$ 32.00	$ 1,600.00	$ 3,150.00
Full Time Service Crew	50 hrs.	$ 30.00	$ 1,500.00	$ 30.00	$ 1,500.00	$ 3,000.00
Part Time Service Crew	50 hrs.	$ 30.00	$ 1,500.00	$ 30.00	$ 1,500.00	$ 3,000.00
Porter Day/Night	50 hrs.	$ 30.00	$ 1,500.00	$ 30.00	$ 1,500.00	$ 3,000.00
Emergency Services Labor:						
Project Supervisor	50 hrs.	$ 32.00	$ 1,600.00	$ 33.00	$ 1,650.00	$ 3,250.00
Site Supervisor	50 hrs.	$ 31.00	$ 1,550.00	$ 32.00	$ 1,600.00	$ 3,150.00
Full Time Service Crew	50 hrs.	$ 30.00	$ 1,500.00	$ 31.00	$ 1,550.00	$ 3,050.00
Part Time Service Crew	50 hrs.	$ 30.00	$ 1,500.00	$ 31.00	$ 1,550.00	$ 3,050.00
Porter Day/Night	50 hrs.	$ 30.00	$ 1,500.00	$ 31.00	$ 1,550.00	$ 3,050.00
"Pass thru" (Services/Materials)			$ 1,000.00		$ 1,000.00	$ 2,000.00
	Total (2)		$16,300.00		$16,650.00	$ 32,950.00
Grand Total - Whole Group **(Total 1 + Total 2)**			FALSE		$2,454,724.97	$ 4,814,888.45

NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

YES	X	Agree to the above statement.
NO		Disagree to the above statement.

NAME OF COMPANY: Chi-Ada

AUTHORIZED PERSON NAME: Bart Okoro

AUTHORIZED SIGNATURE: Bart Okoro

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.
All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: Bart Okoro **DATE:** 5/24/2021

THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.

Chi-Ada Corporation
4820 West Commercial Blvd, Tamarac FL 33319
Phone: (954) 777-5177
Cell: (305) 962-0398
Fax: (954) 777-5147
bokoro@chiadacorporation.com

Broward County Board of County Commissioners

BLD2121632P1--01-12 - BLD2121632P1: Janitorial Services - BCJC West Building Bridges 4 & 5 - Agreement No. 12



Letter of Transmittal

Chi-Ada Corporation
4820 West Commercial Blvd,
Tamarac Florida 33319
Phone: 954-777-5177 Fax: 954-777-5147
www.chiadacorporation.com

Bart Okoro
President OF Chi-Ada Corporation

May 24, 2021

Richard Trupiano
Purchasing Agent Senior
Broward County

On behalf of Chi-Ada Corporation, we are pleased to submit our proposal to provide Janitorial Services for Broward County facilities, which is a response to your Solicitation #BLD2121632P1.

We have read and understood the terms and conditions in the invitation to bid and we have submitted our response in accordance with these terms and conditions. If you should have any need for clarifications on this proposal, we are at your disposal to discuss, please contact me on (954) 777-5177 or fax at (954) 777-5147 or on email at bokoro@chiadacorporation.com.

We look forward to serving you and always assure you of our best professional services.

Yours Faithfully,

Bart Okoro
President

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1. Ability of Professional Personnel:

a. Chi-Ada Corporation's Qualifications and relevant experience of the Project Manager and all key staff

Chi-Ada Corporation's personnel are highly qualified. We based our contract compliance on the qualification of our key personnel. Being highly qualified is a significant factor in our success in all the contracts we are awarded. The president of Chi-Ada Corporation is our account manager for this contract. We are doing that to ensure that there is a strict adhesion to the contract compliance and that our employees have conversed professionally with Chi-Ada Corporation upper management.

The account manager has more than twenty-six (26) years in managing janitorial services. He overviews each contract with highly skilled key personnel comprised of the project manager, the assistant project manager, the quality control manager, and project crews and custodians. The project manager and assistant project manager have been managing our contracts for more than seventeen (17) years. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the experience and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen (16) years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve (12) years of supervisory experience. Professional custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one (1) to ten (10) years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equip them with the same cleaning knowledge, safety awareness, and the skill needed.

Resumes of Chi-Ada Corporation's key personnel

❖ Account Manager

Role in the Project:

- Control the overall project for a successful completion of the project.
- Control the suppliers and equipment needs of the project.
- Sign and order official documents with the Broward County
- Respond to the Broward County for any key issues of the project.
- Coordinate and report to the Broward County management about the compliance of the project

Bartholomew Okoro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Account Manager and President of Chi-Ada Corporation with twenty-seven (27) years of experience in janitorial services, management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.

Professional Experience

1995-Present: **President/CEO** (Chi-Ada Corporation, Florida)

- Oversee all of the company activities.
- Responsible for operations and financial performance
- Enhance the standing of the company with the outside world.
- Submit acquisition, proposals.
- Prepare strategies, plans and objectives.
- Review the performance of employees and keeps them informed!

1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida)

- Provided janitorial services to 43 bank locations.

1988-1992: Assistance Restaurant Manager

- Making guest reservations
- Supervise quality control.
- Plan public relations activities and party arrangements
  1988-1992: Assistance Restaurant Manager

Line Cook (Fontainebleau Hilton Hotel, Miami Beach, Florida)

- Prepare meals for major events.
- **Basic** food preparations

Education

1991 B.S. Degree in Hospitality Management (Florida International University, Miami, Florida)
1990 Associate Degree in Pharmacy (Miami Dade College, Miami, Florida)
1987 Degree in Hotel Management (College of the Bahamas Nassau, Bahamas)

Certification

Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations, Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

- **Fulton County: Janitorial services**

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility.
  Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Quality Control Manager

Role in the Project:

- Lead the inspection team.
- Inspect and report quality issues.
- Ensure contract compliances are met.
- Keep copies of inspection records.
- Report to the Account manager and the Broward County contract administrator

Maxine Goodall
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Excellent planning and organizational skills and strong leadership, excellent communication skill.
Quality Control Manager with 14 years of experience of managing governmental and private janitorial contracts inspection and contract ensuring compliance of contract specifications, re-evaluating operations to ensure the highest quality of service.

Professional Experience

2015-Present: **Quality Control Manager** (Chi-Ada Corporation, Florida)

- Oversee and implement all contract specifications and hiring and training managers and supervisors.
- Ensure compliance of contract specifications and re-evaluate operations to ensure the highest quality of service is provided to our customers.
- Write reports, prepare schedules and attend meetings with our clients
- Oversee the quality assurance of janitorial contracts

2005-2015 **Custodial Supervisor and quality control management** (Chi-Ada Corporation, Florida)

- On-the-job training of custodial personnel
- Inspecting and coordinating cleaning efforts throughout facilities
- Distributing of chemicals and cleaning supplies to Custodians
- Ensuring all work is performed in a safe manner

Education

1975-1979 High School Diploma (East Orange High School)

1982-1983 Some Courses in Drafting, Physics, Mathematics, English and Economics (New Jersey Institute of Technology (N. J. I. T.)

1987 Diploma in Mathematics, Plumbing, Drafting, Electrical Drafting, Computer Drafting, and Floor Plan (Lyons Institute, New Jersey)

Certification

Quality Control assurance certification
Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
    - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
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    - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

❖ **Project Manager**

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Patrick Wnoakeofor
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Contract manager with (15) years of experience, exceptionally talented, creative and efficient manager of pools of supervisors and in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.

Professional Experience

2004-Present: **Operations/Quality Control Manager** (Chi-Ada Corporation, Florida)

Education

2009 master's degree in economics (Florida International University, Miami, Florida)

1998 B.S. Degree in Biology (Miami Dade College, Miami, Florida)

Certification
Green Cleaning
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

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    Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

❖ Assistant Project Manager

Role in the Project

- Assist the project manager in managing the contract of Miami Dade Airport
- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Omar Turrel

Project/Operations Manager

Distinctive Qualifications

Expert abilities to listen others and move toward with common goals.
Proven ability to drive essential process change under strict deadlines.
Planning abilities in cleaning and expert in Maintaining facilities.
Ability to achieve best result in time supervision.

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Professional Profile

Excellent Janitorial and Supervisory Skill, capable to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in Service industries and overall success.

Chi-Ada Corporation: 2013- present

Project Manager

* Attend meetings, trainings to develop better skills with ability for multi tasks

- Serves as onsite Manager for assigned project location to insure all services.
- comply contract specifications.
- Serve as Inspector to make sure daily and weekly contract specifications are met.
- Effective time manager to Chi-Ada employees
- Report to Home office of incident if any and keep records.

Clean industrial Cleaning service 2011

- Conducts numerous training to blend super results.
- Developed staff operating procedures to ensure quality control.
- Take inventories of supplies.
- Comply to company standard and procedures.

Education

- Plantation High School 2000 Florida
- School of Environmental Service. 2010

Certification_____
Green Cleaning
OSHA Safety training

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

Fulton County: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility. Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Supervisors

Role in the Project

- Responsible for Staff Reporting to Work as Scheduled
- Responsible for Inspections of All Work Performed by Staff
- Verify All Reports, Time Sheets, Customer Request Response & Daily Inspections
- Assist in Problem Solving Concerns

Humberto Guerra
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge of completing projects and satisfying my clients. Good listen abilities to measure complaints, Effective leadership in business affairs. Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in maintaining facilities.

Professional Experience

May 2013-Present Chi-Ada Corporation: Site Supervisor

- supervisor of Chi-Ada employees Group A, evening shift
- Inspector to make sure daily and weekly contract spec are met
- Assist coordinate relationships with County representatives
- Assist time Chi-Ada management with employees
- Report to Project to General Manager matters of incident if any and record each.
- Assist in Orientation of new hire to develop better skills with ability handle multi tasks.
- Record Stocks of inventories and weekly supplies to the station stockroom.

2005- May ,2013: Diamond Cleaning services: Supervisor

- Assist employees training in Diamond cleaning service
- Assist staff understanding work procedures to ensure quality control
- Take charge of distribution of inventories
- Comply with company standard operating procedure

Education

Vocational school on Environmental Service

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maricela Hernandez
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

.

Professional Experience

2013-Present: **Supervisor** (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2009-2013 Supervisor: Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals
Proven ability to drive essential process change under strict deadlines
Leadership in Janitorial services industry and expert in Maintaining facilities.
Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Valerie Gomez

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

- Gain Knowledge and effective leadership in business. Hard Work, Goal Oriented, Compassionate to Others, and Effective communicator

Professional Experience

2012-Present: **Supervisor at** Chi-Ada Corporation

- Serves as supervisor for Metro Rail Locations North to insure all services comply contract specifications
- Daily inspection of all stations
- Record Keeping of any incidental and report to Management
- Draw weekly schedule for Chi-Ada employees
- Report to Project Manager of any incident on day to day stocks and inventories.
- Attend meetings, trainings to develop better skills with ability.

2001-12 Vista Janitorial service

- Orientation and training of Newly hire
- Supervise staff to ensure quality control
- Instruct New hire on Material Safety Data issues
- Adhere to company standard operating procedure

Education

High School Graduate.

Environmental Education

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000

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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maria Castro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge to completing projects and satisfying client's high ability to supervise and resolve problems. Hard working Individual

Professional Experience

2012-Present: Chi-Ada Corporation, Florida: Site Supervisor

- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

2005-2011: Diamond Cleaning service: Site Supervisor

- Request Materials and supplies when needed
- Direct and assist staff to ensure MSDS material Safety are followed.
- Help distribution of inventories
- Compliance to company standard operating procedure
- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

Education

High school graduate
College of Environmental studies

Additional Skills

Abilities to influence others make tough Decision and goal getting. Ability to drive essential process changes even at tough Times. Good Leadership in Janitorial services industry. Capable to achieve best results in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training
Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Marcel Macken
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Military Knowledge; Active Business interest, completing projects to satisfaction and ability to supervise and listen to complaints. Proven effective leadership in Task successfulness. Hard Work, Compassionate to Employees, Excellent Skill, Goal Oriented, and Effective Communicator

Professional Experience

2012-Present: Supervisor Chi-Ada Corporation

- supervisor Metro Rail South Stations enforcing contract specifications
- Ensure daily and weekly contract specification are met
- Foster relationships with County Property Managers
- Demonstrates effective time manager to Chi-Ada employees
- Ensure management are well inform of incidents and record keeping stocks and inventories.
- Disciplinary action writes ups

2009-2012 Diamond Cleaning service

- Supervise employees to adhere work standard and procedures
- Prepare employees Roaster to ensure quality control
- Monitored Supplies of inventories

Comply to company standard operating procedure

Education

U.S Military Services
High School Graduate
Miami Dade College

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning

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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Nitza Molina
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present: Supervisor (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

James Kakrah

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present Chi-Ada Corporation: Site Supervisor

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Coastal service

- Provide House Keeping on Board
- Ensure quality control
- Assist inventories
- company standard operating procedure

Education

Nautical College
Technical of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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❖ Custodians and Project Crews

Number	Function	Title	General Experience
Custodians	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Responsible for general cleaning ❖ Cleans and maintains entry lobby including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary, to maintain excellent entrance appeal. ❖ Cleans restrooms on a daily basis, more if necessary, to maintain sanitary conditions. ❖ Cleans stairways and elevators on a regularly scheduled basis	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Restroom Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Project Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation

a. Subcontractors

Chi-Ada Corporation intends to subcontract 12.5% of this project to Ann's Janitorial Services Inc and 12.5% to McKenzie Cleaning.

Ann's Janitorial Services Inc

nn's Janitorial Services Inc is a woman-owned company whose founder and president is Norma Ann Kendall. Ann, along with her two daughters Shundell and Petal Richards, started the company in 2004 with a vision that today became a reality held and operated since its inception. Ann has been a nurse for 12 years with Jackson Memorial Hospital and decided after watching how her office was clean that it was much more to keep the environment and surroundings clean than what she was seeing done. With much research to attending classes from how to start a

business-to-business administration where she obtains a Business Degree from Barry University to conclude that there is a great need for people to work in the environment because of the population growth, the pollution in the air and the use of public places decided Ann's Janitorial Services Inc. will be best to serve its country with professionalism and integrity.

The firm is certified with both Broward and Dade Counties as CBE, SBE DBE and doing work with them presently as a subcontractor at FLL AirPort, Broward county main library, Broward county GG garage South and East courthouse And South garage, Port Ever Glade and Broward County Main Warehouse and Hunt/Moss Miami Dade CRA building (in South Miami), NANA tools for change, Meinser's electric and Coastal / Tishman Construction (Miami World CT. We are an insured company with OSHA training.

Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Ann's Janitorial Services CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674
January 27, 2021

Ms. Norma Ann Kendall
ANN'S JANITORIAL SERVICES, INC.
P.O. Box 85013
Hallandale Beach, Florida 33008

Dear Ms. Kendall:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** has been renewed. Your firm no longer qualifies for Small Business Enterprise because the number of full-time employees has exceeded the program's threshold.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in Periscope to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2021.01.27 17:01:17 -05'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE
ANNIVERSARY DATE: DECEMBER 16TH

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

Ann's Janitorial Services Letter of Intent for Agreement 12

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: Bid #BLD2121632P1

Project Title: Janitorial Services - County Facilities

Bidder/Offeror Name: Chi-Ada Corporation
Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319
Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: Ann's Janitorial Services, Inc.
Address: 11846 Southwest 8th Street , Pembroke Pines, FL, 33025 City: Pembroke Pines State: ___ Zip: 33025
Authorized Representative: Norma Ann Kendall Phone: 954-593-0707

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial services at Branch Libraries Agreement 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative
Signature: Norma H. Kendall Title: President Date: 05/07/2021

Bidder/Offeror Authorized Representative
Signature: [signature] Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

Ann's Janitorial Services Inc key personnel resumes

Norma A. Kendall

11846 sw 8th St Pembroke Pines, Fl 33025 | (954) 909-1307 | nkendall0575@yahoo.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

BACHOLEORS DEGREE | MAY 2009 | MIAMI DADE COLLEGE

- Major: Nursing Science

MBA | APRIL 2016 | BARRY UNIVERSITY

- Major: Business

Skills & Abilities

MANAGEMENT

- In charge of business development and growth
- Forecasting budget cost for current and future projects
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Always keep in consistent contact with clients

LEADERSHIP

- I have held position as chairwoman for my alumni at Concord Career Institute
- Vice chair for Miami Dade chambers of commerce
- Trustee for Hollywood Chambers of commerce.

Experience

HEAD NURSE | JACKSON MEMORIAL HOSPITAL | FEBUARY 1995 – JULY 2003

- In charge of creating schedules
- administration of medicine
- writing referrals
- assisting coordinating daily activities of the hospital.

JANITOR | SELF EMPLOYED | AUGUST 1998 – PRESENT

- General cleaning of office, banks, and various facilities
- Carpet extractions

Jermaine Kendall

7766 Panama St Miramar, Fl 33023 | (954) 604-3501 | jermainefromanns@gmail.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

HIGH SCHOOL DIPLOMA | JUNE 2004 | CHARLES W. FLANAGAN

- High school graduate

Skills & Abilities

MANAGEMENT

- In charge of janitorial crews as large as a 20 person teams for various facility sizes
- Coordinating schedules
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Built strong relationships with clients
- Created a strong communication network with my staff

LEADERSHIP

- I have held a lead technician position at Comcast
- Operations manager for commercial and construction janitorial projects

Experience

LEAD TECHNICIAN | COMCAST CABLE COMPANY | APRIL 2007 – JULY 2018

- In charge of fixing escalated trouble calls
- Certified fire/ and burglar alarm technician
- Installed and repaired both coax and network cable, internet, and landline

JANITOR | OPERATIONS MANAGER | AUGUST 2016 – PRESENT

- Coordinating optimal staff for projects
- In charge of pay rolls and scheduling
- Recruiting and training staff members
- General cleaning of office, banks, and various facilities
- Carpet extractions
- Strip and wax various types of floors
- Bathroom sanitizing
- Electrostatic sainting

McKenzie's Cleaning Inc

McKenzie's Cleaning Inc. is a full-service janitorial firm providing services for various agencies both in the public and private sectors. The firm has been in the Janitorial industry for over 15 years and is proudly growing steadily.

McKenzie's Cleaning Inc is specialized in janitorial /custodial services, floor care, and post-construction cleaning. It performs 70 percent of the work as a prime vendor and 30 percent as a subcontractor for larger firms in the same industry. The targeted clients are government facilities, county facilities, city facilities, airports, and seaports. McKenzie's Cleaning Inc decade-plus long services are incomparable because the firm built its business on integrity, accountability, and delivering what is promised. Over the years, McKenzie's has received and maintained many certifications with several different agencies and organizations. McKenzie's Cleaning Inc is certified as an 8A, MWOSB, HUBZONE, and DBE certified firm. In addition, they are a CBE and SBE certified firm in Miami-Dade County and Broward County and with both their School Board. Steadily growing, McKenzie's has put the above-listed certifications to good use. For example, under the 8A certification, the company has provided the janitorial services for the USDA facilities in Miami-Dade, the Coast Guard Base Miami and CEU location, and the FAA Towers and Air Route Center in Both Miami-Dade and Broward Counties. As well as, for the Department of Homeland Security Marine Facilities in Ft. Lauderdale Florida. In addition, McKenzie's Cleaning Inc provides janitorial and custodian services as a subcontractor for SP Plus at Port Everglades since 2009, where the company cleans all offices and garages totaling over 500,000 SF. Similar projects include Broward County Public Defenders Offices, State Attorneys Offices, Employee Assistance Program, the State Archives Buildings, and the 911 Dispatch Center. McKenzie also has experience as a subcontractor in neighboring Broward County, where the firm performs duties for Triangle Services (the prime), cleaning the Broward County Judicial Complex and 10 Libraries in Broward County. McKenzie was responsible for its employees, equipment, and supplies to get the job done on these projects. All of the above experiences mentioned are similar to that which is required. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experiences in supervising janitorial services.

McKenzie's Cleaning Inc CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

March 22, 2021

Ms. Terriann McKenzie
MCKENZIE'S CLEANING, INC
3600 State Road 7, Suite 38
Miramar, Florida 33023

Dear Ms. McKenzie:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** certification has been renewed.

Your firm's certification is continuing from your anniversary date but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to ensure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development
Cert Agency: BC-CBE
ANNIVERSARY DATE: February 7th

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

McKenzie's Cleaning Inc Letter of Intent Agreement 12

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: BLD2121632P1

Project Title: Janitorial Services - Branch Libraries

Bidder/Offeror Name: Chi-Ada Corporation

Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319

Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: McKenzie ' s Cleaning Company Inc

Address: 3600 S. State Road 7 Suite 38 City: Miramar State: FL Zip: 33023

Authorized Representative: Terriann Mckenzie Phone: (305) 249-5911

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.

B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.

C. By signing below, the above-named CBE is committing to perform the work described below.

D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial Services - Branch Libraries - Agreement No. 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative

Signature: _____ Title: President Date: 05/10/2021

Bidder/Offeror Authorized Representative

Signature: _____ Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

McKenzie's Cleaning Inc key personnel resumes

TERRIANN V MCKENZIE

tmckenzie@mckenziescleaning.com

(305)249-5911

OBJECTIVE

To own and operate a successful Janitorial / Cleaning Service where I will utilizing all the company's certification to doing business across the United States. .

Profile

- Energetic Self-starter, work well independently or as a member of a team.
- Strong leadership skills: able to direct and make decisions effectively.
- Innovative and Creative, results oriented, strong work ethic and self-confident.
- Articulate and adaptable; can respectfully communicate with anyone.
- Excellent organizational skills; detail oriented individual with the ability to efficiently and effectively manage multiple tasks.
- Solution Oriented; conflict resolution specialist.

PROFESSIONAL EXPERIENCE

McKenzie's Cleaning Company Inc. 8/2003– Current

- Develop and maintain relationship with Client
- Performed financial functions, maintained accounting records, and reviewed request for major and controlled items.
- Maintained service records
- Reconciled activity records for monthly and quarterly reporting reviews.
- Document and maintain activity records.

Dillard Senior High School

- Plans and implements a program of study designed to meet individual needs of students that adhere to the district philosophy and goals.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.
- Excellent classroom management skills

Education

M.S. Education Leadership,	Nova Southeastern University	2001-2003
Bachelor of Arts, cum laude	Florida International University	1998-2001
Associate in Arts	Miami-Dade Community College	1996-1998

Jocelyn Medina

Jocelyn@mckenziescleaning.com (786) 474-0102

PROFILE

Sophisticated and skilled professional with 3 plus years of customer service driven positions looking to pursue a professional position utilizing my specialized education, experience, ability to learn and grow, and passion for helping others; Demonstrated skill in supervising an efficient, well run team ; committed to excellent customer service.

CORE SKILLS

- Bilingual
- Customer Service
- Quick learner
- Communication skills
- Self-Motivated
- Responsible
- Team Work Skills
- Flexibility and Adaptability

EDUCATION

High School Diploma 2012
Americas High School El Paso, Texas

EXPERIENCE

McKenzie's Cleaning Services Miramar, FL 08/2017 – Current
Supervisor

- Act as the administrative point of contact between the president and internal/ external clients.
- Undertake the tasks of receiving calls, take messages and routing correspondence.
- Handle requests and queries appropriately and timely, produce reports, presentations and briefs.
- Applicant screening and background check preparation.
- Maintain dairy, arrange meetings and appointments and provide reminders.
- Take dictation and minutes and accurately enter data
- Pay bills on invoices, review payroll, review certifications
- Create and manage employee schedules
- Monitor office supplies and research advantageous deals or supplier's/ inventory management
- Develop and carry out an efficient documentation and filing system.
- Manage time and attendance System first point of contact

Varsity Facility Services Davie, FL 3/2015 – 6/2016
Supervisor

- Facilitated training to ensure appropriate skill levels
- Supervised cleaning staff, and ensured cleanliness in compliance with standards
- Supervised Day and Night cleaning staff
- Developed and maintain positive relationships with building managers, guest and all visitors
- Supervised and performed day-to-day operational activities
- Managed building cleaning supplies and inventory

1.1. Chi-Ada Corporation Profile

The Janitorial and custodial services industry is not new to Chi-Ada Corporation. The company has been in the sector for more than twenty-five (25) years. Founded by Bart Okoro on August 25, 1995, the firm grew to become one of the most reliable organizations in janitorial services in the United States. Today, Chi-Ada is servicing various private and public clients. Our reliability is the factor that led us to win important contracts in Miami Dade, Sarasota, Fulton, and Broward Counties. Our executive team and key personnel comprise unquestionable leaders equipped to manage and lead each project with a customer satisfaction mindset.

1. Provide a description of the company's history:

a. business location

Chi-Ada Corporation place of business is located at 4820 West Commercial Blvd Tamarac Florida 33319

b. **length of time in business**

Chi-Ada Corporation has been in business for twenty-five (25) years since the Company was incorporated on August 25, 1995.

c. **principals and their experience**

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

d. **list any change(s) in ownership and date(s) of such change.**

Chi-Ada Corporation has been owned by Bart Okoro since the company incorporation on August 25, 1995.

2. Provide total number of current employees:

a. Full-time: 200
b. Part-time: 103

3. Provide total number of supervisory employees:

a. Full-time: 20
b. Part-time: 7

4. Provide total number of custodial workers:

a. Full-time: 186
b. Part-time: 90

5. Temporary employees

Chi-Ada Corporation does not employ temporary employees.

6. Health benefits to your employees

Ch-Ada Corporation provides health benefits based on the company policy.

7. Does your company require your employees to have a criminal background check?

a. Describe when this occurs and which job categories this applies to.

Chi-Ada Corporation takes the security of every contract that it undertakes seriously. Therefore, our security plan starts from the hiring process. For that, Chi-Ada Corporation requires all new applicants and new hires to have criminal background checks. The Corporation requires all applicants for work, after a successful interview, to do FDLE background check. The result of the background determines if an offer will be made or not. The employment is denied if the applicant returns with a criminal report such as a felony. This is applied to all custodians, supervisors, and managers, as well as clerical office workers. Our second step is the establishment of rigorous control of our employees on duty. Every supervisor is required to check the behavior of the employees. The supervisor is also responsible for their signing out from the building, report any suspicious character or behavior in the facilities to the management of Chi-Ada Corporation.

1.2 Company Experience/Reference

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
1st Contract#	ITQ9562-13MDT (Miami Dade Transit Janitorial Services)
Period:	2013-2019
Annual Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169
Successfully Completed

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Miami Dade County

Contact Name: Lazaro Dominguez — Reference date: 05/04/2021

Contact Email: "Dominguez, Lazaro (DTPW)" [Lazaro.Dominguez3@miamidade.gov] — Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-13MDT	05/13/2013	to	01/08/2019	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☐	☑
b. Deliverables	☐	☐	☐	☑
4. Project completed within budget	☐	☐	☐	☑
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

PRIME CONTRACTOR: **Miami Dade Transit Groups A, B, C & D.**

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Annual Amount (g)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
	Miami Dade Transit/Group A					1,000,000	2013-19					
	Supervisors and Heavy Crew				40							
1	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1					5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
2	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
5	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning

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7	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,,286	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9				5.30am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

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16	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group B											
1	Supervisors and Heavy Crew				27						State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2				5.30am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5				6am- 7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville	37,304	7	2	2				6am-	Yes	State and	Green

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	5200 NW 27 Ave, Miami FL 33142								6.30pm		Local Law Enforcement	Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3				3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3					Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3					Yes	State and Local Law	Green Cleaning

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											Enforcement	
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13					Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5					Yes	State and Local Law Enforcement	Green Cleaning
	Total									Yes		
	Miami Dade Transit Group C											
1	Supervisors and Heavy Crew				4						State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8					Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2					Yes	State and Local Law Enforcement	Green Cleaning
4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2					Yes	State and Local Law Enforceme	Green Cleaning

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											nt	
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2					Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2						Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2						Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2						Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2						Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2						Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2						Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning

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15	College North 100 ne 5 Street Miami Fl 33132	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2						Yes	State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2						Yes	State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2						Yes	State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2						Yes	State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2					Yes	State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1					Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9						State and	Green

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

											Local Law Enforcement	Cleaning
2	Northeast Transportation Facility	140,000	7	2	6				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Northeast Perimeter Roving Facility	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3				7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1				12pm-5pm	Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

											Enforcement	
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2				7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
Contract	RFQ9562-34DTPW - JANITORIAL SERVICES – DTPW Rail, Mover, and Bus Facilities
Period:	2019-2024
Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191 **(b)**

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169 **(d)**

Ongoing Project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:
Miami-Dade Transportation and Public Works

Contact Name: Lazaro Dominguez Reference date: 04/27/2021

Contact Email: Lazaro.Dominguez3@miamidade.gov Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for Metrorail, Mover and Bus

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-34DTPW	01/09/2019	to	01/31/2024	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Provide Janitorial services for metro-rail, mover, bus, and park & ride locations

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☑	☐	☐
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☑	☐	☐
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

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Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

PRIME CONTRACTOR

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
1	Miami Dade Transit/Group A					1,000,000	2019-2024				
2	Supervisors and Heavy Crew				40						
3	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21			5am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
7	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
9	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

10	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,286	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
16	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9			5.30am-1am	Yes	State and Local Law Enforcement	Green Cleaning
17	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
18	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group B										

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

1	Supervisors and Heavy Crew				27					State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5			6am-7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville 5200 NW 27 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3			3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3				Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3				Yes	State and Local Law Enforcement	Green Cleaning
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13			5am-1am	Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5			6am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
									Yes		
	Miami Dade Transit Group C										
1	Supervisors and Heavy Crew				4					State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2				Yes	State and Local Law Enforcement	Green Cleaning
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2				Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2					Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2					Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2					Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2					Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2					Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2					Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2					Yes	State and Local Law Enforcement	Green Cleaning
15	College North 100 ne 5 Street Miami Fl	5,480		2					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

	33132										Enforcement	
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2					Yes	State and Local Law Enforcement	Green Cleaning	
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2					Yes	State and Local Law Enforcement	Green Cleaning	
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2					Yes	State and Local Law Enforcement	Green Cleaning	
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2					Yes	State and Local Law Enforcement	Green Cleaning	
20	School Board (includes mover wash bldg)	37,200		2	2				Yes	State and Local Law Enforcement	Green Cleaning	
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1				Yes	State and Local Law Enforcement	Green Cleaning	
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9					State and Local Law Enforcement	Green Cleaning	
2	Northeast Transportation Facility	140,000	7	2	6			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning	

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4	Northeast Perimeter Roving Facility	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3			7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1			12pm-5pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2			7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Briarcliff manor Union Free School

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org

(1) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Full-time Employees: 13

Successfully completed as agreed.

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:		Project Amount:
15-16-005F, 2015	09/04/2015	to 09/03/2016	$ 222,015.33

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2016	09/04/2016	to	09/03/2017	$ 299,572.69

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2017	09/04/2017	to	09/03/2018	$ 303,347.30

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

PRIME CONTRACTOR

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
45 Ingham Road Briarcliff Manor, NY 10510	160,000	5	3	13	**1,432**	2015-18 5 Years	7am-3:30pm	N/A	Yes	N/A

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov
Contract #	**#13ITB87106C-MT, Janitorial Services for Selected Fulton County Facilities**
Period:	8/2013-3/2016
Amount:	$362,141.56
Square Footage:	142,673
Scope of work:	Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15
Successfully completed as agreed.
Full-time Employees: 15 (d)
Ongoing project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:	Project Amount:
	08/01/2013 to 03/31/2016	$ 362,141.56

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for Selected Facilities (South Libraries)

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Great Company to work with!!!!!

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BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Southwest Regiona	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov

Contract #	**18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)**
Period:	1/2019-12/2021 **(f)**
Amount:	$ 617,271.12 **(g)**
Square Footage:	205,925
Scope of work:	Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15 (d)
Ongoing project

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:			Project Amount:
18ITB113946C-BKJ	01/01/2019	to	12/31/2021	$ 617,271.12

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for fourteen (14) Libraries throughout Fulton County, Georgia.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Excellent Corporation! Easy to work with and willing to make adjustments to meet their customers needs. It's a pleasure working with them.

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
South Fulton	21,252	7	1		9am-5.30pm 6pm-11pm	no	yes	yes
S. Fulton Parking Deck	42,000	7	1		7pm-8pm	no	yes	yes
Southwest Region	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

Sarasota County

Address:	1001 Sarasota Center Blvd.
City State Zip:	Sarasota, FL 34240
Phone/Fax:	941-716-1500
Contact Name:	William Bill Deller, Facilities Supervisor
Email:	bdeller@scgov.net
Location:	Sarasota County

Contract #	Bid #166453HR Custodial Services
Period:	2/2017-1/2022 **(f)**
Annual amount:	$ 675,972.78 **(g)**
Square Footage:	589,760

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

Full-time Employees: 15 **(d)**
Ongoing project
Facilities users: 2,386 **(e)**

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi Ada

Organization/Firm Name providing reference:
Sarasota County BOCC

Contact Name: William Deller Reference date: 04/26/2021

Contact Email: bdeller@scgov.net Contact Phone:

Name of Referenced Project: Clean approx 500,000 sq ft highrise buildings

Contract No.	Date Services Provided:		Project Amount:
2017-119	06/01/2017	to 03/01/2021	

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Clean approx 500,000 sq ft highrise buildings, porter services, covid disinfecting

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☐	☑	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☑	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

Prime contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Administrative							
Building	125,393	7	6	6am & 8pm	yes	Required	Yes
Criminal Justice Center	96,960	5	8	5am-10am	yes	required	yes
Historic courthouse	65,411	5	10	5am& 8pm	yes	required	yes
History Center Museum	6,812	6	1	5pm	yes	required	yes
Judicial Center	97,344	5	6	5am & 5pm	Yes	required	Yes
Payne Park/ Tennis Center	6,379	6	1	6am &4pm	No	required	Yes
Pompano Bldg.	2,696	5	1	1pm	No	yes	yes
Selby Library	60,898	6	2	7am & 4pm	No	yes	yes
Terrace Building	64,612	5	3	5am & 4pm	Yes	yes	yes
Health Dept. building	63,255	6	3	8am-4pm	No	yes	yes
Total							

Subcontractors' references

Ann's Janitorial Services



ANN'S JANITORIAL SERVICES, INC.
Commercial and Residential

Contract References

Chi-ada Corporation
Broward County Main Library
Bart Okoro
(305) 962-0398
bokoro@chiadacorporation.com
contract length: 2012-2018
contract amount: $387,000

Sunshine Cleaning
Fort Lauderdale Intl Airpot
Randy Kierce
(954) 772-0884
randy@sunclean.com
contract length: 2011-present
contract amount: $472,000

SP Plus
Port Everglades, Governmental Center Garage, Broward Courthouse Garage, Broward South Courthouse Garage
Cathy Raphael
craphael@spplus.com
(954) 235-7816
Contract Length: 2017-2020
Contract Amount: 1.3 million

Office: 954-367-3013 Fax 954-367-3717 Email nkendall0575@yahoo.com

McKenzie Cleaning Inc.

Janitorial References

Location / Agency	Contact Person information	Service	Yearly Value
Federal Aviation Admin. October 2016- Current	Steven Smith 305-869-5350 steve.d.smith@faa.gov	Janitorial	$1,352,297.44
Broward County Courthouse January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$449,557.00
Broward County Libraries January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$670,698.78
United States Coast Guard Oct 2017 - Present	Steve Volk 305-790-4241 Volk, Steven M LCDR Steven.M.Volk@uscg.mil	Janitorial	$325,000.00
Broward County States Attorney Offices / Contract 10 Small Group Facilities January 2015 –Present	Various Managers Marlon Jerome MJEROME@broward.org	Janitorial	$186,000.00
USDA Janitorial Service Oct July 2016- Current	Karla Agurto 786-573-7061 karla.agurto@ars.usda.gov	Janitorial	$94,644.00

1.3. Experience of Key Personnel

❖ Description of Chi-Ada Corporation Key personnel experience

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year.

Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS). We achieve our goal by the quality of our human capital. Our management is enriched by prominent, high skilled, and experienced individuals with degrees in Hospitality Management, Electrical Engineering, Property Management, Education and Criminology, Business and Investment Management, and Accounting.

Our key personnel is highly experienced. Our account manager has more than twenty-six years in managing janitorial services. The account manager overviews each contract with highly skilled key personnel comprised of the project manager and assistant project manager, the quality control manager, and project crews and custodians. The project manager has been managing our contracts for more than seventeen years. Our assistant project manager has more than seven (7) years of experience. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the knowledge and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve years of supervisory experience. Professional

custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one to ten years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equipped them with the same level of cleaning knowledge, safety awareness, and the skill to use green cleaning products.

Our subcontractors are highly qualified with experienced and acknowledgeable key personnel. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experience in supervising janitorial services. Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Green cleaning policy

Chi-Ada Corporation has implemented a green cleaning policy to guide our employees in maintaining a healthy, clean, and safe building environment while reducing the impacts of cleaning processes, procedures, and products on the natural environment. Our plan focuses on cleaning products, operating procedures, staff training, and facility occupant feedback.

For the green cleaning products, we pursue the purchase of efficient cleaning, hard floor, and carpet care products that meet the criteria of our sustainable program. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results.

Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

1. List of key personnel and experience

List of Chi-Ada Corporation Key Personnel

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year. Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS).

Chi-Ada Corporation's key personnel is comprised of the account manager, the quality control manager, the project manager, supervisors, and custodians.

Names	Role	Year of experience
Bartholomew Okoro	Account Manager	28 years
Maxine Goodall	Quality control manager	16 years
Patrick Wnoakeofor	Project manager	17 years
Omar Turrel	Assistant Project Manager	8 years
Humberto Guerrera	Supervisor	16 years
Maricela Hernandez	Supervisor	12 years
James Kakrah	Supervisor	8 years
Valerie Gomez	Supervisor	20 years
Nitza Molina	Supervisor	16 years
Maria Castro	Supervisor	16 years
Macken Marcel	Supervisor	12 years
Other staff (custodians, project, floor, utility crews)	Custodians	Between 1-10 years

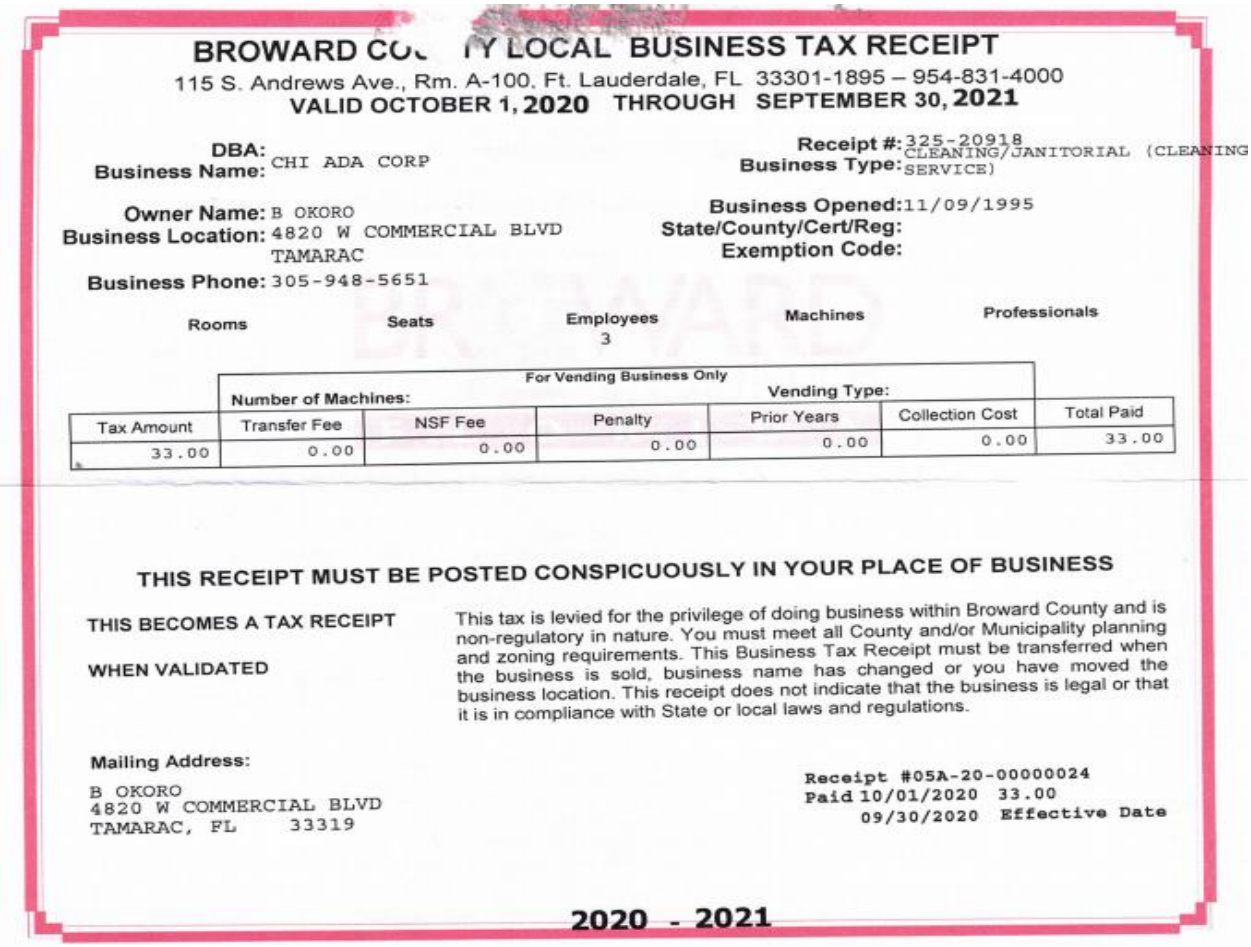
2. Chi-Ada Corporation's employees resume who will furnish professional and technical support expertise.

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

2. Location

Chi-Ada Corporation is located at 4820 West Commercial Blvd Tamarac Florida 33319. The location certification form is submitted.

Broward County business receipt



BROWARD CO[illegible]TY LOCAL BUSINESS TAX RECEIPT

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

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

DBA:
Business Name: CHI ADA CORP

Receipt #: 325-20918
Business Type: CLEANING/JANITORIAL (CLEANING SERVICE)

Owner Name: B OKORO
Business Location: 4820 W COMMERCIAL BLVD TAMARAC
Business Phone: 305-948-5651

Business Opened: 11/09/1995
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		3		

For Vending Business Only — Number of Machines: — Vending Type:

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

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:
B OKORO
4820 W COMMERCIAL BLVD
TAMARAC, FL 33319

Receipt #05A-20-00000024
Paid 10/01/2020 33.00
09/30/2020 Effective Date

2020 - 2021

3. Project Approach

Chi-Ada corporation understands that there is a need to integrate appropriate strategies to reach our goal of maintaining cleaned facilities that can satisfy Broward County. In this regard, we will ensure the proper use of our subcontractors, apply our strategy to meet or exceed quality standards as it lays on an adequate allocation of qualified workers for each facility. Further, we will have several approaches to minimizing service hours. We will use simplified plans to meet minimum work tasks to manage the interface with normal building activities. Finally, we will identify regular building hours as well as any upcoming activities to maintain public areas.

Our subcontractors will be awarded an entire section of each agreement based on the agreed percentage of the subcontracting. Each subcontractor will provide qualified supervisors, custodians, restroom crew, project crew for labor. They will provide their equipment and supplies. Our project/assistant project manager will ensure that the subcontractors and their employees meet the daily, weekly, monthly, semi-annual, and annual cleaning standards. Our quality control manager and his/her team will conduct daily spot inspections for contract compliance.

Agreements Chi-Ada Corporation is proposing:

AGREEMENT NO. 1 BRANCH LIBRARIES

AGREEMENT NO. 2 LARGE FACILITIES GROUP 1

AGREEMENT NO. 3 LARGE FACILITIES GROUP 2

AGREEMENT NO. 4 LARGE FACILITIES GROUP 3

AGREEMENT NO. 5 LARGE FACILITIES GROUP 4

AGREEMENT NO. 12 BROWARD COUNTY JUDICIAL COMPLEX

AGREEMENT NO. 13 PORT EVERGLADES FACILITIES

AGREEMENT NO. 14 911 REGIONAL DISPATCH CENTERS

Chi-Ada Corporation's Full-time and part-time employees currently employed.

Full-time: 200

Part-time: 103

Chi-Ada Corporation's full-time and part-time supervisory employees currently employed.

full-time: 20

Part-time: 7

Chi-Ada Corporation's full-time and part-time custodial workers currently employed.

full-time: 186

Part-time: 90

Chi-Ada Corporation's temporary employees

Chi-Ada Corporation does not employ temporary employees.

3.1. Project approach for each Agreement of locations prime Vendor is proposing:

a. Describe how you intend to meet or exceed quality standards.

Allocating the workers, our experimented, skilled and experienced terminal and site supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties. Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner's work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

Chi-Ada Corporation employs color-coded cleaning methodology.

Color	Location of Use
Red	Infectious area
Green	Kitchen
Yellow	Bathroom
Blue	Open areas
Teal	General cleaning areas

b. Discuss any exceptions you suggest to minimum proposed service hours.

Chi-Ada Corporation minimizes the service hours through a good organization of the task to be completed. The corporation realizes this efficiency by assigning a crew for spot cleaning and

moping utilizing machines instead of manpower. By using machines, we are able to reduce the service hours required in manpower.

c. Describe how you propose to meet minimum work tasks and interface with normal building activities.

To accomplish our cleaning duties without interfering with the standard building activities, we identify the regular building hours and any upcoming activities and schedule our tasks accordingly. Our services shall be performed so that there will be no interference with an operation on the premises. We schedule cleaning, for example, floor care, air-quality cleaning, and special projects primarily after office hours and during the evening shift, by contacting building managers in a timely manner so to reduce any incident's from occurring.

d. Describe how you will maintain public areas, specifically providing high quality floor surfaces.

Chi-Ada Corporation's strategy to maintain public areas and high-quality surfaces is through the use of floor equipment, scrubbing and polishing hard floors, and daily buffing and shine. Carpeted areas are cleaning by extraction cleaning, followed up with daily spotting cleaning of carpets, and dust moping by project crew trash removal and dusting done by regular cleaning schedules. The firm uses damp cloths, sponges, scrub pads to remove smudges, fingerprints, marks, streaks from the surfaces of ledges, windows, walls, doors, door frames, and surfaces through the spot cleaning. Further, the company uses spot moping to remove spots, spills, and soils from non-carpet floors free of stains, streaks, and marks. The company also polishes stainless steel, chrome, brass surfaces with polishes, and a clean, soft cloth. Finally, all garbage, debris, and other trash materials shall be removed as required from all areas to avoid spills, overflow, and deposits in dumpsters.

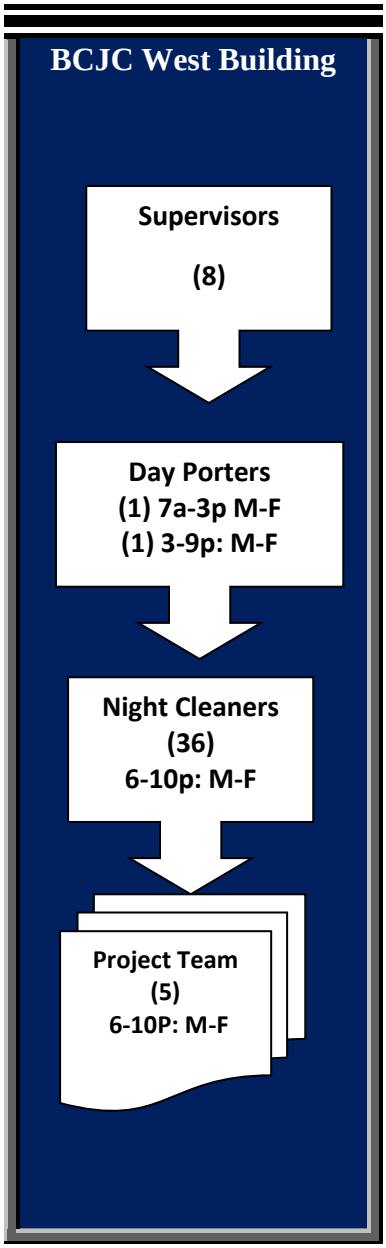
3.2 Chi-Ada Corporation Management and organization of work

a. State number of crews working for Agreement 12

For agreement 12, eight (8) supervisors, two (2) day-porters, thirty-six (36) custodians, and the five (5) project team will be allocated as indicated on the allocation tables. The team will be covered by the project manager and assistant manager, the quality control manager, and the account manager.

Job Description	Number
Account Manager	1
Quality Control Manager	1
Project Manager	1
Assistant Project Manager	1
Supervisors	8
Day-porters	2
Custodians	36
Project Crews	5
Total	**55**

Allocation tables



i. Describe how you will schedule basic janitorial service for each facility.

Our basic janitorial service schedule for each facility focuses is on the daily, weekly, monthly, quarterly, semiannual, and annual cleanings. Dispatching the workers, our experimented, skilled, and experienced supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties.

Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner’s work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

ii. List the individual building teams that will be working for that agreement per building(s): management, supervisory, maintenance crews.

Facility	Supervisors	Day-porters	Custodians	Project Team
BCJC West Building	8	2	36	5

b. Describe how you will schedule basic janitorial service for each facility while coordinating.

Our essential janitorial services consist of allocating appropriate key personnel for each building/facility, coordinating and supervising the work of each team building. We also verify the compliance of the work assigned using daily cleaning checklist, weekly cleaning checklist, annual cleaning checklist, restroom checklist, and inspection reports. The samples are listed here.

Cleaning Checklist

Chi-Ada Corporation

Cleaning Services Schedule Main Library

Year: ___2018_____

Annual Services

Air Quality Cleaning — **April**

Semi-Annual Services

- *Seal floor grout* — February_____ — August_____
- *Strip, seal and refinish tile floors.* — February_____ — August_____

Quarterly Services

Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.	February_ __	__May_____	_August__	_November____
Overhead Dusting.	__ February__	__ May _____	_August____	_November__
Pile lift all carpeted areas.	__ April _____	_July_____	__October___	_January__
Scrub and recoat tile floors	__May_____	_August____	__November_	_February___
Remove any incrustation or build up on tile floors	__May_____	_August____	__November_	_February___

Monthly Services

- Damp wipe blinds. — __3rd Week of the Month_____
- Clean floor grout — __2nd Week of the Month_____
- Burnish tile floors — __4th Week of the Month_____
- Refill or change urinal screens and deodorizers. — __1st Week of the Month_____
- Clean wall grout — __2nd Week of the Month_____

Cleaning Services Schedule

Year: ____2017_____

Weekly Services

Task Description	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).							X
Edge all carpeted areas. 3. Pile lift high traffic areas.							X
Pile lift high traffic areas				X			
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.		X					
Dust picture frames with a lightly treated dust cloth or short-handled duster.		X					
Machine scrub tile floors (some facilities may require more frequency)						X	
Spray buff tile floors					X		
Restock closet with consumable janitorial supplies			X				

Daily Cleaning Locations:

Entrances, Exterior Landings, Loading Docks and Ramps, Lobbies and Hallways, General Offices, Courtrooms, Hearing Rooms and Auditoriums, Conference Rooms, Break Rooms/Kitchens and Jury Rooms, Elevators, Escalators, Stairwells, and Janitorial Closets and Equipment

Daily Services

- Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- Clean and police for the removal of dirt, mud, trash, and litter.
- Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- Clean items such as mats, surfaces under mats, and foot scrapers.
- Vacuum mats, rugs and entryway systems.
- Clean all glass doors and glass panels adjacent to glass doors.
- Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
- Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
- Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
- Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.
- Pick up trash, food, or debris dropped on the floors
- Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
- Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
- Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- Return all furnishings to their original positions after cleaning.
- Report items requiring maintenance to County for prompt repair.
- Fill towel and soap dispensers.
- Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.
- Damp mop all hard floors with a neutral detergent solution.
- Spot-clean carpets as necessary.
- Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.
- Return all furnishings to their original positions after cleaning.
- Do not disturb any papers that may have been left in the conference room.
- Clean and polish all stainless steel and other metal finishes.
- Clean all stainless steel fasciae and other metal finishes in the elevator lobby.
- Sweep floors.
- Remove gum from floors and other resistant materials
- Mop floors to remove dirt and stains.
- The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).
- Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.
- Clean handrails and push buttons.
- Wash handrails with non-irritating, non-toxic solution and wipe dry.
- Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- Wipe dry and polish metal with appropriate polish.
- Polish handrails with appropriate polish.
- Sweep steps to remove debris and loose dirt
- Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- Collect all litter and trash from the stairwell and dust mop stairs.
- Wet mop the stairs and landings with a damp mop using a neutral detergent solution. Use "CAUTION-WET FLOOR" signs when mopping the stairwells. Remove signs when no longer required.
- Report any loose handrails, bad or loose step treads, or any other item requiring maintenance (and which may present a safety hazard to anyone using the stairs) to County for further action.
- Clean all housekeeping equipment and store rooms so that the housekeeping equipment and rooms are presentable
- Empty all waste collection containers.
- Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
- Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.

- Arrange supplies on shelves in a neat and orderly manner.
- Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
- Sweep open floor area and damp mop with cleaner disinfectant solution

Daily Cleaning for Restrooms

Daily Services

- Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution with particular attention to door knobs, push plates, ventilation grilles, and "kick plates".
- Dry all metal surfaces after wet cleaning to prevent water spotting.
- Empty all trash receptacles into the trash collection container being careful not to spill any of the trash onto the floor. Clean the waste receptacles with a cleaner/disinfectant solution before placing a new plastic liner into the receptacle.
- Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- Remove trash and soil from the floor by sweeping.
- Pick up trash.
- Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- Clean and disinfect exterior surfaces of hand dryers/towel dispensers
- Clean lavatory sinks, shelves, chrome hardware, partitions, countertops, changing stations and wall areas around the basins with a cloth and cleaner/disinfectant solution. Rinse the surface with clear water.
- Wipe all polished surfaces dry to prevent water spotting.
- Clean the flushing hardware, commode seats, and the outside of the commodes and urinals with cleaner/disinfectant solution. Wipe the commode seats dry with a clean cloth after cleaning (the underside of the seat should be cleaned just as thoroughly as the topside).
- Clean the inside of the commode and urinal bowls, the walls behind the wash basins, commodes, and urinals and the partitions between the commodes and urinals.
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace plastic bag liner with a new liner.
- Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- Damp clean and disinfect all surfaces of shower curtains and doors.
- Damp clean and disinfect all exterior surfaces of lockers.
- Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a build-up of detergent residue.
- Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- Pour some of the cleaner/disinfectant mopping solution down the floor drains to insure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
- Report items requiring maintenance to the County.
- De-scale fixtures, if necessary, using a mild, acid-type bowl cleaner.
- Use a different colored or a different kind of cloth for rest room cleaning to ensure that these cloths are not used to clean other areas

Restroom checlist

Chi-Ada Corporation

Restroom Checklist

Week Start: _____ Week Ending: _____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one): Adm. / Detox NRD / Outpatient / Triage

Date		Toilet Seat Cover		Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								***Please check tasks completed***												(Circle) AM / PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____

_____ Employee Signature: _____

_____

Weekly inspection checklist

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short, handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:

Inspected By: _____
Signature: _____

Follow Up Actions:

Referred To: _____ **Date**: _____

Daily inspection

Chi-Ada Corporation
Facility:
Daily Services Project Inspection

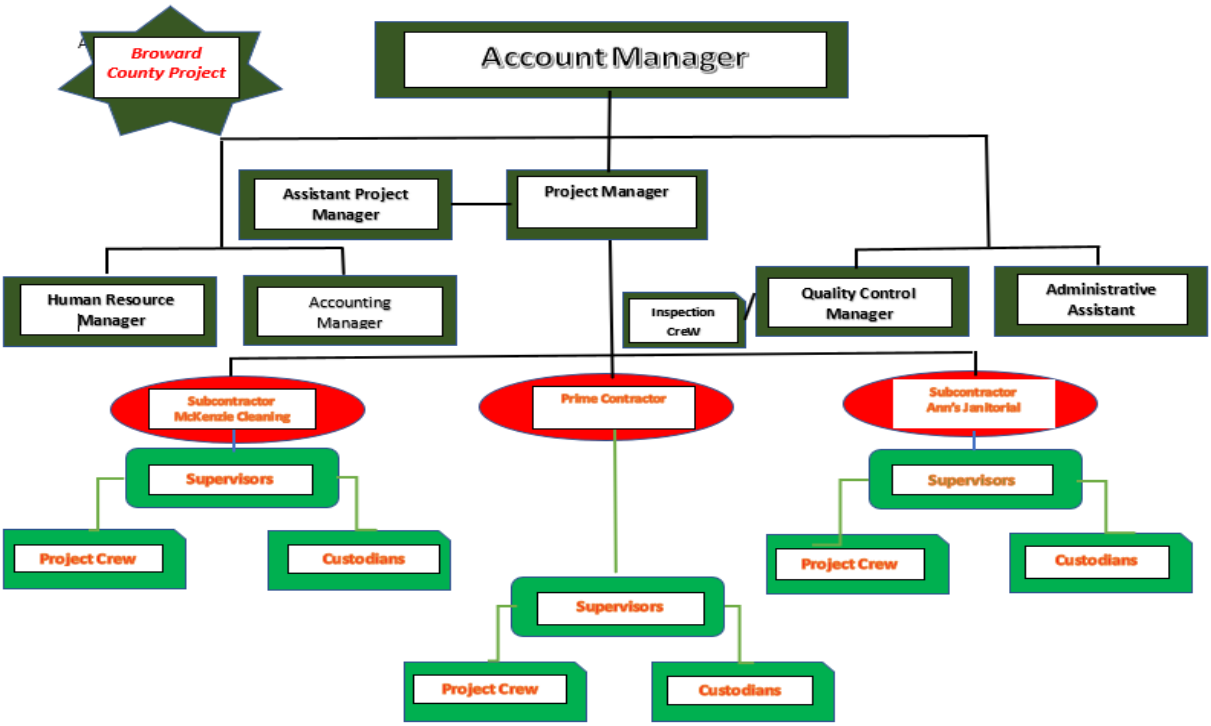
Supervisor Inspections

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

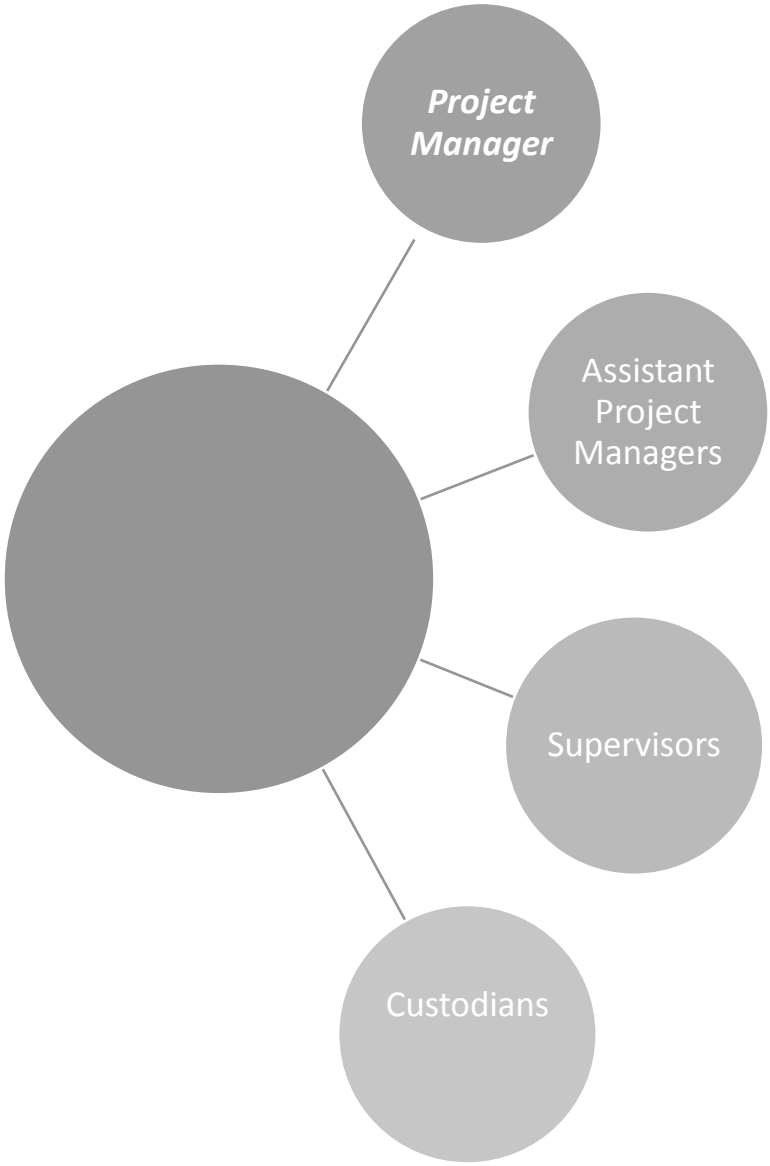
Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

i. Describe crew organization to perform basic and project work.

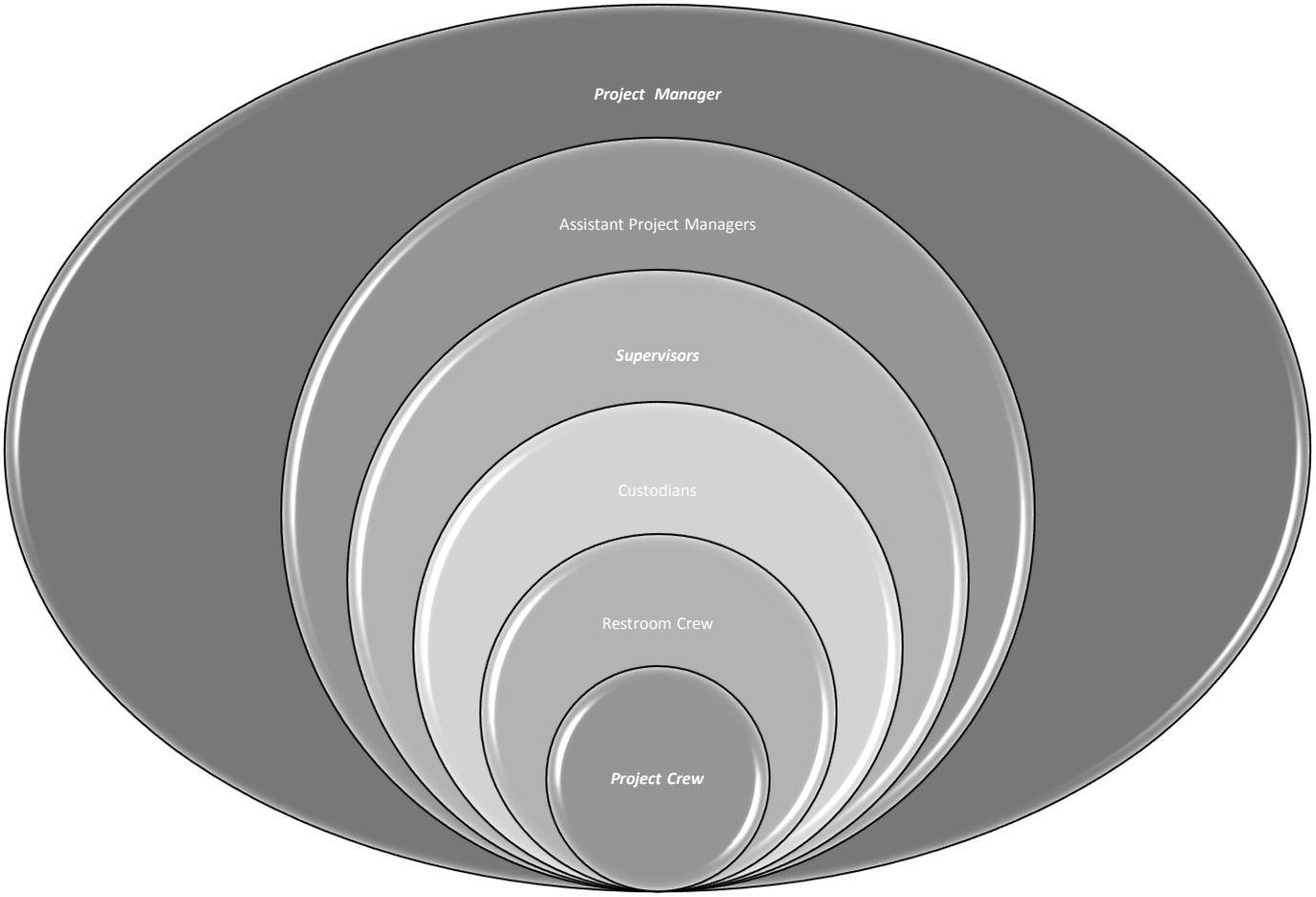
Our key personnel is organized under the leadership of the account manager. He will be assisted by a quality control manager, a project manager, supervisors, day-porters, custodians, and the project team described herein. Workers will be assigned to each facility based on the key personnel schedule stated previously and according to the need identified for each facility. If the size of facility does not require more than four cleaners, the facility will be covered by floating supervisors if the size of the facility does not need a full-time supervisor. Supervisors have the duties to ensure each worker is assigned to his or her location every day. If there is a call-off, supervisors can provide replacement based on our human resource strategy. The task will be done daily, weekly, monthly, quarterly, or yearly as required. The quality control manager will make spot inspections every day in addition to the inspection of each supervisor. Issues will be recorded and mitigated. Chi-Ada Corporation has daily, weekly, monthly, quarterly, and yearly cleaning inspection forms to evidence the quality of work. Plus, supervisors will use our daily restroom checklist to ensure that the restrooms are maintained according to the contract requirement. Each supervisor will hold a daily workbook to assign the job of each worker appropriately.


Broward County Project
Account Manager
Assistant Project Manager
Project Manager
Human Resource Manager
Accounting Manager
Inspection CreW
Quality Control Manager
Administrative Assistant
Subcontractor McKenzie Cleaning
Prime Contractor
Subcontractor Ann's Janitorial
Supervisors
Supervisors
Supervisors
Project Crew
Custodians
Project Crew
Custodians
Project Crew
Custodians

- **Work Organization Chart**

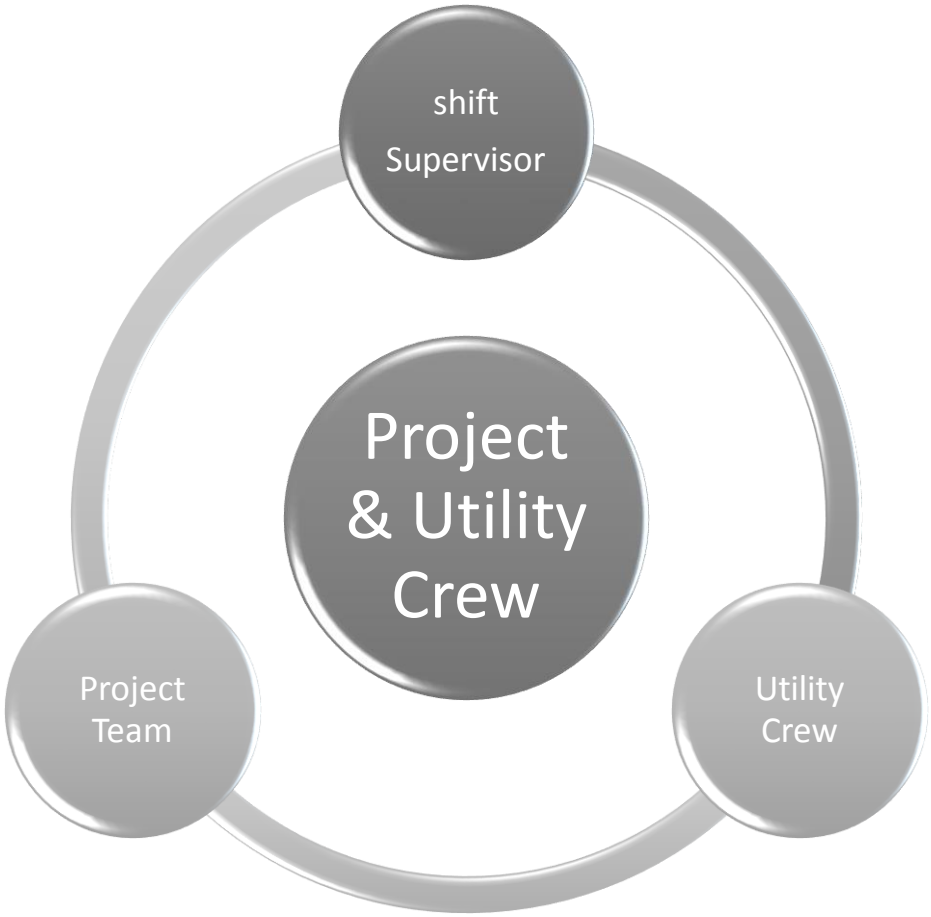


Crew organization to perform basic and project work Charts

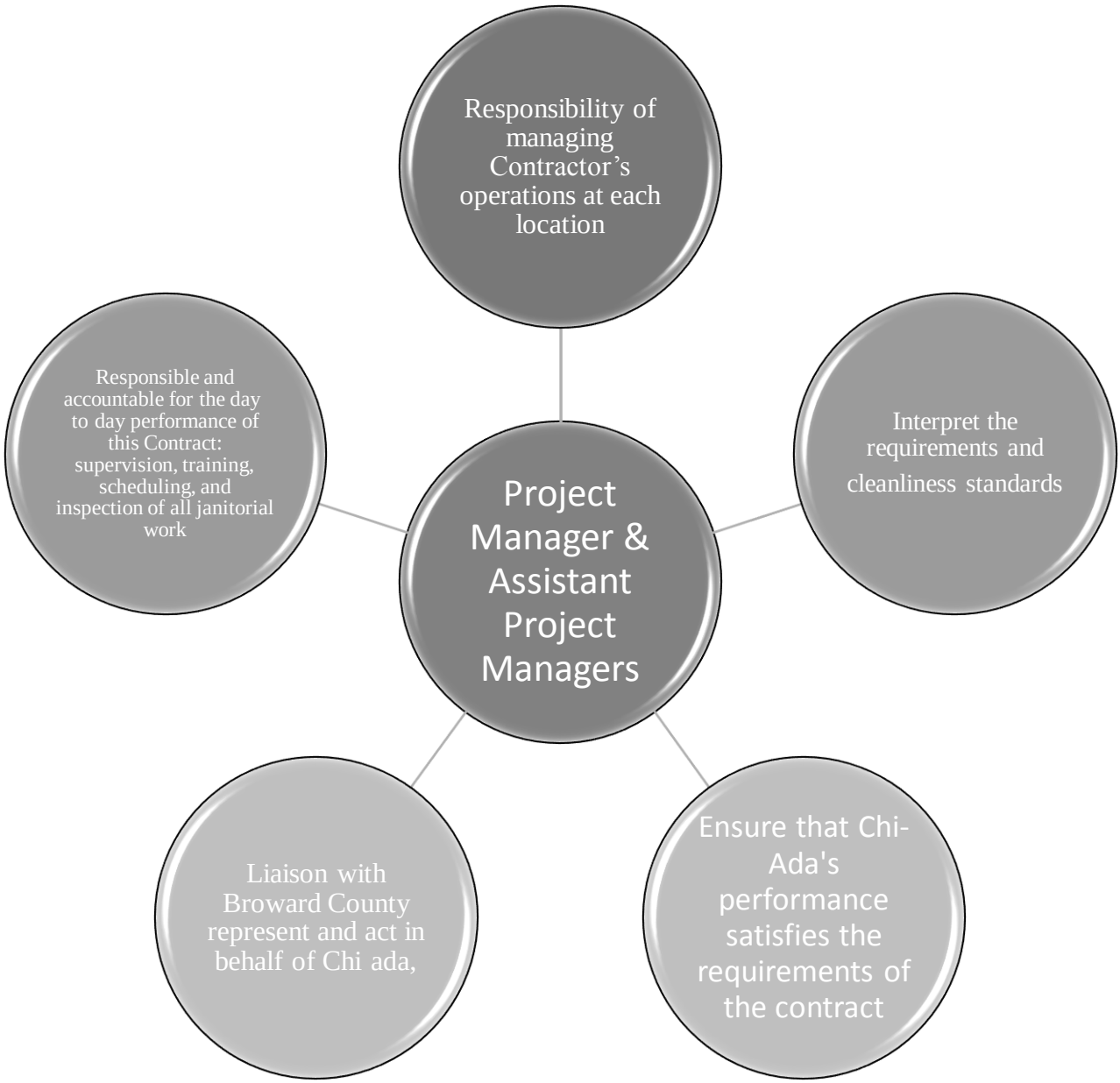


Distribution of Project Work

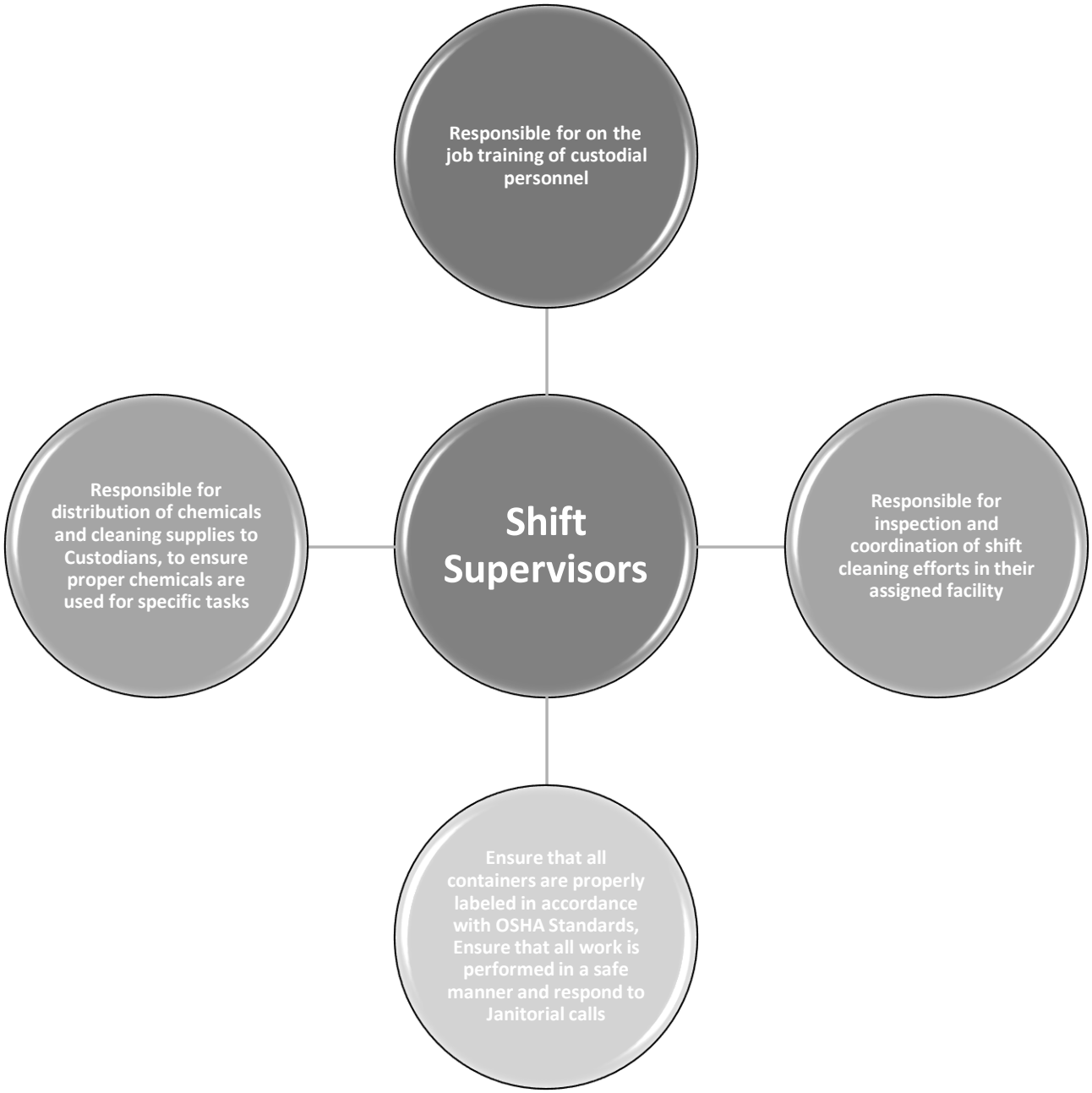
Project & Utility Crew



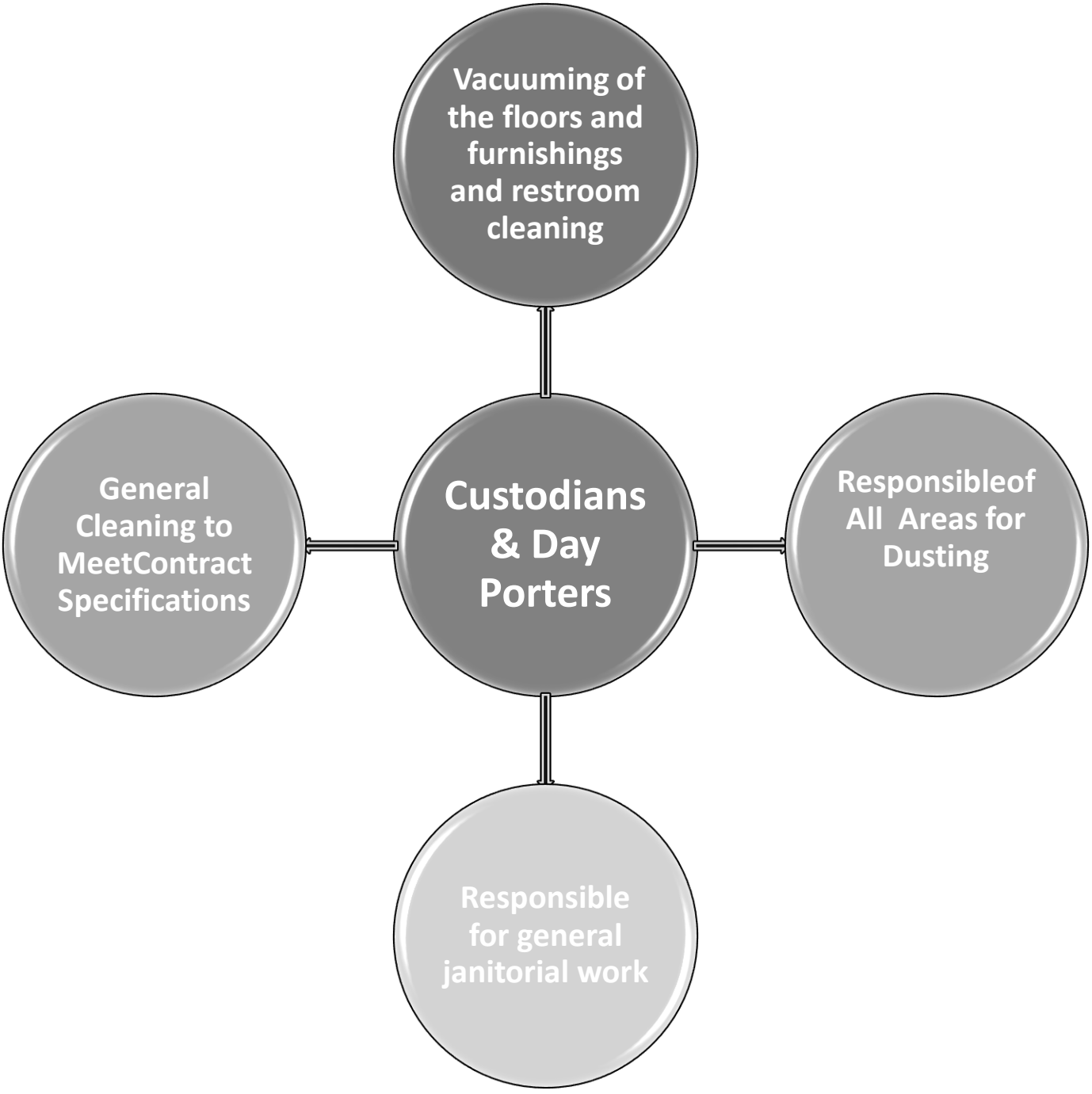
❖ **Job Description for Basic Staffing**



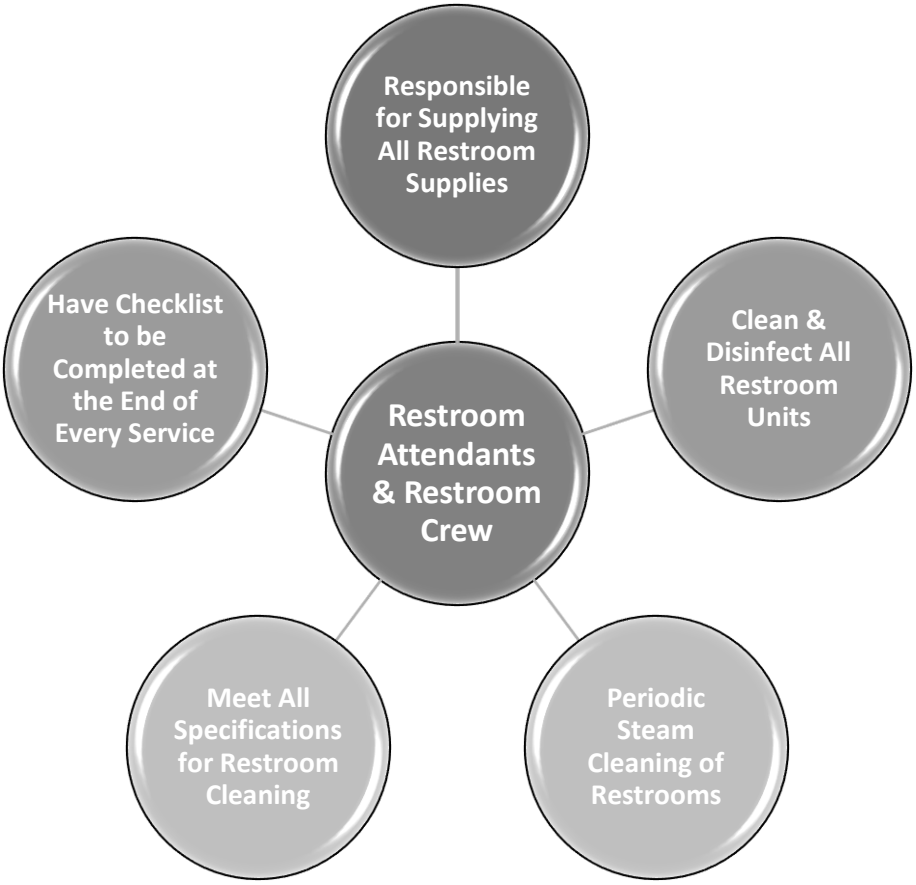
Shift Supervisors



Custodians Daily Services

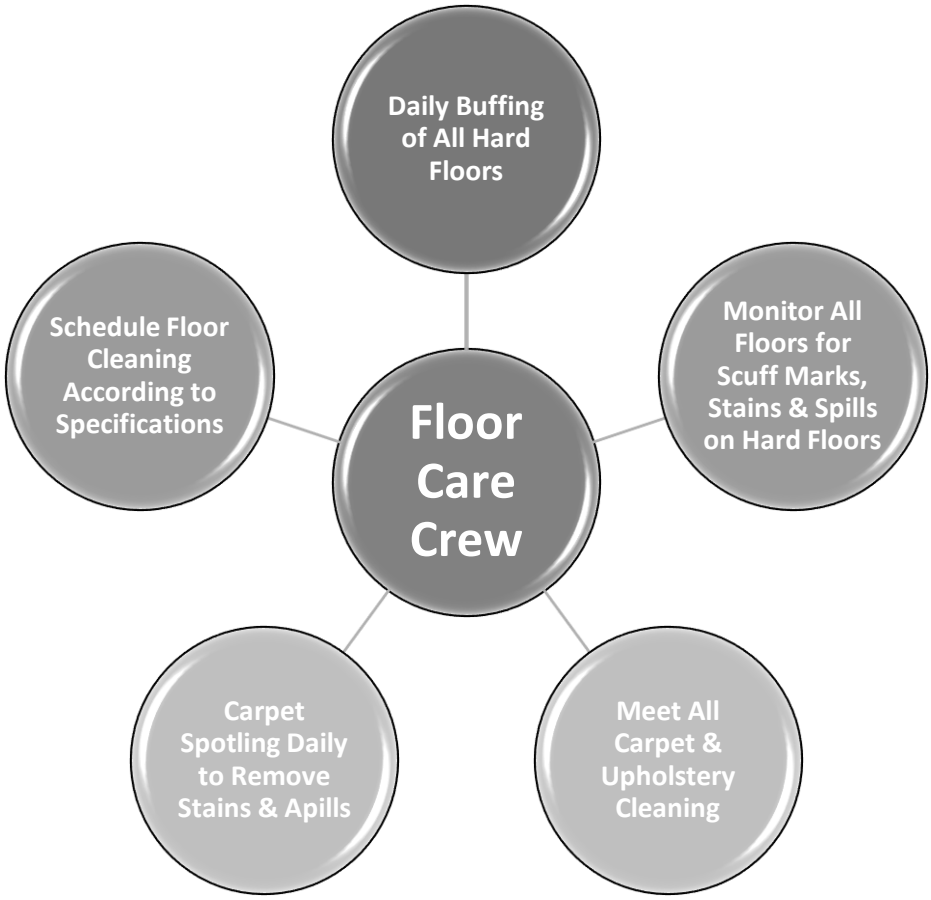


Daily Restroom services



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Floor Care Crew



c. Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.

At Chi-Ada Corporation, we use daily, weekly, monthly, and annual inspections as our reporting system. This strategy is proven to provide valuable tools to compare actual performance to schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date:** _____

d. Describe your capabilities to respond to emergency or disaster situations.

At Chi-Ada Corporation, we act to clean and recondition your facilities quickly and efficiently in an emergency or a disaster situation. With our advanced technology equipment and highly skilled workers, we aim to handle any situation from floodwaters, broken pipes, building fires, hurricanes, and acts of Gods, vandalism, or terrorism.

We measure the importance and the urgency to have full use of your facilities as quickly as possible. Your professional image protection, valuable property restoration, and ability to serve your customers depend on our performance. Therefore, we appraise this responsibility and take it very seriously.

Disaster Restoration-Emergency Services

- ü Restoration from fire, smoke, water, and wind damages
- ü Safety and compliance
- ü 24 hours response service
- ü Flood cleaning
- ü Water extraction
- ü Mold removal
- ü Hurricane preparation and clean up
- ü Post burgles, crime scene cleaning.

With our emergency response program, Chi-Ada Corporation will get you back in business quickly. Our rigorously trained and certified quality restoration team responds quickly at the local level for both large and small facilities. Our emergency services begin within 30 minutes to one hour of the initial call. We utilize emergency procedure planning assistance to place priority status on the severity of the damage. Chi-Ada Corporation owns or rents various equipment needed to perform restoration services. The equipment includes:



3.3 Chi-Ada Corporation's quality control program

a. Startup orientation program

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company providing services to your company, and we bring our experience to start-ups. Our transition plan is overly critical to the success of this project.

Chi-Ada can start any contract with fully screened and trained employees. Chi-Ada has a proven track record of doing start-ups of all sizes regardless of location.

- **Client Communication Plan**

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our Project Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning, and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the Project Manager has met with your facility's personal, he will meet with the other individuals involved in the transition plan, such as the Operations/Project Manager, Human

Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

- **Management**

Our management team, headed by the Project Manager, will make a site visit to locate where all storage locations are. From their observation, they will know how much equipment that specific storage location will accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

- **Equipment/Chemicals**

Our Project Manager orders all necessary equipment and chemicals during this time and is deployed to its respective locations. Chi-Ada will organize additional training for the equipment and chemicals used throughout the different facilities in conjunction with ordering supplies.

- **Hiring & Training**

This period will be when Chi-Ada hires new employees and train them. This period will encompass:

- Hiring new employees
- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them
- Site tours

- **Final Communication**

During the final days before the contract starts, the Project Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada, we are ready to implement our established start-up system and expand a plan to meet all of the contract's requirements.

- **Human Resources**

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department staffed by qualified personal. They are responsible for hiring, training, and maintaining a well-qualified and highly motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive, and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur in finding exceptional individuals who are very responsible and helping them become significant assets to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program composed of basic, intermediate, and advanced training from the manufacturers of the different equipment and chemicals that Chi-Ada will be using. The training will be provided by specialists certified as an in-service training provided by the company free of charge to our employees

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, and these include recognizing individuals who have performed exceptional, e.g., an employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee because we feel that there is more to life than the opportunity for exceptional earnings and valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

- **Technical Procedures**

Chi-Ada's proven effective employee recruitment and training system are anchored to a solid, well-equipped management organization. We are confident that our new hires learn simple yet highly effective methods that ensure the best results. An experienced Chi-Ada Manager will also give all new employees valuable on-the-job training. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done efficiently and safely.

At Chi-Ada, we believe that custodial workers must be trained to properly use cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surfaces within your facility and maintain the equipment that employees will be using.

Our training program starts with in-service sessions to ensure a complete understanding of the techniques and keep up with the rapidly changing industry. Training allows our employees to

stay afloat with the current innovation in cleaning techniques, equipment, and proper handling of equipment, chemicals, proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry-level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets. Therefore, we place a high priority on hiring and training them. This training program includes work practices and standard expectations, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description, and the use of supplies, paper, soap, etc.

Cross-training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

b. Inspection procedures including any technical aids used to monitor performance standards.

Methods of Identifying Problems

We make a comprehensive effort on every contract we undertake to teach employees how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. We monitor issues through reports and observations:

- ✓ To establish trends
- ✓ To determine corrective actions
- ✓ To assess effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we maintain project performance at acceptable levels

Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly.

We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely

supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double-checking of services completed are more effective than monitoring and other surveillance because minor problems will be elusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality for future problems and the need for timely corrective actions.

Correction and Preventing of Quality Control Problems

Chi-Ada Corporation's double-check strategy is used to address quality control problems. First, corrective action is taken to eliminate the problem immediately. After any correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report provides details on the work requirement, location and includes a grading system on a scale of 1 to 5. The Supervisor decides and initiates the appropriate corrective action on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities.

Our daily inspection will be directed to high traffic areas, and it may include random inspections of high frequency and continuous tasks and 100% inspection for periodic services.

The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered.

The Manager and Supervisors will perform a random, regular, and periodic visual inspection of the facility. Each Supervisor will inspect before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time inspection was completed. To ensure that all activities, functions, and processes are covered, inspections will be conducted using the same checklist to identify problem areas requiring correction.

Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- ✓ Random inspection,
- ✓ Total inspection, and
- ✓ Continuous inspection.

All inspection findings will be documented so that the following actions are taken immediately:

- ✓ Applicable employees are informed when their level of work performance has diminished below previous levels.
- ✓ A corrective action request is initiated, to be corrected by the end of the same shift, related to any task that has been rated less than "satisfactory".

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

Inspections are an ongoing practice

Chi-Ada's inspections provide additional insurance to achieve our quality control objective. Our Managers and Supervisors perform these inspections. The inspections are predominately a "walk-through." The "walk-through" is performed with varying frequencies. However, they are always performed after some tasks are completed, such as window cleaning, floor maintenance, or after a predefined area is covered at the end of each shift. The objective of the "walk-through" is to ensure that Supervisors check for any potential problems, and if any are found, they are resolved immediately.

At Chi-Ada we create a local file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- ü A copy of our quality control plan

- ü A copy of all completed quality control checklists
- ü A copy of
- all quality control reports
- ü A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems.

The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections at any time during this contract.

Our company recognizes the importance of quality control and assurance. Records are filled out correctly, legible, and kept in a neat and organized location.

c. Describe and provide a sample of your reporting system used to compare actual performance to your schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____

Referred To: _____ **Date**: _____

Chi-Ada Corporation

Restroom Checklist

Week Start: ___/_____/_____/_____ Week Ending: ____/_____/_____/_____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one)

Date			Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below							*Please check tasks completed*												(Circle) AM PM	
	SUN.																				AM PM	
	MON.																				AM PM	
	TUES.																				AM PM	
	WED.																				AM PM	
	THURS.																				AM PM	
	FRI.																				AM PM	
	SAT.																				AM PM	

Comments: _____

_____ Employee Signature: _____

_____

d. Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.

The primary benefit of Green Cleaning, which focuses on cleaning for health, not just appearance, is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms.

We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

• Reduce the harmful impact to the health of the facility users

• Reduce the harmful impact of the indoors and outdoors environment

• Source reduction in the landfill with the use of concentrated products

• Recycled contents of all packaging

• Partnership with sustainably certified vendors

• Step by step introductions for a sustainable cleaning process.

Chi-Ada Corporation has been implementing Green Cleaning in the past with Broward County at the Environmental Building in Davie.

However, to improve this green Cleaning we will add the following activities to maximize opportunities to promote green building cleaning practices:

- Continue our effective communication system between building employees and Broward County building management.
- Continue to assist the management of Broward County in understanding the benefits of green cleaning such as the health and performance benefits, improvement of occupant satisfaction, reduction of complaints and risks, and the substantiation of potential cost savings.
- Audit housekeeping procedures, chemicals, equipment, paper, matting, supplies, and other materials for compliance with green cleaning implementation guidelines.
- Continue to inspect all other tools and supplies used in the cleaning process; mop-buckets, wringers, paper, wipers, liners, toilet tissue, and other tools and supplies and determine alternative tools and supplies that are environmentally preferable.
- Conduct a general housekeeping walk-through: evaluate the overall quality of the current cleaning and look for problems and opportunities for improvement.
- Document and review any recycling program in place.
- Continue to clean hard floors with a backpack vacuum instead of dust mopping.
- Add or upgrade entrance mats.
- Continue to recycle paper products and install roll-type dispensers where practical.
- Continue to use microfiber mops and dust cloths.

- Continue to implement effective methods of dilution control.
- Continue with portable spot cleaners, fiber mop, and bucket to facilities where spills commonly occur.
- Purchase products with high post-consumer recycled content
- Continue to use floor finishes without heavy metal ingredients.
- Limit the use of disinfectants to critical areas.

3.4 Company Equipment

a. Chi-Ada Corporation current inventory of heavy equipment -

Equipment	
2 Minuteman 4 Trucks Mounted Pressure Wash Machine 6 Pressures Wash with Tire 10 Backpack Filter Vacuum 3 High speed floor burnisher 10 Upright vacuum 2 Wet and Dry Vacuum 20 Mop Bucket 5 Tilt Trucks 1 Vehicle/Van/Lift Gate 5 Vans 4 Carpet Extractors 3 Walkie Radios 4 Biometric Timecard 4 Air Dryers 10 Janitor Carts 20 Dollies 3 Scrubbers	
ACX64 40 Yard MCNEILUS Front Loader Garbage Truck	
Electric Auto Floor Scrubber 18" Cleaning Path - Corded	

Electric Auto Floor Scrubber 20" Cleaning Path - Corded	
Dusting machine	
8070 Heated Carpet Extractor & Auto Detailer	
DC Power Hydraulic Double Scissor Lift Cart 1100 Lb. Cap.	
Sanitaire Quiet Clean 10-Quart Backpack Vacuum SC530B	
Portable Folding Safety Barrier with Casters	

Hard Surface	
Air mover	
Extractor	
Floor Machine Carpet Dryer	
Vacuum	

Minuteman

Minuteman E20 Automatic Scrubber



TECHNICAL SPECIFICATIONS

CLEANING PATH WIDTH	20"
SQUEEGEE WIDTH	33"
THEORETICAL PRODUCTIVITY (BRUSH DRIVEN)	15,000 SQ FT/ HR
WORKING SPEED (BRUSH DRIVEN)	1.7 MPH
RATED VOLTAGE	24 VOLTS
VACUUM FLOW	65 CFM
VACUUM WATERLIFT	45"
VACUUM POWER	.60 HP
DRIVE MOTOR POWER (TD)	1/5 HP
BRUSH TYPE	DISC
BRUSH MOTOR(S) POWER	3/4 HP
NUMBER OF BRUSHES	1
BRUSH RPM	180 RPM
SOLUTION CAPACITY	12 GAL
RECOVERY CAPACITY	13 GAL
WEIGHT WITH BATTERIES (BD)	306 LBS
WEIGHT WITHOUT BATTERIES (BD)	196 LBS
WEIGHT WITH BATTERIES (TD)	365 LBS
WEIGHT WITHOUT BATTERIES (TD)	231 LBS
DIMENSION (LXWXH)	44.4 X 18.8 X 42.3

•

Trucks Mounted Pressure Wash Machine

Industrial Duty 4200 psi 4.0 gpm Cold Water Pressure Washer



SIMPSON #95002 SPECIFICATIONS
ZORO #: G3106192 MFR #: 95002
OPERATING PRESSURE: 4200 PSI PRESSURE WASHER FLOW RATE: 4 GPM
PRESSURE WASHER DUTY RATING: INDUSTRIAL DUTY PRESSURE WASHER WATER TYPE: COLD
ITEM: PRESSURE WASHER OPERATING PRESSURE (PSI): 4200 PSI

Pressures Wash with Tire

Heavy Duty 4000 psi 5.0 gpm Water Pressure Washer



Simpson #65212 Specifications
Zoro #: G9410121 Mfr #: 65212
Item: Pressure Washer Pressure Washer Flow Rate: 5 gpm
Operating Pressure: 4000 psi Pressure Washer Duty Rating: Heavy Duty
Operating Pressure (PSI): 4400 ps

Backpack Filter Vacuum

PROTEAM 10 qt. 120V, 1108W Backpack Vacuum Cleaner



Cord Length: 50 ft.
Hose Dia.: 1 1/2 in
Static Pressure: 91 in
Standards: CSA C22.2 No. 243, UL 1017
Diameter: 7-1/8"
Vacuum Product Grouping: Backpack Vacuum Cleaners
Hose Length: 4 ft
Watts: 1108
Sound Level dBA: 69.7 dBA
Hz: 60
Filter Type: HEPA
Weight: 12 lb
Vacuum Power Source: Corded
Vacuum Air Flow: 153 cfm
Vacuum Collection Type: Reusable Bag
Vacuum Filtration Type: Standard

High speed floor burnisher

High Speed Burnisher, 1600 RPM



Technical Specs

- Item Burnisher
- Brush Speed1,600 RPM
- Motor1.5 hp
- Pad Size20 in
- Power Source115V AC, 60 Hz, 15A
- Sound Level70 dB
- Construction Rotationally Molded
- Cord Length75 ft
- Max. Productivity10,000 sq ft/hr
- Includes

Wet and Dry Vacuum

16 gal. Silica Vac



VACMASTER PROFESSIONAL #VKB1611SW SPECIFICATIONS
ZORO #: G3429416 MFR #: VKB1611SW
COLOR: BLACK LENGTH: 23
MATERIAL: POLYPROPYLENE WIDTH: 20
HEIGHT: 23

Mop Bucket

Yellow Mop Bucket and Wringer, 8 3/4 gal



TECHNICAL SPECS

- ITEMMOP BUCKET AND WRINGER
- CAPACITY8 3/4 GAL
- COLORYELLOW
- WRINGER TYPESIDE PRESS
- MECHANISMHAND OPERATED
- MOP CAPACITY10 TO 32 OZ
- SHAPEOVAL
- BUCKET/PAIL MATERIALPLASTIC
- HANDLE MATERIALSTEEL
- CASTER TYPE3 IN NONMARKING
- OVERALL HEIGHT21 5/8 IN
- OVERALL LENGTH20 5/16 IN
- OVERALL WIDTH16 7/16 IN
- COLOR CODING SYSTEMYES
- WRINGER COLORYELLOW
- WRINGER MATERIALPLASTIC/STEEL
- BUCKET/PAIL HEIGHT22 IN
- BUCKET/PAIL LENGTH20 1/2 IN
- BUCKET/PAIL WIDTH16 45/64 IN
- BOTTOM DRAINYES
- ANTI-SPILLYES
- METAL DETECTABLENO
- SERIESWAVEBRAKE(R)
- FOR USE WITHSTRING MOP SIZES RANGING FROM XS - XL

b. Response time for mobilization for each piece of equipment.

All of the equipment is a one to four (1 to 4 hours) mobilization time. We will store some of the equipment on-site based on storage availability.

c. Chi-Ada Corporation's current inventory of machinery for floor care

- 2 Minutemns Es 2832 Automatic Floor Scrubber
- 8 Side by Side 20 Inch
- 6 Side by Side 14 Inch
- 12 Buffing Machines

d. Chi-Ada Corporation equipment maintenance

The Management of Chi-Ada plans to purchase new equipment and use our existing equipment to execute our contractual obligation successfully. The cost of any new equipment to be bought is prorated and amortized in the lifetime ranging from one to two years before replacement. Our

management has an existing repair services relationship with independent equipment services to repair and replace any broken-down equipment within one day.

e. Chi-Ada Corporation's office equipment and computer programs

- 6 Desktop Computers for scan, emails, letters, and documents editing (Adobe, Acrobat, Microsoft Word, Outlook, Excel)
- 3 Fax Machine for scanning, sending and receiving.
- High Speed Internet
- Phone service
- 4 Photocopiers and Printers
- QuickBooks Contractor Edition
- Pensoft Payroll
- Talkie walkie

3.5 Chi-Ada Corporation's Training:

a. Chi-Ada Corporation's internal Employee Safety Training Manual.

Chi-Ada Corporation's internal Employee Safety Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual***."

b. Chi-Ada Corporation's internal Employee Training Manual.

Chi-Ada Corporation's internal Employee Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual.".***"

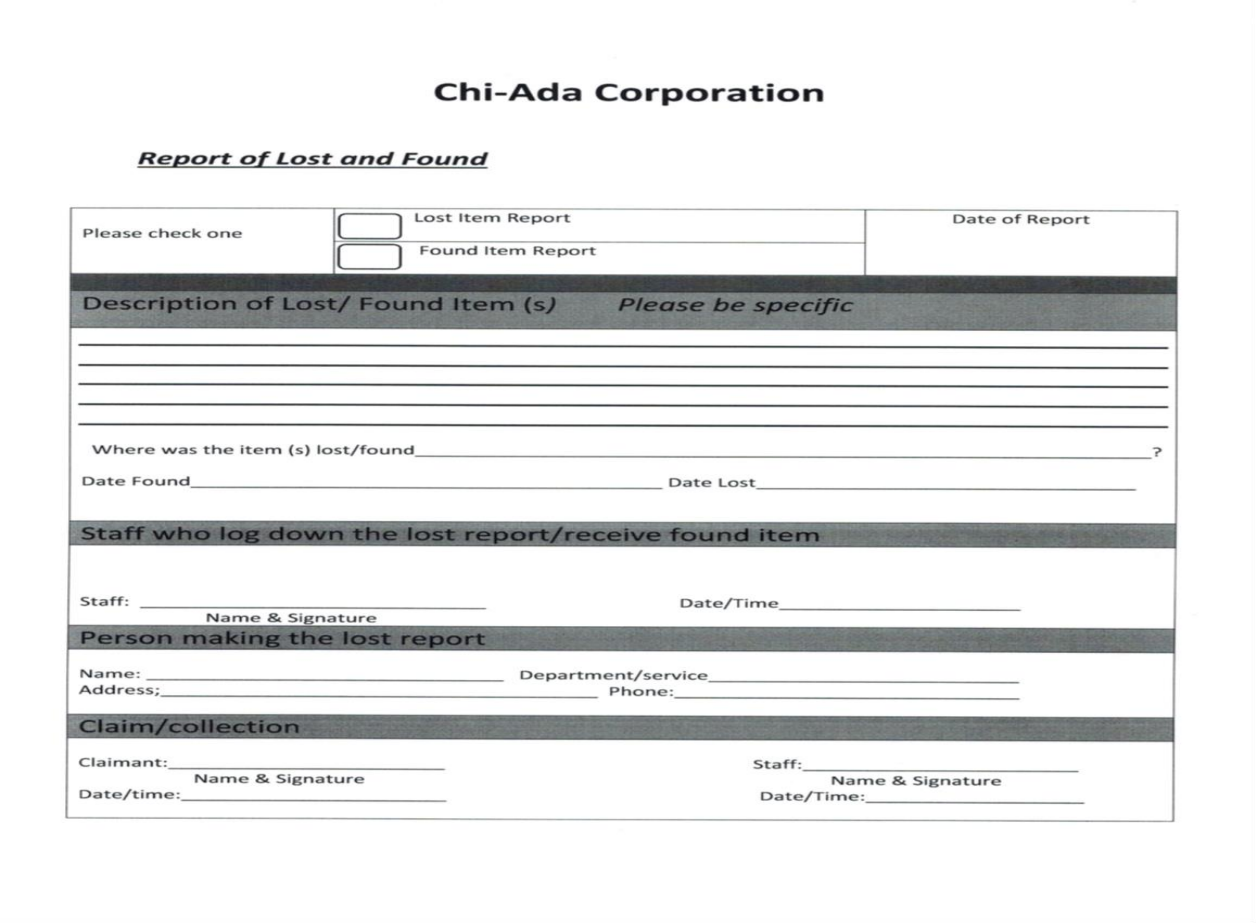
c. Chi-Ada Corporation's training currently in place to assure on-site staff will be pro-active and aware during each shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.

Our employees are taught probity, integrity, and awareness in their workplaces. We taught our employees to have a culture of honesty by reporting the findings of any abandoned belongings or packages to the supervisors or the facility's management. We also taught each employee that our integrity and actions are sustained by our slogan of "Theft employee is undesired." Our vigorous morality screening and on-site observance help us to track our employee's' behavior. Further, each employee is taught on **"**Keeping a Watchful Eye." Our employees are required to report any suspicious behavior to their supervisor or to the project manager, who is required to notify the facility's management for appropriate action to be taken. Finally, our safety training provides important tools to

our employees to deal with potential slip, fall conditions, and ajar doors. The following general safety

rules are discussed during our safety training program:

- Horseplay or any actions that show disregard for safety or efficient job completion is not allowed.
- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.
- A worker shall not cause a distraction that would jeopardize the safety of a fellow worker or working environment.
- Be aware of safeguard provided within the workplace.
- Your job will not generally call for the use of ladders. However, if yoo need to reach an object in a situation where a ladder is needed;, please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and adequately secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.
- Keep hands and feet clear pinch points when handling materials.
- Wear the right clothes for the job tasks you will be expected to perform.
- Assistant in the training of new employees by demonstrating safe work habits.
- Never leave running power equipment unattended.
- Be familiar with the proper safety methods and procedures for operating your power equipment.
- Observe and obey all warning signs.
- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.



Chi-Ada Corporation

Report of Lost and Found

Please check one	☐ Lost Item Report ☐ Found Item Report	Date of Report

Description of Lost/ Found Item (s) *Please be specific*

Where was the item (s) lost/found_____?

Date Found_____ Date Lost_____

Staff who log down the lost report/receive found item

Staff: _____ Date/Time_____
Name & Signature

Person making the lost report

Name: _____ Department/service_____
Address;_____ Phone:_____

Claim/collection

Claimant:_____ Staff:_____
Name & Signature Name & Signature
Date/time:_____ Date/Time:_____

d. Training of Chi-Ada Corporation's supervisors and cleaners in green building cleaning procedures as required for this contract.

The primary benefit of Green Cleaning is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product we use to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to

health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the user's suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors

• Step by step introductions for a sustainable cleaning process.

4. Workload of the Firm:

4.1. List of all completed and active projects in past five (5) years

❖ **Pleasantville Middle School**

Address: 40 Romer Ave

City State Zip:	Pleasantville, NY 10570
Phone/	914-741-1414
Contact:	Stephen Chamberlain, Director of Facilities III
Email:	chamberlains@pleasantvilleschools.org
Contract #	**Bid 2015-2016 School Year**
Period:	2015-2016
Annual amount:	$122,200
Square Footage:	74,056
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

❖ **Briarcliff manor Union Free School**

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org
(2) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

.

❖ ***Broward County Commissioner***

Address:	115 S. Andrews Avenue
City State Zip:	Fort Lauderdale, FL 33301
Phone/Fax:	954 357 5675
Contact:	Ian Mitchell

Email:	imitchell@broward.org
(1)- Contract #	RLI20080908-0-1 (Broward Various Locations)
Period:	2010-2015
Annual amount:	$1,988,455.48
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(2)- Contract #	R0899203P1 (Broward Main Library)
Period:	2011-2018
Annual amount:	$359,987.65
Square Footage:	238,364
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(3)- Contract #	RO92180491 (Broward South Regional Courthouse)
Period:	2011-2018
Annual amount:	$111,579.79
Square Footage:	51,800
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(4)- Contract #	RFP1214808P1 (Broward Janitorial Services for Various County Facilities)
Period:	2016-2021
Annual Amount:	$1,170,509.72
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

❖ ***Miami Dade Public Housing***

Address:	1407 N.W 7 Street.
City State Zip:	Miami, FL 33125
Phone/Fax:	(786) 256-5862
Contact Name:	Florence Saint Jour, Facilities Supervisor
Email:	fstjour@miamidade.gov
(1) Contract #	POHO1200773 (Miami Dade Public Housing Janitorial Services
Period:	2013-2019
Annual amount:	$72,000
Square Ft:	840,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

(2) Contract #	878B-0/9 (Miami Dade Public Housing Janitorial Services)
Contact Name:	Aurea Ivette Velez
Email:	avelez@miamidade.gov
Period:	2009-2014
Amount:	$72,000
Square Ft:	936,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Miami Dade Transit***

Address: 6601 NW 72nd Ave
City State Zip: Miami, FL 33166
Phone/Fax: 305-889-6766
Contact Name: Lazaro Dominguez
Email: Lazaro.dominguez3@miamidade.gov

1- Contract # **ITQ9562-13MDT (Miami Dade Transit Janitorial Services)**
Period: 5/2013-01/2019
Annual amount: $4,552,204.56
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

2- Contract # **ITQ9562-13MDT (Miami Dade Transit: Golden Glades)**
Period: 2013-2018
Annual amount: $36,000
Square Footage: 700,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

3- Contract # **RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities**
Period: 2018-2023
Annual amount: $222,391.92
Square Footage: 260,357
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

4- Contract # **#RFQ9562-34DTPW - JANITORIAL SERVICES - DTPW Rail, Mover, and Bus Facilities**
Period: 1/2019-12/2023
Annual amount: $25,624,628.4
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***Fulton County in Atlanta***

Address: 130 Peachtree Street #1168
City State Zip: Atlanta, GA 30303
Phone/Fax: (404) 612-4446/ (404) 893-6303
Title: Janitorial Services for Selected Facilities
Contact Name: James Morehead, Contract Administrator
Email: James.Morehead@fultoncountyga.gov

1- Contract # 13ITB87106C-MT
Period: 2012-2016
Amount: $362,141.56
Square Footage: 142,673

Summary of Service Provided: Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

2- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Period: 12/2018-12/2021
Annual amount: $617,271.12
Square Footage: 205,925

Summary of Service Provided: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

❖ ***Sarasota County***

Address: 1001 Sarasota Center Blvd.
City State Zip: Sarasota, FL 34240
Phone/Fax: 941-716-1500
Contact Name: William Bill Deller, Facilities Supervisor
Email: bdeller@scgov.net
Location: Sarasota County

Contract # Bid #166453HR Custodial Services

Period: 2/2017-1/2022
Amount: $ 675,972.78
Square Footage: 528,175
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***City of North Miami***

Address: 776 NE 125th Street
City State Zip: North Miami FL 33161-4116
Phone/Fax: 305.895.9886
Contact Name: Destrade Alberto
Email: **adestrade@northmiamifl.gov**
Location: North Miami
Contract RFP No.18-15-16 Janitorial Services

Period: 2017-2019
Annual amount: $180,024
Square Footage: 900,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of North Miami Beach***

Address: 17011 NE 19th Ave,
City State Zip: North Miami Beach, FL 33162
Phone/Fax: (305) 948-2946
Contact Name: Meghan Cianelli Bennett
Location: North Miami Beach
Contract RFP NO:19-062-MC

Period: 2019-2022
Annual amount: $258,936
Square Footage: 151,200
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of Clearwater***

Address: 100 S Myrtle Ave
City State Zip: City of Clearwater, FL 33756-5520
Phone/Fax: 727-562-4633
Contact Name: Alyce Benge
Email: Alyce.Benge@myclearwater.com
Location: City of Clearwater
Contract #900406, Bid# 24-18 (Parks & Recreation Centers)

Period: 2019-2022
Annual amount: $180,000
Square Footage: 213,576
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Fort Lauderdale International Airport (Sub-Contracting)***

Address: 115 S. Andrews Avenue, Rm 212
City State Zip: Ft. Lauderdale FL 33301
Phone/Fax: 954.357.8604
Contact Name: Cara M. Leisy, J.D., Purchasing Agent
Location: Fort Lauderdale Airport, Terminal 1 and car rental
Period: 1/01/14 thru 3/31/19
Annual amount: $1,000,000
Contract #
Square Footage: Terminal 1 and car rental
Summary of Service Provided: Janitorial services, labor, cleaning supplies, materials, equipment, tools, vehicles, uniforms, chemicals, and supervision

4.2. List of all projected projects that vendor will be working on in the near future.

Chi-Ada Corporation does not have any pending awarded contracts.

4.3. Describe Chi-Ada Corporation's approach in managing projects.

At Chi-Ada Corporation, our goal is to ensure that each contract we undertake is completed. Our organization complies with the contract specifications and requirements. In this regard, the management of each contract is prioritized, communicated, meetings are held, inspections are carried out, and controls. Chi-Ada Corporation always establishes permanent channels of communication between the contract administration and Chi-Ada Corporation contracts managers to establish the regular share of information about the management of the project. We also create a line of communication between our on-site staff, through our project manager and supervisors, and the contract administrator to listen and apply the contract administrator recommendations and suggestions. We further hold regular meetings to report and mitigates quality issues. To maintain our quality assurance, our project manager and quality control manager regularly inspect our personnel's tasks to identify any issues affecting contract compliance. We finally control the rentability of our personnel to ensure that we are keeping the highest level of quality cleaning and make any changes that can augment the efficiency of services.

4.4. Were there or will there be any challenges for any of the listed projects?

Based on our knowledge and experience on past awarded projects from Broward County and other companies, there are not known challenges. The experience and the human capital have been the driving power of Chi-Ada Corporation for success. We have human resource potential to ensure that the firm reaches its objectives in every contract.

5. Pricing

The price spreadsheets for Agreement 1 thru agreement 14 are attached.

Conclusion

The Chi-Ada Corporate mission is to provide the most outstanding janitorial services possible.

- We take pride in being productive and self-sufficient regarding our work and responsibilities.
- We believe that hard work and determination are the keys to our company's success.
- We strive to have a strong work ethic and to help employees become goal-oriented individuals.
- We believe that we teach by example.

That is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facility's image to be "The cleanest in America."

Chi-Ada Corporate services are your 24/7, 365 days per year single-source provider for all of your facility cleaning needs. Whether there is a need for a one-time service or an ongoing maintenance program, look to Chi-Ada Corporation to provide the services needed.

We look forward to the opportunity to serve you!

Attachments

Living Wage Ordinance Requirement Forms

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2021 THRU DECEMBER 31, 2021)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.00
Assistant Project Manager or Equivalent	Hour	$ 28.00
Quality Control Manager or Equivalent	Hour	$ 25.00
Shift Supervisor or Equivalent	Hour	$ 23.00
Team Leader/Supervisor or Equivalent	Hour	$ 18.50
Janitorial Worker or Equivalent	Hour	$ 17.05
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services.

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2022 THRU DECEMBER 31, 2022)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

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The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.75
Assistant Project Manager or Equivalent	Hour	$ 28.70
Quality Control Manager or Equivalent	Hour	$ 25.63
Shift Supervisor or Equivalent	Hour	$ 23.58
Team Leader/Supervisor or Equivalent	Hour	$ 18.96
Janitorial Worker or Equivalent	Hour	$ 17.48
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services

JANITORIAL SERVICES – FACILITIES MANAMGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2023 THRU DECEMBER 31, 2023)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENED)
Project Manager or Equivalent	Hour	$ 31.67
Assistant Project Manager or Equivalent	Hour	$ 29.56
Quality Control Manager or Equivalent	Hour	$ 26.40
Shift Supervisor or Equivalent	Hour	$ 24.29
Team Leader/Supervisor or Equivalent	Hour	$ 19.53
Janitorial Worker or Equivalent	Hour	$ 18.00
_____	Hour	$ _____
_____	Hour	$ _____

Vendor Name Chi-Ada Corporation janitorial services

Living Compliance Ordinance Affidavit Form

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsivefor failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: Chi-Ada Corporation Janitorial Services
Address: 4820 W Commercial Blvd, Tamarac FL 33319
Local Contact: Bart Okoro E-Mail Address: bokoro@chiadacorporation.com
Address:
Contract
Amount:
Using Agency
Served: Solicitation
No. and Title:

By signing below I hereby certify that the covered employees listed below: (please check one)

A. ☐ Receive a minimum pay of $ per hour and are provided health benefits valued at $ per hour.
B. ☒ Receive a minimum pay of $ 17.05 per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
BRYCE JULIAN	Custodian	B	TELLEZ TADEO	Custodian	B
CLODIANNE CHARLES	Custodian	B	ELIAB NATIVIDA	Custodian	B
PEREZ DUNIA	Custodian	B	EREDMA DON PRIMUS	Custodian	B
CLIFTON MURPHY	Custodian	B	KIBAKA LANDY	Custodian	B

(Attach Additional sheets in the format above, if needed)

I, BARTHOLEMEW OKORO of CHIADA CORPORATION hereby
attest that(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;
b) Provide the applicable livingwage statement regarding wage rates with the employee's first paycheck or direct deposit receip t as required by the Living Wage Ordinance, as amended; and
c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature Title President

SWORN TO AND SUBSCRIBED BEFORE ME this 24 day of MAY
2021

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

My commission expires: 08/07/2024
(SEAL)Notary Public (Sign name of Notary Public)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced:

APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: Chi-Ada Comp. Contact Person: Bart Okoro

Company Address: 4820 W. Commercial Blvd

City: Tamarac State: FL Zip: 33319 Phone: 954 777-5177

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: $_____

SECTION 3: EXEMPTION BASIS (Check one of the options below and submit supporting documentation as requested)

☐ **(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.
Required documentation for this exemption basis: Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

☐ **(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.
Required documentation for this exemption basis: Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

I, BART OKORO (Print Name), of Chi-Ada Comp. (Company) hereby attest that

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

Signature 5/24/21 President
Title

SWORN TO AND SUBSCRIBED BEFORE ME this 24th day of MAY, 2021

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

Notary Public (Sign name of Notary Public) My commission expires: 08/07/2024 (SEAL)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced: _____

Revised May 1, 2021

Copy of insurance certificate.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 02/11/21

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 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 BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: ANDREW OGHINAN PHONE (A/C, No, Ext): (305)249-5055 FAX (A/C, No): (305)249-5057 E-MAIL ADDRESS: big@bendellinsurance.com
INSURED CHI-ADA CORP 4820 WEST COMMERCIAL BLVD TAMARAC,FLORIDA 33319 954-777-5147	INSURER(S) AFFORDING COVERAGE — NAIC# INSURER A: ADMIRAL INSURANCE COMPANY — 24856 INSURER B: PROGRESSIVE EXPRESS INS COMPANY — 10193 INSURER C: WESCO INSURANCE COMPANY — 25011 INSURER D: COLONY INSURANCE COMPANY — 39993 INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			CA000020588-07	12/23/20	12/23/21	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ EXCLUDED $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			03913306-4	09/28/20	09/28/21	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			NA			EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WWC3507748	12/15/20	12/15/21	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	POLUTION LIABILITY CPL FORM			CSP4257990	04/16/20	04/16/21	$1,000,000/1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
JANITORIAL SERVICES.

CERTIFICATE HOLDER is NAMED AN ADDITIONAL INSURED ON THE GENERAL LIABILITY.

CERTIFICATE HOLDER	CANCELLATION
BROWARD COUNTY 115 S. ANDREWS AVE. FORT LAUDERDALE,FL 33301 RE: FMD, ROOM 501	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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Authorized document to do business (Florida State Registration document)

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

FILED
Mar 14, 2021
Secretary of State
1214206932CC

DOCUMENT# P95000065881

Entity Name: CHI-ADA CORPORATION

Current Principal Place of Business:

4820 W. COMMERCIAL BLVD
4820
TAMARAC, FL 33319

Current Mailing Address:

4820 COMMERCIAL BLVD
4820
TAMARAC, FL 33319 US

FEI Number: 65-0619776

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

OKORO, BARTHOLOMEW
135 NW 163 ST
MIAMI, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	PRESIDENT
Name	OKORO, BARTHOLOMEW
Address	4820 W COMMERCIAL BLVD 4820
City-State-Zip:	TAMARAC FL 33319

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Signing Officer/Director Detail — Date

List of litigations

Date	Parties	Case number	Case	Outcome
2017	Raymond Robinson (Plaintiff) Vs Miami Dade & Chi-Ada Corporation (Defendant)	2018-024310-CA-25	Plaintiff alleges slip and Fall at Metro rail and Chi-Ada is services provider	Current
2018	Emperatriz Linares (Plaintiff) Vs Chi-Ada Corporation (Defendant)	2018-035054-CA-01	Plaintiff alleges she was discriminated	Current
2018	Dolores Mengana (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018-000191-ca-23	The Plaintiff Dolores Mengana's cause of action against Defendant, Miami Dade County Florida and Chi-Ada Corporation contractor is that She slipped on an elevator at the Metrorail Station, where Chi-Ada is providing Janitorial services	After presenting evidence and reviewing the cameras it was proven that no harm created by the contractor nor by Miami Dade County Florida for the plaintiff fall. It is the Negligence of the plaintiff. The Judge dismissed the case for lack of credibility evidence by plaintiff.
2018	Fabian Duenas (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018 -13775 CA01	Plaintiff Claimed she hit her forehead on the very clean and bright glass door, that the glass was so cleaned that plaintiff taught it was an open space and bump her forehead into it. The plaintiff attorney argue that the contractor should keep the premises free from dangerous condition and hazards which the defendant should know about. The attorney also stated that Miami Dade County Florida/ agent fail to warn the public including the plaintiff Fabian Duenas of the condition of said premises which the defendant should have known.	The case was settled by Chi-Ada Liability Insurance for $15,000.00 and attorney fee

BLD2121632P1 01 12 BLD2121632P1: JANITORIAL SERVICES BCJC WEST BUILDING BRIDGES 4 & 5 AGREEMENT NO. 12

2019	Digos Enterprises (Plaintiff) Vs Chi-Ada Corporation (Defendant)	Cace-18020417-Div 13	Plaintiff alleges his company did not receive subcontract service of 25% set aside	Current

Case against Chi-Ada's worker compensation Insurance (Currently)

1. Miguel Acevedo: Injury on duty notice of case not received and case not established.
2. Maria Rodriguez. Fall on mover car; case not received, and case not established.

Internal Employee Safety Training Manual and internal employee training document is attached under a file of, “Broward County project's Training and Rules Manual



CHI-ADA CORPORATION

4820 W. Commercial Blv

Tamarac FL 33311

Trainings & Rule Manual

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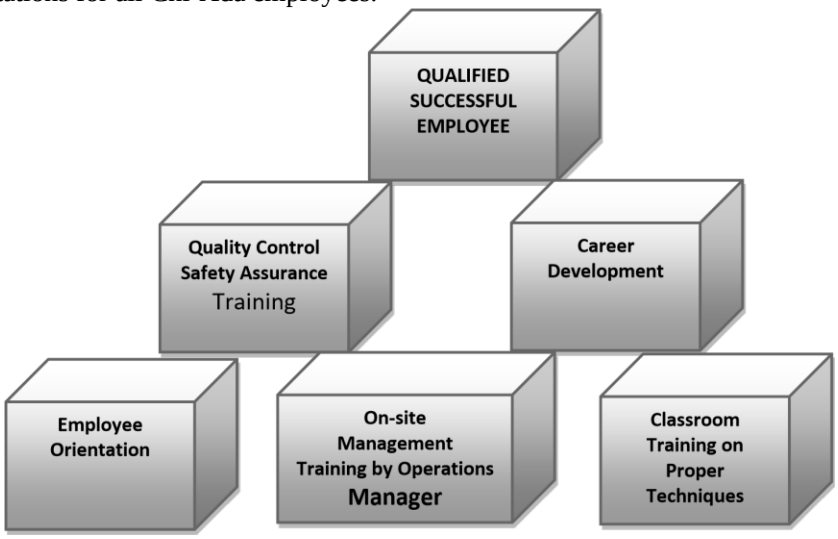
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1- Introduction

Equipping a company's employees with useful knowledge of rules and responsibilities is essential to build a winning business. Chi-Ada Corporation thought a strong rules and training manual for its employees. These rules are the columns for the success of the company. The firm measures its responsibilities in every contract and the expectations of its customers. We are dedicated to build trustful relationships with our customers based on the quality of our services. In this regard, this manual provides the training steps and useful information of our company's rules.

2- General Orientation

All Chi-Ada Corporation employees are required to attend a general orientation and training process which will allow them to become confident and knowledgeable in their positions, company processes, and overall expectations for all Chi-Ada employees.



All employees attend an orientation and preparation process for their new assignment. All managers and supervisors are trained by our Human Resource Manager. The Operations Manager stays on site until all managers are thoroughly trained and can function independently. All supervisors and/or lead personnel must have developed hands-on experience in the areas assigned. This approach has been very successful for Chi-Ada Corporation since the start of the company.

Classroom training will be provided by a qualified Training/QA Director, offered on-site. This trainer will be supported by a Safety/Training Director and other Chi-Ada Staff. Employee management for managers and supervisors is accomplished through the use of the American Management Association, Inc. magazine and Training videos.

In addition to on-site training by Chi-Ada, occasional speakers, product demonstrations and seminars will be sponsored by Chi-Ada Corporation for all department staff. These sessions will be made available to other account personnel, where it is appropriate.



Chi-Ada has developed a *Housekeeping Reference and Training Manual*. All phases of custodial care have been thoroughly covered. This manual is given to each Supervisor for reference with technical and training programs.

A good training program will reduce employee turnover. Trained employees are happier and more confident in their work. This is the goal behind our training program.

Such topics discussed in the Orientation program are listed below but are not limited to:

- Housekeeping Daily Operation/Cleaning Procedures
- Housekeeping Record Keeping Systems
- Organizational and Staffing Plans
- Accountability Management System
- Key Management Control System
- Quality Control System
- Intro/Interdepartmental Communication System

3- New Employee Orientation and Training

DAY 1: The new employees receive a complete orientation of the facility including rules, regulations, benefits, inspection process, uniform, and adequate requirements, scheduled work hours and duties expected. Employee works with a senior employee beginning the second day through the fifth day to learn the methods, work requirements, and job description.

DAY 2: Employees are assigned to area with inspection conducted on a daily basis with senior employee. Further training is performed as needed.

DAY 3: Employees continue learning at the assigned area with daily inspection by the Team Leader/Assistant Coordinator teaching new methods as specified by area.

DAY 4: Employees received full inspection by Coordinator and Assistant Coordinator in each category of cleaning assigned including equipment, janitorial closet, and chemical uses. Corrections and suggestions reviewed that day.

DAY 45: Employees received full review to determine needs as to retention, training, reassignment or other alternatives. Factor input from Coordinator, Assistant Coordinator, senior employee and others as required.

DAY 90: Employees are taken off probation and assigned to designated area, shift, and Team Leader, if not previously done.

ANNUALLY: Sit down and review with Coordinator to review employee's performance rating and discussion of future development of the employee

4- Training Program Breakdown

0 to 45 Days:
Direct labor and supervisor training in core areas (General Information, Safety, Disaster, Policing, Restroom Cleaning, Pressure Cleaning)
Employee evaluation at end of this period

Supervisor in-service training will be scheduled monthly, with topic such as customer service, public employee motivation, disciplinary techniques, financial accountabilities, and interaction will be covered. Annual refresher training will be scheduled.

Employee Development and Continuous training Is critical to the Success of any Organization

45 to 90 Days:
Ancillary Building Assistant - Areas such as Offices.
Handling large tasks.
Employee evaluation at end of this period

Past 90 Day Training:
Direct labor in-service training scheduled to cover identified topics as needed. Topics such as safety, disaster, lifting/moving, cleaning techniques, alcohol/drugs in workplace and customer service, will be covered on a monthly basis.

5- Transition Plan

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company that will be providing services to your company, and we bring our experience in start-ups. Our transition plan is very critical to the success of this project.

Chi-Ada has the ability to start any contract with fully screened and trained employees. Chi-Ada has a proving track record of doing start-ups of all sizes regardless of location.

5.1- Client Communication Plan

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our General Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the General Manager has met with your facilities personal, he/she will meet with the other individuals involved in the transition plan such as the Operations Manager, Human Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

5.2- Management

Our management team headed by the Operations Manager will make a site visit of the facility to locate where all storage locations are. From their observation they will know how much equipment that specific storage location will be able to accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

5.3- Equipment/Chemicals

During this time period our Operations Manager orders all necessary equipment's and chemicals and is deployed to its respective locations. In conjunction to ordering supplies, Chi-Ada will organize supplementary training for the equipment's and chemicals that will be used throughout the different facilities.

5.4- Hiring & Training

This period will be when Chi-Ada hires new employees and train them. This period will encompass: - Hiring new employees

- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them - Site tours

5.5- Final Communication

During the final days prior to the start of the contract, the General Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada we are ready to implement our established start-up system and expand a plan that will meet all of the contract's requirements.

6- Human Resources

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department that is staffed by qualified personal. They are responsible for our hiring, training, and maintain a well-qualified and extremely motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur when it comes to finding exceptional individuals that are very responsible and helping them becomes a great asset to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program that is composed of basic, intermediate, and advanced training from the manufactures of the different equipment's and chemicals that Chi-Ada will be using. The training will be provided by specialist that are certified as an in-service training provided by the company free of charge to our employee's.

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, these include recognizing individuals who have performed exceptional, e.g. employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee's because, we feel that there is more to life than the opportunity for exceptional earnings but valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

7- Technical Procedures

Chi-Ada's proven system of effective employee recruitment and training is anchored to a solid well equipped, management organization. We are confident that our new hires learn simple yet highly effective methods that insure the best results. All new employees will also be given valuable on-the-job training by an experienced Chi-Ada Manager. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had past experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done in an efficient and safe manner.

At Chi-Ada, we believe that custodial works must be trained in the proper use of cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surface within your facility, as well as to maintain the equipment that employee's will be using.

Our training program starts with in-service sessions to ensure complete understanding of the techniques and to keep up with the rapidly changing industry. Training allows our employees to stay afloat with current innovation in cleaning techniques, equipment and proper handling of equipment, chemicals and proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets, therefore; we place high priority in hiring and training them. This training program includes work practices and standard expectation, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description and the use of supplies, paper, soap, etc.

Cross training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce that will be available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

8- Safety Training

Chi-Ada Corporation's safety training program emphasizes on ways to avoid the preventable accident. (1) **Mandatory safety equipment and wears**: In all institutions it is a mandatory to wear proper attire and open toe shoes will not be worn.

(2) **Eliminating the open invitation to an incident**: Slippery walkways.

(3) **Enforcing the existing safety rules**: Such as not smoking indoors.

(4) **Caution analysis of accidents training**: New workers are thoroughly indoctrinated for purpose of making sure everyone knows exactly what to do in case of an accident.

(5) **Fire Prevention**: Chi-Ada Corporation is in compliance with OSHA federal and state fire regulations in job areas. Fire Prevention and emergency exit ways: all employees must exit the building at any time there is a fire alarm to a designated place outside the building and the supervisor will do a head count. All corridors, stairs, doors, and escape routes are kept unobstructed. Every employee of our Corporation is taught to know where alarm boxes, extinguishers, and other firefighting components are located.

(6) **Solid and slippery spill**: Clean immediately to avoid slip and fall.

8.1- Lifting technique Training

Employees are taught to lift 10Ib weight or less on a regular day but anything larger than 10Ib's will be assisted with a pulley. The technique is to bend the knees forward and lift until the object is inside a cart to be carried. *Waist should not be straight when lifting any load larger than 10Ib's.*

8.2- Personal Protective Equipment (PPE) Training

Employees are taught to wear Personal Protective Equipment's such as latex gloves at all times when removing garbage, cleaning restrooms or removing pathogens. Gloves and nose mask are worn when removing hazardous chemicals, dust and other form of pollutant waste, and blood borne pathogens.

8.3- Cleaning Procedures on Chemicals Training

Caution: Under no circumstances should any employee formulate their own detergent. We train all employees how to follow Material Safety Data Sheet procedure to achieve the desired result on acid cleaners for restrooms and abrasive cleaners for soils on hard floors.

8.4- Chemicals in Carpet Cleaning Training

Employees are taught the nature of chemical and dilution in carpet cleaning. It is critical that all employees are taught how to measure according to the directions.

8.5- Maintenance training employees are instructed about how to vacuum, shampoo either by dry soil or hot water, steam-clean, extraction, rotary spin pad and stain removing from resistance stains, on carpets, vinyl, wood, and other type of floors.

8.5- Training is provided by coaching the individuals with the effort to assist individual members of the work force. Spending time on those tasks is so overwhelming that the trainee is able to learn quickly**.**

9- Work Plan

Chi-Ada recognizes the importance of a very effective work plan that will incorporate the transition plan to a very smooth work plan. Chi-Ada's staff has fully reviewed the scope of services outlined in section 1.2 in the RFP. Chi-Ada has done its research when it comes the operations of MIA and its adjacent locations, given Chi-Ada an idea of the daily operations throughout the different facilities.

First, Chi-Ada will order the necessary supplies and equipment for the services required and deploys them to their final destinations throughout the airport and its adjacent buildings. Chi-Ada will meet all requirements listed in Attachment B in reference to its list of equipment, supplies, and chemicals. Under no circumstance will unsafe equipment or products be allowed to operate in any scale on any facilities.

Second, Chi-Ada will collect and adequately secure all keys, key cards, or any other entry devices and codes provided. Chi-Ada will maintain a record of all keys and no employee shall duplicate keys. If any entry device is lost, missing, or stolen, Chi-Ada will immediately contact the Contract Administrator. When all employees enter any unoccupied/unlocked section of a building to provide services, they shall lock all doors, before leaving. All exterior doors shall remain locked during the work shift and shall be checked to ensure safe when leaving the secured section of a building at the end of the work shift.

Next, Chi-Ada will hire and train its new employees on safety and safety practices. Chi-Ada will provide each of its employees working on the job site, with the training needed to safely and competently perform the services required. Chi-Ada is familiar with all Federal, State, County, and City Regulations governed accordingly as they apply to the services rendered. Chi-Ada will keep a record of all training for each employee upon request. The record will state the employee's name, date of employment, date and type of training class attended.

The training process will be monitored by the Managers so they can perform a follow up. The follow up will be determined by the quality reports conducted to review the performance of employees. Our training program is available year-round to ensure that all employees refresh skills and are kept up to date on today's cleaning standards. Our ongoing training secessions concentrate on changes in policies, procedures, and rules. Also, other topics discussed are new techniques and technology that are imperative to the Airport Environment.

Chi-Ada will evaluate each individual location to provide the most adequate staffing requirement for the services required. Chi-Ada will provide adequate personnel to ensure that the required staffing is met for each shift and will have the experience to evaluate the facilities. Chi-Ada will be responsible for all supervision and work performed by its employees.

Chi-Ada Supervisors will provide supervision where needed, communication with staff workers, and conduct daily inspections and evaluate the work area. Chi-Ada will provide weekly, monthly, and semi-annual reports of all project work. Detailed on this report will be the location, duties to be performed, date assigned, date completed, date of inspected work and approval of work, and who approved the work.

10- Employment Plan

Chi-Ada Corporation uses a very stringent procedure for recruitment, testing, screening of individuals assigned to your facility. We use every effort to ensure that all individuals are the best quality match for your facility.

Each employee must undergo the following:

- Criminal Background Investigation
- Character/Integrity Reference Check
- Job Profile Fit Analysis
- Performance Matching
- Pre-orientation for Job Readiness
- Policy and Procedure Manuals
- Employee evacuations

The background process is conducted in two phases. Upon successful completion of the identity verification, the background investigation process continues with more detailed research including employment and Education verification, Criminal Records Check, and Driver's License Check.

All applicants that satisfy our requirements for the background screening move on to the following: Drug Screen, Physical Examination, Psychological Examination, and Suitability/Trustworthiness Assessment. All employees will be required to submit to a random, unannounced drug testing policy. This policy includes all illicit drugs and alcohol. Failure to submit to testing and/or positive test result will be grounds for immediate termination of employment.

All employees involved in a work-related accident or injury are required to report for a drug screen within 24 hours of the incidents.

11- Employee Safety & Protection

Chi-Ada Corporation takes the necessary precautions to protect the safety of the individuals who use the facilities that we will be employed at. We protect persons or properties against injury or damage and will be responsible of any such damage, or injury that occurs as a result of fault or negligence of our employees.

All chemicals are brought and stocked in closets in their original containers. These chemicals remain in their containers until diluted or mixed for use to reduce any aroma from escaping that may be hazardous to anyone. All solution bottles and spray bottles will be in safety containers, which are safe for handling and intended usage.

Chi-Ada Corp. will also provide and use adequate barricades and signs to mark off hazardous work areas and provide sufficient warning prior to, during, and after the performance of all services of danger zones such as areas that have been recently moped or waxed to reduce slip and fall. All general accepted and government required safety practices shall be followed.

In case of any accident, incident, or damage, Chi-Ada will quickly notify the Contract Administrator of any incidents or accidents involving their employees while on-site to ensure that no future situation will occur. ChiAda will have an Accident, Incident, and Damage Report. The report will include the type of incident and an assessment of any property damage or personal injury.

12- Inspection & Detection

Chi-Ada Corporation inspects all facilities and detects any unsafe working conditions to the Contract Administrator. We provide trained and qualified supervisors capable of providing the necessary supervision not only to detect unsafe working conditions but to also train employees to be able to spot any unsafe working conditions. Each supervisor will be capable of verbal and written communication in English and will be capable to effectively communicate with the service workers.

Each supervisor shall conduct a daily inspection and evaluate all assigned areas of work. Each supervisor will note any discrepancies and assure that they are corrected and monitor workers to ensure that they are performing assigned duties.

13- Federal & State Requirements

Chi-Ada Corporation is a very recognized corporation with over 200 employees and has many policies to ensure work-place fairness. Our success and growth are credited because of high standards of performance, quality ethics, and being accountable. Chi-Ada undergoes a thorough screening to guarantee that all applicants hold the high expectations that Chi-Ada holds and believes.

All applicants will complete a detailed application. The application is a pre-screening conducted by our Human Resource Department. Once applicants pass the pre-screening process, then they will undergo an interview by one of our supervisors that is knowledgeable of the position being applied for.

If and when the applicant is deemed an eligible candidate, an offer of employment will be made. Once accepted then the necessary steps will follow:

- Reference and former employment verified.
- Drug screening test conducted.
- Medical screening conducted.
- Criminal background check – including fingerprint check.
- Security background checks where high security is required.

On top of Chi-Ada's screening procedures, we also comply with any regulations. All employees that will have un-escorted access to areas secured for security by law will undergo a FBI fingerprint screening for any past history of any involvement with terrorist activities. No employee will be issued a badge non-the-less hired if they are found to have a connection with terrorist activities.

In an event that an employee is being relinquished of all duties that was issued a security badge for a location of high security, Chi-Ada will retrieve the badge prior to the individual being terminated and the Contract Administrator will be notified.

Once all required screenings are completed then Chi-Ada will train its employee prior to placing them in an onsite location.

14- Safety Assurance

The safety and health of our employees at Chi-Ada Corporation and clients is of primary importance. It is our policy to provide a safe and healthy working environment for our employees, and to strictly enforce all safety rules to guarantee the safest work environment possible. It is the company's policy to abide by and comply with accident prevention regulations set forth by the Federal, State, and Local governments. To accomplish this, continued emphasis will be placed on Accident Prevention, Employee Health Protection, and General Loss

Control; albeit governmental rules regulations, restrictions or standards in effect now or in the future take precedence over our published guidelines

To this end, Chi-Ada provides the following Safety Program to all employees:

- Personal Protective Equipment appropriate to each employee's job assignment. Additional specialty safety equipment would be provided by the client as indicated.
- Safety Manual which includes compliance with Hazardous Communication, and Blood-Borne Pathogens Standards.
- Safety Meetings with employees are conducted on a regular basis.
- Supervisors perform monthly account safety checks.

Chi-Ada company policy mandates that all Supervisors, Managers, Department Heads and other employees at all levels of our workforce make Job Safety a matter equal in importance to all of our operations. These responsibilities can be met only by continuously working together to promote safe work practices, safe equipment, safe chemicals, and an overall safe work site for employees and clients.

There is nothing in the manual that would take precedence over what an employee might determines at the time of an emergency to be the best course of action in a particular circumstance when it comes to saving a life, preventing further injury or safeguarding the public safety.

The following guidelines are established to assist employees in the areas of Accident Prevention. Employee's that help prevent accidents benefits not only them but their fellow employees. It is up to each employee to assume full cooperation in these measures for their Safety and Protection.

Chi-Ada training program is composed of four (4) parties responsible for a safe workplace. These parties are the Company, Supervisors, Employees and most importantly, Fellow Employees.

15- Safe Workplace Responsibilities

15.1- The Company

- Chi-Ada Corporation is committed to train its employees to provide a safe work environment.
- Chi-Ada Corporation management with training standards and procedures relative to implementing the Safety and Health Program.

15.2- Supervisors

- Implementing the elements of the Safety and Health Program as outlined.
- Providing training to employees as to their responsibility in the safe performance of their duties.
- Enforce all safety procedures.
- Conduct thorough accident investigations.
- Maintain accurate accident reporting records.

- Promote a general awareness of safety throughout the workplace.

15.3- Employee

- Provide the necessary discipline to implement the safety rules and regulations as outlined herein.
- Report all unsafe conditions of safety in the work area.
- Maintain a general awareness of safety in the work area.
- Make suggestions as to how any part of our operation may be modified to reduce the potential for hazard.

15.4- Fellow Employee

- Provide the T-E-A-M (Together Everyone Achieves More) work attitude to make Safety a continuous part of working together.
- Speak freely with others about safety concerns.
- Help each other maintain a safe environment to work in with regard to safety Procedures and concern for others.
- Report any unsafe methods or procedures as you see them occur.
- Take preventive action to disallow any unsafe acts.

15.5- **General Safety Rules**

The following safety rules are discussed during Chi-Ada Safety Training Program:

1- Horse play or any actions that show disregard for safety or efficient job completion is not allowed.

2- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.

3- A worker shall not cause distraction that would jeopardize the safety of a fellow worker or working environment.

4- Be aware of safeguard provided within the workplace.

5- Your job will not generally call for the use of ladders, If you should need to reach for an object in a situation where a ladder is needed; please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and properly secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.

6- Keep hands and feet clear pinch points when handling materials.

1- Wear right clothes for the job tasks you will be expected to perform.

2- Assistant in the training of new employees by demonstrating safe work habits.

3- Never leave running power equipment unattended.

4- Be familiar with the proper safety methods and procedures for operating your power equipment.

5- Observe and obey all warning signs.

6- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.

16- Quality Control & Training Program

Our focus on quality control is centered on our employee's performance to a project, therefore; we match quality of service and productivity to efforts made to provide it. Consequently, comprehensive quality control involves all project participants effort put together to ensure that contract specifications are satisfied. We achieve this by emphasizing technical and safety training.

Chi-Ada utilizes a Quality Control Program that covers all the services stated in the scope of services. Our Quality Control Program also helps us determine if our employees are following proper working procedure. Listed below is how our quality program is conducted.

16.1- Methods of Identifying Problems

We make comprehensive effort on every contract we undertake by teaching the custodians how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. Through reports and observations all data will be analyzed:

- To establish trends
- To determine corrective actions
- To access effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we will maintain project performance at acceptable Levels.

16.2- Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly. We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double checking of services completed are more effective than monitoring and other surveillance because minor problems will be illusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality of future problems and the need for timely corrective actions.

16.3- Correction and Preventing of Quality Control Problems

Chi-Ada Corporation double check strategy is used to address quality control problems. First, corrective action is taken to immediately eliminate the problem. After correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report states the work requirement, location, and grades it on a scale of 1-5. The Supervisor decides and initiates the appropriate corrective action and determines to focus on how to correct the problem on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

16.4- Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities. The planned daily inspection will be directed to high traffic areas and it may include random inspections of high frequency and continuous task and 100% inspection for periodic services. The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered. The Manager and Supervisors will perform random, regular, and periodic visual inspection of the facility. Each Supervisor will perform an inspection before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time the inspection was completed to ensure that all activities, functions, and processes are covered. Inspections will be conducted using the same checklist to identify problem areas requiring correction.

16.5- Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high-quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- random inspection
- total inspection
- continuous inspection

All inspections findings will be documented so that the following actions are taken immediately:

- Applicable employees are informed when their level of work performance has diminished below previous levels.
- A corrective action request is initiated, to be corrected by the end of the same shift, related to
  any task that has been rated less than “satisfactory”

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

16.7- Inspections are an ongoing practice

Chi-Ada's coinstantaneous inspections provide additional insurance for attainment of our quality control objective. Our Manager and Supervisors perform these inspections. The inspections are predominately a "walk through." The "walk through" is performed with varying frequencies. However, they are always performed after a certain task is completed, e.g. window cleaning, floor maintenance, or after a predefined task of an area is covered, and at the end of each shift. One of the things that the "walk through" enables Supervisors to do is to check for any possible problem. If it is found, the problem will be immediately corrected. Also, custodians are trained to perform visual inspections of the work they just completed before moving on to their next task.

16.8- At Chi-Ada we create a locale file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- A copy of our quality control plan
- A copy of all completed quality control checklist.
- A copy of all quality control reports
- A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems. The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections any time during this contract.

Our company recognizes the importance of quality control and assurance; therefore, reporting and record keeping is highly maintained.

- Neatly
- Legible
- Completed properly
- Filed properly

16.9- Quality Assurance

Chi-Ada Corporation developed a Quality Assurance Program through the use of questions and Client Response Program. The program focuses on prompt responses to facility staff and complaints. Once responses are established, we follow up to see a standard at the facility and our employee's will be coached at an informational meeting. This will also be followed by periodic briefings and quarterly updates to outline format, and the content of a complaint.

Each complaint is investigated, and corrective actions are taken as necessary. This is a valuable way to prevent subsequent errors to effectively demonstrate our commitment to total client satisfaction.

17- Hazard Communication Program

17.1- Introduction

The Hazard Communication Standard (HCS), established by the Occupational Safety and Health Administration (OSHA), requires that the hazards of all chemicals, produced or improved be evaluated and information concerning their hazards, if any, be transmitted to employees who may be exposed to those chemicals under normal operating conditions or in foreseeable emergencies. This Hazard Communication Program Policy Statement has been prepared to assist Chi-Ada Corporation in complying with the Hazard Communication Standard.

The Hazard Communication Program will provide employees, with the means to understand the nature of any chemical hazard to which they may be exposed to during the course of their employment so that they will better protect themselves. The purpose of the Program is to improve employee protection from chemical hazard and, thereby reducing illness and injuries caused by exposure to chemicals.
The Program includes identifying and listing all hazardous chemicals present in the workplace, labeling all containers of hazardous chemicals in the workplace, obtaining and maintaining Material Safety Data Sheets, providing information about hazardous chemicals in the workplace, and training employees regarding hazards of chemicals present in the workplace and the use of appropriate protective measures.

Any additional requirements under the laws of the State of Florida are incorporated into the Chi-Ada Hazard Communication Program.

17.2- Responsibility

The Hazard Communication Coordinator is responsible for the coordination and implementation of Chi-Ada Communication Program. These responsibilities include, but are not limited to: training, handling, safety, emergency procedures, site location of MSDS, emergency telephone numbers, competent supervisory personnel with knowledge of all chemicals on site.

17.3- Identification and Listing of Hazardous Chemicals

The Hazardous Communication Coordinator maintains a list of hazardous chemicals known present in the workplace. All hazardous chemicals are identified on this list in the same manner as those chemicals are identified on the appropriate Material Safety Data Sheets.

17.4- Material Safety Data Sheet (MSDS)

The Hazard Communications Coordinator maintains the Material Safety Data Sheets and trains employees on how to read it for each product containing hazardous chemicals known to be present in the workplace. Each Material Safety Data Sheet is in English and contains the following minimal information:

1. The name, address and telephone number of the chemical's manufacture, importer or distributor.
2. Hazardous ingredient/identifying the chemical.
3. Physical/chemical characteristics.
4. Fire and explosion hazard data.
5. Health hazard data.

1. Reactivity data

2. Precautions for safe handling and use.

3. Control measures.

Material Safety Data Sheet is maintained in such a manner as to be readily accessible during the work shift to employees when they are in their work area.

Material Safety Data Sheet also is made available for inspection, upon request, to the employee's designated representatives.

17.5- Labels and Other Warnings

The Hazard Communication Coordinator trains employees to make sure that all necessary and appropriate measures to ensure that all hazardous chemicals present in the work area are labeled or marked as required under the applicable regulations.
Labels and other warning include the identity of the product contained therein and appropriate hazard warning(s). Labels and other warnings are legible, in English, and prominently displayed on the container or readily available in the workplace throughout the work shift. Labels and other warnings may be printed in languages other than English in appropriate circumstances.

Employees are trained not to remove or deface existing labels or other warning on less the container is immediately thereafter marked with the required label or other warning.

17.6- Information

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are informed of hazardous chemicals in their work area at the time of the initial assignment to that work area. Whenever a new hazard is introduced into the work area, or significant changes occur in the data provided, additional training will be conducted.

All employees are trained to be informed of the requirements of the HCS, operations of their work area where hazardous chemicals are known to be present, and the location and availability of the company Hazard Communication Program.

17.7- Training Program

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are trained in the proper use of hazardous chemicals in their work area at the time of their initial assignment in the work area and, thereafter, whenever a new hazard is introduced in their work area.

Employee training includes:

1. A summary of the Hazard Communication Standard and the company Hazard Communication Program.

2. Hazardous chemical properties, including visual appearance, odor, and methods that can be used to detect the presence of release of hazardous chemicals.

1. Physical and health hazards associated with potential exposure to workplace chemicals.

4 Procedures to protect against hazard, including personal protective equipment, work Practice, and emergency procedures.

5. Hazardous chemicals spill and leak procedures.

6. Location of Material Safety Data Sheets, how to understand their content and how employees may obtain and use appropriate hazard information.

7. How to read and understand product labels.

The hazard Communication Coordinator monitors and maintains a record of each employee training and advices the company on training needs.

18- Blood-Borne Pathogen Safety Program

Chi-Ada's Blood-borne Pathogen Program provides a method to safeguard our employees from being occasionally exposed to blood and other potentially infectious materials, during first aid and emergency situations. It is also Chi-Ada's intent to comply with federal OSHA requirements listed in 29 CFR 1910.1030.

18.1- Scope

The training programs train's employees to identify who in an emergency situation have the potential for being exposed to blood and other potentially infectious materials when responding solely to injuries resulting from workplace incidents.

18.2- Information and Training

All employees are put through a comprehensive training program provided with as much information as possible on the issue. New employees or employees changing jobs or job functions requiring training in blood pathogens will receive this training at the time of their new job assignment. After initial training, employees will be retrained annually to keep their knowledge current.

18.3- Training topics

Training will be provided to Chi-Ada employees at the time of hire and annually thereafter. Training will include, but not limited to the following:

- Employees are provided access to a copy of the OSHA Blood-borne Pathogen Standard, 20 CFR 1910.1030, and a written copy of the company's safety program.
- Employees receive general information regarding Blood-borne Pathogen diseases with emphasis on epidemiology, systems, and modes of transmission of Hepatitis B, HIV, and other diseases.
- Employees review the use and limitations of methods that will reduce or prevent exposure. These methods are engineering tools, work practice control, and personal protective equipment.

- Employees learn different types and proper use, location, removal, and handling of contaminated personal protective equipment.
- Employees are provided information on the vaccines, including its; efficiency, safety, mode of administration, and benefits of vaccination.

18.4- Practices

Maintaining your facility in a clean and sanitary condition is an important part of our Blood-borne Pathogen Training Program. Chi-Ada cleaning staff employs the following practices:

- Any surface or equipment contaminated with blood or other body fluids will be cleaned as soon as possible.
- Employees will use paper towels to remove the visible materials and the decontaminated area using freshly prepared water and bleach solution or an appropriate disinfectant registered with the Environmental Protection Agency (EPA).
- Cleaning products such as paper towels and gloves will be placed in plastic bags removed by a hazardous waste disposal company.

18.5- Personal Protective Equipment

Personal Protective equipment is Chi-Ada employees' "last line of defense" against Blood-borne Pathogens. Chi-Ada provides, at no cost to its employees, the personal protective equipment need to protect them against exposure. This equipment includes, but is not limited to those listed below:

- Gloves
- Safety Glasses Face shields

Chi-Ada is responsible for ensuring that all locations throughout this contract have appropriate personal protective equipment available to employees. Employees' personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials.

To ensure that personal protective equipment is not contaminated and are in the appropriate conditions to protect employees from potential exposure, Chi-Ada adheres to the following practices:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment are cleaned, laundered and decontaminated as needed.

To ensure equipment is used as effectively as possible, Chi-Ada employees adhere to the following training when using their personal protective equipment.

- All potentially contaminated personal protective equipment is removed prior to leaving a work area.
- Disposable gloves are replaced as soon as they are found to have any contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Reusable utility gloves are not used.
- Protective clothing, such as coats are worn whenever potential hazard materials are considered.

19- Conclusion

Chi-Ada Corporation mission is to provide the most outstanding janitorial service possible. We take pride in being productive and self-sufficient regarding our work and responsibilities. We believe that hard work and determination is the key to our company's success.

We stride to have a strong work ethic and to help employees become goal-oriented individuals. We believe that we teach by example.

This is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facilities image to being "The cleanest in America".

Chi Ada Corporation

Item: **BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:Janitorial Services - Port Everglades - Agreement No. 13**

Attachments

Pricing agreement 13 2021 Broward bid_000060.pdf

Agreement 13 Final 2021 Broward County Janitorial Services - County Facilities Bid.docx

Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	Two Year Total
1	1801 SE 20th Street Ft. Lauderdale	12	Restrooms	$ 422.00	$ 5,064.00	$ 438.88	$ 5,266.56	$ 10,330.56
		Hourly	Porter (120Hrs./Month)	**$ 26.00**	**$ 37,440.00**	**$ 27.00**	**$ 38,880.00**	$ 76,320.00
		12	Cleaning Supplies	$ 560.00	$ 6,720.00	$ 582.40	$ 6,988.80	$ 13,708.80
		12	Paper Products	$ 1,120.00	$ 13,440.00	$ 1,164.80	$ 13,977.60	$ 27,417.60
		395	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 98.75	$ 0.30	$ 118.50	$ 217.25
		395	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 118.50	$ 0.35	$ 138.25	$ 256.75
			Total		$ 62,881.25		$ 65,369.71	$ 128,250.96
2	1800 SE 18th Street Ft. Lauderdale	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (90Hrs./Month)	**$ 26.00**	**$ 28,080.00**	**$ 27.00**	**$ 29,160.00**	$ 57,240.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 750.00	$ 9,000.00	$ 780.00	$ 9,360.00	$ 18,360.00
		746	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 186.50	$ 0.30	$ 223.80	$ 410.30
		746	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 223.80	$ 0.35	$ 261.10	$ 484.90
			Total		$ 47,390.30		$ 49,300.90	$ 96,691.20
3	1800 SE 18th Street Garage Ft. Lauderdale	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 422.00	$ 5,064.00	$ 10,164.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		357	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 89.25	$ 0.30	$ 107.10	$ 196.35
		357	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 107.10	$ 0.35	$ 124.95	$ 232.05
			Total		$ 24,256.35		$ 25,000.05	$ 49,256.40
4	Check point 3 (Restroom Only)	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 52.00	$ 624.00	$ 6,624.00
		41	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 10.25	$ 0.30	$ 12.30	$ 22.55
		41	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 12.30	$ 0.35	$ 14.35	$ 26.65
			Total		$ 24,082.55		$ 19,418.65	$ 43,501.20
5	Check point 3 - Booth	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		24	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 6.00	$ 0.30	$ 7.20	$ 13.20
		24	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 7.20	$ 0.35	$ 8.40	$ 15.60
			Total		$ 24,073.20		$ 25,023.60	$ 49,096.80

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6	Check point 2 (Restroom Only)	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		41	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 10.25	$ 0.30	$ 12.30	$ 22.55
		41	Disinfection (SQ. FT.)	$ 0.30	$ 12.30	$ 0.35	$ 14.35	$ 26.65
			Total		$ 24,082.55		$ 25,034.65	$ 49,117.20
7	Check point 2 - Booth	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 52.00	$ 624.00	$ 6,624.00
		24	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 6.00	$ 0.30	$ 7.20	$ 13.20
		24	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 7.20	$ 0.35	$ 8.40	$ 15.60
			Total		$ 24,073.20		$ 19,407.60	$ 43,480.80

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	*Two Year Total*
8	1900 SE 23rd Street, Fort Lauderdale	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		124	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 31.00	$ 0.30	$ 37.20	$ 68.20
		124	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 37.20	$ 0.35	$ 43.40	$ 80.60
			Total		$ 24,128.20		$ 25,088.60	$ 49,216.80
9	Berth 8 (Restroom Only)	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		172	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 43.00	$ 0.30	$ 51.60	$ 94.60
		172	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 51.60	$ 0.35	$ 60.20	$ 111.80
			Total		$ 24,154.60		$ 25,119.80	$ 49,274.40
10	Berth 13 (Restroom Only)	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		100	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 25.00	$ 0.30	$ 30.00	$ 55.00
		100	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 30.00	$ 0.35	$ 35.00	$ 65.00
			Total		$ 24,115.00		$ 25,073.00	$ 49,188.00

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11	Gate 13 (Restroom Only)	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		41	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 10.25	$ 0.30	$ 12.30	$ 22.55
		41	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 12.30	$ 0.35	$ 14.35	$ 26.65
			Total		$ 24,082.55		$ 25,034.65	$ 49,117.20
12	Gate 13 - Booth	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		24	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 6.00	$ 0.30	$ 7.20	$ 13.20
		24	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 7.20	$ 0.35	$ 8.40	$ 15.60
			Total		$ 24,073.20		$ 25,023.60	$ 49,096.80
13	1900 SE 32nd Street, Fort Lauderdale	12	Restrooms	$ 570.00	$ 6,840.00	$ 592.80	$ 7,113.60	$ 13,953.60
		Hourly	Porter (150Hrs./Month)	**$ 26.00**	**$ 46,800.00**	**$ 27.00**	**$ 48,600.00**	$ 95,400.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 1,125.00	$ 13,500.00	$ 1,170.00	$ 14,040.00	$ 27,540.00
		977	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 244.25	$ 0.30	$ 293.10	$ 537.35
		977	Disinfection (SQ. FT.)	$ 0.30	$ 293.10	$ 0.35	$ 341.95	$ 635.05
			Total		$ 72,777.35		$ 75,692.65	$ 148,470.00

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	*Two Year Total*
14	2019 Eller Drive, Fort Lauderdale	12	Restrooms	$ 570.00	$ 6,840.00	$ 592.00	$ 7,104.00	$ 13,944.00
		Hourly	Porter (120Hrs./Month)	**$ 26.00**	**$ 37,440.00**	**$ 27.00**	**$ 38,880.00**	$ 76,320.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 1,125.00	$ 13,500.00	$ 1,170.00	$ 14,040.00	$ 27,540.00
		1362	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 340.50	$ 0.30	$ 408.60	$ 749.10
		1362	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 408.60	$ 0.35	$ 476.70	$ 885.30
			Total		$ 63,629.10		$ 66,213.30	$ 129,842.40
15	2021 Eller Drive, Fort Lauderdale	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		433	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 108.25	$ 0.30	$ 129.90	$ 238.15
		433	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 129.90	$ 0.35	$ 151.55	$ 281.45
			Total		$ 24,898.15		$ 25,913.45	$ 50,811.60

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16	2025 Eller Drive, Fort Lauderdale	12	Restrooms	$ 300.00	$ 3,600.00	$ 312.00	$ 3,744.00	$ 7,344.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		66	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 16.50	$ 0.30	$ 19.80	$ 36.30
		66	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 19.80	$ 0.35	$ 23.10	$ 42.90
			Total		$ 24,696.30		$ 25,674.90	$ 50,371.20
17	2026A Eller Drive, Fort Lauderdale	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (90Hrs./Month)	**$ 26.00**	**$ 28,080.00**	**$ 27.00**	**$ 29,160.00**	$ 57,240.00
		12	Cleaning Supplies	$ 450.00	$ 5,400.00	$ 468.00	$ 5,616.00	$ 11,016.00
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		359	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 89.75	$ 0.30	$ 107.70	$ 197.45
		359	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 107.70	$ 0.35	$ 125.65	$ 233.35
			Total		$ 45,077.45		$ 46,865.35	$ 91,942.80

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	*Two Year Total*
18	2026 Eller Drive, Fort Lauderdale	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (90Hrs./Month)	**$ 26.00**	**$ 28,080.00**	**$ 27.00**	**$ 29,160.00**	$ 57,240.00
		12	Cleaning Supplies	$ 450.00	$ 5,400.00	$ 468.00	$ 5,616.00	$ 11,016.00
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		666	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 166.50	$ 0.30	$ 199.80	$ 366.30
		666	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 199.80	$ 0.35	$ 233.10	$ 432.90
			Total		$ 45,246.30		$ 47,064.90	$ 92,311.20
19	2200 SE 35th Street, Fort Lauderdale	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (60Hrs./Month)	**$ 26.00**	**$ 18,720.00**	**$ 27.00**	**$ 19,440.00**	$ 38,160.00
		12	Cleaning Supplies	$ 450.00	$ 5,400.00	$ 468.00	$ 5,616.00	$ 11,016.00
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		360	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 90.00	$ 0.30	$ 108.00	$ 198.00
		360	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 108.00	$ 0.35	$ 126.00	$ 234.00
			Total		$ 35,718.00		$ 37,146.00	$ 72,864.00
20	Check point 1 (Restroom Only)	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		41	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 10.25	$ 0.30	$ 12.30	$ 22.55
		41	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 12.30	$ 0.35	$ 14.35	$ 26.65
			Total		$ 25,282.55		$ 26,282.65	$ 51,565.20

Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

21	Check point 1 - Booth	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 500.00	$ 6,000.00	$ 520.00	$ 6,240.00	$ 12,240.00
		24	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 6.00	$ 0.30	$ 7.20	$ 13.20
		24	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 7.20	$ 0.35	$ 8.40	$ 15.60
			Total		$ 25,273.20		$ 26,271.60	$ 51,544.80
22	Check point 4 (Restroom Only)	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		41	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 10.25	$ 0.30	$ 12.30	$ 22.55
		41	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 12.30	$ 0.35	$ 14.35	$ 26.65
			Total		$ 25,882.55		$ 26,906.65	$ 52,789.20
23	Check point 4 - Booth	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		24	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 6.00	$ 0.30	$ 7.20	$ 13.20
		24	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 7.20	$ 0.35	$ 8.40	$ 15.60
			Total		$ 25,873.20		$ 26,895.60	$ 52,768.80
24	Crane- 2050 SE 42nd ST. Ft. Laud	12	Restrooms	$ 450.00	$ 5,400.00	$ 468.00	$ 5,616.00	$ 11,016.00
		Hourly	Porter (120Hrs./Month)	**$ 26.00**	**$ 37,440.00**	**$ 27.00**	**$ 38,880.00**	$ 76,320.00
		12	Cleaning Supplies	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		12	Paper Products	$ 1,225.00	$ 14,700.00	$ 1,274.00	$ 15,288.00	$ 29,988.00
		520	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 130.00	$ 0.30	$ 156.00	$ 286.00
		520	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 156.00	$ 0.35	$ 182.00	$ 338.00
			Total		$ 64,426.00		$ 66,986.00	$ 131,412.00
25	Sally Port (Booth)	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		24	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 6.00	$ 0.30	$ 7.20	$ 13.20
		24	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 7.20	$ 0.35	$ 8.40	$ 15.60
			Total		$ 25,873.20		$ 26,895.60	$ 52,768.80

Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

26	Gate 32 (Booth)	12	Restrooms	$ 400.00	$ 4,800.00	$ 416.00	$ 4,992.00	$ 9,792.00
		Hourly	Porter (30Hrs./Month)	**$ 26.00**	**$ 9,360.00**	**$ 27.00**	**$ 9,720.00**	$ 19,080.00
		12	Cleaning Supplies	$ 425.00	$ 5,100.00	$ 442.00	$ 5,304.00	$ 10,404.00
		12	Paper Products	$ 550.00	$ 6,600.00	$ 572.00	$ 6,864.00	$ 13,464.00
		24	Carpet Cleaning - Deep (SQ. FT.)	$ 0.25	$ 6.00	$ 0.30	$ 7.20	$ 13.20
		24	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 7.20	$ 0.35	$ 8.40	$ 15.60
			Total		$ 25,873.20		$ 26,895.60	$ 52,768.80
			Total (1) - Summary, all sites		$881,919.50		$905,599.06	$ 1,787,518.56

FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price Per Hour	Annual	Unit Price Per Hour	Annual	*Two Year Total* 2 years
Additional Labor:							
Project Supervisor		50 hrs.	$ 32.00	$ 1,600.00	$ 33.00	$ 1,650.00	$ 3,250.00
Site Supervisor		50 hrs.	$ 31.00	$ 1,550.00	$ 32.00	$ 1,600.00	$ 3,150.00
Full Time Service Crew		50 hrs.	$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
Part Time Service Crew		50 hrs.	$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
Porter Day/Night		50 hrs.	$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
Emergency Services Labor:							
Project Supervisor		50 hrs.	$ 32.00	$ 1,600.00	$ 33.00	$ 1,650.00	$ 3,250.00
Site Supervisor		50 hrs.	$ 31.00	$ 1,550.00	$ 32.00	$ 1,600.00	$ 3,150.00
Full Time Service Crew		50 hrs.	$ 30.00	$ 1,500.00	$ 30.00	$ 1,500.00	$ 3,000.00
Part Time Service Crew		50 hrs.	$ 30.00	$ 1,500.00	$ 30.00	$ 1,500.00	$ 3,000.00
Porter Day/Night		50 hrs.	$ 30.00	$ 1,500.00	$ 30.00	$ 1,500.00	$ 3,000.00
"Pass thru" (Services/Materials)				$ 1,000.00		$ 1,000.00	$ 2,000.00
		Total (2)		$16,150.00		$16,500.00	$ 32,650.00
Grand Total - Whole Group (Total 1 + Total 2)				$898,069.50		$922,099.06	$ 1,820,168.56

NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

YES	X	Agree to the above statement.
NO		Disagree to the above statement.

NAME OF COMPANY: Chi-Ada

AUTHORIZED PERSON NAME: Bart Okoro

AUTHORIZED SIGNATURE: [signature]

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.

All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: [signature] **DATE: 5/24/2021**

THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.

BLD2121632P1 01 13 BLD2121632P1: JANITORIAL SERVICES PORT EVERGLADES AGREEMENT NO. 13

Chi-Ada Corporation
4820 West Commercial Blvd, Tamarac FL 33319
Phone: (954) 777-5177
Cell: (305) 962-0398
Fax: (954) 777-5147
bokoro@chiadacorporation.com

Broward County Board of County Commissioners

BLD2121632P1--01-13 - BLD2121632P1: Janitorial Services - Port Everglades - Agreement No. 13



Letter of Transmittal

Chi-Ada Corporation
4820 West Commercial Blvd,
Tamarac Florida 33319
Phone: 954-777-5177 Fax: 954-777-5147
www.chiadacorporation.com

Bart Okoro
President OF Chi-Ada Corporation

May 24, 2021

Richard Trupiano
Purchasing Agent Senior
Broward County

On behalf of Chi-Ada Corporation, we are pleased to submit our proposal to provide Janitorial Services for Broward County facilities, which is a response to your Solicitation #BLD2121632P1.

We have read and understood the terms and conditions in the invitation to bid and we have submitted our response in accordance with these terms and conditions. If you should have any need for clarifications on this proposal, we are at your disposal to discuss, please contact me on (954) 777-5177 or fax at (954) 777-5147 or on email at bokoro@chiadacorporation.com.

We look forward to serving you and always assure you of our best professional services.

Yours Faithfully,

Bart Okoro
President

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1. Ability of Professional Personnel:

a. Chi-Ada Corporation's Qualifications and relevant experience of the Project Manager and all key staff

Chi-Ada Corporation's personnel are highly qualified. We based our contract compliance on the qualification of our key personnel. Being highly qualified is a significant factor in our success in all the contracts we are awarded. The president of Chi-Ada Corporation is our account manager for this contract. We are doing that to ensure that there is a strict adhesion to the contract compliance and that our employees have conversed professionally with Chi-Ada Corporation upper management.

The account manager has more than twenty-six (26) years in managing janitorial services. He overviews each contract with highly skilled key personnel comprised of the project manager, the assistant project manager, the quality control manager, and project crews and custodians. The project manager and assistant project manager have been managing our contracts for more than seventeen (17) years. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the experience and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen (16) years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve (12) years of supervisory experience. Professional custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one (1) to ten (10) years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equip them with the same cleaning knowledge, safety awareness, and the skill needed.

Resumes of Chi-Ada Corporation's key personnel

❖ Account Manager

Role in the Project:

- Control the overall project for a successful completion of the project.
- Control the suppliers and equipment needs of the project.
- Sign and order official documents with the Broward County
- Respond to the Broward County for any key issues of the project.
- Coordinate and report to the Broward County management about the compliance of the project

Bartholomew Okoro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Account Manager and President of Chi-Ada Corporation with twenty-seven (27) years of experience in janitorial services, management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.

Professional Experience

1995-Present: **President/CEO** (Chi-Ada Corporation, Florida)

- Oversee all of the company activities.
- Responsible for operations and financial performance
- Enhance the standing of the company with the outside world.
- Submit acquisition, proposals.
- Prepare strategies, plans and objectives.
- Review the performance of employees and keeps them informed!

1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida)

- Provided janitorial services to 43 bank locations.

1988-1992: Assistance Restaurant Manager

- Making guest reservations
- Supervise quality control.
- Plan public relations activities and party arrangements
  1988-1992: Assistance Restaurant Manager

Line Cook (Fontainebleau Hilton Hotel, Miami Beach, Florida)

- Prepare meals for major events.
- **Basic** food preparations

Education

1991 B.S. Degree in Hospitality Management (Florida International University, Miami, Florida)
1990 Associate Degree in Pharmacy (Miami Dade College, Miami, Florida)
1987 Degree in Hotel Management (College of the Bahamas Nassau, Bahamas)

Certification

Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations, Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

- **Fulton County: Janitorial services**

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility.
  Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Quality Control Manager

Role in the Project:

- Lead the inspection team.
- Inspect and report quality issues.
- Ensure contract compliances are met.
- Keep copies of inspection records.
- Report to the Account manager and the Broward County contract administrator

Maxine Goodall
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Excellent planning and organizational skills and strong leadership, excellent communication skill.
Quality Control Manager with 14 years of experience of managing governmental and private janitorial contracts inspection and contract ensuring compliance of contract specifications, re-evaluating operations to ensure the highest quality of service.

Professional Experience

2015-Present: **Quality Control Manager** (Chi-Ada Corporation, Florida)

- Oversee and implement all contract specifications and hiring and training managers and supervisors.
- Ensure compliance of contract specifications and re-evaluate operations to ensure the highest quality of service is provided to our customers.
- Write reports, prepare schedules and attend meetings with our clients
- Oversee the quality assurance of janitorial contracts

2005-2015 **Custodial Supervisor and quality control management** (Chi-Ada Corporation, Florida)

- On-the-job training of custodial personnel
- Inspecting and coordinating cleaning efforts throughout facilities
- Distributing of chemicals and cleaning supplies to Custodians
- Ensuring all work is performed in a safe manner

Education

1975-1979 High School Diploma (East Orange High School)

1982-1983 Some Courses in Drafting, Physics, Mathematics, English and Economics (New Jersey Institute of Technology (N. J. I. T.)

1987 Diploma in Mathematics, Plumbing, Drafting, Electrical Drafting, Computer Drafting, and Floor Plan (Lyons Institute, New Jersey)

Certification

Quality Control assurance certification
Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

❖ **Project Manager**

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Patrick Wnoakeofor
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Contract manager with (15) years of experience, exceptionally talented, creative and efficient manager of pools of supervisors and in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.

Professional Experience

2004-Present: **Operations/Quality Control Manager** (Chi-Ada Corporation, Florida)

Education

2009 master's degree in economics (Florida International University, Miami, Florida)

1998 B.S. Degree in Biology (Miami Dade College, Miami, Florida)

Certification
Green Cleaning
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
- RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations,
    Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

❖ Assistant Project Manager

Role in the Project

- Assist the project manager in managing the contract of Miami Dade Airport
- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Omar Turrel

Project/Operations Manager

Distinctive Qualifications

Expert abilities to listen others and move toward with common goals.
Proven ability to drive essential process change under strict deadlines.
Planning abilities in cleaning and expert in Maintaining facilities.
Ability to achieve best result in time supervision.

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Professional Profile

Excellent Janitorial and Supervisory Skill, capable to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in Service industries and overall success.

Chi-Ada Corporation: 2013- present

Project Manager

* Attend meetings, trainings to develop better skills with ability for multi tasks

- Serves as onsite Manager for assigned project location to insure all services.
- comply contract specifications.
- Serve as Inspector to make sure daily and weekly contract specifications are met.
- Effective time manager to Chi-Ada employees
- Report to Home office of incident if any and keep records.

Clean industrial Cleaning service 2011

- Conducts numerous training to blend super results.
- Developed staff operating procedures to ensure quality control.
- Take inventories of supplies.
- Comply to company standard and procedures.

Education

- Plantation High School 2000 Florida
- School of Environmental Service. 2010

Certification_____
Green Cleaning
OSHA Safety training

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

Fulton County: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility. Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Supervisors

Role in the Project

- Responsible for Staff Reporting to Work as Scheduled
- Responsible for Inspections of All Work Performed by Staff
- Verify All Reports, Time Sheets, Customer Request Response & Daily Inspections
- Assist in Problem Solving Concerns

Humberto Guerra
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge of completing projects and satisfying my clients. Good listen abilities to measure complaints, Effective leadership in business affairs. Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in maintaining facilities.

Professional Experience

May 2013-Present Chi-Ada Corporation: Site Supervisor

- supervisor of Chi-Ada employees Group A, evening shift
- Inspector to make sure daily and weekly contract spec are met
- Assist coordinate relationships with County representatives
- Assist time Chi-Ada management with employees
- Report to Project to General Manager matters of incident if any and record each.
- Assist in Orientation of new hire to develop better skills with ability handle multi tasks.
- Record Stocks of inventories and weekly supplies to the station stockroom.

2005- May ,2013: Diamond Cleaning services: Supervisor

- Assist employees training in Diamond cleaning service
- Assist staff understanding work procedures to ensure quality control
- Take charge of distribution of inventories
- Comply with company standard operating procedure

Education

Vocational school on Environmental Service

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Maricela Hernandez
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

.

Professional Experience

2013-Present: **Supervisor** (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2009-2013 Supervisor: Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals
Proven ability to drive essential process change under strict deadlines
Leadership in Janitorial services industry and expert in Maintaining facilities.
Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

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Valerie Gomez

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

- Gain Knowledge and effective leadership in business. Hard Work, Goal Oriented, Compassionate to Others, and Effective communicator

Professional Experience

2012-Present: **Supervisor at** Chi-Ada Corporation

- Serves as supervisor for Metro Rail Locations North to insure all services comply contract specifications
- Daily inspection of all stations
- Record Keeping of any incidental and report to Management
- Draw weekly schedule for Chi-Ada employees
- Report to Project Manager of any incident on day to day stocks and inventories.
- Attend meetings, trainings to develop better skills with ability.

2001-12 Vista Janitorial service

- Orientation and training of Newly hire
- Supervise staff to ensure quality control
- Instruct New hire on Material Safety Data issues
- Adhere to company standard operating procedure

Education

High School Graduate.

Environmental Education

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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Maria Castro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge to completing projects and satisfying client's high ability to supervise and resolve problems. Hard working Individual

Professional Experience

2012-Present: Chi-Ada Corporation, Florida: Site Supervisor

- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

2005-2011: Diamond Cleaning service: Site Supervisor

- Request Materials and supplies when needed
- Direct and assist staff to ensure MSDS material Safety are followed.
- Help distribution of inventories
- Compliance to company standard operating procedure
- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

Education

High school graduate
College of Environmental studies

Additional Skills

Abilities to influence others make tough Decision and goal getting. Ability to drive essential process changes even at tough Times. Good Leadership in Janitorial services industry. Capable to achieve best results in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training
Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

Marcel Macken
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Military Knowledge; Active Business interest, completing projects to satisfaction and ability to supervise and listen to complaints. Proven effective leadership in Task successfulness. Hard Work, Compassionate to Employees, Excellent Skill, Goal Oriented, and Effective Communicator

Professional Experience

2012-Present: Supervisor Chi-Ada Corporation

- supervisor Metro Rail South Stations enforcing contract specifications
- Ensure daily and weekly contract specification are met
- Foster relationships with County Property Managers
- Demonstrates effective time manager to Chi-Ada employees
- Ensure management are well inform of incidents and record keeping stocks and inventories.
- Disciplinary action writes ups

2009-2012 Diamond Cleaning service

- Supervise employees to adhere work standard and procedures
- Prepare employees Roaster to ensure quality control
- Monitored Supplies of inventories

Comply to company standard operating procedure

Education

U.S Military Services
High School Graduate
Miami Dade College

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

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Nitza Molina
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present: Supervisor (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

James Kakrah

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present Chi-Ada Corporation: Site Supervisor

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Coastal service

- Provide House Keeping on Board
- Ensure quality control
- Assist inventories
- company standard operating procedure

Education

Nautical College
Technical of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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❖ Custodians and Project Crews

Number	Function	Title	General Experience
Custodians	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Responsible for general cleaning ❖ Cleans and maintains entry lobby including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary, to maintain excellent entrance appeal. ❖ Cleans restrooms on a daily basis, more if necessary, to maintain sanitary conditions. ❖ Cleans stairways and elevators on a regularly scheduled basis	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Restroom Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Project Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation

a. Subcontractors

Chi-Ada Corporation intends to subcontract 12.5% of this project to Ann's Janitorial Services Inc and 12.5% to McKenzie Cleaning.

Ann's Janitorial Services Inc

nn's Janitorial Services Inc is a woman-owned company whose founder and president is Norma Ann Kendall. Ann, along with her two daughters Shundell and Petal Richards, started the company in 2004 with a vision that today became a reality held and operated since its inception. Ann has been a nurse for 12 years with Jackson Memorial Hospital and decided after watching how her office was clean that it was much more to keep the environment and surroundings clean than what she was seeing done. With much research to attending classes from how to start a

business-to-business administration where she obtains a Business Degree from Barry University to conclude that there is a great need for people to work in the environment because of the population growth, the pollution in the air and the use of public places decided Ann's Janitorial Services Inc. will be best to serve its country with professionalism and integrity.

The firm is certified with both Broward and Dade Counties as CBE, SBE DBE and doing work with them presently as a subcontractor at FLL AirPort, Broward county main library, Broward county GG garage South and East courthouse And South garage, Port Ever Glade and Broward County Main Warehouse and Hunt/Moss Miami Dade CRA building (in South Miami), NANA tools for change, Meinser's electric and Coastal / Tishman Construction (Miami World CT. We are an insured company with OSHA training.

Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Ann's Janitorial Services CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674
January 27, 2021

Ms. Norma Ann Kendall
ANN'S JANITORIAL SERVICES, INC.
P.O. Box 85013
Hallandale Beach, Florida 33008

Dear Ms. Kendall:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** has been renewed. Your firm no longer qualifies for Small Business Enterprise because the number of full-time employees has exceeded the program's threshold.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in Periscope to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2021.01.27 17:01:17 -05'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE
ANNIVERSARY DATE: DECEMBER 16TH

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

Ann's Janitorial Services Letter of Intent for Agreement 13

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: Bid #BLD2121632P1

Project Title: Janitorial Services - County Facilities

Bidder/Offeror Name: Chi-Ada Corporation
Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319
Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: Ann's Janitorial Services, Inc.
Address: 11846 Southwest 8th Street , Pembroke Pines, FL, 33025 City: Pembroke Pines State: ___ Zip: 33025
Authorized Representative: Norma Ann Kendall Phone: 954-593-0707

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial services at Branch Libraries Agreement 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative
Signature: Norma H. Kendall Title: President Date: 05/07/2021

Bidder/Offeror Authorized Representative
Signature: [signature] Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

Ann's Janitorial Services Inc key personnel resumes

Norma A. Kendall

11846 sw 8th St Pembroke Pines, Fl 33025 | (954) 909-1307 | nkendall0575@yahoo.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

BACHOLEORS DEGREE | MAY 2009 | MIAMI DADE COLLEGE

- Major: Nursing Science

MBA | APRIL 2016 | BARRY UNIVERSITY

- Major: Business

Skills & Abilities

MANAGEMENT

- In charge of business development and growth
- Forecasting budget cost for current and future projects
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Always keep in consistent contact with clients

LEADERSHIP

- I have held position as chairwoman for my alumni at Concord Career Institute
- Vice chair for Miami Dade chambers of commerce
- Trustee for Hollywood Chambers of commerce.

Experience

HEAD NURSE | JACKSON MEMORIAL HOSPITAL | FEBUARY 1995 – JULY 2003

- In charge of creating schedules
- administration of medicine
- writing referrals
- assisting coordinating daily activities of the hospital.

JANITOR | SELF EMPLOYED | AUGUST 1998 – PRESENT

- General cleaning of office, banks, and various facilities
- Carpet extractions

Jermaine Kendall

7766 Panama St Miramar, Fl 33023 | (954) 604-3501 | jermainefromanns@gmail.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

HIGH SCHOOL DIPLOMA | JUNE 2004 | CHARLES W. FLANAGAN

- High school graduate

Skills & Abilities

MANAGEMENT

- In charge of janitorial crews as large as a 20 person teams for various facility sizes
- Coordinating schedules
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Built strong relationships with clients
- Created a strong communication network with my staff

LEADERSHIP

- I have held a lead technician position at Comcast
- Operations manager for commercial and construction janitorial projects

Experience

LEAD TECHNICIAN | COMCAST CABLE COMPANY | APRIL 2007 – JULY 2018

- In charge of fixing escalated trouble calls
- Certified fire/ and burglar alarm technician
- Installed and repaired both coax and network cable, internet, and landline

JANITOR | OPERATIONS MANAGER | AUGUST 2016 – PRESENT

- Coordinating optimal staff for projects
- In charge of pay rolls and scheduling
- Recruiting and training staff members
- General cleaning of office, banks, and various facilities
- Carpet extractions
- Strip and wax various types of floors
- Bathroom sanitizing
- Electrostatic sainting

McKenzie's Cleaning Inc

McKenzie's Cleaning Inc. is a full-service janitorial firm providing services for various agencies both in the public and private sectors. The firm has been in the Janitorial industry for over 15 years and is proudly growing steadily.

McKenzie's Cleaning Inc is specialized in janitorial /custodial services, floor care, and post-construction cleaning. It performs 70 percent of the work as a prime vendor and 30 percent as a subcontractor for larger firms in the same industry. The targeted clients are government facilities, county facilities, city facilities, airports, and seaports. McKenzie's Cleaning Inc decade-plus long services are incomparable because the firm built its business on integrity, accountability, and delivering what is promised. Over the years, McKenzie's has received and maintained many certifications with several different agencies and organizations. McKenzie's Cleaning Inc is certified as an 8A, MWOSB, HUBZONE, and DBE certified firm. In addition, they are a CBE and SBE certified firm in Miami-Dade County and Broward County and with both their School Board. Steadily growing, McKenzie's has put the above-listed certifications to good use. For example, under the 8A certification, the company has provided the janitorial services for the USDA facilities in Miami-Dade, the Coast Guard Base Miami and CEU location, and the FAA Towers and Air Route Center in Both Miami-Dade and Broward Counties. As well as, for the Department of Homeland Security Marine Facilities in Ft. Lauderdale Florida. In addition, McKenzie's Cleaning Inc provides janitorial and custodian services as a subcontractor for SP Plus at Port Everglades since 2009, where the company cleans all offices and garages totaling over 500,000 SF. Similar projects include Broward County Public Defenders Offices, State Attorneys Offices, Employee Assistance Program, the State Archives Buildings, and the 911 Dispatch Center. McKenzie also has experience as a subcontractor in neighboring Broward County, where the firm performs duties for Triangle Services (the prime), cleaning the Broward County Judicial Complex and 10 Libraries in Broward County. McKenzie was responsible for its employees, equipment, and supplies to get the job done on these projects. All of the above experiences mentioned are similar to that which is required. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experiences in supervising janitorial services.

McKenzie's Cleaning Inc CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

March 22, 2021

Ms. Terriann McKenzie
MCKENZIE'S CLEANING, INC
3600 State Road 7, Suite 38
Miramar, Florida 33023

Dear Ms. McKenzie:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** certification has been renewed.

Your firm's certification is continuing from your anniversary date but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to ensure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development
Cert Agency: BC-CBE
ANNIVERSARY DATE: February 7th

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

McKenzie's Cleaning Inc Letter of Intent Agreement 13

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: BLD2121632P1

Project Title: Janitorial Services - Branch Libraries

Bidder/Offeror Name: Chi-Ada Corporation

Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319

Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: McKenzie ' s Cleaning Company Inc

Address: 3600 S. State Road 7 Suite 38 City: Miramar State: FL Zip: 33023

Authorized Representative: Terriann Mckenzie Phone: (305) 249-5911

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.

B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.

C. By signing below, the above-named CBE is committing to perform the work described below.

D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial Services - Branch Libraries - Agreement No. 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative

Signature: _____ Title: President Date: 05/10/2021

Bidder/Offeror Authorized Representative

Signature: _____ Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

McKenzie's Cleaning Inc key personnel resumes

TERRIANN V MCKENZIE
tmckenzie@mckenziescleaning.com
(305)249-5911

OBJECTIVE

To own and operate a successful Janitorial / Cleaning Service where I will utilizing all the company's certification to doing business across the United States. .

Profile

- Energetic Self-starter, work well independently or as a member of a team.
- Strong leadership skills: able to direct and make decisions effectively.
- Innovative and Creative, results oriented, strong work ethic and self-confident.
- Articulate and adaptable; can respectfully communicate with anyone.
- Excellent organizational skills; detail oriented individual with the ability to efficiently and effectively manage multiple tasks.
- Solution Oriented; conflict resolution specialist.

PROFESSIONAL EXPERIENCE

McKenzie's Cleaning Company Inc. 8/2003– Current

- Develop and maintain relationship with Client
- Performed financial functions, maintained accounting records, and reviewed request for major and controlled items.
- Maintained service records
- Reconciled activity records for monthly and quarterly reporting reviews.
- Document and maintain activity records.

Dillard Senior High School

- Plans and implements a program of study designed to meet individual needs of students that adhere to the district philosophy and goals.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.
- Excellent classroom management skills

Education

M.S. Education Leadership,	Nova Southeastern University	2001-2003
Bachelor of Arts, cum laude	Florida International University	1998-2001
Associate in Arts	Miami-Dade Community College	1996-1998

Jocelyn Medina

Jocelyn@mckenziescleaning.com (786) 474-0102

PROFILE

Sophisticated and skilled professional with 3 plus years of customer service driven positions looking to pursue a professional position utilizing my specialized education, experience, ability to learn and grow, and passion for helping others; Demonstrated skill in supervising an efficient, well run team ; committed to excellent customer service.

CORE SKILLS

- Bilingual
- Customer Service
- Quick learner
- Communication skills
- Self-Motivated
- Responsible
- Team Work Skills
- Flexibility and Adaptability

EDUCATION

High School Diploma 2012
Americas High School El Paso, Texas

EXPERIENCE

McKenzie's Cleaning Services Miramar, FL 08/2017 – Current
Supervisor

- Act as the administrative point of contact between the president and internal/ external clients.
- Undertake the tasks of receiving calls, take messages and routing correspondence.
- Handle requests and queries appropriately and timely, produce reports, presentations and briefs.
- Applicant screening and background check preparation.
- Maintain dairy, arrange meetings and appointments and provide reminders.
- Take dictation and minutes and accurately enter data
- Pay bills on invoices, review payroll, review certifications
- Create and manage employee schedules
- Monitor office supplies and research advantageous deals or supplier's/ inventory management
- Develop and carry out an efficient documentation and filing system.
- Manage time and attendance System first point of contact

Varsity Facility Services Davie, FL 3/2015 – 6/2016
Supervisor

- Facilitated training to ensure appropriate skill levels
- Supervised cleaning staff, and ensured cleanliness in compliance with standards
- Supervised Day and Night cleaning staff
- Developed and maintain positive relationships with building managers, guest and all visitors
- Supervised and performed day-to-day operational activities
- Managed building cleaning supplies and inventory

1.1. Chi-Ada Corporation Profile

The Janitorial and custodial services industry is not new to Chi-Ada Corporation. The company has been in the sector for more than twenty-five (25) years. Founded by Bart Okoro on August 25, 1995, the firm grew to become one of the most reliable organizations in janitorial services in the United States. Today, Chi-Ada is servicing various private and public clients. Our reliability is the factor that led us to win important contracts in Miami Dade, Sarasota, Fulton, and Broward Counties. Our executive team and key personnel comprise unquestionable leaders equipped to manage and lead each project with a customer satisfaction mindset.

1. Provide a description of the company's history:

a. business location

Chi-Ada Corporation place of business is located at 4820 West Commercial Blvd Tamarac Florida 33319

b. **length of time in business**

Chi-Ada Corporation has been in business for twenty-five (25) years since the Company was incorporated on August 25, 1995.

c. **principals and their experience**

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

d. **list any change(s) in ownership and date(s) of such change.**

Chi-Ada Corporation has been owned by Bart Okoro since the company incorporation on August 25, 1995.

2. Provide total number of current employees:

a. Full-time: 200
b. Part-time: 103

3. Provide total number of supervisory employees:

a. Full-time: 20
b. Part-time: 7

4. Provide total number of custodial workers:

a. Full-time: 186
b. Part-time: 90

5. Temporary employees

Chi-Ada Corporation does not employ temporary employees.

6. Health benefits to your employees

Ch-Ada Corporation provides health benefits based on the company policy.

7. Does your company require your employees to have a criminal background check?

a. Describe when this occurs and which job categories this applies to.

Chi-Ada Corporation takes the security of every contract that it undertakes seriously. Therefore, our security plan starts from the hiring process. For that, Chi-Ada Corporation requires all new applicants and new hires to have criminal background checks. The Corporation requires all applicants for work, after a successful interview, to do FDLE background check. The result of the background determines if an offer will be made or not. The employment is denied if the applicant returns with a criminal report such as a felony. This is applied to all custodians, supervisors, and managers, as well as clerical office workers. Our second step is the establishment of rigorous control of our employees on duty. Every supervisor is required to check the behavior of the employees. The supervisor is also responsible for their signing out from the building, report any suspicious character or behavior in the facilities to the management of Chi-Ada Corporation.

1.2 Company Experience/Reference

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
1st Contract#	ITQ9562-13MDT (Miami Dade Transit Janitorial Services)
Period:	2013-2019
Annual Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169
Successfully Completed

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Miami Dade County

Contact Name: Lazaro Dominguez Reference date: 05/04/2021

Contact Email: "Dominguez, Lazaro (DTPW)" [Lazaro.Dominguez3@miamidade.gov] Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-13MDT	05/13/2013	to	01/08/2019	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☐	☑
b. Deliverables	☐	☐	☐	☑
4. Project completed within budget	☐	☐	☐	☑
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

PRIME CONTRACTOR: **Miami Dade Transit Groups A, B, C & D.**

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Annual Amount (g)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
	Miami Dade Transit/Group A					1,000,000	2013-19					
	Supervisors and Heavy Crew				40							
1	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1					5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
2	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
5	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning

7	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,,286	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9				5.30am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

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16	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group B											
1	Supervisors and Heavy Crew				27						State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2				5.30am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5				6am- 7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville	37,304	7	2	2				6am-	Yes	State and	Green

	5200 NW 27 Ave, Miami FL 33142								6.30pm		Local Law Enforcement	Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3				3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3					Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3					Yes	State and Local Law	Green Cleaning

											Enforcement	
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13					Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5					Yes	State and Local Law Enforcement	Green Cleaning
	Total									Yes		
	Miami Dade Transit Group C											
1	Supervisors and Heavy Crew				4						State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8					Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2					Yes	State and Local Law Enforcement	Green Cleaning
4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2					Yes	State and Local Law Enforce	Green Cleaning

											nt	
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2					Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2						Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2						Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2						Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2						Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2						Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2						Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning

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15	College North 100 ne 5 Street Miami Fl 33132	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2						Yes	State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2						Yes	State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2						Yes	State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2						Yes	State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2					Yes	State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1					Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9						State and	Green

											Local Law Enforcement	Cleaning
2	Northeast Transportation Facility	140,000	7	2	6				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Northeast Perimeter Roving Facility	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3				7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1				12pm-5pm	Yes	State and Local Law	Green Cleaning

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											Enforcement	
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2				7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
Contract	RFQ9562-34DTPW - JANITORIAL SERVICES – DTPW Rail, Mover, and Bus Facilities
Period:	2019-2024
Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191 **(b)**

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169 **(d)**

Ongoing Project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:
Miami-Dade Transportation and Public Works

Contact Name: Lazaro Dominguez — Reference date: 04/27/2021

Contact Email: Lazaro.Dominguez3@miamidade.gov — Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for Metrorail, Mover and Bus

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-34DTPW	01/09/2019	to	01/31/2024	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Provide Janitorial services for metro-rail, mover, bus, and park & ride locations

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☑	☐	☐
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☑	☐	☐
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

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Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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PRIME CONTRACTOR

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
1	Miami Dade Transit/Group A					1,000,000	2019-2024				
2	Supervisors and Heavy Crew				40						
3	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21			5am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
7	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
9	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

10	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,286	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
16	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9			5.30am-1am	Yes	State and Local Law Enforcement	Green Cleaning
17	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
18	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group B										

1	Supervisors and Heavy Crew				27					State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5			6am-7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville 5200 NW 27 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3			3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning

12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3				Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3				Yes	State and Local Law Enforcement	Green Cleaning
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13			5am-1am	Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5			6am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
									Yes		
	Miami Dade Transit Group C										
1	Supervisors and Heavy Crew				4					State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2				Yes	State and Local Law Enforcement	Green Cleaning

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4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2				Yes	State and Local Law Enforcement	Green Cleaning
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2				Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2					Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2					Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2					Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2					Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2					Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2					Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2					Yes	State and Local Law Enforcement	Green Cleaning
15	College North 100 ne 5 Street Miami Fl	5,480		2					Yes	State and Local Law	Green Cleaning

	33132									Enforcement	
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2					Yes	State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2					Yes	State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2					Yes	State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2					Yes	State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2				Yes	State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1				Yes	State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group D										
1	Supervision and Heavy Crew				9					State and Local Law Enforcement	Green Cleaning
2	Northeast Transportation Facility	140,000	7	2	6			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning

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4	Northeast Perimeter Roving Facility	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3			7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1			12pm-5pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2			7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Briarcliff manor Union Free School

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org

(1) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Full-time Employees: 13

Successfully completed as agreed.

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso | Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org | Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:		Project Amount:
15-16-005F, 2015	09/04/2015	to 09/03/2016	$ 222,015.33

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2016	09/04/2016	to	09/03/2017	$ 299,572.69

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2017	09/04/2017	to	09/03/2018	$ 303,347.30

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 13 BLD2121632P1: JANITORIAL SERVICES PORT EVERGLADES AGREEMENT NO. 13

PRIME CONTRACTOR

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
45 Ingham Road Briarcliff Manor, NY 10510	160,000	5	3	13	**1,432**	2015-18 5 Years	7am-3:30pm	N/A	Yes	N/A

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov
Contract #	**#13ITB87106C-MT, Janitorial Services for Selected Fulton County Facilities**
Period:	8/2013-3/2016
Amount:	$362,141.56
Square Footage:	142,673
Scope of work:	Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15
Successfully completed as agreed.
Full-time Employees: 15 (d)
Ongoing project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:	Project Amount:
	08/01/2013 to 03/31/2016	$ 362,141.56

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for Selected Facilities (South Libraries)

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Great Company to work with!!!!!

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Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Southwest Regiona	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov

Contract #	**18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)**
Period:	1/2019-12/2021 **(f)**
Amount:	$ 617,271.12 **(g)**
Square Footage:	205,925
Scope of work:	Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15 (d)
Ongoing project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:			Project Amount:
18ITB113946C-BKJ	01/01/2019	to	12/31/2021	$ 617,271.12

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for fourteen (14) Libraries throughout Fulton County, Georgia.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Excellent Corporation! Easy to work with and willing to make adjustments to meet their customers needs. It's a pleasure working with them.

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
South Fulton	21,252	7	1		9am-5.30pm 6pm-11pm	no	yes	yes
S. Fulton Parking Deck	42,000	7	1		7pm-8pm	no	yes	yes
Southwest Region	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Sarasota County

Address:	1001 Sarasota Center Blvd.
City State Zip:	Sarasota, FL 34240
Phone/Fax:	941-716-1500
Contact Name:	William Bill Deller, Facilities Supervisor
Email:	bdeller@scgov.net
Location:	Sarasota County

Contract #	Bid #166453HR Custodial Services
Period:	2/2017-1/2022 **(f)**
Annual amount:	$ 675,972.78 **(g)**
Square Footage:	589,760

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

Full-time Employees: 15 **(d)**
Ongoing project
Facilities users: 2,386 **(e)**

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi Ada

Organization/Firm Name providing reference:
Sarasota County BOCC

Contact Name: William Deller Reference date: 04/26/2021

Contact Email: bdeller@scgov.net Contact Phone:

Name of Referenced Project: Clean approx 500,000 sq ft highrise buildings

Contract No.	Date Services Provided:		Project Amount:
2017-119	06/01/2017	to 03/01/2021	

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Clean approx 500,000 sq ft highrise buildings, porter services, covid disinfecting

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☐	☑	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☑	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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Prime contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Administrative Building	125,393	7	6	6am & 8pm	yes	Required	Yes
Criminal Justice Center	96,960	5	8	5am-10am	yes	required	yes
Historic courthouse	65,411	5	10	5am& 8pm	yes	required	yes
History Center Museum	6,812	6	1	5pm	yes	required	yes
Judicial Center	97,344	5	6	5am & 5pm	Yes	required	Yes
Payne Park/ Tennis Center	6,379	6	1	6am &4pm	No	required	Yes
Pompano Bldg.	2,696	5	1	1pm	No	yes	yes
Selby Library	60,898	6	2	7am & 4pm	No	yes	yes
Terrace Building	64,612	5	3	5am & 4pm	Yes	yes	yes
Health Dept. building	63,255	6	3	8am-4pm	No	yes	yes
Total							

Subcontractors' references

Ann's Janitorial Services

I

ANN'S JANITORIAL SERVICES, INC.
Commercial and Residential

Contract References

Chi-ada Corporation
Broward County Main Library
Bart Okoro
(305) 962-0398
bokoro@chiadacorporation.com
contract length: 2012-2018
contract amount: $387,000

Sunshine Cleaning
Fort Lauderdale Intl Airpot
Randy Kierce
(954) 772-0884
randy@sunclean.com
contract length: 2011-present
contract amount: $472,000

SP Plus
Port Everglades, Governmental Center Garage, Broward Courthouse Garage, Broward South Courthouse Garage
Cathy Raphael
craphael@spplus.com
(954) 235-7816
Contract Length: 2017-2020
Contract Amount: 1.3 million

Office: 954-367-3013 Fax 954-367-3717 Email nkendall0575@yahoo.com

McKenzie Cleaning Inc.

Janitorial References

Location / Agency	Contact Person information	Service	Yearly Value
Federal Aviation Admin. October 2016- Current	Steven Smith 305-869-5350 steve.d.smith@faa.gov	Janitorial	$1,352,297.44
Broward County Courthouse January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$449,557.00
Broward County Libraries January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$670,698.78
United States Coast Guard Oct 2017 - Present	Steve Volk 305-790-4241 Volk, Steven M LCDR Steven.M.Volk@uscg.mil	Janitorial	$325,000.00
Broward County States Attorney Offices / Contract 10 Small Group Facilities January 2015 –Present	Various Managers Marlon Jerome MJEROME@broward.org	Janitorial	$186,000.00
USDA Janitorial Service Oct July 2016- Current	Karla Agurto 786-573-7061 karla.agurto@ars.usda.gov	Janitorial	$94,644.00

1.3. Experience of Key Personnel

❖ Description of Chi-Ada Corporation Key personnel experience

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year.

Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS). We achieve our goal by the quality of our human capital. Our management is enriched by prominent, high skilled, and experienced individuals with degrees in Hospitality Management, Electrical Engineering, Property Management, Education and Criminology, Business and Investment Management, and Accounting.

Our key personnel is highly experienced. Our account manager has more than twenty-six years in managing janitorial services. The account manager overviews each contract with highly skilled key personnel comprised of the project manager and assistant project manager, the quality control manager, and project crews and custodians. The project manager has been managing our contracts for more than seventeen years. Our assistant project manager has more than seven (7) years of experience. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the knowledge and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve years of supervisory experience. Professional

custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one to ten years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equipped them with the same level of cleaning knowledge, safety awareness, and the skill to use green cleaning products.

Our subcontractors are highly qualified with experienced and acknowledgeable key personnel. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experience in supervising janitorial services. Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Green cleaning policy

Chi-Ada Corporation has implemented a green cleaning policy to guide our employees in maintaining a healthy, clean, and safe building environment while reducing the impacts of cleaning processes, procedures, and products on the natural environment. Our plan focuses on cleaning products, operating procedures, staff training, and facility occupant feedback.

For the green cleaning products, we pursue the purchase of efficient cleaning, hard floor, and carpet care products that meet the criteria of our sustainable program. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results.

Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

1. List of key personnel and experience

List of Chi-Ada Corporation Key Personnel

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year. Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS).

Chi-Ada Corporation's key personnel is comprised of the account manager, the quality control manager, the project manager, supervisors, and custodians.

Names	Role	Year of experience
Bartholomew Okoro	Account Manager	28 years
Maxine Goodall	Quality control manager	16 years
Patrick Wnoakeofor	Project manager	17 years
Omar Turrel	Assistant Project Manager	8 years
Humberto Guerrera	Supervisor	16 years
Maricela Hernandez	Supervisor	12 years
James Kakrah	Supervisor	8 years
Valerie Gomez	Supervisor	20 years
Nitza Molina	Supervisor	16 years
Maria Castro	Supervisor	16 years
Macken Marcel	Supervisor	12 years
Other staff (custodians, project, floor, utility crews)	Custodians	Between 1-10 years

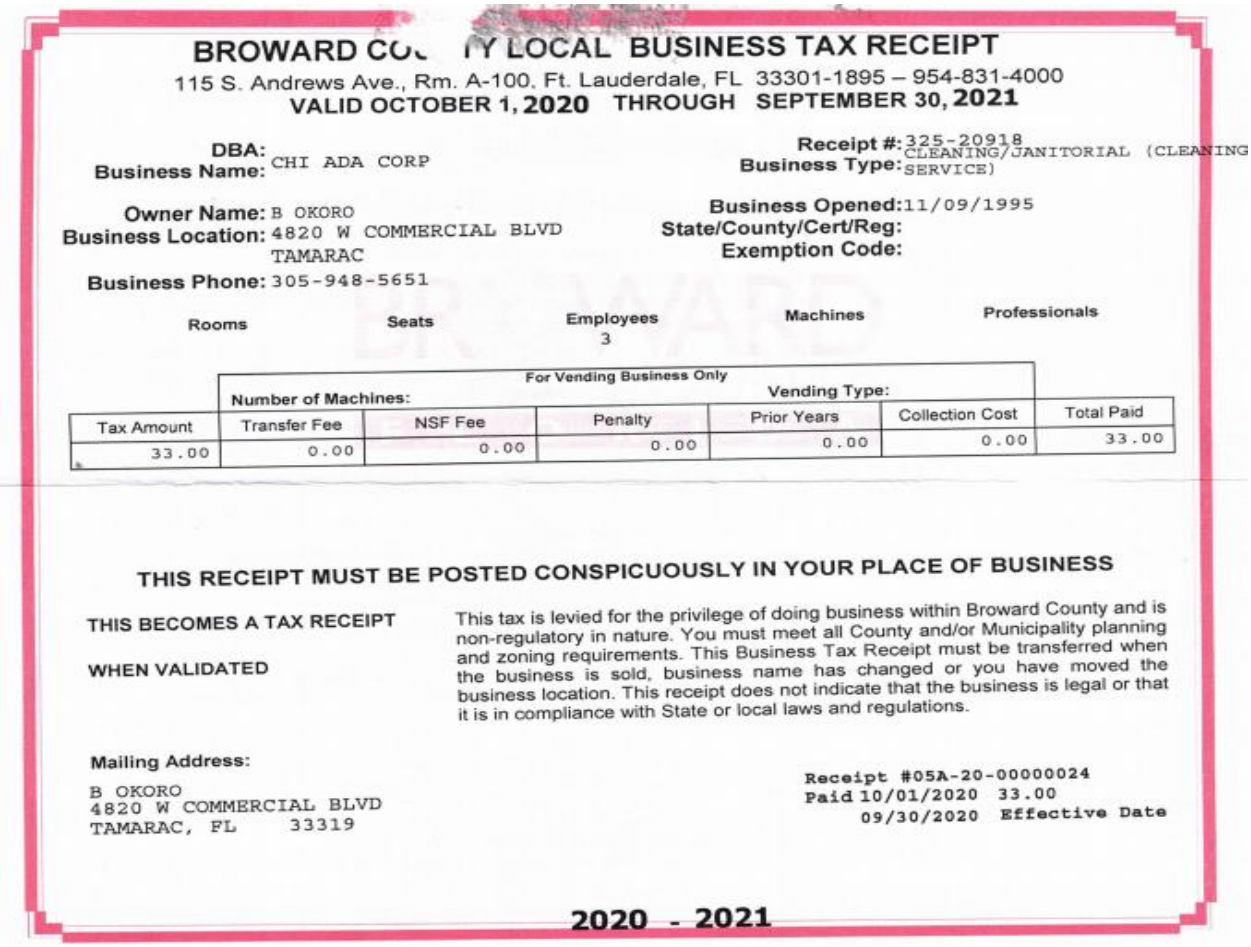
2. Chi-Ada Corporation's employees resume who will furnish professional and technical support expertise.

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

2. Location

Chi-Ada Corporation is located at 4820 West Commercial Blvd Tamarac Florida 33319. The location certification form is submitted.

Broward County business receipt



BROWARD CO[illegible]TY LOCAL BUSINESS TAX RECEIPT

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

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

DBA:
Business Name: CHI ADA CORP

Receipt #: 325-20918
Business Type: CLEANING/JANITORIAL (CLEANING SERVICE)

Owner Name: B OKORO
Business Location: 4820 W COMMERCIAL BLVD TAMARAC
Business Phone: 305-948-5651

Business Opened: 11/09/1995
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		3		

For Vending Business Only
Number of Machines: Vending Type:

Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

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:
B OKORO
4820 W COMMERCIAL BLVD
TAMARAC, FL 33319

Receipt #05A-20-00000024
Paid 10/01/2020 33.00
09/30/2020 Effective Date

2020 - 2021

3. Project Approach

Chi-Ada corporation understands that there is a need to integrate appropriate strategies to reach our goal of maintaining cleaned facilities that can satisfy Broward County. In this regard, we will ensure the proper use of our subcontractors, apply our strategy to meet or exceed quality standards as it lays on an adequate allocation of qualified workers for each facility. Further, we will have several approaches to minimizing service hours. We will use simplified plans to meet minimum work tasks to manage the interface with normal building activities. Finally, we will identify regular building hours as well as any upcoming activities to maintain public areas.

Our subcontractors will be awarded an entire section of each agreement based on the agreed percentage of the subcontracting. Each subcontractor will provide qualified supervisors, custodians, restroom crew, project crew for labor. They will provide their equipment and supplies. Our project/assistant project manager will ensure that the subcontractors and their employees meet the daily, weekly, monthly, semi-annual, and annual cleaning standards. Our quality control manager and his/her team will conduct daily spot inspections for contract compliance.

Agreements Chi-Ada Corporation is proposing:

AGREEMENT NO. 1 BRANCH LIBRARIES

AGREEMENT NO. 2 LARGE FACILITIES GROUP 1

AGREEMENT NO. 3 LARGE FACILITIES GROUP 2

AGREEMENT NO. 4 LARGE FACILITIES GROUP 3

AGREEMENT NO. 5 LARGE FACILITIES GROUP 4

AGREEMENT NO. 12 BROWARD COUNTY JUDICIAL COMPLEX

AGREEMENT NO. 13 PORT EVERGLADES FACILITIES

AGREEMENT NO. 14 911 REGIONAL DISPATCH CENTERS

Chi-Ada Corporation's Full-time and part-time employees currently employed.

Full-time: 200

Part-time: 103

Chi-Ada Corporation's full-time and part-time supervisory employees currently employed.

full-time: 20

Part-time: 7

Chi-Ada Corporation's full-time and part-time custodial workers currently employed.

full-time: 186

Part-time: 90

Chi-Ada Corporation's temporary employees

Chi-Ada Corporation does not employ temporary employees.

3.1. Project approach for each Agreement of locations prime Vendor is proposing:

a. Describe how you intend to meet or exceed quality standards.

Allocating the workers, our experimented, skilled and experienced terminal and site supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties. Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner's work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

Chi-Ada Corporation employs color-coded cleaning methodology.

Color	Location of Use
Red	Infectious area
Green	Kitchen
Yellow	Bathroom
Blue	Open areas
Teal	General cleaning areas

b. Discuss any exceptions you suggest to minimum proposed service hours.

Chi-Ada Corporation minimizes the service hours through a good organization of the task to be completed. The corporation realizes this efficiency by assigning a crew for spot cleaning and moping utilizing machines instead of manpower. By using machines, we are able to reduce the service hours required in manpower.

c. Describe how you propose to meet minimum work tasks and interface with normal building activities.

To accomplish our cleaning duties without interfering with the standard building activities, we identify the regular building hours and any upcoming activities and schedule our tasks accordingly. Our services shall be performed so that there will be no interference with an operation on the premises. We schedule cleaning, for example, floor care, air-quality cleaning, and special projects primarily after office hours and during the evening shift, by contacting building managers in a timely manner so to reduce any incident's from occurring.

d. Describe how you will maintain public areas, specifically providing high quality floor surfaces.

Chi-Ada Corporation's strategy to maintain public areas and high-quality surfaces is through the use of floor equipment, scrubbing and polishing hard floors, and daily buffing and shine. Carpeted areas are cleaning by extraction cleaning, followed up with daily spotting cleaning of carpets, and dust moping by project crew trash removal and dusting done by regular cleaning schedules. The firm uses damp cloths, sponges, scrub pads to remove smudges, fingerprints, marks, streaks from the surfaces of ledges, windows, walls, doors, door frames, and surfaces through the spot cleaning. Further, the company uses spot moping to remove spots, spills, and soils from non-carpet floors free of stains, streaks, and marks. The company also polishes stainless steel, chrome, brass surfaces with polishes, and a clean, soft cloth. Finally, all garbage, debris, and other trash materials shall be removed as required from all areas to avoid spills, overflow, and deposits in dumpsters.

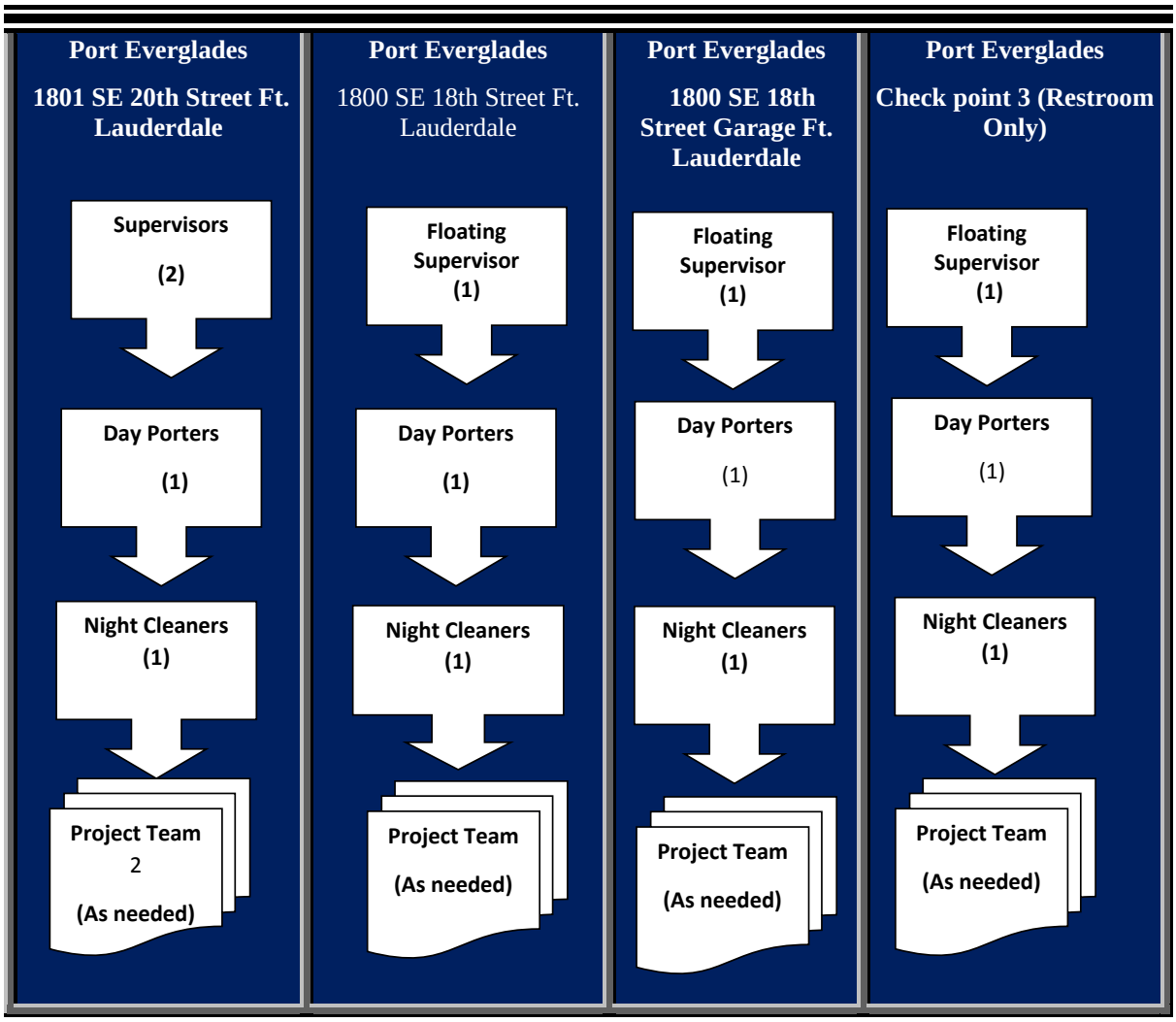
3.2 Chi-Ada Corporation Management and organization of work

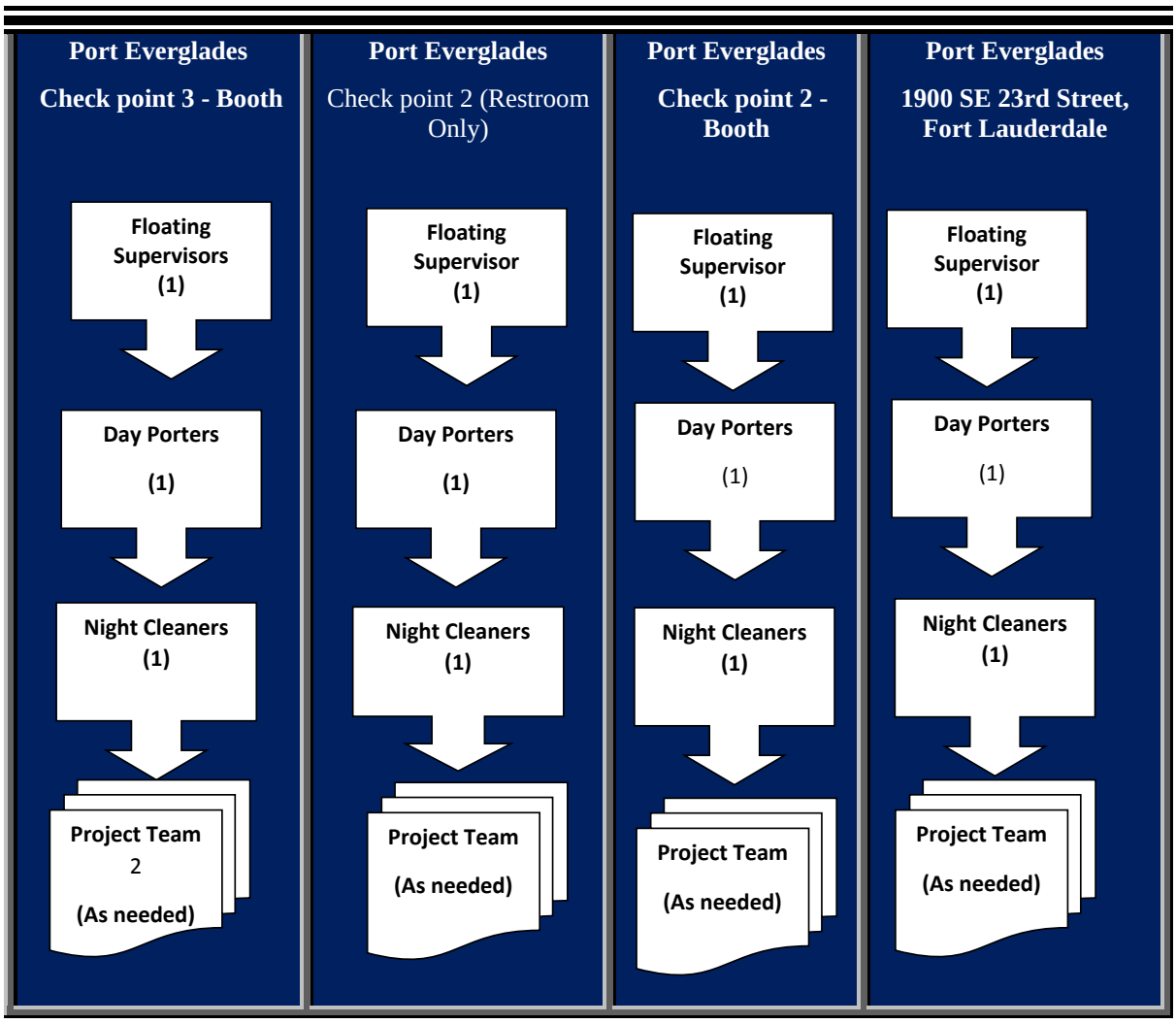
a. State number of crews working for Agreement 13

For agreement 13, two (2) supervisors, twenty-six (26) day-porters, twenty-six (26) custodians, and the fourteen (14) project team will be allocated as indicated on the allocation tables. The team will be covered by the project manager and assistant manager, the quality control manager, and the account manager.

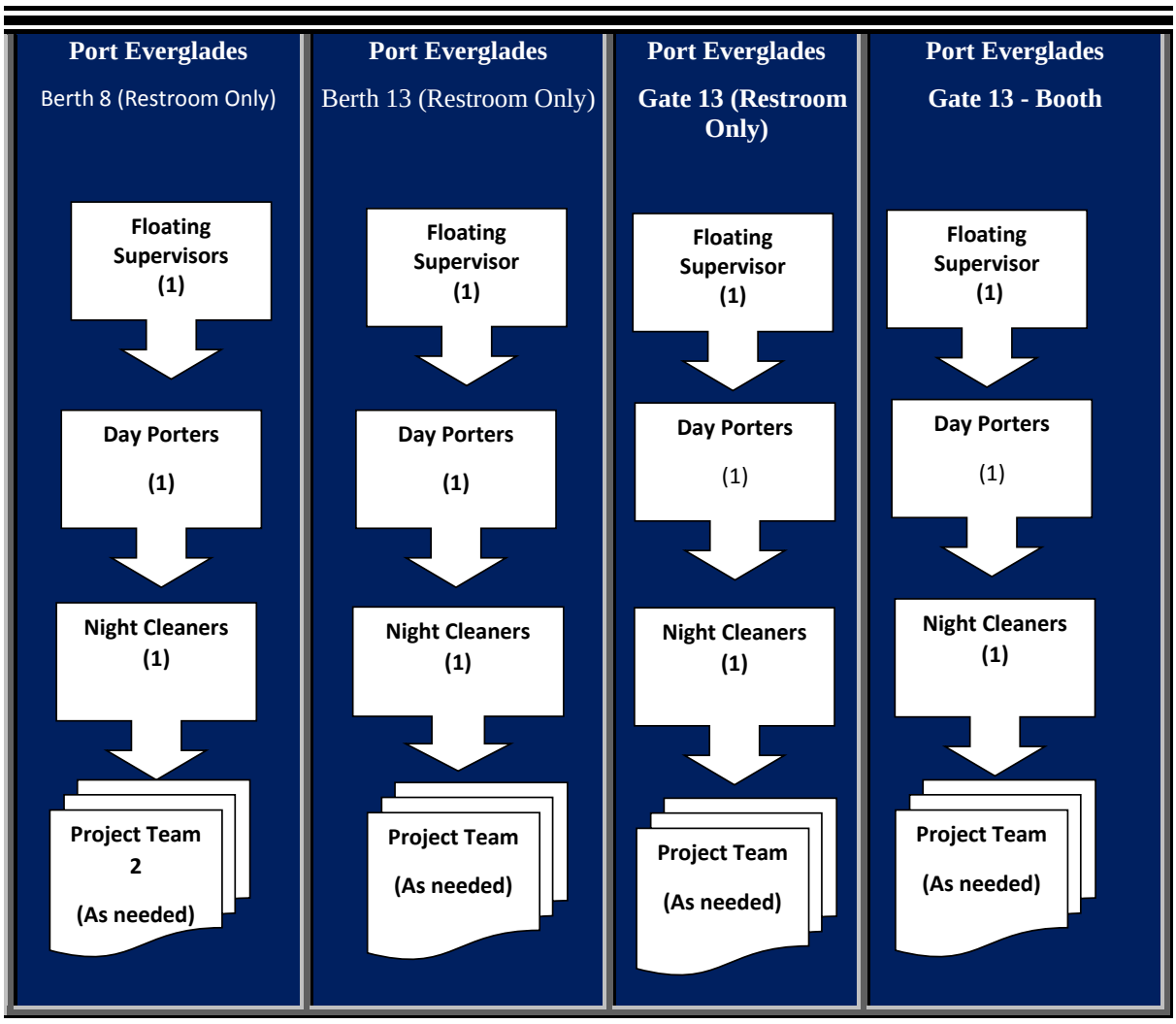
Job Description	Number
Account Manager	1
Quality Control Manager	1
Project Manager	1
Assistant Project Manager	1
Supervisors	4
Day-porters	26
Custodians	26
Project Crews	14
Total	**76**

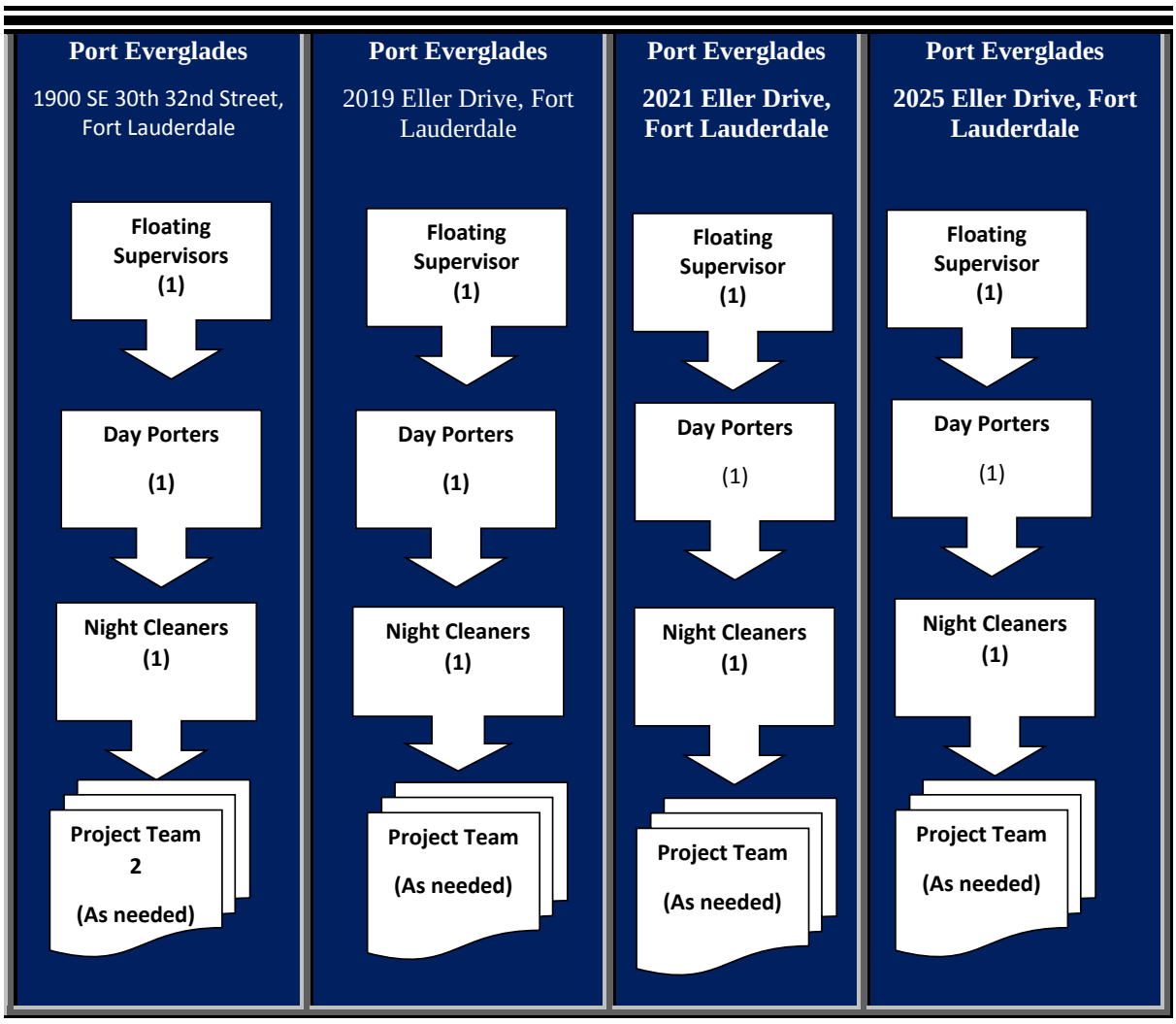
Allocation tables

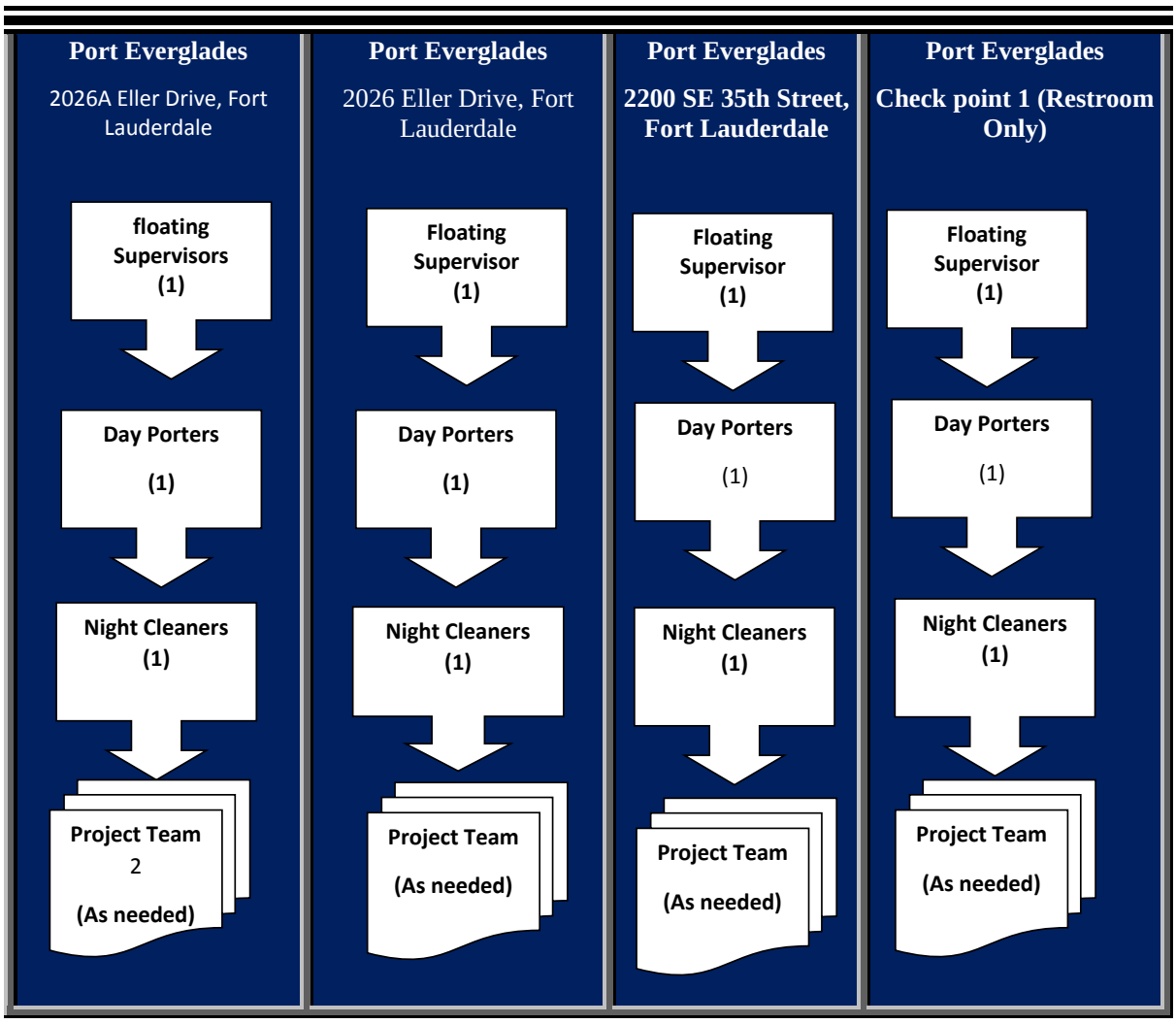


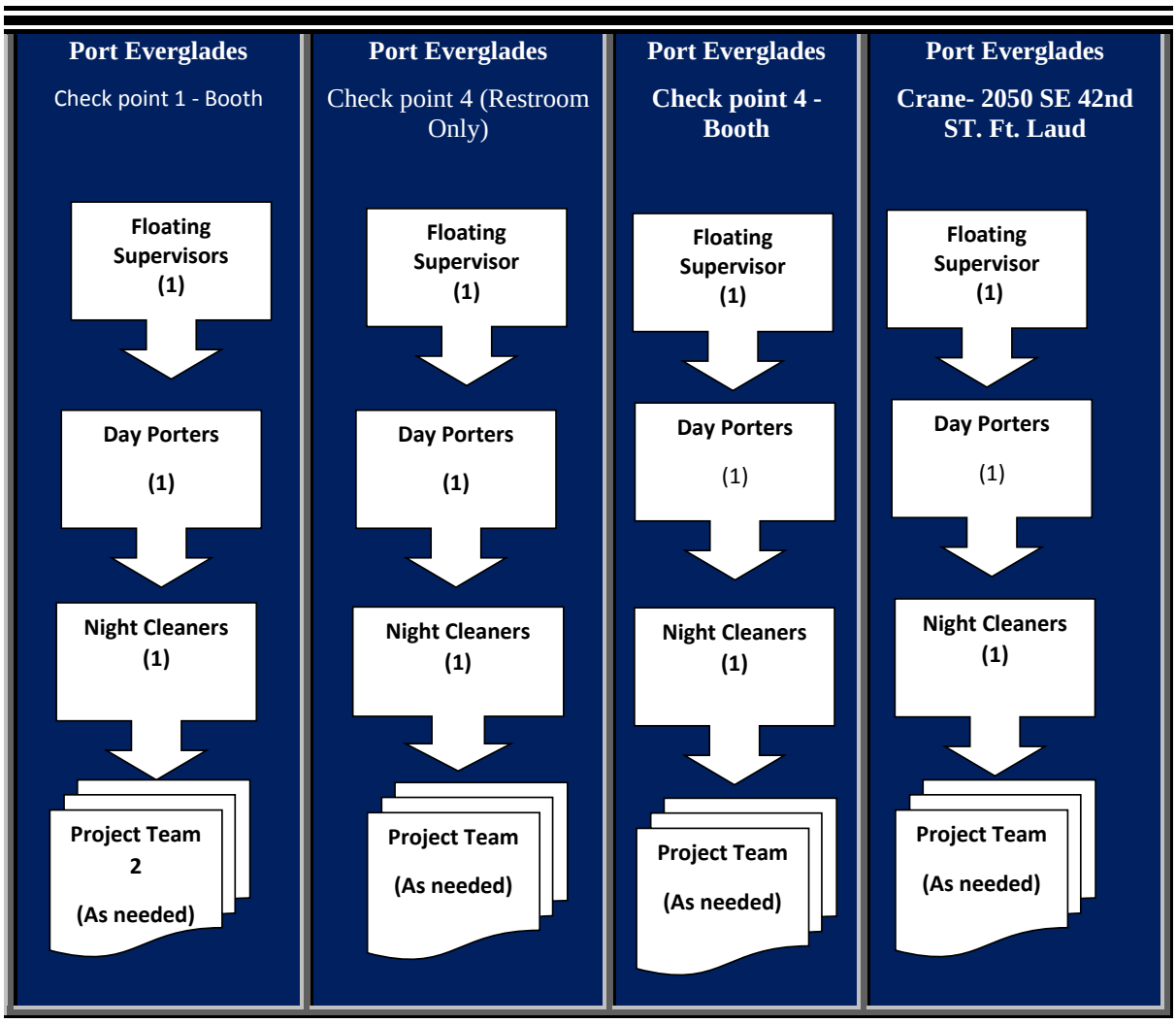

Port Everglades
Check point 3 - Booth
Floating Supervisors (1)
Day Porters (1)
Night Cleaners (1)
Project Team 2 (As needed)
Port Everglades
Check point 2 (Restroom Only)
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)
Port Everglades
Check point 2 - Booth
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)
Port Everglades
1900 SE 23rd Street, Fort Lauderdale
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)

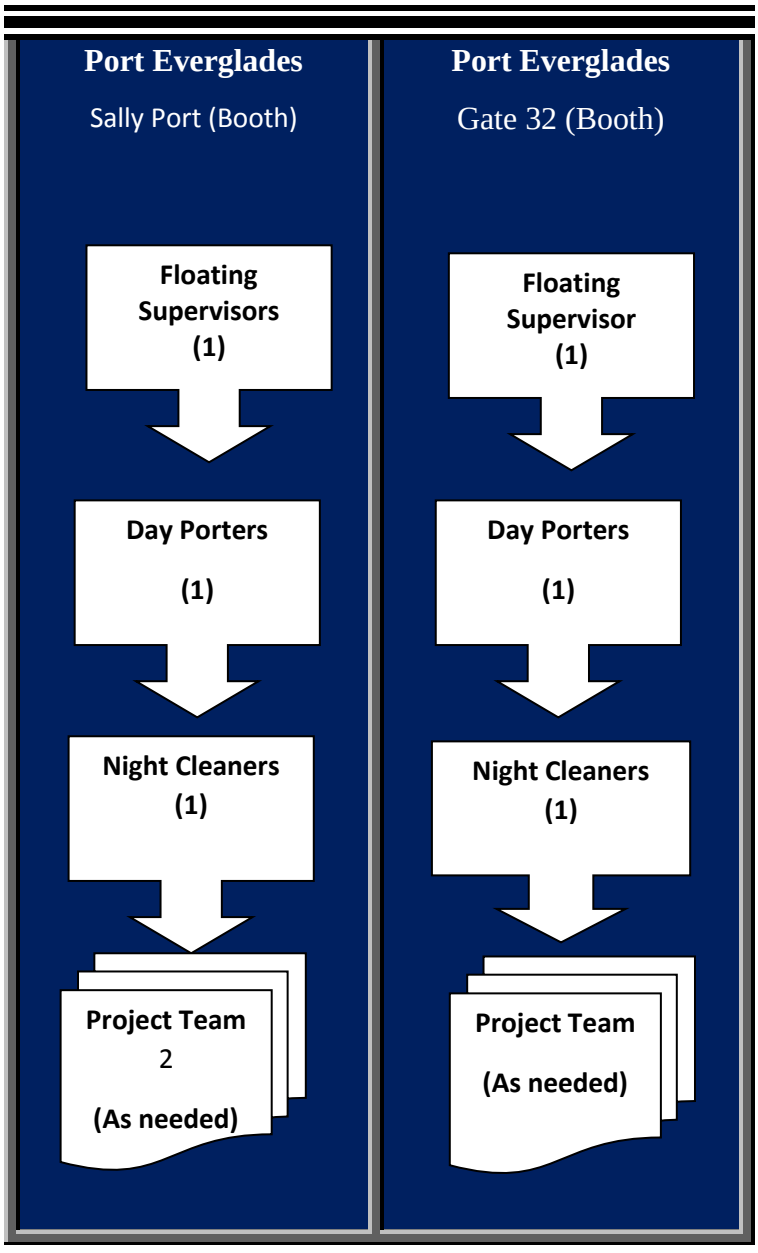
BLD2121632P1 01 13 BLD2121632P1: JANITORIAL SERVICES PORT EVERGLADES AGREEMENT NO. 13




Port Everglades
1900 SE 30th 32nd Street, Fort Lauderdale
Floating Supervisors (1)
Day Porters (1)
Night Cleaners (1)
Project Team 2 (As needed)
Port Everglades
2019 Eller Drive, Fort Lauderdale
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)
Port Everglades
2021 Eller Drive, Fort Lauderdale
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)
Port Everglades
2025 Eller Drive, Fort Lauderdale
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)


Port Everglades
2026A Eller Drive, Fort Lauderdale
floating Supervisors (1)
Day Porters (1)
Night Cleaners (1)
Project Team 2 (As needed)
Port Everglades
2026 Eller Drive, Fort Lauderdale
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)
Port Everglades
2200 SE 35th Street, Fort Lauderdale
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)
Port Everglades
Check point 1 (Restroom Only)
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)


Port Everglades
Check point 1 - Booth
Floating Supervisors (1)
Day Porters (1)
Night Cleaners (1)
Project Team 2 (As needed)
Port Everglades
Check point 4 (Restroom Only)
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)
Port Everglades
Check point 4 - Booth
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)
Port Everglades
Crane- 2050 SE 42nd ST. Ft. Laud
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)


Port Everglades
Sally Port (Booth)
Floating Supervisors (1)
Day Porters (1)
Night Cleaners (1)
Project Team 2 (As needed)
Port Everglades
Gate 32 (Booth)
Floating Supervisor (1)
Day Porters (1)
Night Cleaners (1)
Project Team (As needed)

i. Describe how you will schedule basic janitorial service for each facility.

Our basic janitorial service schedule for each facility focuses is on the daily, weekly, monthly, quarterly, semiannual, and annual cleanings. Dispatching the workers, our experimented, skilled, and experienced supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties.

Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner’s work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

ii. List the individual building teams that will be working for that agreement per building(s): management, supervisory, maintenance crews.

Facility	Supervisors	Day-porters	Custodians	Project Team
Port Everglades 1801 SE 20th Street Ft. Lauderdale	2	1	1	2
Port Everglades 1800 SE 18th Street Ft. Lauderdale	Floating Supervisor	1	1	1
Port Everglades 1800 SE 18th Street Garage Ft. Lauderdale	Floating Supervisor	1	1	1
Port Everglades Check point 3 (Restroom Only)	Floating Supervisor	1	1	1
Port Everglades Check point 3 - Booth	Floating Supervisor	1	1	2
Port Everglades Check point 2 (Restroom Only)	Floating Supervisor	1	1	1
Port Everglades Check point 2 - Booth	Floating Supervisor	1	1	1
Port Everglades 1900 SE 23rd Street, Fort Lauderdale	Floating Supervisor	1	1	1
Port Everglades Berth 8 (Restroom Only)	Floating Supervisor	1	1	2
Port Everglades Berth 13 (Restroom Only)	Floating Supervisor	1	1	1
Port Everglades Gate 13 (Restroom Only)	Floating Supervisor	1	1	1
Port Everglades Gate 13 - Booth	Floating Supervisor	1	1	1
Port Everglades 1900 SE 30th 32nd Street, Fort Lauderdale	Floating Supervisor	1	1	2
Port Everglades 2019 Eller Drive, Fort Lauderdale	Floating Supervisor	1	1	1
Port Everglades 2021 Eller Drive, Fort Lauderdale	Floating Supervisor	1	1	1
Port Everglades 2025 Eller Drive, Fort Lauderdale	Floating Supervisor	1	1	1
Port Everglades 2026A Eller Drive, Fort Lauderdale	Floating Supervisor	1	1	2
Port Everglades 2026 Eller Drive, Fort Lauderdale	Floating Supervisor	1	1	1
Port Everglades 2200 SE 35th Street, Fort Lauderdale	Floating Supervisor	1	1	1
Port Everglades Check point 1 (Restroom Only)	Floating Supervisor	1	1	1
Port Everglades Check point 1 - Booth	Floating Supervisor	1	1	2
Port Everglades Check point 4 (Restroom Only)	Floating Supervisor	1	1	1
Port Everglades Check point 4 - Booth	Floating Supervisor	1	1	1
Port Everglades	Floating Supervisor	1	1	1

Crane- 2050 SE 42nd ST. Ft. Laud				
Port Everglades **Sally Port (Booth)**	Floating Supervisor	1	1	2
Port Everglades Gate 32 (Booth)	Floating Supervisor	1	1	1

b. Describe how you will schedule basic janitorial service for each facility while coordinating.

Our essential janitorial services consist of allocating appropriate key personnel for each building/facility, coordinating and supervising the work of each team building. We also verify the compliance of the work assigned using daily cleaning checklist, weekly cleaning checklist, annual cleaning checklist, restroom checklist, and inspection reports. The samples are listed here.

Cleaning Checklist

Chi-Ada Corporation

Cleaning Services Schedule Main Library

Year: ___2018_____

Annual Services

Air Quality Cleaning — **April**

Semi-Annual Services

- *Seal floor grout* — February_____ — August_____
- *Strip, seal and refinish tile floors.* — February_____ — August_____

Quarterly Services

Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.	February_ __	__May_____	_August__	_November____
Overhead Dusting.	__ February__	__ May _____	_August____	_November__
Pile lift all carpeted areas.	__ April _____	_July_____	__October___	_January__
Scrub and recoat tile floors	__May_____	_August____	__November_	_February___
Remove any incrustation or build up on tile floors	__May_____	_August____	__November_	_February___

Monthly Services

- Damp wipe blinds. — __3rd Week of the Month_____
- Clean floor grout — __2nd Week of the Month_____
- Burnish tile floors — __4th Week of the Month_____
- Refill or change urinal screens and deodorizers. — __1st Week of the Month_____
- Clean wall grout — __2nd Week of the Month_____

Cleaning Services Schedule

Year: ____2017_____

Weekly Services

Task Description	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).							X
Edge all carpeted areas. 3. Pile lift high traffic areas.							X
Pile lift high traffic areas				X			
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.		X					
Dust picture frames with a lightly treated dust cloth or short-handled duster.		X					
Machine scrub tile floors (some facilities may require more frequency)						X	
Spray buff tile floors					X		
Restock closet with consumable janitorial supplies			X				

Daily Cleaning Locations:

Entrances, Exterior Landings, Loading Docks and Ramps, Lobbies and Hallways, General Offices, Courtrooms, Hearing Rooms and Auditoriums, Conference Rooms, Break Rooms/Kitchens and Jury Rooms, Elevators, Escalators, Stairwells, and Janitorial Closets and Equipment

Daily Services

- Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- Clean and police for the removal of dirt, mud, trash, and litter.
- Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- Clean items such as mats, surfaces under mats, and foot scrapers.
- Vacuum mats, rugs and entryway systems.
- Clean all glass doors and glass panels adjacent to glass doors.
- Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
- Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
- Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
- Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.
- Pick up trash, food, or debris dropped on the floors
- Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
- Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
- Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- Return all furnishings to their original positions after cleaning.
- Report items requiring maintenance to County for prompt repair.
- Fill towel and soap dispensers.
- Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.
- Damp mop all hard floors with a neutral detergent solution.
- Spot-clean carpets as necessary.
- Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.
- Return all furnishings to their original positions after cleaning.
- Do not disturb any papers that may have been left in the conference room.
- Clean and polish all stainless steel and other metal finishes.
- Clean all stainless steel fasciae and other metal finishes in the elevator lobby.
- Sweep floors.
- Remove gum from floors and other resistant materials
- Mop floors to remove dirt and stains.
- The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).
- Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.
- Clean handrails and push buttons.
- Wash handrails with non-irritating, non-toxic solution and wipe dry.
- Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- Wipe dry and polish metal with appropriate polish.
- Polish handrails with appropriate polish.
- Sweep steps to remove debris and loose dirt
- Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- Collect all litter and trash from the stairwell and dust mop stairs.
- Wet mop the stairs and landings with a damp mop using a neutral detergent solution. Use "CAUTION-WET FLOOR" signs when mopping the stairwells. Remove signs when no longer required.
- Report any loose handrails, bad or loose step treads, or any other item requiring maintenance (and which may present a safety hazard to anyone using the stairs) to County for further action.
- Clean all housekeeping equipment and store rooms so that the housekeeping equipment and rooms are presentable
- Empty all waste collection containers.
- Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
- Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.

- Arrange supplies on shelves in a neat and orderly manner.
- Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
- Sweep open floor area and damp mop with cleaner disinfectant solution

Daily Cleaning for Restrooms

Daily Services

- Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution with particular attention to door knobs, push plates, ventilation grilles, and "kick plates".
- Dry all metal surfaces after wet cleaning to prevent water spotting.
- Empty all trash receptacles into the trash collection container being careful not to spill any of the trash onto the floor. Clean the waste receptacles with a cleaner/disinfectant solution before placing a new plastic liner into the receptacle.
- Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- Remove trash and soil from the floor by sweeping.
- Pick up trash.
- Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- Clean and disinfect exterior surfaces of hand dryers/towel dispensers
- Clean lavatory sinks, shelves, chrome hardware, partitions, countertops, changing stations and wall areas around the basins with a cloth and cleaner/disinfectant solution. Rinse the surface with clear water.
- Wipe all polished surfaces dry to prevent water spotting.
- Clean the flushing hardware, commode seats, and the outside of the commodes and urinals with cleaner/disinfectant solution. Wipe the commode seats dry with a clean cloth after cleaning (the underside of the seat should be cleaned just as thoroughly as the topside).
- Clean the inside of the commode and urinal bowls, the walls behind the wash basins, commodes, and urinals and the partitions between the commodes and urinals.
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace plastic bag liner with a new liner.
- Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- Damp clean and disinfect all surfaces of shower curtains and doors.
- Damp clean and disinfect all exterior surfaces of lockers.
- Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a build-up of detergent residue.
- Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- Pour some of the cleaner/disinfectant mopping solution down the floor drains to insure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
- Report items requiring maintenance to the County.
- De-scale fixtures, if necessary, using a mild, acid-type bowl cleaner.
- Use a different colored or a different kind of cloth for rest room cleaning to ensure that these cloths are not used to clean other areas

Restroom checlist

Chi-Ada Corporation

Restroom Checklist

Week Start: _____ Week Ending: _____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one): Adm. / Detox NRD / Outpatient / Triage

Date		Toilet Seat Cover		Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								***Please check tasks completed***												(Circle) AM / PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____

_____ Employee Signature: _____

_____

Weekly inspection checklist

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short, handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:

Inspected By: _____
Signature: _____

Follow Up Actions:

Referred To: _____ **Date**: _____

Daily inspection

Chi-Ada Corporation
Facility:
Daily Services Project Inspection

Supervisor Inspections

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						

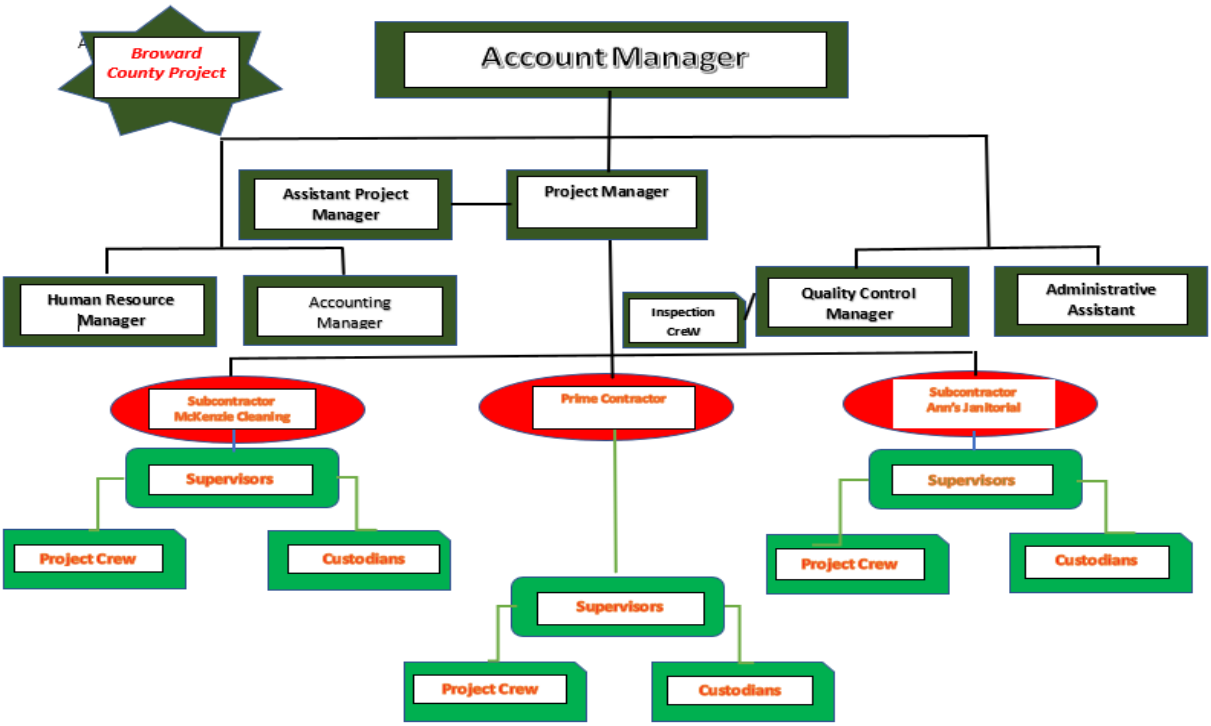
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

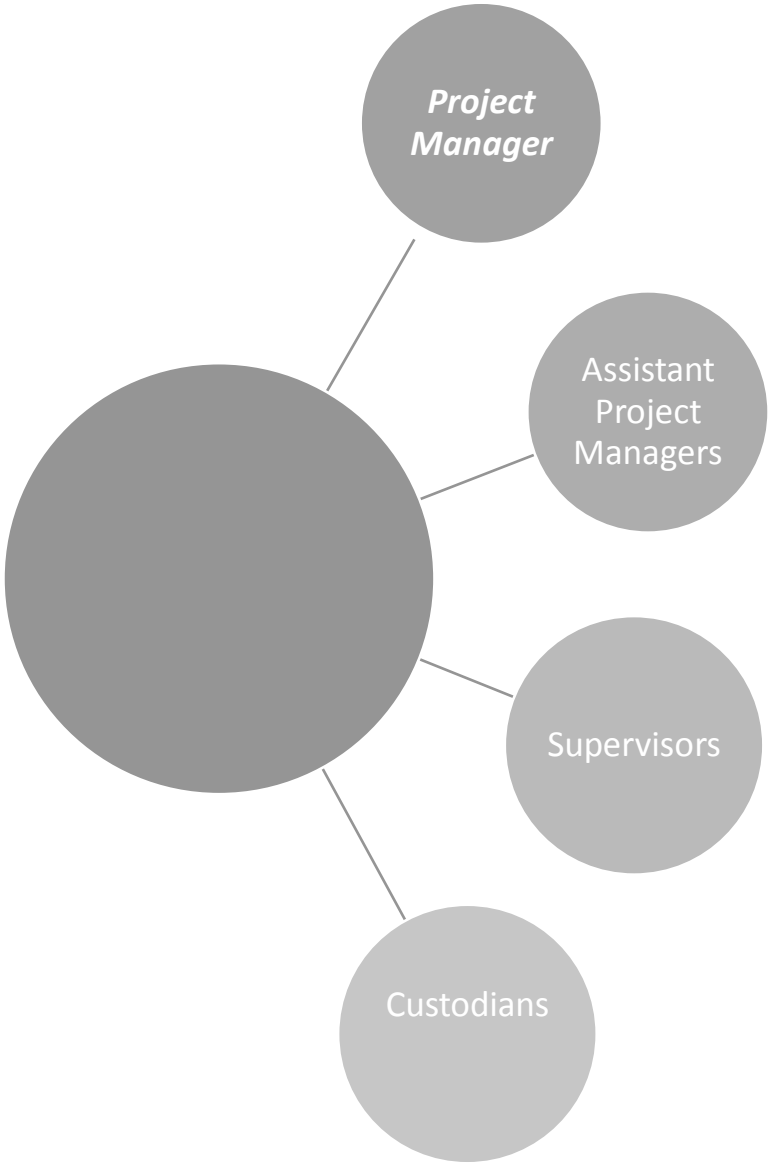
i. Describe crew organization to perform basic and project work.

Our key personnel is organized under the leadership of the account manager. He will be assisted by a quality control manager, a project manager, supervisors, day-porters, custodians, and the project team described herein. Workers will be assigned to each facility based on the key personnel schedule stated previously and according to the need identified for each facility. If the size of facility does not require more than four cleaners, the facility will be covered by floating supervisors if the size of the facility does not need a full-time supervisor. Supervisors have the duties to ensure each worker is assigned to his or her location every day. If there is a call-off, supervisors can provide replacement based on our human resource strategy. The task will be done daily, weekly, monthly, quarterly, or yearly as required. The quality control manager will make spot inspections every day in addition to the inspection of each supervisor. Issues will be recorded and mitigated. Chi-Ada Corporation has daily, weekly, monthly, quarterly, and yearly cleaning inspection forms to evidence the quality of work. Plus, supervisors will use our daily restroom checklist to ensure that the restrooms are maintained according to the contract requirement. Each supervisor will hold a daily workbook to assign the job of each worker appropriately.

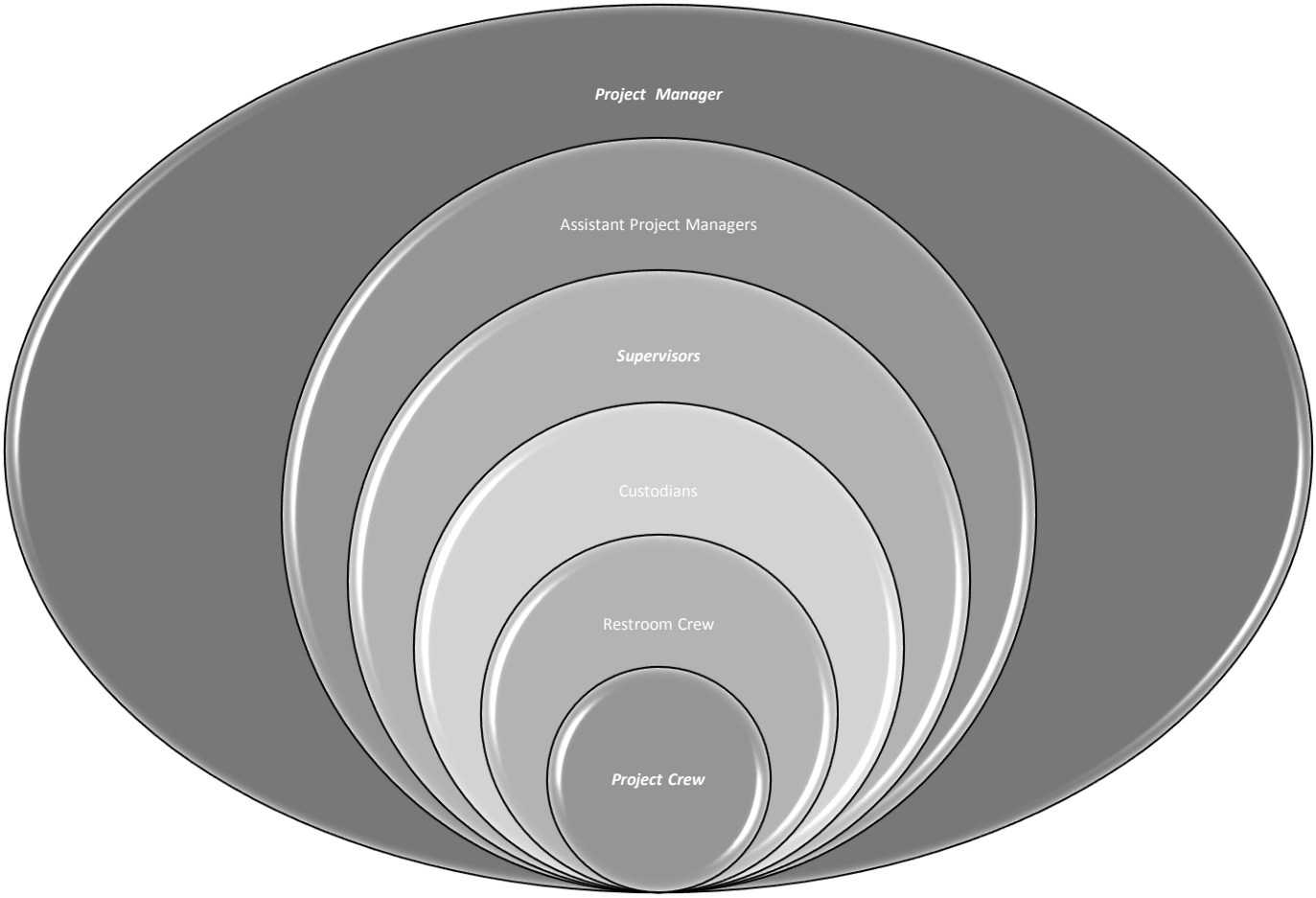
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- **Work Organization Chart**

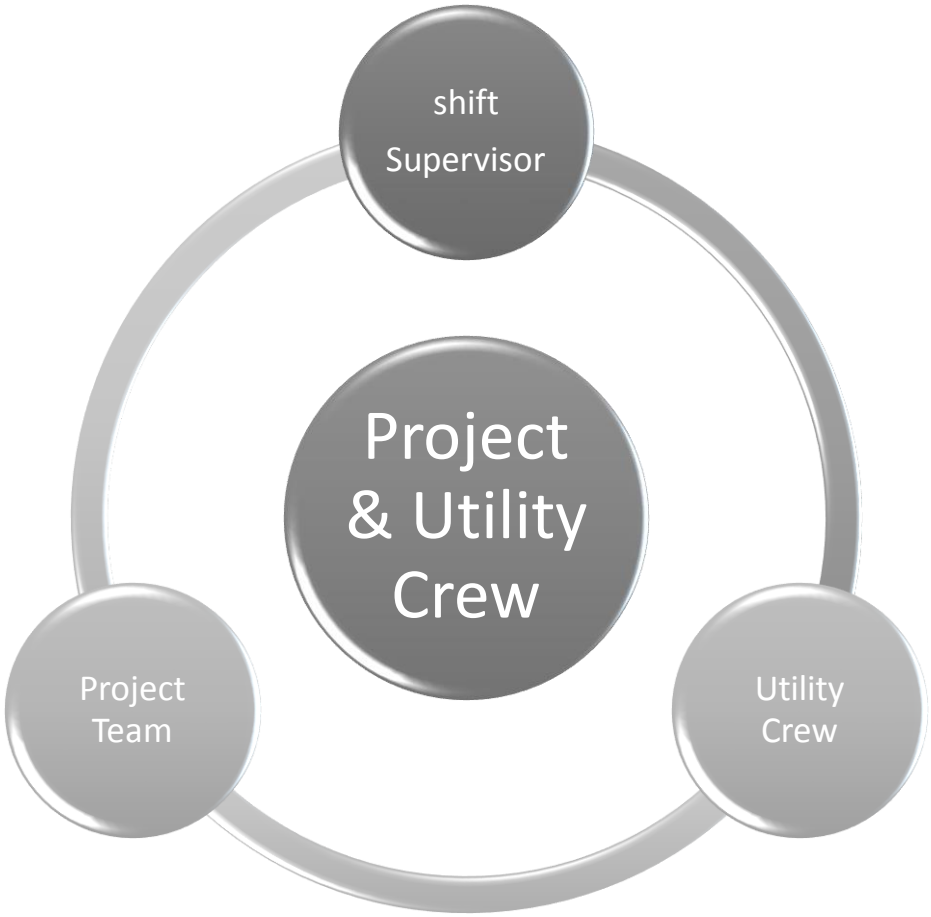


Crew organization to perform basic and project work Charts

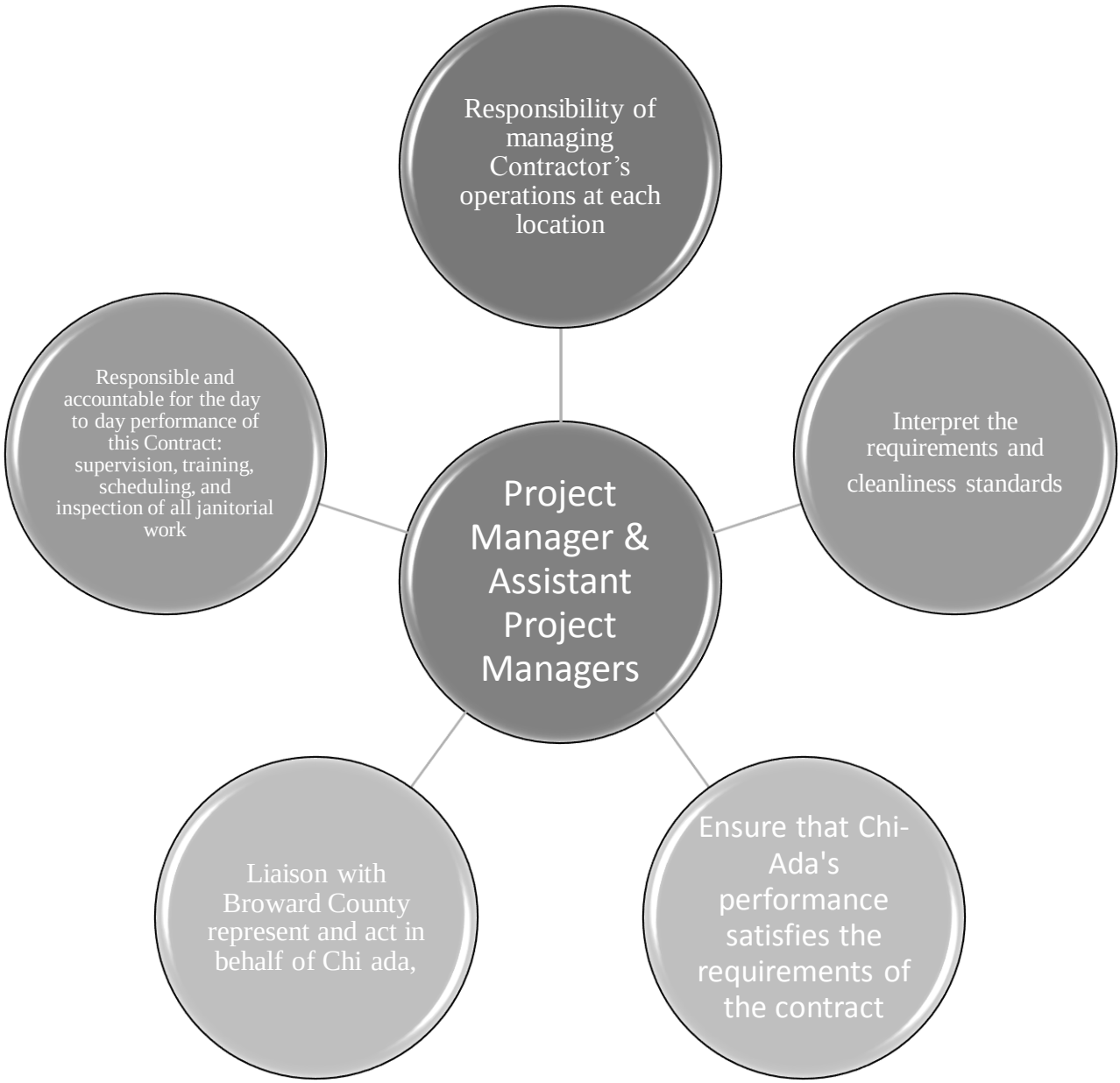


Distribution of Project Work

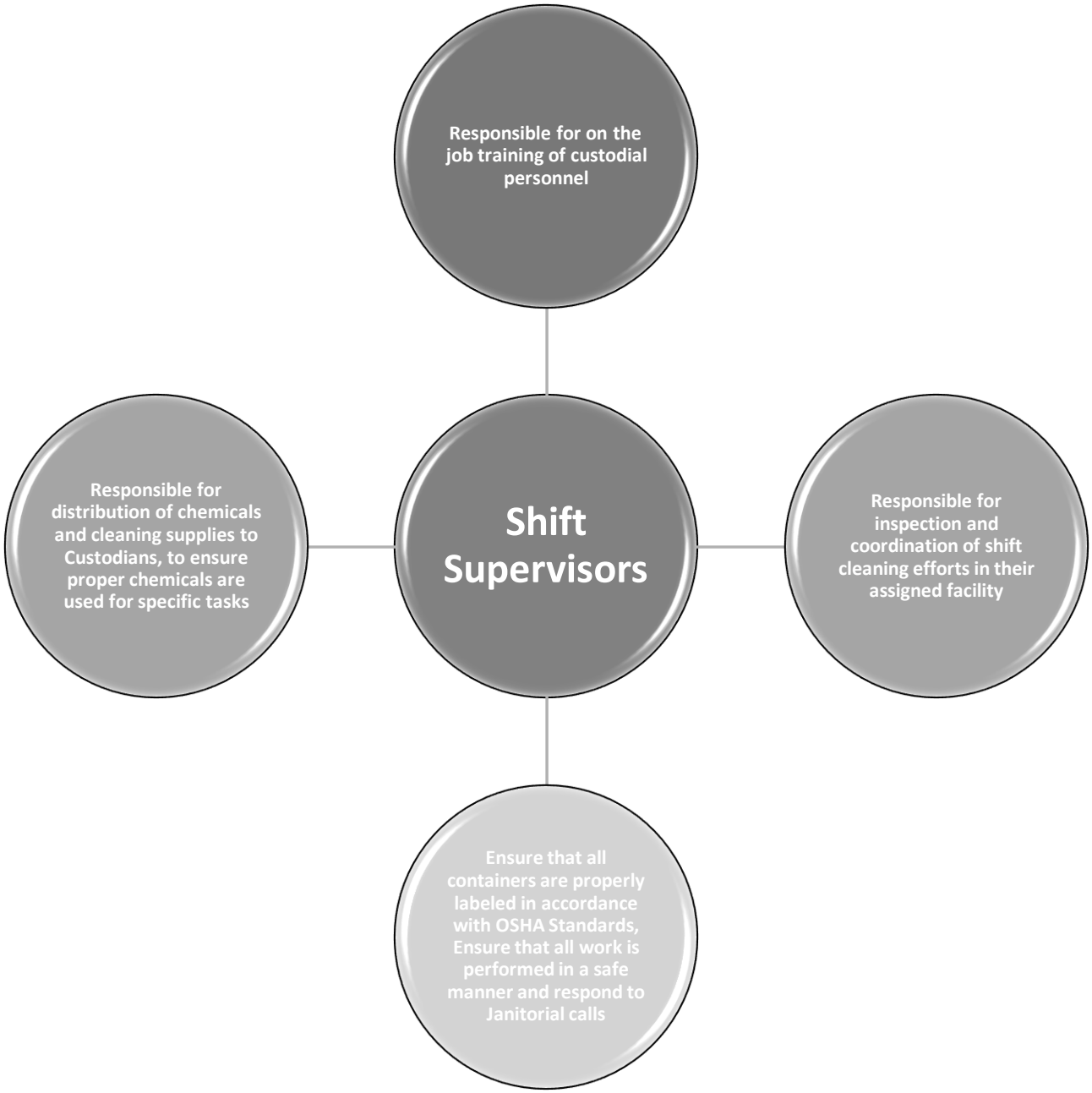
Project & Utility Crew



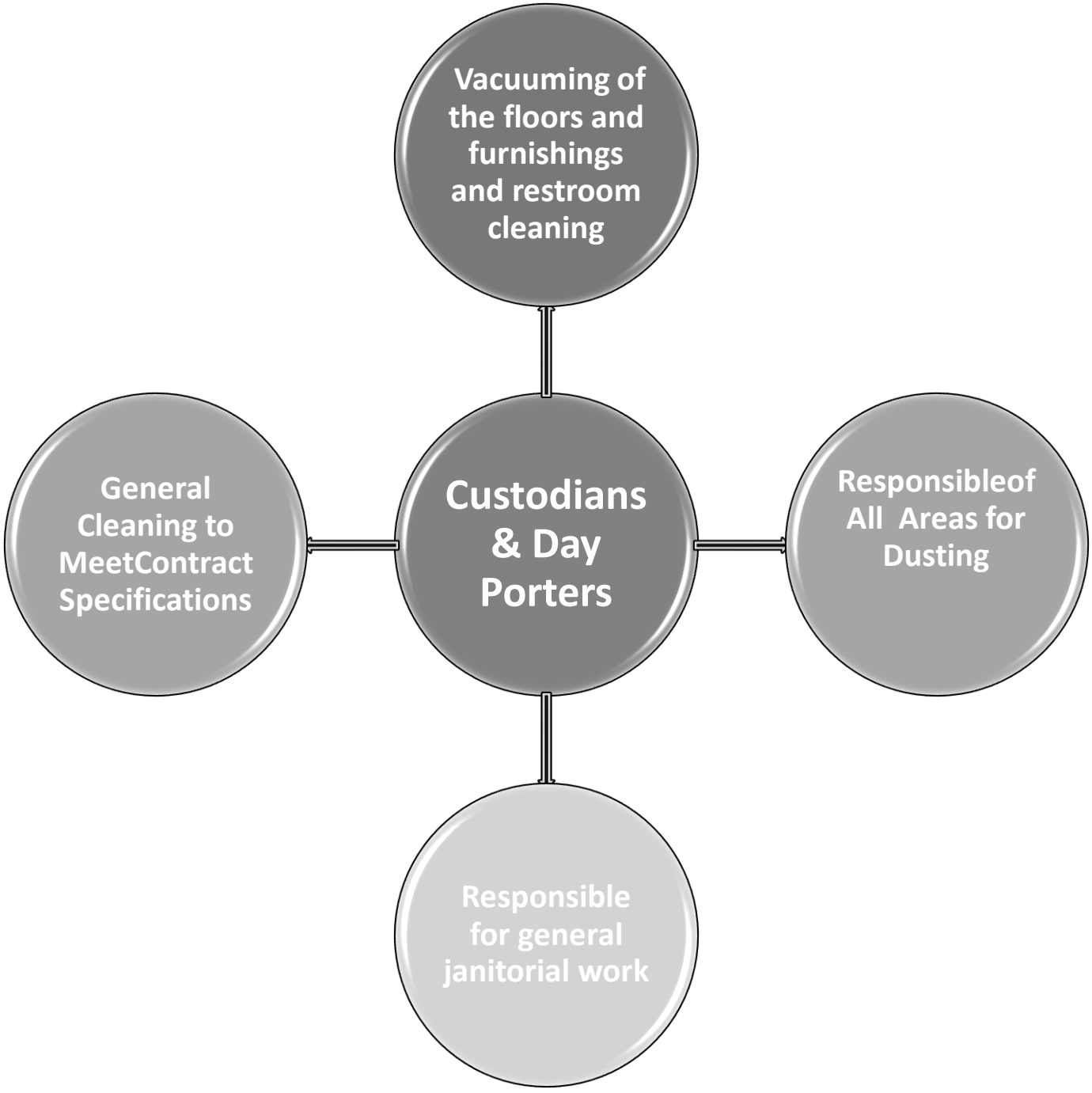
❖ **Job Description for Basic Staffing**



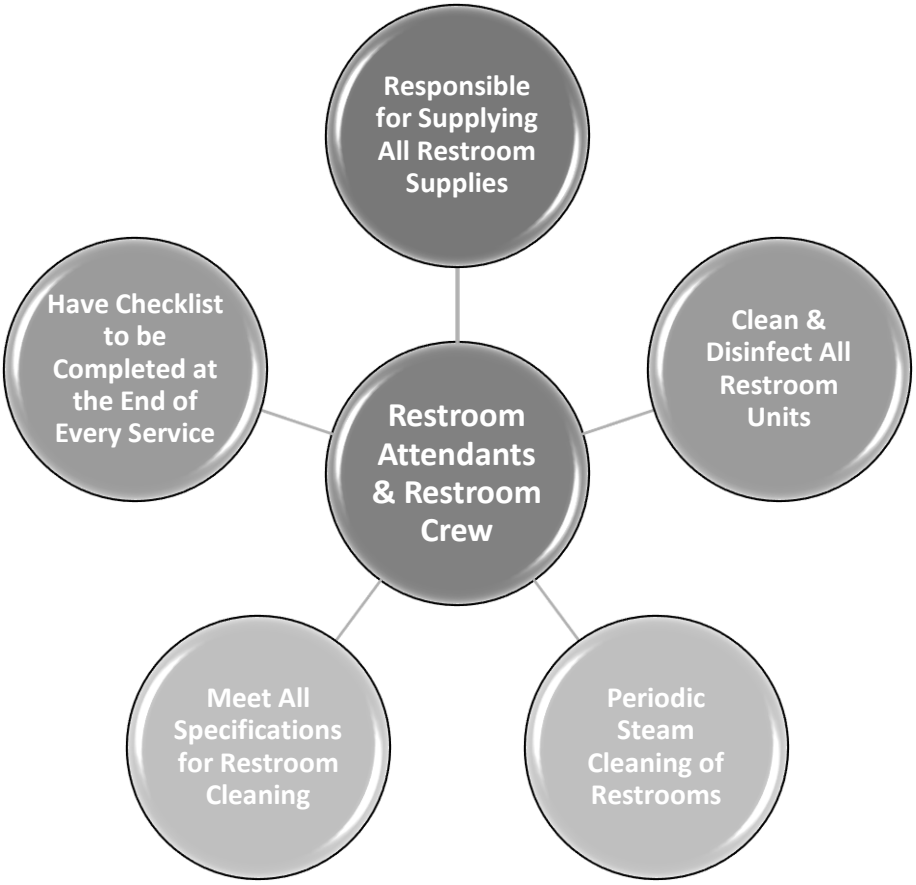
Shift Supervisors



Custodians Daily Services

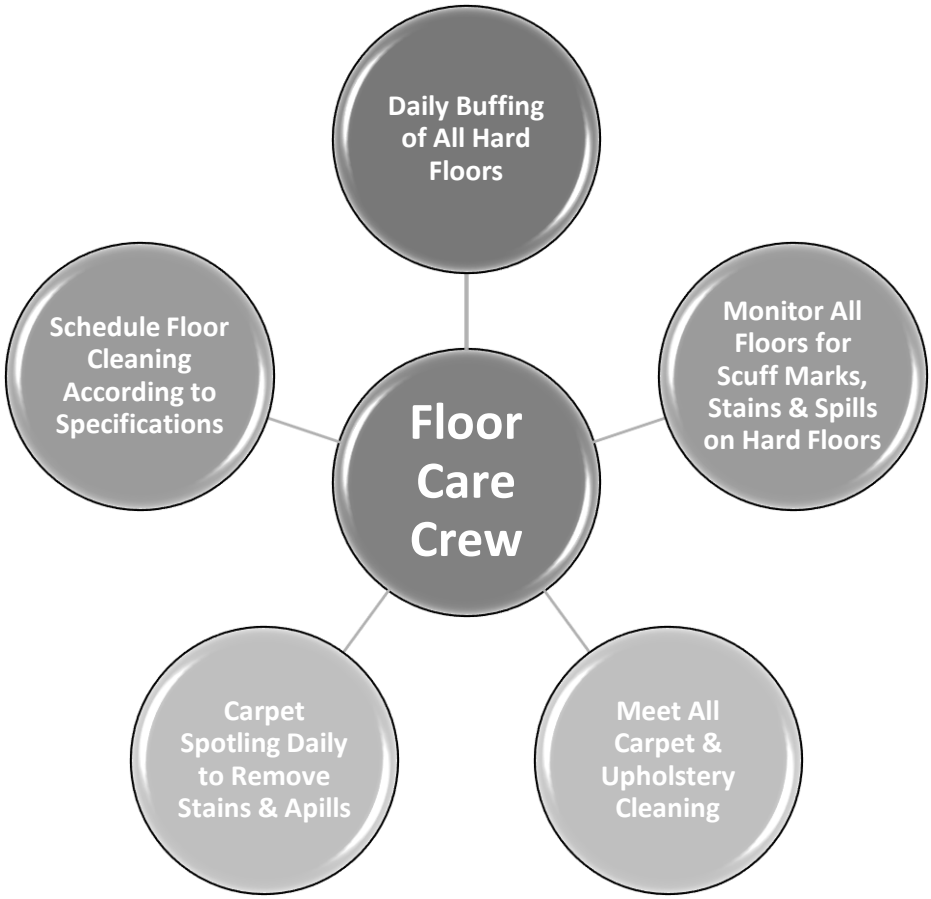


Daily Restroom services



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Floor Care Crew



c. Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.

At Chi-Ada Corporation, we use daily, weekly, monthly, and annual inspections as our reporting system. This strategy is proven to provide valuable tools to compare actual performance to schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date:** _____

d. Describe your capabilities to respond to emergency or disaster situations.

At Chi-Ada Corporation, we act to clean and recondition your facilities quickly and efficiently in an emergency or a disaster situation. With our advanced technology equipment and highly skilled workers, we aim to handle any situation from floodwaters, broken pipes, building fires, hurricanes, and acts of Gods, vandalism, or terrorism.

We measure the importance and the urgency to have full use of your facilities as quickly as possible. Your professional image protection, valuable property restoration, and ability to serve your customers depend on our performance. Therefore, we appraise this responsibility and take it very seriously.

Disaster Restoration-Emergency Services

- ü Restoration from fire, smoke, water, and wind damages
- ü Safety and compliance
- ü 24 hours response service
- ü Flood cleaning
- ü Water extraction
- ü Mold removal
- ü Hurricane preparation and clean up
- ü Post burgles, crime scene cleaning.

With our emergency response program, Chi-Ada Corporation will get you back in business quickly. Our rigorously trained and certified quality restoration team responds quickly at the local level for both large and small facilities. Our emergency services begin within 30 minutes to one hour of the initial call. We utilize emergency procedure planning assistance to place priority status on the severity of the damage. Chi-Ada Corporation owns or rents various equipment needed to perform restoration services. The equipment includes:



3.3 Chi-Ada Corporation's quality control program

a. Startup orientation program

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company providing services to your company, and we bring our experience to start-ups. Our transition plan is overly critical to the success of this project.

Chi-Ada can start any contract with fully screened and trained employees. Chi-Ada has a proven track record of doing start-ups of all sizes regardless of location.

- **Client Communication Plan**

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our Project Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning, and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the Project Manager has met with your facility's personal, he will meet with the other individuals involved in the transition plan, such as the Operations/Project Manager, Human

Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

- **Management**

Our management team, headed by the Project Manager, will make a site visit to locate where all storage locations are. From their observation, they will know how much equipment that specific storage location will accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

- **Equipment/Chemicals**

Our Project Manager orders all necessary equipment and chemicals during this time and is deployed to its respective locations. Chi-Ada will organize additional training for the equipment and chemicals used throughout the different facilities in conjunction with ordering supplies.

- **Hiring & Training**

This period will be when Chi-Ada hires new employees and train them. This period will encompass:

- Hiring new employees
- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them
- Site tours

- **Final Communication**

During the final days before the contract starts, the Project Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada, we are ready to implement our established start-up system and expand a plan to meet all of the contract's requirements.

- **Human Resources**

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department staffed by qualified personal. They are responsible for hiring, training, and maintaining a well-qualified and highly motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive, and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur in finding exceptional individuals who are very responsible and helping them become significant assets to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program composed of basic, intermediate, and advanced training from the manufacturers of the different equipment and chemicals that Chi-Ada will be using. The training will be provided by specialists certified as an in-service training provided by the company free of charge to our employees

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, and these include recognizing individuals who have performed exceptional, e.g., an employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee because we feel that there is more to life than the opportunity for exceptional earnings and valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

- **Technical Procedures**

Chi-Ada's proven effective employee recruitment and training system are anchored to a solid, well-equipped management organization. We are confident that our new hires learn simple yet highly effective methods that ensure the best results. An experienced Chi-Ada Manager will also give all new employees valuable on-the-job training. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done efficiently and safely.

At Chi-Ada, we believe that custodial workers must be trained to properly use cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surfaces within your facility and maintain the equipment that employees will be using.

Our training program starts with in-service sessions to ensure a complete understanding of the techniques and keep up with the rapidly changing industry. Training allows our employees to

stay afloat with the current innovation in cleaning techniques, equipment, and proper handling of equipment, chemicals, proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry-level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets. Therefore, we place a high priority on hiring and training them. This training program includes work practices and standard expectations, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description, and the use of supplies, paper, soap, etc.

Cross-training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

b. Inspection procedures including any technical aids used to monitor performance standards.

Methods of Identifying Problems

We make a comprehensive effort on every contract we undertake to teach employees how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. We monitor issues through reports and observations:

- ✓ To establish trends
- ✓ To determine corrective actions
- ✓ To assess effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we maintain project performance at acceptable levels

Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly.

We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely

supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double-checking of services completed are more effective than monitoring and other surveillance because minor problems will be elusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality for future problems and the need for timely corrective actions.

Correction and Preventing of Quality Control Problems

Chi-Ada Corporation's double-check strategy is used to address quality control problems. First, corrective action is taken to eliminate the problem immediately. After any correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report provides details on the work requirement, location and includes a grading system on a scale of 1 to 5. The Supervisor decides and initiates the appropriate corrective action on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities.

Our daily inspection will be directed to high traffic areas, and it may include random inspections of high frequency and continuous tasks and 100% inspection for periodic services.

The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered.

The Manager and Supervisors will perform a random, regular, and periodic visual inspection of the facility. Each Supervisor will inspect before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time inspection was completed. To ensure that all activities, functions, and processes are covered, inspections will be conducted using the same checklist to identify problem areas requiring correction.

Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- ✓ Random inspection,
- ✓ Total inspection, and
- ✓ Continuous inspection.

All inspection findings will be documented so that the following actions are taken immediately:

- ✓ Applicable employees are informed when their level of work performance has diminished below previous levels.
- ✓ A corrective action request is initiated, to be corrected by the end of the same shift, related to any task that has been rated less than "satisfactory".

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

Inspections are an ongoing practice

Chi-Ada's inspections provide additional insurance to achieve our quality control objective. Our Managers and Supervisors perform these inspections. The inspections are predominately a "walk-through." The "walk-through" is performed with varying frequencies. However, they are always performed after some tasks are completed, such as window cleaning, floor maintenance, or after a predefined area is covered at the end of each shift. The objective of the "walk-through" is to ensure that Supervisors check for any potential problems, and if any are found, they are resolved immediately.

At Chi-Ada we create a local file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- ü A copy of our quality control plan

- ü A copy of all completed quality control checklists
- ü A copy of
- all quality control reports
- ü A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems.

The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections at any time during this contract.

Our company recognizes the importance of quality control and assurance. Records are filled out correctly, legible, and kept in a neat and organized location.

c. Describe and provide a sample of your reporting system used to compare actual performance to your schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date**: _____

Chi-Ada Corporation

Restroom Checklist

Week Start: ___/_____/_____/_____ Week Ending: ____/_____/_____/_____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one)

Date			Soap	Hand Towel	Toilet Paper	Toilets	Urinals	Wash Basins	Floors	Trash	Mirrors	time	Initials
		Indicate # of items changed below				*Please check tasks completed*						(Circle) AM / PM	
	SUN.											AM PM	
	MON.											AM PM	
	TUES.											AM PM	
	WED.											AM PM	
	THURS.											AM PM	
	FRI.											AM PM	
	SAT.											AM PM	

Comments: _____
_____ Employee Signature: _____
_____

d. Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.

The primary benefit of Green Cleaning, which focuses on cleaning for health, not just appearance, is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms.

We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

• Reduce the harmful impact to the health of the facility users

• Reduce the harmful impact of the indoors and outdoors environment

• Source reduction in the landfill with the use of concentrated products

• Recycled contents of all packaging

• Partnership with sustainably certified vendors

• Step by step introductions for a sustainable cleaning process.

Chi-Ada Corporation has been implementing Green Cleaning in the past with Broward County at the Environmental Building in Davie.

However, to improve this green Cleaning we will add the following activities to maximize opportunities to promote green building cleaning practices:

- Continue our effective communication system between building employees and Broward County building management.
- Continue to assist the management of Broward County in understanding the benefits of green cleaning such as the health and performance benefits, improvement of occupant satisfaction, reduction of complaints and risks, and the substantiation of potential cost savings.
- Audit housekeeping procedures, chemicals, equipment, paper, matting, supplies, and other materials for compliance with green cleaning implementation guidelines.
- Continue to inspect all other tools and supplies used in the cleaning process; mop-buckets, wringers, paper, wipers, liners, toilet tissue, and other tools and supplies and determine alternative tools and supplies that are environmentally preferable.
- Conduct a general housekeeping walk-through: evaluate the overall quality of the current cleaning and look for problems and opportunities for improvement.
- Document and review any recycling program in place.
- Continue to clean hard floors with a backpack vacuum instead of dust mopping.
- Add or upgrade entrance mats.
- Continue to recycle paper products and install roll-type dispensers where practical.
- Continue to use microfiber mops and dust cloths.

- Continue to implement effective methods of dilution control.
- Continue with portable spot cleaners, fiber mop, and bucket to facilities where spills commonly occur.
- Purchase products with high post-consumer recycled content
- Continue to use floor finishes without heavy metal ingredients.
- Limit the use of disinfectants to critical areas.

3.4 Company Equipment

a. Chi-Ada Corporation current inventory of heavy equipment -

Equipment	
2 Minuteman 4 Trucks Mounted Pressure Wash Machine 6 Pressures Wash with Tire 10 Backpack Filter Vacuum 3 High speed floor burnisher 10 Upright vacuum 2 Wet and Dry Vacuum 20 Mop Bucket 5 Tilt Trucks 1 Vehicle/Van/Lift Gate 5 Vans 4 Carpet Extractors 3 Walkie Radios 4 Biometric Timecard 4 Air Dryers 10 Janitor Carts 20 Dollies 3 Scrubbers	
ACX64 40 Yard MCNEILUS Front Loader Garbage Truck	
Electric Auto Floor Scrubber 18" Cleaning Path - Corded	

Electric Auto Floor Scrubber 20" Cleaning Path - Corded	
Dusting machine	
8070 Heated Carpet Extractor & Auto Detailer	
DC Power Hydraulic Double Scissor Lift Cart 1100 Lb. Cap.	
Sanitaire Quiet Clean 10-Quart Backpack Vacuum SC530B	
Portable Folding Safety Barrier with Casters	

Hard Surface	
Air mover	
Extractor	
Floor Machine Carpet Dryer	
Vacuum	

Minuteman

Minuteman E20 Automatic Scrubber



TECHNICAL SPECIFICATIONS	
CLEANING PATH WIDTH	20"
SQUEEGEE WIDTH	33"
THEORETICAL PRODUCTIVITY (BRUSH DRIVEN)	15,000 SQ FT/ HR
WORKING SPEED (BRUSH DRIVEN)	1.7 MPH
RATED VOLTAGE	24 VOLTS
VACUUM FLOW	65 CFM
VACUUM WATERLIFT	45"
VACUUM POWER	.60 HP
DRIVE MOTOR POWER (TD)	1/5 HP
BRUSH TYPE	DISC
BRUSH MOTOR(S) POWER	3/4 HP
NUMBER OF BRUSHES	1
BRUSH RPM	180 RPM
SOLUTION CAPACITY	12 GAL
RECOVERY CAPACITY	13 GAL
WEIGHT WITH BATTERIES (BD)	306 LBS
WEIGHT WITHOUT BATTERIES (BD)	196 LBS
WEIGHT WITH BATTERIES (TD)	365 LBS
WEIGHT WITHOUT BATTERIES (TD)	231 LBS
DIMENSION (LXWXH)	44.4 X 18.8 X 42.3

.

Trucks Mounted Pressure Wash Machine

Industrial Duty 4200 psi 4.0 gpm Cold Water Pressure Washer



SIMPSON #95002 SPECIFICATIONS
ZORO #: G3106192 MFR #: 95002
OPERATING PRESSURE: 4200 PSI PRESSURE WASHER FLOW RATE: 4 GPM
PRESSURE WASHER DUTY RATING: INDUSTRIAL DUTY PRESSURE WASHER WATER TYPE: COLD
ITEM: PRESSURE WASHER OPERATING PRESSURE (PSI): 4200 PSI

Pressures Wash with Tire

Heavy Duty 4000 psi 5.0 gpm Water Pressure Washer



Simpson #65212 Specifications
Zoro #: G9410121 Mfr #: 65212
Item: Pressure Washer Pressure Washer Flow Rate: 5 gpm
Operating Pressure: 4000 psi Pressure Washer Duty Rating: Heavy Duty
Operating Pressure (PSI): 4400 ps

Backpack Filter Vacuum

PROTEAM 10 qt. 120V, 1108W Backpack Vacuum Cleaner



Cord Length: 50 ft.
Hose Dia.: 1 1/2 in
Static Pressure: 91 in
Standards: CSA C22.2 No. 243, UL 1017
Diameter: 7-1/8"
Vacuum Product Grouping: Backpack Vacuum Cleaners
Hose Length: 4 ft
Watts: 1108
Sound Level dBA: 69.7 dBA
Hz: 60
Filter Type: HEPA
Weight: 12 lb
Vacuum Power Source: Corded
Vacuum Air Flow: 153 cfm
Vacuum Collection Type: Reusable Bag
Vacuum Filtration Type: Standard

High speed floor burnisher

High Speed Burnisher, 1600 RPM



Technical Specs

- Item Burnisher
- Brush Speed1,600 RPM
- Motor1.5 hp
- Pad Size20 in
- Power Source115V AC, 60 Hz, 15A
- Sound Level70 dB
- Construction Rotationally Molded
- Cord Length75 ft
- Max. Productivity10,000 sq ft/hr
- Includes

Wet and Dry Vacuum

16 gal. Silica Vac



VACMASTER PROFESSIONAL #VKB1611SW SPECIFICATIONS
ZORO #: G3429416 MFR #: VKB1611SW
COLOR: BLACK LENGTH: 23
MATERIAL: POLYPROPYLENE WIDTH: 20
HEIGHT: 23

Mop Bucket

Yellow Mop Bucket and Wringer, 8 3/4 gal



TECHNICAL SPECS

- ITEMMOP BUCKET AND WRINGER
- CAPACITY8 3/4 GAL
- COLORYELLOW
- WRINGER TYPESIDE PRESS
- MECHANISMHAND OPERATED
- MOP CAPACITY10 TO 32 OZ
- SHAPEOVAL
- BUCKET/PAIL MATERIALPLASTIC
- HANDLE MATERIALSTEEL
- CASTER TYPE3 IN NONMARKING
- OVERALL HEIGHT21 5/8 IN
- OVERALL LENGTH20 5/16 IN
- OVERALL WIDTH16 7/16 IN
- COLOR CODING SYSTEMYES
- WRINGER COLORYELLOW
- WRINGER MATERIALPLASTIC/STEEL
- BUCKET/PAIL HEIGHT22 IN
- BUCKET/PAIL LENGTH20 1/2 IN
- BUCKET/PAIL WIDTH16 45/64 IN
- BOTTOM DRAINYES
- ANTI-SPILLYES
- METAL DETECTABLENO
- SERIESWAVEBRAKE(R)
- FOR USE WITHSTRING MOP SIZES RANGING FROM XS - XL

b. Response time for mobilization for each piece of equipment.

All of the equipment is a one to four (1 to 4 hours) mobilization time. We will store some of the equipment on-site based on storage availability.

c. Chi-Ada Corporation's current inventory of machinery for floor care

- 2 Minutemns Es 2832 Automatic Floor Scrubber
- 8 Side by Side 20 Inch
- 6 Side by Side 14 Inch
- 12 Buffing Machines

d. Chi-Ada Corporation equipment maintenance

The Management of Chi-Ada plans to purchase new equipment and use our existing equipment to execute our contractual obligation successfully. The cost of any new equipment to be bought is prorated and amortized in the lifetime ranging from one to two years before replacement. Our

management has an existing repair services relationship with independent equipment services to repair and replace any broken-down equipment within one day.

e. Chi-Ada Corporation's office equipment and computer programs

- 6 Desktop Computers for scan, emails, letters, and documents editing (Adobe, Acrobat, Microsoft Word, Outlook, Excel)
- 3 Fax Machine for scanning, sending and receiving.
- High Speed Internet
- Phone service
- 4 Photocopiers and Printers
- QuickBooks Contractor Edition
- Pensoft Payroll
- Talkie walkie

3.5 Chi-Ada Corporation's Training:

a. Chi-Ada Corporation's internal Employee Safety Training Manual.

Chi-Ada Corporation's internal Employee Safety Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual***."

b. Chi-Ada Corporation's internal Employee Training Manual.

Chi-Ada Corporation's internal Employee Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual.".***"

c. Chi-Ada Corporation's training currently in place to assure on-site staff will be pro-active and aware during each shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.

Our employees are taught probity, integrity, and awareness in their workplaces. We taught our employees to have a culture of honesty by reporting the findings of any abandoned belongings or packages to the supervisors or the facility's management. We also taught each employee that our integrity and actions are sustained by our slogan of "Theft employee is undesired." Our vigorous morality screening and on-site observance help us to track our employee's' behavior. Further, each employee is taught on **"**Keeping a Watchful Eye." Our employees are required to report any suspicious behavior to their supervisor or to the project manager, who is required to notify the facility's management for appropriate action to be taken. Finally, our safety training provides important tools to

our employees to deal with potential slip, fall conditions, and ajar doors. The following general safety rules are discussed during our safety training program:

- Horseplay or any actions that show disregard for safety or efficient job completion is not allowed.
- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.
- A worker shall not cause a distraction that would jeopardize the safety of a fellow worker or working environment.
- Be aware of safeguard provided within the workplace.
- Your job will not generally call for the use of ladders. However, if yoo need to reach an object in a situation where a ladder is needed;, please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and adequately secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.
- Keep hands and feet clear pinch points when handling materials.
- Wear the right clothes for the job tasks you will be expected to perform.
- Assistant in the training of new employees by demonstrating safe work habits.
- Never leave running power equipment unattended.
- Be familiar with the proper safety methods and procedures for operating your power equipment.
- Observe and obey all warning signs.
- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.

Chi-Ada Corporation

Report of Lost and Found

Please check one	☐ Lost Item Report ☐ Found Item Report	Date of Report

Description of Lost/ Found Item (s) *Please be specific*

Where was the item (s) lost/found_____?

Date Found_____ Date Lost_____

Staff who log down the lost report/receive found item

Staff: _____ Date/Time_____
Name & Signature

Person making the lost report

Name: _____ Department/service_____
Address;_____ Phone:_____

Claim/collection

Claimant:_____ Staff:_____
Name & Signature Name & Signature
Date/time:_____ Date/Time:_____

d. Training of Chi-Ada Corporation's supervisors and cleaners in green building cleaning procedures as required for this contract.

The primary benefit of Green Cleaning is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product we use to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to

health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the user's suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

4. Workload of the Firm:

4.1. List of all completed and active projects in past five (5) years

❖ **Pleasantville Middle School**

Address: 40 Romer Ave

City State Zip:	Pleasantville, NY 10570
Phone/	914-741-1414
Contact:	Stephen Chamberlain, Director of Facilities III
Email:	chamberlains@pleasantvilleschools.org
Contract #	**Bid 2015-2016 School Year**
Period:	2015-2016
Annual amount:	$122,200
Square Footage:	74,056
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

❖ **Briarcliff manor Union Free School**

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org
(2) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

.

❖ ***Broward County Commissioner***

Address:	115 S. Andrews Avenue
City State Zip:	Fort Lauderdale, FL 33301
Phone/Fax:	954 357 5675
Contact:	Ian Mitchell

Email:	imitchell@broward.org
(1)- Contract #	RLI20080908-0-1 (Broward Various Locations)
Period:	2010-2015
Annual amount:	$1,988,455.48
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(2)- Contract #	R0899203P1 (Broward Main Library)
Period:	2011-2018
Annual amount:	$359,987.65
Square Footage:	238,364
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(3)- Contract #	RO92180491 (Broward South Regional Courthouse)
Period:	2011-2018
Annual amount:	$111,579.79
Square Footage:	51,800
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(4)- Contract #	RFP1214808P1 (Broward Janitorial Services for Various County Facilities)
Period:	2016-2021
Annual Amount:	$1,170,509.72
Square Footage:	918,232
Summary of Services Provided:	Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

❖ ***Miami Dade Public Housing***

Address:	1407 N.W 7 Street.
City State Zip:	Miami, FL 33125
Phone/Fax:	(786) 256-5862
Contact Name:	Florence Saint Jour, Facilities Supervisor
Email:	fstjour@miamidade.gov
(1) Contract #	POHO1200773 (Miami Dade Public Housing Janitorial Services
Period:	2013-2019
Annual amount:	$72,000
Square Ft:	840,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

(2) Contract #	878B-0/9 (Miami Dade Public Housing Janitorial Services)
Contact Name:	Aurea Ivette Velez
Email:	avelez@miamidade.gov
Period:	2009-2014
Amount:	$72,000
Square Ft:	936,000
Summary of Service Provided:	Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Miami Dade Transit***

Address: 6601 NW 72nd Ave
City State Zip: Miami, FL 33166
Phone/Fax: 305-889-6766
Contact Name: Lazaro Dominguez
Email: Lazaro.dominguez3@miamidade.gov

1- Contract # **ITQ9562-13MDT (Miami Dade Transit Janitorial Services)**
Period: 5/2013-01/2019
Annual amount: $4,552,204.56
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

2- Contract # **ITQ9562-13MDT (Miami Dade Transit: Golden Glades)**
Period: 2013-2018
Annual amount: $36,000
Square Footage: 700,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

3- Contract # **RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities**
Period: 2018-2023
Annual amount: $222,391.92
Square Footage: 260,357
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

4- Contract # **#RFQ9562-34DTPW - JANITORIAL SERVICES - DTPW Rail, Mover, and Bus Facilities**
Period: 1/2019-12/2023
Annual amount: $25,624,628.4
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***Fulton County in Atlanta***

Address: 130 Peachtree Street #1168
City State Zip: Atlanta, GA 30303
Phone/Fax: (404) 612-4446/ (404) 893-6303
Title: Janitorial Services for Selected Facilities
Contact Name: James Morehead, Contract Administrator
Email: James.Morehead@fultoncountyga.gov

1- Contract # 13ITB87106C-MT
Period: 2012-2016
Amount: $362,141.56
Square Footage: 142,673

Summary of Service Provided: Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

2- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Period: 12/2018-12/2021
Annual amount: $617,271.12
Square Footage: 205,925

Summary of Service Provided: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

❖ ***Sarasota County***

Address: 1001 Sarasota Center Blvd.
City State Zip: Sarasota, FL 34240
Phone/Fax: 941-716-1500
Contact Name: William Bill Deller, Facilities Supervisor
Email: bdeller@scgov.net
Location: Sarasota County

Contract # Bid #166453HR Custodial Services

Period: 2/2017-1/2022
Amount: $ 675,972.78
Square Footage: 528,175
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***City of North Miami***

Address: 776 NE 125th Street
City State Zip: North Miami FL 33161-4116
Phone/Fax: 305.895.9886
Contact Name: Destrade Alberto
Email: **adestrade@northmiamifl.gov**
Location: North Miami
Contract RFP No.18-15-16 Janitorial Services

Period: 2017-2019
Annual amount: $180,024
Square Footage: 900,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of North Miami Beach***

Address:	17011 NE 19th Ave,
City State Zip:	North Miami Beach, FL 33162
Phone/Fax:	(305) 948-2946
Contact Name:	Meghan Cianelli Bennett
Location:	North Miami Beach
Contract	RFP NO:19-062-MC
Period:	2019-2022
Annual amount:	$258,936
Square Footage:	151,200

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of Clearwater***

Address:	100 S Myrtle Ave
City State Zip:	City of Clearwater, FL 33756-5520
Phone/Fax:	727-562-4633
Contact Name:	Alyce Benge
Email:	Alyce.Benge@myclearwater.com
Location:	City of Clearwater
Contract	#900406, Bid# 24-18 (Parks & Recreation Centers)
Period:	2019-2022
Annual amount:	$180,000
Square Footage:	213,576

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Fort Lauderdale International Airport (Sub-Contracting)***

Address:	115 S. Andrews Avenue, Rm 212
City State Zip:	Ft. Lauderdale FL 33301
Phone/Fax:	954.357.8604
Contact Name:	Cara M. Leisy, J.D., Purchasing Agent
Location:	Fort Lauderdale Airport, Terminal 1 and car rental
Period:	1/01/14 thru 3/31/19
Annual amount:	$1,000,000
Contract #	
Square Footage:	Terminal 1 and car rental

Summary of Service Provided: Janitorial services, labor, cleaning supplies, materials, equipment, tools, vehicles, uniforms, chemicals, and supervision

4.2. List of all projected projects that vendor will be working on in the near future.

Chi-Ada Corporation does not have any pending awarded contracts.

4.3. Describe Chi-Ada Corporation's approach in managing projects.

At Chi-Ada Corporation, our goal is to ensure that each contract we undertake is completed. Our organization complies with the contract specifications and requirements. In this regard, the management of each contract is prioritized, communicated, meetings are held, inspections are carried out, and controls. Chi-Ada Corporation always establishes permanent channels of communication between the contract administration and Chi-Ada Corporation contracts managers to establish the regular share of information about the management of the project. We also create a line of communication between our on-site staff, through our project manager and supervisors, and the contract administrator to listen and apply the contract administrator recommendations and suggestions. We further hold regular meetings to report and mitigates quality issues. To maintain our quality assurance, our project manager and quality control manager regularly inspect our personnel's tasks to identify any issues affecting contract compliance. We finally control the rentability of our personnel to ensure that we are keeping the highest level of quality cleaning and make any changes that can augment the efficiency of services.

4.4. Were there or will there be any challenges for any of the listed projects?

Based on our knowledge and experience on past awarded projects from Broward County and other companies, there are not known challenges. The experience and the human capital have been the driving power of Chi-Ada Corporation for success. We have human resource potential to ensure that the firm reaches its objectives in every contract.

5. Pricing

The price spreadsheets for Agreement 1 thru agreement 14 are attached.

Conclusion

The Chi-Ada Corporate mission is to provide the most outstanding janitorial services possible.

- We take pride in being productive and self-sufficient regarding our work and responsibilities.
- We believe that hard work and determination are the keys to our company's success.
- We strive to have a strong work ethic and to help employees become goal-oriented individuals.
- We believe that we teach by example.

That is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facility's image to be "The cleanest in America."

Chi-Ada Corporate services are your 24/7, 365 days per year single-source provider for all of your facility cleaning needs. Whether there is a need for a one-time service or an ongoing maintenance program, look to Chi-Ada Corporation to provide the services needed.

We look forward to the opportunity to serve you!

Attachments

Living Wage Ordinance Requirement Forms

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2021 THRU DECEMBER 31, 2021)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.00
Assistant Project Manager or Equivalent	Hour	$ 28.00
Quality Control Manager or Equivalent	Hour	$ 25.00
Shift Supervisor or Equivalent	Hour	$ 23.00
Team Leader/Supervisor or Equivalent	Hour	$ 18.50
Janitorial Worker or Equivalent	Hour	$ 17.05
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services.

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2022 THRU DECEMBER 31, 2022)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.75
Assistant Project Manager or Equivalent	Hour	$ 28.70
Quality Control Manager or Equivalent	Hour	$ 25.63
Shift Supervisor or Equivalent	Hour	$ 23.58
Team Leader/Supervisor or Equivalent	Hour	$ 18.96
Janitorial Worker or Equivalent	Hour	$ 17.48
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services

JANITORIAL SERVICES – FACILITIES MANAMGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2023 THRU DECEMBER 31, 2023)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENED)
Project Manager or Equivalent	Hour	$ 31.67
Assistant Project Manager or Equivalent	Hour	$ 29.56
Quality Control Manager or Equivalent	Hour	$ 26.40
Shift Supervisor or Equivalent	Hour	$ 24.29
Team Leader/Supervisor or Equivalent	Hour	$ 19.53
Janitorial Worker or Equivalent	Hour	$ 18.00
_____	Hour	$ _____
_____	Hour	$ _____

Vendor Name Chi-Ada Corporation janitorial services

Living Compliance Ordinance Affidavit Form

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsivefor failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: Chi-Ada Corporation Janitorial Services

Address: 4820 W Commercial Blvd, Tamarac FL33319

Local Contact: Bart Okoro E-Mail Address: bokoro@chiadacorporation.com

Address:

Contract

Amount:

Using Agency

Served: Solicitation

No. and Title:

By signing below I hereby certify that the covered employees listed below: (please check one)

A. ☐ Receive a minimum pay of $ per hour and are provided health benefits valued at $ per hour.

B. ☒ Receive a minimum pay of $ 17.05 per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
BRYCE JULIAN	Custodian	B	TELLEZ TADEO	Custodian	B
CLODIANNE CHARLES	Custodian	B	ELIAB NATIVIDA	Custodian	B
PEREZ DUNIA	Custodian	B	EREOMA DON PRIMUS	Custodian	B
CLIFTON MURPHY	Custodian	B	KIBAKA LANDY	Custodian	B

(Attach Additional sheets in the format above, if needed)

I, BARTHOLEMEW OKORO for CHIADA CORPORATION hereby
attest that(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;

b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and

c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature Title President

SWORN TO AND SUBSCRIBED BEFORE ME this 24 day of MAY

2021

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

My commission expires: 08/07/2024
(SEAL)Notary Public (Sign name of Notary Public)

Personally Known ☒ or Produced Identification ☐ Type of Identification Produced:

APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: Chi-Ada Comp. Contact Person: Bart Okoro

Company Address: 4820 W. Commercial Blvd

City: Tamarac State: FL Zip: 33319 Phone: 954 777-5177

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: $_____

SECTION 3: EXEMPTION BASIS (Check one of the options below and submit supporting documentation as requested)

☐ **(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.
Required documentation for this exemption basis: Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

☐ **(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.
Required documentation for this exemption basis: Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

I, BART OKORO (Print Name), of Chi-Ada Comp. (Company) hereby attest that

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

Signature _____ 5/24/21 President
Title

SWORN TO AND SUBSCRIBED BEFORE ME this 24th day of MAY, 2021

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024366
Expires 08/07/2024

_____
Notary Public (Sign name of Notary Public)

My commission expires: 08/07/2024 (SEAL)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced: _____

Revised May 1, 2021

Copy of insurance certificate.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 02/11/21

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 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 BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: ANDREW OGHINAN PHONE (A/C, No, Ext): (305)249-5055 FAX (A/C, No): (305)249-5057 E-MAIL ADDRESS: big@bendellinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: ADMIRAL INSURANCE COMPANY	24856
INSURED CHI-ADA CORP 4820 WEST COMMERCIAL BLVD TAMARAC,FLORIDA 33319 954-777-5147	INSURER B: PROGRESSIVE EXPRESS INS COMPANY	10193
	INSURER C: WESCO INSURANCE COMPANY	25011
	INSURER D: COLONY INSURANCE COMPANY	39993
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			CA000020588-07	12/23/20	12/23/21	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ EXCLUDED $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			03913306-4	09/28/20	09/28/21	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			NA			EACH OCCURRENCE AGGREGATE	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WWC3507748	12/15/20	12/15/21	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	POLUTION LIABILITY CPL FORM			CSP4257990	04/16/20	04/16/21	$1,000,000/1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
JANITORIAL SERVICES.

CERTIFICATE HOLDER IS NAMED AN ADDITIONAL INSURED ON THE GENERAL LIABILITY.

CERTIFICATE HOLDER	CANCELLATION
BROWARD COUNTY 115 S. ANDREWS AVE. FORT LAUDERDALE,FL 33301 RE: FMD, ROOM 501	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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Authorized document to do business (Florida State Registration document)

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

FILED
Mar 14, 2021
Secretary of State
1214206932CC

DOCUMENT# P95000065881

Entity Name: CHI-ADA CORPORATION

Current Principal Place of Business:

4820 W. COMMERCIAL BLVD
4820
TAMARAC, FL 33319

Current Mailing Address:

4820 COMMERCIAL BLVD
4820
TAMARAC, FL 33319 US

FEI Number: 65-0619776

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

OKORO, BARTHOLOMEW
135 NW 163 ST
MIAMI, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	PRESIDENT
Name	OKORO, BARTHOLOMEW
Address	4820 W COMMERCIAL BLVD 4820
City-State-Zip:	TAMARAC FL 33319

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Signing Officer/Director Detail — Date

List of litigations

Date	Parties	Case number	Case	Outcome
2016	Oscar OSORIO (plaintiff) Vs Chi- Ada Corporation (defendant)	2016 28451 CA 01	The plaintiff brought claim for damages arising out of vehicle accidents with an employee of Chi-Ada Edwin Chikere Alonzie the driver (Case against Chi-Ada workman comp Insurance)	The damages was settled by Chi-Ada Corporation Auto Insurance at $65,000
2017	Raymond Robinson (Plaintiff) Vs Miami Dade & Chi-Ada Corporation (Defendant)	2018-024310-CA-25	Plaintiff alleges slip and Fall at Metro rail and Chi-Ada is services provider	Current
2018	Emperatriz Linares (Plaintiff) Vs Chi-Ada Corporation (Defendant)	2018-035054-CA-01	Plaintiff alleges she was discriminated	Current
2018	Dolores Mengana (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018-000191-ca-23	The Plaintiff Dolores Mengana's cause of action against Defendant, Miami Dade County Florida and Chi-Ada Corporation contractor is that She slipped on an elevator at the Metrorail Station, where Chi-Ada is providing Janitorial services	After presenting evidence and reviewing the cameras it was proven that no harm created by the contractor nor by Miami Dade County Florida for the plaintiff fall. It is the Negligence of the plaintiff. The Judge dismissed the case for lack of credibility evidence by plaintiff.
2018	Fabian Duenas (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018 -13775 CA01	Plaintiff Claimed she hit her forehead on the very clean and bright glass door, that the glass was so cleaned that plaintiff taught it was an open space and bump her forehead into it. The plaintiff attorney argue that the contractor should keep the premises free from dangerous condition and hazards which the defendant should know about.	The case was settled by Chi-Ada Liability Insurance for $15,000.00 and attorney fee

			The attorney also stated that Miami Dade County Florida/ agent fail to warn the public including the plaintiff Fabian Duenas of the condition of said premises which the defendant should have known.	
2019	Digos Enterprises (Plaintiff) Vs Chi-Ada Corporation (Defendant)	Cace-18020417-Div 13	Plaintiff alleges his company did not receive subcontract service of 25% set aside	Current

Case against Chi-Ada's worker compensation Insurance (Currently)

1. Miguel Acevedo: Injury on duty notice of case not received and case not established.
2. Maria Rodriguez. Fall on mover car; case not received, and case not established.

Internal Employee Safety Training Manual and internal employee training document is attached under a file of, “Broward County project's Training and Rules Manual

CHI-ADA CORPORATION

4820 W. Commercial Blvd

Tamarac FL 33311

Trainings & Rule Manual

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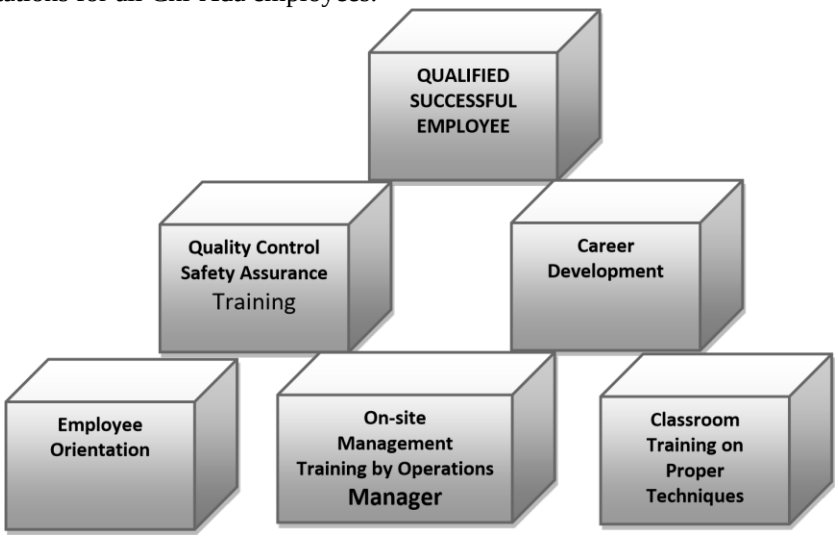
19- Conclusion 20-21

1- Introduction

Equipping a company's employees with useful knowledge of rules and responsibilities is essential to build a winning business. Chi-Ada Corporation thought a strong rules and training manual for its employees. These rules are the columns for the success of the company. The firm measures its responsibilities in every contract and the expectations of its customers. We are dedicated to build trustful relationships with our customers based on the quality of our services. In this regard, this manual provides the training steps and useful information of our company's rules.

2- General Orientation

All Chi-Ada Corporation employees are required to attend a general orientation and training process which will allow them to become confident and knowledgeable in their positions, company processes, and overall expectations for all Chi-Ada employees.



All employees attend an orientation and preparation process for their new assignment. All managers and supervisors are trained by our Human Resource Manager. The Operations Manager stays on site until all managers are thoroughly trained and can function independently. All supervisors and/or lead personnel must have developed hands-on experience in the areas assigned. This approach has been very successful for Chi-Ada Corporation since the start of the company.

Classroom training will be provided by a qualified Training/QA Director, offered on-site. This trainer will be supported by a Safety/Training Director and other Chi-Ada Staff. Employee management for managers and supervisors is accomplished through the use of the American Management Association, Inc. magazine and Training videos.

In addition to on-site training by Chi-Ada, occasional speakers, product demonstrations and seminars will be sponsored by Chi-Ada Corporation for all department staff. These sessions will be made available to other account personnel, where it is appropriate.



Chi-Ada has developed a *Housekeeping Reference and Training Manual*. All phases of custodial care have been thoroughly covered. This manual is given to each Supervisor for reference with technical and training programs.

A good training program will reduce employee turnover. Trained employees are happier and more confident in their work. This is the goal behind our training program.

Such topics discussed in the Orientation program are listed below but are not limited to:

- Housekeeping Daily Operation/Cleaning Procedures
- Housekeeping Record Keeping Systems
- Organizational and Staffing Plans
- Accountability Management System
- Key Management Control System
- Quality Control System
- Intro/Interdepartmental Communication System

3- New Employee Orientation and Training

DAY 1: The new employees receive a complete orientation of the facility including rules, regulations, benefits, inspection process, uniform, and adequate requirements, scheduled work hours and duties expected. Employee works with a senior employee beginning the second day through the fifth day to learn the methods, work requirements, and job description.

DAY 2: Employees are assigned to area with inspection conducted on a daily basis with senior employee. Further training is performed as needed.

DAY 3: Employees continue learning at the assigned area with daily inspection by the Team Leader/Assistant Coordinator teaching new methods as specified by area.

DAY 4: Employees received full inspection by Coordinator and Assistant Coordinator in each category of cleaning assigned including equipment, janitorial closet, and chemical uses. Corrections and suggestions reviewed that day.

DAY 45: Employees received full review to determine needs as to retention, training, reassignment or other alternatives. Factor input from Coordinator, Assistant Coordinator, senior employee and others as required.

DAY 90: Employees are taken off probation and assigned to designated area, shift, and Team Leader, if not previously done.

ANNUALLY: Sit down and review with Coordinator to review employee's performance rating and discussion of future development of the employee

4- Training Program Breakdown

0 to 45 Days:
Direct labor and supervisor training in core areas (General Information, Safety, Disaster, Policing, Restroom Cleaning, Pressure Cleaning)
Employee evaluation at end of this period

Supervisor in-service training will be scheduled monthly, with topic such as customer service, public employee motivation, disciplinary techniques, financial accountabilities, and interaction will be covered. Annual refresher training will be scheduled.

Employee Development and Continuous training Is critical to the Success of any Organization

45 to 90 Days:
Ancillary Building Assistant - Areas such as Offices.
Handling large tasks.
Employee evaluation at end of this period

Past 90 Day Training:
Direct labor in-service training scheduled to cover identified topics as needed. Topics such as safety, disaster, lifting/moving, cleaning techniques, alcohol/drugs in workplace and customer service, will be covered on a monthly basis.

5- Transition Plan

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company that will be providing services to your company, and we bring our experience in start-ups. Our transition plan is very critical to the success of this project.

Chi-Ada has the ability to start any contract with fully screened and trained employees. Chi-Ada has a proving track record of doing start-ups of all sizes regardless of location.

5.1- Client Communication Plan

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our General Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the General Manager has met with your facilities personal, he/she will meet with the other individuals involved in the transition plan such as the Operations Manager, Human Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

5.2- Management

Our management team headed by the Operations Manager will make a site visit of the facility to locate where all storage locations are. From their observation they will know how much equipment that specific storage location will be able to accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

5.3- Equipment/Chemicals

During this time period our Operations Manager orders all necessary equipment's and chemicals and is deployed to its respective locations. In conjunction to ordering supplies, Chi-Ada will organize supplementary training for the equipment's and chemicals that will be used throughout the different facilities.

5.4- Hiring & Training

This period will be when Chi-Ada hires new employees and train them. This period will encompass: -
Hiring new employees

- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them - Site tours

5.5- Final Communication

During the final days prior to the start of the contract, the General Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada we are ready to implement our established start-up system and expand a plan that will meet all of the contract's requirements.

6- Human Resources

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department that is staffed by qualified personal. They are responsible for our hiring, training, and maintain a well-qualified and extremely motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur when it comes to finding exceptional individuals that are very responsible and helping them becomes a great asset to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program that is composed of basic, intermediate, and advanced training from the manufactures of the different equipment's and chemicals that Chi-Ada will be using. The training will be provided by specialist that are certified as an in-service training provided by the company free of charge to our employee's.

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, these include recognizing individuals who have performed exceptional, e.g. employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee's because, we feel that there is more to life than the opportunity for exceptional earnings but valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

7- Technical Procedures

Chi-Ada's proven system of effective employee recruitment and training is anchored to a solid well equipped, management organization. We are confident that our new hires learn simple yet highly effective methods that insure the best results. All new employees will also be given valuable on-the-job training by an experienced Chi-Ada Manager. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had past experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done in an efficient and safe manner.

At Chi-Ada, we believe that custodial works must be trained in the proper use of cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surface within your facility, as well as to maintain the equipment that employee's will be using.

Our training program starts with in-service sessions to ensure complete understanding of the techniques and to keep up with the rapidly changing industry. Training allows our employees to stay afloat with current innovation in cleaning techniques, equipment and proper handling of equipment, chemicals and proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets, therefore; we place high priority in hiring and training them. This training program includes work practices and standard expectation, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description and the use of supplies, paper, soap, etc.

Cross training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce that will be available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

8- Safety Training

Chi-Ada Corporation's safety training program emphasizes on ways to avoid the preventable accident. (1) **Mandatory safety equipment and wears**: In all institutions it is a mandatory to wear proper attire and open toe shoes will not be worn.

(2) **Eliminating the open invitation to an incident**: Slippery walkways.

(3) **Enforcing the existing safety rules**: Such as not smoking indoors.

(4) **Caution analysis of accidents training**: New workers are thoroughly indoctrinated for purpose of making sure everyone knows exactly what to do in case of an accident.

(5) **Fire Prevention**: Chi-Ada Corporation is in compliance with OSHA federal and state fire regulations in job areas. Fire Prevention and emergency exit ways: all employees must exit the building at any time there is a fire alarm to a designated place outside the building and the supervisor will do a head count. All corridors, stairs, doors, and escape routes are kept unobstructed. Every employee of our Corporation is taught to know where alarm boxes, extinguishers, and other firefighting components are located.

(6) **Solid and slippery spill**: Clean immediately to avoid slip and fall.

8.1- Lifting technique Training

Employees are taught to lift 10Ib weight or less on a regular day but anything larger than 10Ib's will be assisted with a pulley. The technique is to bend the knees forward and lift until the object is inside a cart to be carried. *Waist should not be straight when lifting any load larger than 10Ib's.*

8.2- Personal Protective Equipment (PPE) Training

Employees are taught to wear Personal Protective Equipment's such as latex gloves at all times when removing garbage, cleaning restrooms or removing pathogens. Gloves and nose mask are worn when removing hazardous chemicals, dust and other form of pollutant waste, and blood borne pathogens.

8.3- Cleaning Procedures on Chemicals Training

Caution: Under no circumstances should any employee formulate their own detergent. We train all employees how to follow Material Safety Data Sheet procedure to achieve the desired result on acid cleaners for restrooms and abrasive cleaners for soils on hard floors.

8.4- Chemicals in Carpet Cleaning Training

Employees are taught the nature of chemical and dilution in carpet cleaning. It is critical that all employees are taught how to measure according to the directions.

8.5- Maintenance training employees are instructed about how to vacuum, shampoo either by dry soil or hot water, steam-clean, extraction, rotary spin pad and stain removing from resistance stains, on carpets, vinyl, wood, and other type of floors.

8.5- Training is provided by coaching the individuals with the effort to assist individual members of the work force. Spending time on those tasks is so overwhelming that the trainee is able to learn quickly**.**

9- Work Plan

Chi-Ada recognizes the importance of a very effective work plan that will incorporate the transition plan to a very smooth work plan. Chi-Ada's staff has fully reviewed the scope of services outlined in section 1.2 in the RFP. Chi-Ada has done its research when it comes the operations of MIA and its adjacent locations, given Chi-Ada an idea of the daily operations throughout the different facilities.

First, Chi-Ada will order the necessary supplies and equipment for the services required and deploys them to their final destinations throughout the airport and its adjacent buildings. Chi-Ada will meet all requirements listed in Attachment B in reference to its list of equipment, supplies, and chemicals. Under no circumstance will unsafe equipment or products be allowed to operate in any scale on any facilities.

Second, Chi-Ada will collect and adequately secure all keys, key cards, or any other entry devices and codes provided. Chi-Ada will maintain a record of all keys and no employee shall duplicate keys. If any entry device is lost, missing, or stolen, Chi-Ada will immediately contact the Contract Administrator. When all employees enter any unoccupied/unlocked section of a building to provide services, they shall lock all doors, before leaving. All exterior doors shall remain locked during the work shift and shall be checked to ensure safe when leaving the secured section of a building at the end of the work shift.

Next, Chi-Ada will hire and train its new employees on safety and safety practices. Chi-Ada will provide each of its employees working on the job site, with the training needed to safely and competently perform the services required. Chi-Ada is familiar with all Federal, State, County, and City Regulations governed accordingly as they apply to the services rendered. Chi-Ada will keep a record of all training for each employee upon request. The record will state the employee's name, date of employment, date and type of training class attended.

The training process will be monitored by the Managers so they can perform a follow up. The follow up will be determined by the quality reports conducted to review the performance of employees. Our training program is available year-round to ensure that all employees refresh skills and are kept up to date on today's cleaning standards. Our ongoing training secessions concentrate on changes in policies, procedures, and rules. Also, other topics discussed are new techniques and technology that are imperative to the Airport Environment.

Chi-Ada will evaluate each individual location to provide the most adequate staffing requirement for the services required. Chi-Ada will provide adequate personnel to ensure that the required staffing is met for each shift and will have the experience to evaluate the facilities. Chi-Ada will be responsible for all supervision and work performed by its employees.

Chi-Ada Supervisors will provide supervision where needed, communication with staff workers, and conduct daily inspections and evaluate the work area. Chi-Ada will provide weekly, monthly, and semi-annual reports of all project work. Detailed on this report will be the location, duties to be performed, date assigned, date completed, date of inspected work and approval of work, and who approved the work.

10- Employment Plan

Chi-Ada Corporation uses a very stringent procedure for recruitment, testing, screening of individuals assigned to your facility. We use every effort to ensure that all individuals are the best quality match for your facility.

Each employee must undergo the following:

- Criminal Background Investigation
- Character/Integrity Reference Check
- Job Profile Fit Analysis
- Performance Matching
- Pre-orientation for Job Readiness
- Policy and Procedure Manuals
- Employee evacuations

The background process is conducted in two phases. Upon successful completion of the identity verification, the background investigation process continues with more detailed research including employment and Education verification, Criminal Records Check, and Driver's License Check.

All applicants that satisfy our requirements for the background screening move on to the following: Drug Screen, Physical Examination, Psychological Examination, and Suitability/Trustworthiness Assessment. All employees will be required to submit to a random, unannounced drug testing policy. This policy includes all illicit drugs and alcohol. Failure to submit to testing and/or positive test result will be grounds for immediate termination of employment.

All employees involved in a work-related accident or injury are required to report for a drug screen within 24 hours of the incidents.

11- Employee Safety & Protection

Chi-Ada Corporation takes the necessary precautions to protect the safety of the individuals who use the facilities that we will be employed at. We protect persons or properties against injury or damage and will be responsible of any such damage, or injury that occurs as a result of fault or negligence of our employees.

All chemicals are brought and stocked in closets in their original containers. These chemicals remain in their containers until diluted or mixed for use to reduce any aroma from escaping that may be hazardous to anyone. All solution bottles and spray bottles will be in safety containers, which are safe for handling and intended usage.

Chi-Ada Corp. will also provide and use adequate barricades and signs to mark off hazardous work areas and provide sufficient warning prior to, during, and after the performance of all services of danger zones such as areas that have been recently moped or waxed to reduce slip and fall. All general accepted and government required safety practices shall be followed.

In case of any accident, incident, or damage, Chi-Ada will quickly notify the Contract Administrator of any incidents or accidents involving their employees while on-site to ensure that no future situation will occur. ChiAda will have an Accident, Incident, and Damage Report. The report will include the type of incident and an assessment of any property damage or personal injury.

12- Inspection & Detection

Chi-Ada Corporation inspects all facilities and detects any unsafe working conditions to the Contract Administrator. We provide trained and qualified supervisors capable of providing the necessary supervision not only to detect unsafe working conditions but to also train employees to be able to spot any unsafe working conditions. Each supervisor will be capable of verbal and written communication in English and will be capable to effectively communicate with the service workers.

Each supervisor shall conduct a daily inspection and evaluate all assigned areas of work. Each supervisor will note any discrepancies and assure that they are corrected and monitor workers to ensure that they are performing assigned duties.

13- Federal & State Requirements

Chi-Ada Corporation is a very recognized corporation with over 200 employees and has many policies to ensure work-place fairness. Our success and growth are credited because of high standards of performance, quality ethics, and being accountable. Chi-Ada undergoes a thorough screening to guarantee that all applicants hold the high expectations that Chi-Ada holds and believes.

All applicants will complete a detailed application. The application is a pre-screening conducted by our Human Resource Department. Once applicants pass the pre-screening process, then they will undergo an interview by one of our supervisors that is knowledgeable of the position being applied for.

If and when the applicant is deemed an eligible candidate, an offer of employment will be made. Once accepted then the necessary steps will follow:

- Reference and former employment verified.
- Drug screening test conducted.
- Medical screening conducted.
- Criminal background check – including fingerprint check.
- Security background checks where high security is required.

On top of Chi-Ada's screening procedures, we also comply with any regulations. All employees that will have un-escorted access to areas secured for security by law will undergo a FBI fingerprint screening for any past history of any involvement with terrorist activities. No employee will be issued a badge non-the-less hired if they are found to have a connection with terrorist activities.

In an event that an employee is being relinquished of all duties that was issued a security badge for a location of high security, Chi-Ada will retrieve the badge prior to the individual being terminated and the Contract Administrator will be notified.

Once all required screenings are completed then Chi-Ada will train its employee prior to placing them in an onsite location.

14- Safety Assurance

The safety and health of our employees at Chi-Ada Corporation and clients is of primary importance. It is our policy to provide a safe and healthy working environment for our employees, and to strictly enforce all safety rules to guarantee the safest work environment possible. It is the company's policy to abide by and comply with accident prevention regulations set forth by the Federal, State, and Local governments. To accomplish this, continued emphasis will be placed on Accident Prevention, Employee Health Protection, and General Loss

Control; albeit governmental rules regulations, restrictions or standards in effect now or in the future take precedence over our published guidelines

To this end, Chi-Ada provides the following Safety Program to all employees:

- Personal Protective Equipment appropriate to each employee's job assignment. Additional specialty safety equipment would be provided by the client as indicated.
- Safety Manual which includes compliance with Hazardous Communication, and Blood-Borne Pathogens Standards.
- Safety Meetings with employees are conducted on a regular basis.
- Supervisors perform monthly account safety checks.

Chi-Ada company policy mandates that all Supervisors, Managers, Department Heads and other employees at all levels of our workforce make Job Safety a matter equal in importance to all of our operations. These responsibilities can be met only by continuously working together to promote safe work practices, safe equipment, safe chemicals, and an overall safe work site for employees and clients.

There is nothing in the manual that would take precedence over what an employee might determines at the time of an emergency to be the best course of action in a particular circumstance when it comes to saving a life, preventing further injury or safeguarding the public safety.

The following guidelines are established to assist employees in the areas of Accident Prevention. Employee's that help prevent accidents benefits not only them but their fellow employees. It is up to each employee to assume full cooperation in these measures for their Safety and Protection.

Chi-Ada training program is composed of four (4) parties responsible for a safe workplace. These parties are the Company, Supervisors, Employees and most importantly, Fellow Employees.

15- Safe Workplace Responsibilities

15.1- The Company

- Chi-Ada Corporation is committed to train its employees to provide a safe work environment.
- Chi-Ada Corporation management with training standards and procedures relative to implementing the Safety and Health Program.

15.2- Supervisors

- Implementing the elements of the Safety and Health Program as outlined.
- Providing training to employees as to their responsibility in the safe performance of their duties.
- Enforce all safety procedures.
- Conduct thorough accident investigations.
- Maintain accurate accident reporting records.

- Promote a general awareness of safety throughout the workplace.

15.3- Employee

- Provide the necessary discipline to implement the safety rules and regulations as outlined herein.
- Report all unsafe conditions of safety in the work area.
- Maintain a general awareness of safety in the work area.
- Make suggestions as to how any part of our operation may be modified to reduce the potential for hazard.

15.4- Fellow Employee

- Provide the T-E-A-M (Together Everyone Achieves More) work attitude to make Safety a continuous part of working together.
- Speak freely with others about safety concerns.
- Help each other maintain a safe environment to work in with regard to safety Procedures and concern for others.
- Report any unsafe methods or procedures as you see them occur.
- Take preventive action to disallow any unsafe acts.

15.5- **General Safety Rules**

The following safety rules are discussed during Chi-Ada Safety Training Program:

1- Horse play or any actions that show disregard for safety or efficient job completion is not allowed.

2- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.

3- A worker shall not cause distraction that would jeopardize the safety of a fellow worker or working environment.

4- Be aware of safeguard provided within the workplace.

5- Your job will not generally call for the use of ladders, If you should need to reach for an object in a situation where a ladder is needed; please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and properly secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.

6- Keep hands and feet clear pinch points when handling materials.

1- Wear right clothes for the job tasks you will be expected to perform.

2- Assistant in the training of new employees by demonstrating safe work habits.

3- Never leave running power equipment unattended.

4- Be familiar with the proper safety methods and procedures for operating your power equipment.

5- Observe and obey all warning signs.

6- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.

16- Quality Control & Training Program

Our focus on quality control is centered on our employee's performance to a project, therefore; we match quality of service and productivity to efforts made to provide it. Consequently, comprehensive quality control involves all project participants effort put together to ensure that contract specifications are satisfied. We achieve this by emphasizing technical and safety training.

Chi-Ada utilizes a Quality Control Program that covers all the services stated in the scope of services. Our Quality Control Program also helps us determine if our employees are following proper working procedure. Listed below is how our quality program is conducted.

16.1- Methods of Identifying Problems

We make comprehensive effort on every contract we undertake by teaching the custodians how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. Through reports and observations all data will be analyzed:

- To establish trends
- To determine corrective actions
- To access effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we will maintain project performance at acceptable Levels.

16.2- Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly. We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double checking of services completed are more effective than monitoring and other surveillance because minor problems will be illusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality of future problems and the need for timely corrective actions.

16.3- Correction and Preventing of Quality Control Problems

Chi-Ada Corporation double check strategy is used to address quality control problems. First, corrective action is taken to immediately eliminate the problem. After correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report states the work requirement, location, and grades it on a scale of 1-5. The Supervisor decides and initiates the appropriate corrective action and determines to focus on how to correct the problem on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

16.4- Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities. The planned daily inspection will be directed to high traffic areas and it may include random inspections of high frequency and continuous task and 100% inspection for periodic services. The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered. The Manager and Supervisors will perform random, regular, and periodic visual inspection of the facility. Each Supervisor will perform an inspection before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time the inspection was completed to ensure that all activities, functions, and processes are covered. Inspections will be conducted using the same checklist to identify problem areas requiring correction.

16.5- Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high-quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- random inspection
- total inspection
- continuous inspection

All inspections findings will be documented so that the following actions are taken immediately:

- Applicable employees are informed when their level of work performance has diminished below previous levels.
- A corrective action request is initiated, to be corrected by the end of the same shift, related to
  any task that has been rated less than “satisfactory”

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

16.7- Inspections are an ongoing practice

Chi-Ada's coinstantaneous inspections provide additional insurance for attainment of our quality control objective. Our Manager and Supervisors perform these inspections. The inspections are predominately a "walk through." The "walk through" is performed with varying frequencies. However, they are always performed after a certain task is completed, e.g. window cleaning, floor maintenance, or after a predefined task of an area is covered, and at the end of each shift. One of the things that the "walk through" enables Supervisors to do is to check for any possible problem. If it is found, the problem will be immediately corrected. Also, custodians are trained to perform visual inspections of the work they just completed before moving on to their next task.

16.8- At Chi-Ada we create a locale file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- A copy of our quality control plan
- A copy of all completed quality control checklist.
- A copy of all quality control reports
- A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems. The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections any time during this contract.

Our company recognizes the importance of quality control and assurance; therefore, reporting and record keeping is highly maintained.

- Neatly
- Legible
- Completed properly
- Filed properly

16.9- Quality Assurance

Chi-Ada Corporation developed a Quality Assurance Program through the use of questions and Client Response Program. The program focuses on prompt responses to facility staff and complaints. Once responses are established, we follow up to see a standard at the facility and our employee's will be coached at an informational meeting. This will also be followed by periodic briefings and quarterly updates to outline format, and the content of a complaint.

Each complaint is investigated, and corrective actions are taken as necessary. This is a valuable way to prevent subsequent errors to effectively demonstrate our commitment to total client satisfaction.

17- Hazard Communication Program

17.1- Introduction

The Hazard Communication Standard (HCS), established by the Occupational Safety and Health Administration (OSHA), requires that the hazards of all chemicals, produced or improved be evaluated and information concerning their hazards, if any, be transmitted to employees who may be exposed to those chemicals under normal operating conditions or in foreseeable emergencies. This Hazard Communication Program Policy Statement has been prepared to assist Chi-Ada Corporation in complying with the Hazard Communication Standard.

The Hazard Communication Program will provide employees, with the means to understand the nature of any chemical hazard to which they may be exposed to during the course of their employment so that they will better protect themselves. The purpose of the Program is to improve employee protection from chemical hazard and, thereby reducing illness and injuries caused by exposure to chemicals.
The Program includes identifying and listing all hazardous chemicals present in the workplace, labeling all containers of hazardous chemicals in the workplace, obtaining and maintaining Material Safety Data Sheets, providing information about hazardous chemicals in the workplace, and training employees regarding hazards of chemicals present in the workplace and the use of appropriate protective measures.

Any additional requirements under the laws of the State of Florida are incorporated into the Chi-Ada Hazard Communication Program.

17.2- Responsibility

The Hazard Communication Coordinator is responsible for the coordination and implementation of Chi-Ada Communication Program. These responsibilities include, but are not limited to: training, handling, safety, emergency procedures, site location of MSDS, emergency telephone numbers, competent supervisory personnel with knowledge of all chemicals on site.

17.3- Identification and Listing of Hazardous Chemicals

The Hazardous Communication Coordinator maintains a list of hazardous chemicals known present in the workplace. All hazardous chemicals are identified on this list in the same manner as those chemicals are identified on the appropriate Material Safety Data Sheets.

17.4- Material Safety Data Sheet (MSDS)

The Hazard Communications Coordinator maintains the Material Safety Data Sheets and trains employees on how to read it for each product containing hazardous chemicals known to be present in the workplace. Each Material Safety Data Sheet is in English and contains the following minimal information:

1. The name, address and telephone number of the chemical's manufacture, importer or distributor.
2. Hazardous ingredient/identifying the chemical.
3. Physical/chemical characteristics.
4. Fire and explosion hazard data.
5. Health hazard data.

1. Reactivity data

2. Precautions for safe handling and use.

3. Control measures.

Material Safety Data Sheet is maintained in such a manner as to be readily accessible during the work shift to employees when they are in their work area.

Material Safety Data Sheet also is made available for inspection, upon request, to the employee's designated representatives.

17.5- Labels and Other Warnings

The Hazard Communication Coordinator trains employees to make sure that all necessary and appropriate measures to ensure that all hazardous chemicals present in the work area are labeled or marked as required under the applicable regulations.
Labels and other warning include the identity of the product contained therein and appropriate hazard warning(s). Labels and other warnings are legible, in English, and prominently displayed on the container or readily available in the workplace throughout the work shift. Labels and other warnings may be printed in languages other than English in appropriate circumstances.

Employees are trained not to remove or deface existing labels or other warning on less the container is immediately thereafter marked with the required label or other warning.

17.6- Information

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are informed of hazardous chemicals in their work area at the time of the initial assignment to that work area. Whenever a new hazard is introduced into the work area, or significant changes occur in the data provided, additional training will be conducted.

All employees are trained to be informed of the requirements of the HCS, operations of their work area where hazardous chemicals are known to be present, and the location and availability of the company Hazard Communication Program.

17.7- Training Program

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are trained in the proper use of hazardous chemicals in their work area at the time of their initial assignment in the work area and, thereafter, whenever a new hazard is introduced in their work area.

Employee training includes:

1. A summary of the Hazard Communication Standard and the company Hazard Communication Program.

2. Hazardous chemical properties, including visual appearance, odor, and methods that can be used to detect the presence of release of hazardous chemicals.

1. Physical and health hazards associated with potential exposure to workplace chemicals.

4 Procedures to protect against hazard, including personal protective equipment, work Practice, and emergency procedures.

5. Hazardous chemicals spill and leak procedures.

6. Location of Material Safety Data Sheets, how to understand their content and how employees may obtain and use appropriate hazard information.

7. How to read and understand product labels.

The hazard Communication Coordinator monitors and maintains a record of each employee training and advices the company on training needs.

18- Blood-Borne Pathogen Safety Program

Chi-Ada's Blood-borne Pathogen Program provides a method to safeguard our employees from being occasionally exposed to blood and other potentially infectious materials, during first aid and emergency situations. It is also Chi-Ada's intent to comply with federal OSHA requirements listed in 29 CFR 1910.1030.

18.1- Scope

The training programs train's employees to identify who in an emergency situation have the potential for being exposed to blood and other potentially infectious materials when responding solely to injuries resulting from workplace incidents.

18.2- Information and Training

All employees are put through a comprehensive training program provided with as much information as possible on the issue. New employees or employees changing jobs or job functions requiring training in blood pathogens will receive this training at the time of their new job assignment. After initial training, employees will be retrained annually to keep their knowledge current.

18.3- Training topics

Training will be provided to Chi-Ada employees at the time of hire and annually thereafter. Training will include, but not limited to the following:

- Employees are provided access to a copy of the OSHA Blood-borne Pathogen Standard, 20 CFR 1910.1030, and a written copy of the company's safety program.
- Employees receive general information regarding Blood-borne Pathogen diseases with emphasis on epidemiology, systems, and modes of transmission of Hepatitis B, HIV, and other diseases.
- Employees review the use and limitations of methods that will reduce or prevent exposure. These methods are engineering tools, work practice control, and personal protective equipment.

- Employees learn different types and proper use, location, removal, and handling of contaminated personal protective equipment.
- Employees are provided information on the vaccines, including its; efficiency, safety, mode of administration, and benefits of vaccination.

18.4- Practices

Maintaining your facility in a clean and sanitary condition is an important part of our Blood-borne Pathogen Training Program. Chi-Ada cleaning staff employs the following practices:

- Any surface or equipment contaminated with blood or other body fluids will be cleaned as soon as possible.
- Employees will use paper towels to remove the visible materials and the decontaminated area using freshly prepared water and bleach solution or an appropriate disinfectant registered with the Environmental Protection Agency (EPA).
- Cleaning products such as paper towels and gloves will be placed in plastic bags removed by a hazardous waste disposal company.

18.5- Personal Protective Equipment

Personal Protective equipment is Chi-Ada employees' "last line of defense" against Blood-borne Pathogens. Chi-Ada provides, at no cost to its employees, the personal protective equipment need to protect them against exposure. This equipment includes, but is not limited to those listed below:

- Gloves
- Safety Glasses Face shields

Chi-Ada is responsible for ensuring that all locations throughout this contract have appropriate personal protective equipment available to employees. Employees' personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials.

To ensure that personal protective equipment is not contaminated and are in the appropriate conditions to protect employees from potential exposure, Chi-Ada adheres to the following practices:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment are cleaned, laundered and decontaminated as needed.

To ensure equipment is used as effectively as possible, Chi-Ada employees adhere to the following training when using their personal protective equipment.

- All potentially contaminated personal protective equipment is removed prior to leaving a work area.
- Disposable gloves are replaced as soon as they are found to have any contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Reusable utility gloves are not used.
- Protective clothing, such as coats are worn whenever potential hazard materials are considered.

19- Conclusion

Chi-Ada Corporation mission is to provide the most outstanding janitorial service possible. We take pride in being productive and self-sufficient regarding our work and responsibilities. We believe that hard work and determination is the key to our company's success.

We stride to have a strong work ethic and to help employees become goal-oriented individuals. We believe that we teach by example.

This is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facilities image to being "The cleanest in America".

Chi Ada Corporation

Item: **BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:BLD2121632P1:Janitorial Services - 911 Regional Dispatch Centers - Agreement No. 14**

Attachments

Pricing agreement 14 2021 Broward bid_000058.pdf

Agreement 14 Final 2021 Broward County Janitorial Services - County Facilities Bid.docx

Janitorial Services - Price Sheets - 911 Call Centers - Agreement 14 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1 Unit Price	Year 1 Annual	Year 2 Unit Price	Year 2 Annual	Two Year Total
1	**North Regional Dispatch Center**	~~12~~	~~Basic Cleaning~~		~~$ -~~		~~$ -~~	~~$ -~~
	4900 Copans Rd, 2nd Fl	~~12~~	~~Restrooms~~		~~$ -~~		~~$ -~~	~~$ -~~
	Coconut Creek 33066	~~12~~	~~Floors~~		~~$ -~~		~~$ -~~	~~$ -~~
		Hourly	Porter (325Hrs./Month)	**$ 26.00**	$ 101,400.00	$ 27.00	$ 105,300.00	$ 206,700.00
		~~3,752~~	~~Pressure Cleaning (SQ. FT.)~~		~~$ -~~		~~$ -~~	~~$ -~~
		~~1~~	~~Windows~~		~~$ -~~		~~$ -~~	~~$ -~~
		3	Air Quality	$ 650.00	$ 1,950.00	$ 676.00	$ 2,028.00	$ 3,978.00
		12	Cleaning Supplies	$ 650.00	$ 7,800.00	$ 676.00	$ 8,112.00	$ 15,912.00
		12	Paper Products	$ 1,125.00	$ 13,500.00	$ 1,170.00	$ 14,040.00	$ 27,540.00
		3,752	Carpet Cleaning - Deep (SQ. FT.)	$ 0.30	$ 1,125.60	$ 0.30	$ 1,125.60	$ 2,251.20
		3,752	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 1,125.60	$ 0.35	$ 1,313.20	$ 2,438.80
			Total		$ 126,901.20		$ 131,918.80	$ 258,820.00
2	**South Regional Dispatch Center**	~~12~~	~~Basic Cleaning~~		~~$ -~~		~~$ -~~	~~$ -~~
	6057 SW 198 Terrace	~~12~~	~~Restrooms~~		~~$ -~~		~~$ -~~	~~$ -~~
	Pembroke Pines 33332	~~12~~	~~Floors~~		~~$ -~~		~~$ -~~	~~$ -~~
		Hourly	Porter (325Hrs./Month)	**$ 26.00**	$ 101,400.00	$ 27.00	$ 105,300.00	$ 206,700.00
		~~2,323~~	~~Pressure Cleaning (SQ. FT.)~~		~~$ -~~		~~$ -~~	~~$ -~~
		~~1~~	~~Windows~~		~~$ -~~		~~$ -~~	~~$ -~~
		3	Air Quality	$ 650.00	$ 1,950.00	$ 676.00	$ 2,028.00	$ 3,978.00
		12	Cleaning Supplies	$ 650.00	$ 7,800.00	$ 676.00	$ 8,112.00	$ 15,912.00
		12	Paper Products	$ 1,125.00	$ 13,500.00	$ 1,170.00	$ 14,040.00	$ 27,540.00
		2,323	Carpet Cleaning - Deep (SQ. FT.)	$ 0.30	$ 696.90	$ 0.30	$ 696.90	$ 1,393.80
		2,323	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 696.90	$ 0.35	$ 813.05	$ 1,509.95
			Total		$ 126,043.80		$ 130,989.95	$ 257,033.75
3	**Central Regional Dispatch Center**	~~12~~	~~Basic Cleaning~~		~~$ -~~		~~$ -~~	~~$ -~~
	10440 W Oakland Park Bld	~~12~~	~~Restrooms~~		~~$ -~~		~~$ -~~	~~$ -~~
	Sunrise 33351	~~12~~	~~Floors~~		~~$ -~~		~~$ -~~	~~$ -~~
		Hourly	Porter (325Hrs./Month)	**$ 26.00**	$ 101,400.00	$ 27.00	$ 105,300.00	$ 206,700.00
		~~4,464~~	~~Pressure Cleaning (SQ. FT.)~~		~~$ -~~		~~$ -~~	~~$ -~~
		~~1~~	~~Windows~~		~~$ -~~		~~$ -~~	~~$ -~~
		3	Air Quality	$ 650.00	$ 1,950.00	$ 676.00	$ 2,028.00	$ 3,978.00
		12	Cleaning Supplies	$ 650.00	$ 7,800.00	$ 676.00	$ 8,112.00	$ 15,912.00
		12	Paper Products	$ 1,125.00	$ 13,500.00	$ 1,170.00	$ 14,040.00	$ 27,540.00
		4,464	Carpet Cleaning - Deep (SQ. FT.)	$ 0.30	$ 1,339.20	$ 0.30	$ 1,339.20	$ 2,678.40
		4,464	Electrostatic Disinfection (SQ. FT.)	$ 0.30	$ 1,339.20	$ 0.35	$ 1,562.40	$ 2,901.60
			Total		$ 127,328.40		$ 132,381.60	$ 259,710.00
			Total (1) - Summary, all sites		$ 380,273.40	$ -	$ 395,290.35	$ 775,563.75

Janitorial Services - Price Sheets - 911 Call Centers - Agreement 14 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price Per Hour	Annual Annual	Unit Price Per Hour	Annual Annual	Two Year Total 2 years
	Additional Labor:							
	Project Supervisor	50 hrs.		$ 30.00	$ 1,500.00	$ 32.00	$ 1,600.00	$ 3,100.00
	Site Supervisor	50 hrs.		$ 29.00	$ 1,450.00	$ 31.00	$ 1,550.00	$ 3,000.00
	Full Time Service Crew	50 hrs.		$ 28.00	$ 1,400.00	$ 30.00	$ 1,500.00	$ 2,900.00
	Part Time Service Crew	50 hrs.		$ 28.00	$ 1,400.00	$ 30.00	$ 1,500.00	$ 2,900.00
	Porter Day/Night	50 hrs.		$ 28.00	$ 1,400.00	$ 30.00	$ 1,500.00	$ 2,900.00
	Emergency Services Labor:							
	Project Supervisor	50 hrs.		$ 31.00	$ 1,550.00	$ 33.00	$ 1,650.00	$ 3,200.00
	Site Supervisor	50 hrs.		$ 30.00	$ 1,500.00	$ 32.00	$ 1,600.00	$ 3,100.00
	Full Time Service Crew	50 hrs.		$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
	Part Time Service Crew	50 hrs.		$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
	Porter Day/Night	50 hrs.		$ 29.00	$ 1,450.00	$ 30.00	$ 1,500.00	$ 2,950.00
	"Pass thru" (Services/Materials)		$1,000.00		$ 1,000.00		$ 1,000.00	$ 2,000.00
			Total Group 2		$ 15,550.00		$ 16,400.00	$ 31,950.00
	Grand Total - Whole Group (Total 1 + Total 2)				$ 395,823.40	$ -	$ 411,690.35	$ 807,513.75

NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

YES	X	Agree to the above statement.
NO		Disagree to the above statement.

NAME OF COMPANY: Chi-Ada

AUTHORIZED PERSON NAME: Bart Okoro

AUTHORIZED SIGNATURE: [signature]

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.

All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: [signature] DATE: 5/25/2021

THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.

Chi-Ada Corporation
4820 West Commercial Blvd, Tamarac FL 33319
Phone: (954) 777-5177
Cell: (305) 962-0398
Fax: (954) 777-5147
bokoro@chiadacorporation.com

Broward County Board of County Commissioners

BLD2121632P1--01-14 - BLD2121632P1: Janitorial Services - 911 Regional Dispatch Centers - Agreement No. 14



Letter of Transmittal

Chi-Ada Corporation
4820 West Commercial Blvd,
Tamarac Florida 33319
Phone: 954-777-5177 Fax: 954-777-5147
www.chiadacorporation.com

Bart Okoro
President OF Chi-Ada Corporation

May 24, 2021

Richard Trupiano
Purchasing Agent Senior
Broward County

On behalf of Chi-Ada Corporation, we are pleased to submit our proposal to provide Janitorial Services for Broward County facilities, which is a response to your Solicitation #BLD2121632P1.

We have read and understood the terms and conditions in the invitation to bid and we have submitted our response in accordance with these terms and conditions. If you should have any need for clarifications on this proposal, we are at your disposal to discuss, please contact me on (954) 777-5177 or fax at (954) 777-5147 or on email at bokoro@chiadacorporation.com.

We look forward to serving you and always assure you of our best professional services.

Yours Faithfully,

Bart Okoro
President

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1. Ability of Professional Personnel:

a. Chi-Ada Corporation's Qualifications and relevant experience of the Project Manager and all key staff

Chi-Ada Corporation's personnel are highly qualified. We based our contract compliance on the qualification of our key personnel. Being highly qualified is a significant factor in our success in all the contracts we are awarded. The president of Chi-Ada Corporation is our account manager for this contract. We are doing that to ensure that there is a strict adhesion to the contract compliance and that our employees have conversed professionally with Chi-Ada Corporation upper management.

The account manager has more than twenty-six (26) years in managing janitorial services. He overviews each contract with highly skilled key personnel comprised of the project manager, the assistant project manager, the quality control manager, and project crews and custodians. The project manager and assistant project manager have been managing our contracts for more than seventeen (17) years. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the experience and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen (16) years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve (12) years of supervisory experience. Professional custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one (1) to ten (10) years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equip them with the same cleaning knowledge, safety awareness, and the skill needed.

Resumes of Chi-Ada Corporation's key personnel.

❖ **Account Manager**

Role in the Project:

- Control the overall project for a successful completion of the project.
- Control the suppliers and equipment needs of the project.
- Sign and order official documents with the Broward County
- Respond to the Broward County for any key issues of the project.
- Coordinate and report to the Broward County management about the compliance of the project

Bartholomew Okoro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Account Manager and President of Chi-Ada Corporation with twenty-seven (27) years of experience in janitorial services, management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.

Professional Experience

1995-Present: **President/CEO** (Chi-Ada Corporation, Florida)

- Oversee all of the company activities.
- Responsible for operations and financial performance
- Enhance the standing of the company with the outside world.
- Submit acquisition, proposals.
- Prepare strategies, plans and objectives.
- Review the performance of employees and keeps them informed!

1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida)

- Provided janitorial services to 43 bank locations.

1988-1992: Assistance Restaurant Manager

- Making guest reservations
- Supervise quality control.
- Plan public relations activities and party arrangements
  1988-1992: Assistance Restaurant Manager

Line Cook (Fontainebleau Hilton Hotel, Miami Beach, Florida)

- Prepare meals for major events.
- **Basic** food preparations

Education

1991 B.S. Degree in Hospitality Management (Florida International University, Miami, Florida)
1990 Associate Degree in Pharmacy (Miami Dade College, Miami, Florida)
1987 Degree in Hotel Management (College of the Bahamas Nassau, Bahamas)

Certification

Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract # RLI20080908-0-1 (Broward Various Locations). Duration: 2010-2015, Contract amount: $9,942,277.25
  - Contract # R0899203P1 (Broward Main Library). Duration: 2011-2018, Contract amount: $1,799,938.25
  - Contract # RO92180491 (Broward South Regional Courthouse). Duration: 2011-2018, contract amount: $557,898.95
  - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

- **City of North Miami:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - Contract: Janitorial services for various City facilities, parks and recreations, Duration: 2017-2019, Contract amount: $910,120

- **Miami Dade Public Housing:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
-
  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

- **Fulton County: Janitorial services**

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility.
  Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Quality Control Manager

Role in the Project:

- Lead the inspection team.
- Inspect and report quality issues.
- Ensure contract compliances are met.
- Keep copies of inspection records.
- Report to the Account manager and the Broward County contract administrator

Maxine Goodall
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Excellent planning and organizational skills and strong leadership, excellent communication skill.
Quality Control Manager with 14 years of experience of managing governmental and private janitorial contracts inspection and contract ensuring compliance of contract specifications, re-evaluating operations to ensure the highest quality of service.

Professional Experience

2015-Present: **Quality Control Manager** (Chi-Ada Corporation, Florida)

- Oversee and implement all contract specifications and hiring and training managers and supervisors.
- Ensure compliance of contract specifications and re-evaluate operations to ensure the highest quality of service is provided to our customers.
- Write reports, prepare schedules and attend meetings with our clients
- Oversee the quality assurance of janitorial contracts

2005-2015 **Custodial Supervisor and quality control management** (Chi-Ada Corporation, Florida)

- On-the-job training of custodial personnel
- Inspecting and coordinating cleaning efforts throughout facilities
- Distributing of chemicals and cleaning supplies to Custodians
- Ensuring all work is performed in a safe manner

Education

1975-1979 High School Diploma (East Orange High School)

1982-1983 Some Courses in Drafting, Physics, Mathematics, English and Economics (New Jersey Institute of Technology (N. J. I. T.)

1987 Diploma in Mathematics, Plumbing, Drafting, Electrical Drafting, Computer Drafting, and Floor Plan (Lyons Institute, New Jersey)

Certification

Quality Control assurance certification
Green cleaning certification
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

- **Broward County Commissioner:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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    - Contract# RFP1214808P1 (Broward Janitorial Services for Various County Facilities). Duration: 2016-2019, contract amount: $4,682,038.88

❖ **Project Manager**

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Patrick Wnoakeofor
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Contract manager with (15) years of experience, exceptionally talented, creative and efficient manager of pools of supervisors and in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.

Professional Experience

2004-Present: **Operations/Quality Control Manager** (Chi-Ada Corporation, Florida)

Education

2009 master's degree in economics (Florida International University, Miami, Florida)

1998 B.S. Degree in Biology (Miami Dade College, Miami, Florida)

Certification
Green Cleaning
OSHA Safety training

Languages:

- English

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment,

supplies, Pressure wash, floor care services, and window cleaning

- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
- ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
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- ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.4

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  - Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services: Duration: 2013-2019, Contract amount $360,000
  - Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services) Duration: 2009-2014, Contract amount: $840,000

❖ Assistant Project Manager

Role in the Project

- Assist the project manager in managing the contract of Miami Dade Airport
- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Omar Turrel

Project/Operations Manager

Distinctive Qualifications

Expert abilities to listen others and move toward with common goals.
Proven ability to drive essential process change under strict deadlines.
Planning abilities in cleaning and expert in Maintaining facilities.
Ability to achieve best result in time supervision.

Role in the Project

- Responsibility for Meeting with Management to Discuss Progress in Contract Compliance
- Review Quality Control Issues
- Submit Reports & Schedules
- Address Client Operation Concerns in Janitorial Service

Professional Profile

Excellent Janitorial and Supervisory Skill, capable to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in Service industries and overall success.

Chi-Ada Corporation: 2013- present

Project Manager

* Attend meetings, trainings to develop better skills with ability for multi tasks

- Serves as onsite Manager for assigned project location to insure all services.
- comply contract specifications.
- Serve as Inspector to make sure daily and weekly contract specifications are met.
- Effective time manager to Chi-Ada employees
- Report to Home office of incident if any and keep records.

Clean industrial Cleaning service 2011

- Conducts numerous training to blend super results.
- Developed staff operating procedures to ensure quality control.
- Take inventories of supplies.
- Comply to company standard and procedures.

Education

- Plantation High School 2000 Florida
- School of Environmental Service. 2010

Certification_____
Green Cleaning
OSHA Safety training

Projects Managed where security, business, operational sensitivities exist and experience in Managing Staff

Fulton County: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment

- Contract # 13ITB87106C-MT Fulton County Janitorial services selected various facility. Duration:2012-2016. Contract amount: $867,706.6
- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I). duration: 2019-2021. Contract Amount: $600,135.12

❖ Supervisors

Role in the Project

- Responsible for Staff Reporting to Work as Scheduled
- Responsible for Inspections of All Work Performed by Staff
- Verify All Reports, Time Sheets, Customer Request Response & Daily Inspections
- Assist in Problem Solving Concerns

Humberto Guerra
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge of completing projects and satisfying my clients. Good listen abilities to measure complaints, Effective leadership in business affairs. Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in maintaining facilities.

Professional Experience

May 2013-Present Chi-Ada Corporation: Site Supervisor

- supervisor of Chi-Ada employees Group A, evening shift
- Inspector to make sure daily and weekly contract spec are met
- Assist coordinate relationships with County representatives
- Assist time Chi-Ada management with employees
- Report to Project to General Manager matters of incident if any and record each.
- Assist in Orientation of new hire to develop better skills with ability handle multi tasks.
- Record Stocks of inventories and weekly supplies to the station stockroom.

2005- May ,2013: Diamond Cleaning services: Supervisor

- Assist employees training in Diamond cleaning service
- Assist staff understanding work procedures to ensure quality control
- Take charge of distribution of inventories
- Comply with company standard operating procedure

Education

Vocational school on Environmental Service

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
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Maricela Hernandez
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

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Professional Experience

2013-Present: **Supervisor** (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2009-2013 Supervisor: Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals
Proven ability to drive essential process change under strict deadlines
Leadership in Janitorial services industry and expert in Maintaining facilities.
Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

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Valerie Gomez

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

- Gain Knowledge and effective leadership in business. Hard Work, Goal Oriented, Compassionate to Others, and Effective communicator

Professional Experience

2012-Present: **Supervisor at** Chi-Ada Corporation

- Serves as supervisor for Metro Rail Locations North to insure all services comply contract specifications
- Daily inspection of all stations
- Record Keeping of any incidental and report to Management
- Draw weekly schedule for Chi-Ada employees
- Report to Project Manager of any incident on day to day stocks and inventories.
- Attend meetings, trainings to develop better skills with ability.

2001-12 Vista Janitorial service

- Orientation and training of Newly hire
- Supervise staff to ensure quality control
- Instruct New hire on Material Safety Data issues
- Adhere to company standard operating procedure

Education

High School Graduate.

Environmental Education

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

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Maria Castro
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Knowledge to completing projects and satisfying client's high ability to supervise and resolve problems. Hard working Individual

Professional Experience

2012-Present: Chi-Ada Corporation, Florida: Site Supervisor

- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

2005-2011: Diamond Cleaning service: Site Supervisor

- Request Materials and supplies when needed
- Direct and assist staff to ensure MSDS material Safety are followed.
- Help distribution of inventories
- Compliance to company standard operating procedure
- Supervise Group C employees at metro Mover Service assigned project to insure all metro station are given professional required services.
- comply to contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Draw schedules in line to cover 7-day operation at mover stations
- Demonstrates effective time management and employees
- Communicate to Project Manager to ensure information circular
- Assist in Orientations, trainings of new employees

Education

High school graduate
College of Environmental studies

Additional Skills

Abilities to influence others make tough Decision and goal getting. Ability to drive essential process changes even at tough Times. Good Leadership in Janitorial services industry. Capable to achieve best results in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training
Languages Spoken:

- English
- Spanish

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

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Marcel Macken
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Military Knowledge; Active Business interest, completing projects to satisfaction and ability to supervise and listen to complaints. Proven effective leadership in Task successfulness. Hard Work, Compassionate to Employees, Excellent Skill, Goal Oriented, and Effective Communicator

Professional Experience

2012-Present: Supervisor Chi-Ada Corporation

- supervisor Metro Rail South Stations enforcing contract specifications
- Ensure daily and weekly contract specification are met
- Foster relationships with County Property Managers
- Demonstrates effective time manager to Chi-Ada employees
- Ensure management are well inform of incidents and record keeping stocks and inventories.
- Disciplinary action writes ups

2009-2012 Diamond Cleaning service

- Supervise employees to adhere work standard and procedures
- Prepare employees Roaster to ensure quality control
- Monitored Supplies of inventories

Comply to company standard operating procedure

Education

U.S Military Services
High School Graduate
Miami Dade College

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

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Nitza Molina
4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present: Supervisor (Chi-Ada Corporation, Florida)

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Diamond Cleaning service

- Conducts numerous training to blend super results
- Developed staff operating procedures to ensure quality control
- Monitored distribution of inventories
- Adhere to company standard operating procedure

Education

Central Service Technical International association of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals. Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

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James Kakrah

4820 West Commercial Blvd, Tamarac FL 33319
Phone: 954.777.5177, Fax: 954.777.5147

Versatile Janitorial and Supervisory Knowledge, completing projects to satisfy my clients and ability to supervise and listen to complaints. Proven effective leadership in business and overall success.

Professional Experience

2013-Present Chi-Ada Corporation: Site Supervisor

- Serves as onsite supervisor for assigned project location to insure all services comply contract specifications
- Serve as Inspector to make sure daily and weekly contract spec are met
- Foster and build relationships with City/ County representatives
- Demonstrates effective time manager to Chi-Ada management and employees
- Report to Project Manager to ensure management are well inform of incident if any and record stocks and inventories.
- Attend meetings, trainings to develop better skills with ability for multi tasks.

2005-2013 Coastal service

- Provide House Keeping on Board
- Ensure quality control
- Assist inventories
- company standard operating procedure

Education

Nautical College
Technical of Environmental Service

Additional Skills

Expert facilitation abilities to influence others and move toward common goals Proven ability to drive essential process change under strict deadlines. Leadership in Janitorial services industry and expert in Maintaining facilities. Highly demanding to achieve best result in time Management.

Certification

Green Cleaning
OSHA Safety training
Quality control training

Languages Spoken:

- English

Projects supervised where security, business, operational sensitivities exist and experience in Managing Staff 24/7

- **Miami Dade County Transit:** Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, and window cleaning
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2013-2019, Contract Amount: $25,000,000
  - ITQ9562-13MDT (Miami Dade Transit: Golden Glades): Duration: 2013-2018, Contract amount: $180,000
  - RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities. Duration: 2018-2023, Contract amount: $ 1,1119,59.6
  - ITQ9562-13MDT (Miami Dade Transit Janitorial Services): Duration: 2019-2023, Contract Amount: $26,574,578.

❖ Custodians and Project Crews

Number	Function	Title	General Experience
Custodians	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Responsible for general cleaning ❖ Cleans and maintains entry lobby including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary, to maintain excellent entrance appeal. ❖ Cleans restrooms on a daily basis, more if necessary, to maintain sanitary conditions. ❖ Cleans stairways and elevators on a regularly scheduled basis	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Restroom Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation
Project Crew	**1 to 10 years in Janitorial Services at Chi-Ada Corporation** ❖ Performs Special Task such as pressure cleaning, scrubbing and polishing floors, carpet cleaning, reconditioning, etc.	Cleaners	1 to 10 years in Janitorial Services at Chi-Ada Corporation

a. Subcontractors

Chi-Ada Corporation intends to subcontract 12.5% of this project to Ann's Janitorial Services Inc and 12.5% to McKenzie Cleaning.

Ann's Janitorial Services Inc

nn's Janitorial Services Inc is a woman-owned company whose founder and president is Norma Ann Kendall. Ann, along with her two daughters Shundell and Petal Richards, started the company in 2004 with a vision that today became a reality held and operated since its inception. Ann has been a nurse for 12 years with Jackson Memorial Hospital and decided after watching how her office was clean that it was much more to keep the environment and surroundings clean than what she was seeing done. With much research to attending classes from how to start a

business-to-business administration where she obtains a Business Degree from Barry University to conclude that there is a great need for people to work in the environment because of the population growth, the pollution in the air and the use of public places decided Ann's Janitorial Services Inc. will be best to serve its country with professionalism and integrity.

The firm is certified with both Broward and Dade Counties as CBE, SBE DBE and doing work with them presently as a subcontractor at FLL AirPort, Broward county main library, Broward county GG garage South and East courthouse And South garage, Port Ever Glade and Broward County Main Warehouse and Hunt/Moss Miami Dade CRA building (in South Miami), NANA tools for change, Meinser's electric and Coastal / Tishman Construction (Miami World CT. We are an insured company with OSHA training.

Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Ann's Janitorial Services CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674
January 27, 2021

Ms. Norma Ann Kendall
ANN'S JANITORIAL SERVICES, INC.
P.O. Box 85013
Hallandale Beach, Florida 33008

Dear Ms. Kendall:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** has been renewed. Your firm no longer qualifies for Small Business Enterprise because the number of full-time employees has exceeded the program's threshold.

Your firm's certification is continuing from your anniversary date, but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to assure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in Periscope to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2021.01.27 17:01:17 -05'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE
ANNIVERSARY DATE: DECEMBER 16TH

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

Ann's Janitorial Services Letter of Intent for Agreement 14

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: Bid #BLD2121632P1

Project Title: Janitorial Services - County Facilities

Bidder/Offeror Name: Chi-Ada Corporation
Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319
Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: Ann's Janitorial Services, Inc.
Address: 11846 Southwest 8th Street , Pembroke Pines, FL, 33025 City: Pembroke Pines State: ___ Zip: 33025
Authorized Representative: Norma Ann Kendall Phone: 954-593-0707

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
C. By signing below, the above-named CBE is committing to perform the work described below.
D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial services at Branch Libraries Agreement 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative
Signature: Norma H. Kendall Title: President Date: 05/07/2021

Bidder/Offeror Authorized Representative
Signature: [signature] Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

Ann's Janitorial Services Inc key personnel resumes

Norma A. Kendall

11846 sw 8th St Pembroke Pines, Fl 33025 | (954) 909-1307 | nkendall0575@yahoo.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

BACHOLEORS DEGREE | MAY 2009 | MIAMI DADE COLLEGE

- Major: Nursing Science

MBA | APRIL 2016 | BARRY UNIVERSITY

- Major: Business

Skills & Abilities

MANAGEMENT

- In charge of business development and growth
- Forecasting budget cost for current and future projects
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Always keep in consistent contact with clients

LEADERSHIP

- I have held position as chairwoman for my alumni at Concord Career Institute
- Vice chair for Miami Dade chambers of commerce
- Trustee for Hollywood Chambers of commerce.

Experience

HEAD NURSE | JACKSON MEMORIAL HOSPITAL | FEBUARY 1995 – JULY 2003

- In charge of creating schedules
- administration of medicine
- writing referrals
- assisting coordinating daily activities of the hospital.

JANITOR | SELF EMPLOYED | AUGUST 1998 – PRESENT

- General cleaning of office, banks, and various facilities
- Carpet extractions

Jermaine Kendall

7766 Panama St Miramar, Fl 33023 | (954) 604-3501 | jermainefromanns@gmail.com

Objective

My Objective is to execute task to completion with dedication, attention to detail, and extreme professionalism.

Education

HIGH SCHOOL DIPLOMA | JUNE 2004 | CHARLES W. FLANAGAN

- High school graduate

Skills & Abilities

MANAGEMENT

- In charge of janitorial crews as large as a 20 person teams for various facility sizes
- Coordinating schedules
- Putting together teams for different janitorial projects both commercial and construction.

COMMUNICATION

- Experienced with working with people of different cultures and backgrounds
- Built strong relationships with clients
- Created a strong communication network with my staff

LEADERSHIP

- I have held a lead technician position at Comcast
- Operations manager for commercial and construction janitorial projects

Experience

LEAD TECHNICIAN | COMCAST CABLE COMPANY | APRIL 2007 – JULY 2018

- In charge of fixing escalated trouble calls
- Certified fire/ and burglar alarm technician
- Installed and repaired both coax and network cable, internet, and landline

JANITOR | OPERATIONS MANAGER | AUGUST 2016 – PRESENT

- Coordinating optimal staff for projects
- In charge of pay rolls and scheduling
- Recruiting and training staff members
- General cleaning of office, banks, and various facilities
- Carpet extractions
- Strip and wax various types of floors
- Bathroom sanitizing
- Electrostatic sainting

McKenzie's Cleaning Inc

McKenzie's Cleaning Inc. is a full-service janitorial firm providing services for various agencies both in the public and private sectors. The firm has been in the Janitorial industry for over 15 years and is proudly growing steadily.

McKenzie's Cleaning Inc is specialized in janitorial /custodial services, floor care, and post-construction cleaning. It performs 70 percent of the work as a prime vendor and 30 percent as a subcontractor for larger firms in the same industry. The targeted clients are government facilities, county facilities, city facilities, airports, and seaports. McKenzie's Cleaning Inc decade-plus long services are incomparable because the firm built its business on integrity, accountability, and delivering what is promised. Over the years, McKenzie's has received and maintained many certifications with several different agencies and organizations. McKenzie's Cleaning Inc is certified as an 8A, MWOSB, HUBZONE, and DBE certified firm. In addition, they are a CBE and SBE certified firm in Miami-Dade County and Broward County and with both their School Board. Steadily growing, McKenzie's has put the above-listed certifications to good use. For example, under the 8A certification, the company has provided the janitorial services for the USDA facilities in Miami-Dade, the Coast Guard Base Miami and CEU location, and the FAA Towers and Air Route Center in Both Miami-Dade and Broward Counties. As well as, for the Department of Homeland Security Marine Facilities in Ft. Lauderdale Florida. In addition, McKenzie's Cleaning Inc provides janitorial and custodian services as a subcontractor for SP Plus at Port Everglades since 2009, where the company cleans all offices and garages totaling over 500,000 SF. Similar projects include Broward County Public Defenders Offices, State Attorneys Offices, Employee Assistance Program, the State Archives Buildings, and the 911 Dispatch Center. McKenzie also has experience as a subcontractor in neighboring Broward County, where the firm performs duties for Triangle Services (the prime), cleaning the Broward County Judicial Complex and 10 Libraries in Broward County. McKenzie was responsible for its employees, equipment, and supplies to get the job done on these projects. All of the above experiences mentioned are similar to that which is required. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experiences in supervising janitorial services.

McKenzie's Cleaning Inc CBE

BROWARD COUNTY
FLORIDA

OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

March 22, 2021

Ms. Terriann McKenzie
MCKENZIE'S CLEANING, INC
3600 State Road 7, Suite 38
Miramar, Florida 33023

Dear Ms. McKenzie:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** certification has been renewed.

Your firm's certification is continuing from your anniversary date but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to ensure continued certification is yours. Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application and all required supporting documentation for review.

To review current Broward County Government bid opportunities visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over $3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services.** This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 561720

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development
Cert Agency: BC-CBE
ANNIVERSARY DATE: February 7th

Broward County Board of County Commissioners
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine
www.broward.org/econdev

McKenzie's Cleaning Inc Letter of Intent Agreement 14

BROWARD COUNTY FLORIDA
OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT

BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

Solicitation No.: BLD2121632P1

Project Title: Janitorial Services - Branch Libraries

Bidder/Offeror Name: Chi-Ada Corporation

Address: 4820 West Commercial Blvd City: Tamarac State: FL Zip: 33319

Authorized Representative: Bartholomew Okoro Phone: 954-777-5177

CBE Firm/Supplier Name: McKenzie ' s Cleaning Company Inc

Address: 3600 S. State Road 7 Suite 38 City: Miramar State: FL Zip: 33023

Authorized Representative: Terriann Mckenzie Phone: (305) 249-5911

A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.

B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.

C. By signing below, the above-named CBE is committing to perform the work described below.

D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm

Description	NAICS[1]	CBE Contract Amount[2]	CBE Percentage of Total Project Value
Janitorial Services - Branch Libraries - Agreement No. 1	561720		12.50 %
			%
			%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative

Signature: _____ Title: President Date: 05/10/2021

Bidder/Offeror Authorized Representative

Signature: _____ Title: President Date: 5/11/2021

[1] Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as possible.
[2] To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Rev.: June 2018 **Compliance Form No. 004**

McKenzie's Cleaning Inc key personnel resumes

TERRIANN V MCKENZIE
tmckenzie@mckenziescleaning.com
(305)249-5911

OBJECTIVE

To own and operate a successful Janitorial / Cleaning Service where I will utilizing all the company's certification to doing business across the United States. .

Profile

- Energetic Self-starter, work well independently or as a member of a team.
- Strong leadership skills: able to direct and make decisions effectively.
- Innovative and Creative, results oriented, strong work ethic and self-confident.
- Articulate and adaptable; can respectfully communicate with anyone.
- Excellent organizational skills; detail oriented individual with the ability to efficiently and effectively manage multiple tasks.
- Solution Oriented; conflict resolution specialist.

PROFESSIONAL EXPERIENCE

McKenzie's Cleaning Company Inc. 8/2003– Current

- Develop and maintain relationship with Client
- Performed financial functions, maintained accounting records, and reviewed request for major and controlled items.
- Maintained service records
- Reconciled activity records for monthly and quarterly reporting reviews.
- Document and maintain activity records.

Dillard Senior High School

- Plans and implements a program of study designed to meet individual needs of students that adhere to the district philosophy and goals.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.
- Excellent classroom management skills

Education

M.S. Education Leadership,	Nova Southeastern University	2001-2003
Bachelor of Arts, cum laude	Florida International University	1998-2001
Associate in Arts	Miami-Dade Community College	1996-1998

Jocelyn Medina

Jocelyn@mckenziescleaning.com (786) 474-0102

PROFILE

Sophisticated and skilled professional with 3 plus years of customer service driven positions looking to pursue a professional position utilizing my specialized education, experience, ability to learn and grow, and passion for helping others; Demonstrated skill in supervising an efficient, well run team ; committed to excellent customer service.

CORE SKILLS

- Bilingual
- Customer Service
- Quick learner
- Communication skills
- Self-Motivated
- Responsible
- Team Work Skills
- Flexibility and Adaptability

EDUCATION

High School Diploma 2012
Americas High School El Paso, Texas

EXPERIENCE

McKenzie's Cleaning Services Miramar, FL 08/2017 – Current
Supervisor

- Act as the administrative point of contact between the president and internal/ external clients.
- Undertake the tasks of receiving calls, take messages and routing correspondence.
- Handle requests and queries appropriately and timely, produce reports, presentations and briefs.
- Applicant screening and background check preparation.
- Maintain dairy, arrange meetings and appointments and provide reminders.
- Take dictation and minutes and accurately enter data
- Pay bills on invoices, review payroll, review certifications
- Create and manage employee schedules
- Monitor office supplies and research advantageous deals or supplier's/ inventory management
- Develop and carry out an efficient documentation and filing system.
- Manage time and attendance System first point of contact

Varsity Facility Services Davie, FL 3/2015 – 6/2016
Supervisor

- Facilitated training to ensure appropriate skill levels
- Supervised cleaning staff, and ensured cleanliness in compliance with standards
- Supervised Day and Night cleaning staff
- Developed and maintain positive relationships with building managers, guest and all visitors
- Supervised and performed day-to-day operational activities
- Managed building cleaning supplies and inventory

1.1. Chi-Ada Corporation Profile

The Janitorial and custodial services industry is not new to Chi-Ada Corporation. The company has been in the sector for more than twenty-five (25) years. Founded by Bart Okoro on August 25, 1995, the firm grew to become one of the most reliable organizations in janitorial services in the United States. Today, Chi-Ada is servicing various private and public clients. Our reliability is the factor that led us to win important contracts in Miami Dade, Sarasota, Fulton, and Broward Counties. Our executive team and key personnel comprise unquestionable leaders equipped to manage and lead each project with a customer satisfaction mindset.

1. Provide a description of the company's history:

a. business location

Chi-Ada Corporation place of business is located at 4820 West Commercial Blvd Tamarac Florida 33319

b. **length of time in business**

Chi-Ada Corporation has been in business for twenty-five (25) years since the Company was incorporated on August 25, 1995.

c. **principals and their experience**

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

d. **list any change(s) in ownership and date(s) of such change.**

Chi-Ada Corporation has been owned by Bart Okoro since the company incorporation on August 25, 1995.

2. **Provide total number of current employees:**
   a. Full-time: 200
   b. Part-time: 103

3. **Provide total number of supervisory employees:**
   a. Full-time: 20
   b. Part-time: 7

4. **Provide total number of custodial workers:**
   a. Full-time: 186
   b. Part-time: 90

5. **Temporary employees**

Chi-Ada Corporation does not employ temporary employees.

6. **Health benefits to your employees**

Ch-Ada Corporation provides health benefits based on the company policy.

7. **Does your company require your employees to have a criminal background check?**

a. **Describe when this occurs and which job categories this applies to.**

Chi-Ada Corporation takes the security of every contract that it undertakes seriously. Therefore, our security plan starts from the hiring process. For that, Chi-Ada Corporation requires all new applicants and new hires to have criminal background checks. The Corporation requires all applicants for work, after a successful interview, to do FDLE background check. The result of the background determines if an offer will be made or not. The employment is denied if the applicant returns with a criminal report such as a felony. This is applied to all custodians, supervisors, and managers, as well as clerical office workers. Our second step is the establishment of rigorous control of our employees on duty. Every supervisor is required to check the behavior of the employees. The supervisor is also responsible for their signing out from the building, report any suspicious character or behavior in the facilities to the management of Chi-Ada Corporation.

1.2 Company Experience/Reference

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
1st Contract#	ITQ9562-13MDT (Miami Dade Transit Janitorial Services)
Period:	2013-2019
Annual Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169
Successfully Completed

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Miami Dade County

Contact Name: Lazaro Dominguez — Reference date: 05/04/2021

Contact Email: "Dominguez, Lazaro (DTPW)" [Lazaro.Dominguez3@miamidade.gov] — Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-13MDT	05/13/2013	to	01/08/2019	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for DTPW Bus, Rail, and Park and Ride Facilities

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☐	☑
b. Deliverables	☐	☐	☐	☑
4. Project completed within budget	☐	☐	☐	☑
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

All information provided to Broward County is subject to verification. Vendor acknowledges that inaccurate, untruthful, or incorrect statements made in support of this response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

PRIME CONTRACTOR: **Miami Dade Transit Groups A, B, C & D.**

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Annual Amount (g)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
	Miami Dade Transit/Group A					1,000,000	2013-19					
	Supervisors and Heavy Crew				40							
1	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1					5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
2	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
5	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2				6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning

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7	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,,286	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1				2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9				5.30am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2				6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

16	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group B											
1	Supervisors and Heavy Crew				27						State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2				5.30am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5				6am- 7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2				6am- 6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville	37,304	7	2	2				6am-	Yes	State and	Green

	5200 NW 27 Ave, Miami FL 33142								6.30pm		Local Law Enforcement	Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5				5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3				3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3					Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3					Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

											Enforcement	
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13					Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5					Yes	State and Local Law Enforcement	Green Cleaning
	Total									Yes		
	Miami Dade Transit Group C											
1	Supervisors and Heavy Crew				4						State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8					Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2					Yes	State and Local Law Enforcement	Green Cleaning
4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2					Yes	State and Local Law Enforceme	Green Cleaning

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

											nt	
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2					Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2					Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2						Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2						Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2						Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2						Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2						Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2						Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

15	College North 100 ne 5 Street Miami Fl 33132	5,480		2						Yes	State and Local Law Enforcement	Green Cleaning
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2						Yes	State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2						Yes	State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2						Yes	State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2						Yes	State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2					Yes	State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1					Yes	State and Local Law Enforcement	Green Cleaning
	Total											
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9						State and	Green

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

											Local Law Enforcement	Cleaning
2	Northeast Transportation Facility	140,000	7	2	6				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Northeast Perimeter Roving Facility	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3				7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1				12pm-5pm	Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

											Enforcement	
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2				7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2				7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1				7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Miami Dade County Contracts

Miami Dade Transit

Address:	6601 NW 72nd Ave
City State Zip:	Miami, FL 33166
Phone/Fax:	305-889-6766
Contact Name:	Lazaro Dominguez
Email:	Lazaro.dominguez3@miamidade.gov
Contract	RFQ9562-34DTPW - JANITORIAL SERVICES – DTPW Rail, Mover, and Bus Facilities
Period:	2019-2024
Amount:	$26,574,578.40
Total Sq. Ft:	4,357,191 **(b)**

Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning, and disinfecting.

Full-time Employees: 169 **(d)**

Ongoing Project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:
Miami-Dade Transportation and Public Works

Contact Name: Lazaro Dominguez — Reference date: 04/27/2021

Contact Email: Lazaro.Dominguez3@miamidade.gov — Contact Phone: 305-877-1621

Name of Referenced Project: Janitorial Services for Metrorail, Mover and Bus

Contract No.	Date Services Provided:			Project Amount:
RFQ9562-34DTPW	01/09/2019	to	01/31/2024	$ 26,574,578.40

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Provide Janitorial services for metro-rail, mover, bus, and park & ride locations

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☑	☐	☐
b. Accuracy	☐	☑	☐	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☑	☐	☐
5. Cooperation with:				
a. Your Firm	☐	☑	☐	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☑	☐	☐
c. Regulatory Agency(ies)	☐	☑	☐	☐

Additional Comments: (provide on additional sheet if needed)

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Verified via: ____EMAIL ____VERBAL Verified by: _____ Division: _____ Date: _____

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BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

PRIME CONTRACTOR

	Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
1	Miami Dade Transit/Group A					1,000,000	2019-2024				
2	Supervisors and Heavy Crew				40						
3	Metrorail Satellite Administration 7805 SW 96 Street, Miami FL 33156	1395	7	1				5am-7pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Dadeland South 9150 Dadeland Blvd, Miami FL 33156	33101	7	2	21			5am-10pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Dadeland North 8300 S. Dixie HWY, Miami FL 33141	48,646	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Dadeland North Parking Garage 8300 S. Dixie HWY, Miami FL 33141	728,000	6	15	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
7	South Miami 5949 S. Dixie HWY, Miami FL 33143	30,466	7		2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	South Miami Garage 5949 S. Dixie HWY, Miami FL 33143	471,720	6	5	2			6pm-9pm	Yes	State and Local Law Enforcement	Green Cleaning
9	University 5500 Ponce De Leon Blvd, Coral Gables, FL 33146	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

10	Douglas Road 3100 SW 27 Ave, Miami L 33146	37,603	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Douglas Road Pedestrian Overpass 3100 SW 27 Ave, Miami L 33146	8,000	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coconut Grove 2780 SW 27 Ave, Miami FL 33133	31,286	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Vizcaya 3201 SW 1 Ave, Miami, FL 33133	31,286	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
14	Vizcaya Pedestrian Overpass 3201 SW 1 Ave, Miami, FL 33133	7,565	7	2	1			2.30pm-3.30pm	Yes	State and Local Law Enforcement	Green Cleaning
15	Brickell 1001 SW 1 Ave, Miami FL 33130	43,430	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
16	Government Center (Metrorail and Metromover States 101 NW 1 Street, Miami FL 33128	126,373	5, 2 & 7	4	9			5.30am-1am	Yes	State and Local Law Enforcement	Green Cleaning
17	Historic Overtown/Lyric Theatre 100 NW 6 Street, Miami FL 33136	32,161	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
18	Culmer 701 NW 11 Street, Miami FL 33136	33,276	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group B										

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

1	Supervisors and Heavy Crew				27					State and Local Law Enforcement	Green Cleaning
2	Civic Center 1501 NW 12 Ave, Miami FL 33125	33,846	7	2	2			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Santa Clara 2050 NW 12 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
4	Allapattah 3501 NW 12 Ave, Miami FL 33142	32,121	7		2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Earlington Heights 2100 NW 41 Street, Miami FL 33142	42,742	7	2	5			6am-7.30pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Earlington Heights Garage 2100 NW 41 Street, Miami FL 33142	230,000	6	4	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Brownville 5200 NW 27 Ave, Miami FL 33142	37,304	7	2	2			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Dr. Martin Luther King Jr. Plaza 6205 NW 27 Ave, Miami, FL 33147	37,304	7	2	5			5.30am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Dr. Martin Luther King Jr. Plaza Garage 6205 NW 27 Ave, Miami, FL 33147	347,323		2	3			3.30pm-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Northside 3150 NW 79 Street, Miami FL 33147	37,304	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
11	Tri-Rail 1125 E. 21 Streetb, Hialeah, FL 33013	32,000	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning

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12	Hialeah 115 E. 21 Street, Hialeah, FL 33010	31,286	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
13	Hialeah Pedestrian 115 E. 21 Street, Hialeah, FL 33010	7,600	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
14	Okeechobe 2005 W Okeechobee Road, Hialeah FL 33010	52,672	7	2	3				Yes	State and Local Law Enforcement	Green Cleaning
15	Okeechobe Garage 2005 W Okeechobee Road, Hialeah FL 33010	509,792	6	3	3				Yes	State and Local Law Enforcement	Green Cleaning
16	Palmeto 7701 NW 79 Ave, Miami FL 33166	28,000	7	1	3				Yes	State and Local Law Enforcement	Green Cleaning
17	Miami International Airport (MIC) 3814 NW 25 Street, Miami FL 33142	145,330	7/24	3	13			5am-1am	Yes	State and Local Law Enforcement	Green Cleaning
18	William Lehman Center 6601 NW 72 Ave Miami FL 33166	230,880	5 & 7	5	5			6am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
									Yes		
	Miami Dade Transit Group C										
1	Supervisors and Heavy Crew				4					State and Local Law Enforcement	Green Cleaning
2	Financial District 50 SE 14 Street, Miami FL 33130	12,000		2	8			6am-6.30pm	Yes	State and Local Law Enforcement	Green Cleaning
3	Brickell 1200 SW 1 Ave, Miami FL 33130	13,100		2	2				Yes	State and Local Law Enforcement	Green Cleaning

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

4	TENTH Street/Promanade 1011 SE 1 Ave, Miami FL 33131	10,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
5	Eight Street 59 SE 8 Street, Miami FL 33131	12,300		2	2				Yes	State and Local Law Enforcement	Green Cleaning
6	Fifth Street 35 SE 5 Street, Miami FL 33131	44,500		2	2				Yes	State and Local Law Enforcement	Green Cleaning
7	Riverwalk 88 SE 4 Street, Miami FL 33130	19,700		2	2				Yes	State and Local Law Enforcement	Green Cleaning
8	Third Street 250 S. Miami Ave, Miami FL 33130	5,008		2					Yes	State and Local Law Enforcement	Green Cleaning
9	College/Bayside 225 NE 3 Street, Miami FL 33132	15,144		2					Yes	State and Local Law Enforcement	Green Cleaning
10	First Street 225 NE 3 Street, Miami FL 33132	6,120		2					Yes	State and Local Law Enforcement	Green Cleaning
11	Bayfront Park 150 Biscayne Blvd, Miami FL 33132	8,724		2					Yes	State and Local Law Enforcement	Green Cleaning
12	Knight Center 100 SE 2 Street, Miami Fl 33131	2,000		2					Yes	State and Local Law Enforcement	Green Cleaning
13	Miami Avenue 90 S. Miami Avenue, Miami FL 33130	2,620		2					Yes	State and Local Law Enforcement	Green Cleaning
14	Wilkie D. Ferguson Jr 90 NW 5 Street Miami FL 33136	5,480		2					Yes	State and Local Law Enforcement	Green Cleaning
15	College North 100 ne 5 Street Miami Fl	5,480		2					Yes	State and Local Law	Green Cleaning

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

	33132										Enforcement	
16	Freedom Tower 600 NE 2 Ave, Miami FL 33132	5,680		2					Yes		State and Local Law Enforcement	Green Cleaning
17	Park West 800 NE 2 Ave, Miami FL 33132	4,208		2					Yes		State and Local Law Enforcement	Green Cleaning
18	Eleventh Street 1098 NE 2 Ave Miami FL 33132	4,540		2					Yes		State and Local Law Enforcement	Green Cleaning
19	Adrienne Arsht Center (includes busbay) 1455 Biscayne Blvd Miami FL 33132	84,440		2					Yes		State and Local Law Enforcement	Green Cleaning
20	School Board (includes mover wash bldg)	37,200		2	2				Yes		State and Local Law Enforcement	Green Cleaning
21	Joseph Bryant Metromover Maintenance Facility 100 Sw 1 Ave Miami FL 33128	21,652		2	1				Yes		State and Local Law Enforcement	Green Cleaning
	Miami Dade Transit Group D											
1	Supervision and Heavy Crew				9						State and Local Law Enforcement	Green Cleaning
2	Northeast Transportation Facility	140,000	7	2	6			7am-11pm	Yes		State and Local Law Enforcement	Green Cleaning
3	Northeast Garage & Fuel Island Facility	350,000	7	1	2			7am-11pm	Yes		State and Local Law Enforcement	Green Cleaning

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4	Northeast Perimeter Roving Facility	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
5	Central Transportation-Rosa Parks	230,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
6	Central O/I Garage & Fuel Island	125,000	7	2	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
7	Central Perimeter Roving	500,000	5		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
8	Central Major Overhaul	150000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
9	Central Administration	230,000	5	4	3			7am-5pm	Yes	State and Local Law Enforcement	Green Cleaning
10	Central Maintenance Control - #3311	50,000	5	1	1			12pm-5pm	Yes	State and Local Law Enforcement	Green Cleaning
11	Central Materials Management & Stockroom - #3401	45,000	5	1	1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning
12	Coral Way Transportation	75,000	7	3	2			7am-11pm	Yes	State and Local Law Enforcement	Green Cleaning
13	Coral Way Garage & Fuel Island	125,000	7		2			7am-3am	Yes	State and Local Law Enforcement	Green Cleaning
14	Coral Way Perimeter Roving	500.000	7		1			7am-3pm	Yes	State and Local Law Enforcement	Green Cleaning

Briarcliff manor Union Free School

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org

(1) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Full-time Employees: 13

Successfully completed as agreed.

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:		Project Amount:
15-16-005F, 2015	09/04/2015	to 09/03/2016	$ 222,015.33

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2016	09/04/2016	to	09/03/2017	$ 299,572.69

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Briarcliff manor Union Free School

Contact Name: Anthony Bauso — Reference date: 04/15/2021

Contact Email: abauso@briarcliffschools.org — Contact Phone: 914.432.8134

Name of Referenced Project:

Contract No.	Date Services Provided:			Project Amount:
15-16-005F, 2017	09/04/2017	to	09/03/2018	$ 303,347.30

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☐	☐
c. Deliverables	☐	☐	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☐	☐
c. Turnover	☐	☐	☐	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

PRIME CONTRACTOR

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Workers (d)	Facility Users (e)	Contract Duration (f)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
45 Ingham Road Briarcliff Manor, NY 10510	160,000	5	3	13	**1,432**	2015-18 5 Years	7am-3:30pm	N/A	Yes	N/A

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov
Contract #	**#13ITB87106C-MT, Janitorial Services for Selected Fulton County Facilities**
Period:	8/2013-3/2016
Amount:	$362,141.56
Square Footage:	142,673
Scope of work:	Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15
Successfully completed as agreed.
Full-time Employees: 15 (d)
Ongoing project

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:	Project Amount:
	08/01/2013 to 03/31/2016	$ 362,141.56

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for Selected Facilities (South Libraries)

Please rate your experience with the referenced Vendor:	**Needs Improvement**	**Satisfactory**	**Excellent**	**Not Applicable**
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Great Company to work with!!!!!

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Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Southwest Regiona	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Fulton County in Atlanta

Address:	130 Peachtree Street #1168
City State Zip:	Atlanta, GA 30303
Phone/Fax:	(404) 612-4446/ (404) 893-6303
Contact Name:	James Morehead, Contract Administrator
Email:	James.Morehead@fultoncountyga.gov

Contract #	**18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)**
Period:	1/2019-12/2021 **(f)**
Amount:	$ 617,271.12 **(g)**
Square Footage:	205,925
Scope of work:	Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

Full-time Employees: 15 (d)
Ongoing project

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

BROWARD COUNTY FLORIDA

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi-Ada Corporation

Organization/Firm Name providing reference:
Fulton County

Contact Name: James Morehead Reference date:

Contact Email: James.Morehead@fultoncountyga.gov Contact Phone: (404) 612-4446

Name of Referenced Project: Janitorial Services for Selected Facilities

Contract No.	Date Services Provided:			Project Amount:
18ITB113946C-BKJ	01/01/2019	to	12/31/2021	$ 617,271.12

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Janitorial Services for fourteen (14) Libraries throughout Fulton County, Georgia.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☐	☑	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☐	☑	☐
b. Professionalism	☐	☐	☑	☐
c. Turnover	☐	☑	☐	☐
3. Timeliness of:				
a. Project	☐	☑	☐	☐
b. Deliverables	☐	☑	☐	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☑
c. Regulatory Agency(ies)	☐	☐	☑	☐

Additional Comments: (provide on additional sheet if needed)
Excellent Corporation! Easy to work with and willing to make adjustments to meet their customers needs. It's a pleasure working with them.

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Prime Contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Facility Users (e)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Fulton county: GROUP E – South Fulton Libraries								
Adams Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Cleveland	10,920	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
College Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
East Point	8,400	7	1		9am-5.30pm 7pm-10pm	no	yes	yes
Fairburn Branch	8,047	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Hapeville	4,200	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
South Fulton	21,252	7	1		9am-5.30pm 6pm-11pm	no	yes	yes
S. Fulton Parking Deck	42,000	7	1		7pm-8pm	no	yes	yes
Southwest Region	22,906	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Washington Park	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
West End	6,300	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Wolf Creek Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Palmetto Branch	8,400	6	1		9am-5.30pm 7pm-9pm	no	yes	yes
Metropolitan Branch	21,000	7	1		9am-5.30pm 6pm-10pm	no	yes	yes
Southeast Atlanta	12,600	6	1		9am-5.30pm 6pm-9pm	no	yes	yes
Total								

Sarasota County

Address:	1001 Sarasota Center Blvd.
City State Zip:	Sarasota, FL 34240
Phone/Fax:	941-716-1500
Contact Name:	William Bill Deller, Facilities Supervisor
Email:	bdeller@scgov.net
Location:	Sarasota County

Contract #	Bid #166453HR Custodial Services
Period:	2/2017-1/2022 **(f)**
Annual amount:	$ 675,972.78 **(g)**
Square Footage:	589,760

Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

Full-time Employees: 15 **(d)**
Ongoing project
Facilities users: 2,386 **(e)**

Vendor Reference Verification Form

Broward County Solicitation No. and Title:
RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Chi Ada

Organization/Firm Name providing reference:
Sarasota County BOCC

Contact Name: William Deller Reference date: 04/26/2021

Contact Email: bdeller@scgov.net Contact Phone:

Name of Referenced Project: Clean approx 500,000 sq ft highrise buildings

Contract No.	Date Services Provided:		Project Amount:
2017-119	06/01/2017	to 03/01/2021	

Vendor's role in Project: ☑ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☑ Yes ☐ No

Description of services provided by Vendor:
Clean approx 500,000 sq ft highrise buildings, porter services, covid disinfecting

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	☐	☐	☑	☐
b. Accuracy	☐	☐	☑	☐
c. Deliverables	☐	☑	☐	☐
2. Vendor's Organization:				
a. Staff expertise	☐	☑	☐	☐
b. Professionalism	☐	☑	☐	☐
c. Turnover	☐	☐	☑	☐
3. Timeliness of:				
a. Project	☐	☐	☑	☐
b. Deliverables	☐	☐	☑	☐
4. Project completed within budget	☐	☐	☑	☐
5. Cooperation with:				
a. Your Firm	☐	☐	☑	☐
b. Subcontractor(s)/Subconsultant(s)	☐	☐	☐	☐
c. Regulatory Agency(ies)	☐	☐	☐	☐

Additional Comments: (provide on additional sheet if needed)

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BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

Prime contractor

Facility Location (a)	Sq. Ft (b)	Days of Service	Height Stories (c)	Hours of Operations (h)	Secured Area	Ext. Background Check (i)	Green Cleaning (j)
Administrative							
Building	125,393	7	6	6am & 8pm	yes	Required	Yes
Criminal Justice Center	96,960	5	8	5am-10am	yes	required	yes
Historic courthouse	65,411	5	10	5am& 8pm	yes	required	yes
History Center Museum	6,812	6	1	5pm	yes	required	yes
Judicial Center	97,344	5	6	5am & 5pm	Yes	required	Yes
Payne Park/ Tennis Center	6,379	6	1	6am &4pm	No	required	Yes
Pompano Bldg.	2,696	5	1	1pm	No	yes	yes
Selby Library	60,898	6	2	7am & 4pm	No	yes	yes
Terrace Building	64,612	5	3	5am & 4pm	Yes	yes	yes
Health Dept. building	63,255	6	3	8am-4pm	No	yes	yes
Total							

Subcontractors' references

Ann's Janitorial Services

I

ANN'S JANITORIAL SERVICES, INC.
Commercial and Residential

Contract References

Chi-ada Corporation
Broward County Main Library
Bart Okoro
(305) 962-0398
bokoro@chiadacorporation.com
contract length: 2012-2018
contract amount: $387,000

Sunshine Cleaning
Fort Lauderdale Intl Airpot
Randy Kierce
(954) 772-0884
randy@sunclean.com
contract length: 2011-present
contract amount: $472,000

SP Plus
Port Everglades, Governmental Center Garage, Broward Courthouse Garage, Broward South Courthouse Garage
Cathy Raphael
craphael@spplus.com
(954) 235-7816
Contract Length: 2017-2020
Contract Amount: 1.3 million

Office: 954-367-3013 Fax 954-367-3717 Email nkendall0575@yahoo.com

McKenzie Cleaning Inc.

Janitorial References

Location / Agency	Contact Person information	Service	Yearly Value
Federal Aviation Admin. October 2016- Current	Steven Smith 305-869-5350 steve.d.smith@faa.gov	Janitorial	$1,352,297.44
Broward County Courthouse January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$449,557.00
Broward County Libraries January 2016 - Current	Patty Rojas 954-929-0509 projas@triangleservices.com	Janitorial	$670,698.78
United States Coast Guard Oct 2017 - Present	Steve Volk 305-790-4241 Volk, Steven M LCDR Steven.M.Volk@uscg.mil	Janitorial	$325,000.00
Broward County States Attorney Offices / Contract 10 Small Group Facilities January 2015 –Present	Various Managers Marlon Jerome MJEROME@broward.org	Janitorial	$186,000.00
USDA Janitorial Service Oct July 2016- Current	Karla Agurto 786-573-7061 karla.agurto@ars.usda.gov	Janitorial	$94,644.00

1.3. Experience of Key Personnel

❖ Description of Chi-Ada Corporation Key personnel experience

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year.

Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS). We achieve our goal by the quality of our human capital. Our management is enriched by prominent, high skilled, and experienced individuals with degrees in Hospitality Management, Electrical Engineering, Property Management, Education and Criminology, Business and Investment Management, and Accounting.

Our key personnel is highly experienced. Our account manager has more than twenty-six years in managing janitorial services. The account manager overviews each contract with highly skilled key personnel comprised of the project manager and assistant project manager, the quality control manager, and project crews and custodians. The project manager has been managing our contracts for more than seventeen years. Our assistant project manager has more than seven (7) years of experience. In addition, we measure the importance of quality assurance for every project we undertake. For that, we focus on the knowledge and skills of our quality control manager to achieve successful control of quality. Our quality control manager has more than sixteen years of quality control experience. Our supervisory strategy led us to hire experienced supervisors. Each supervisor has more than twelve years of supervisory experience. Professional

custodians and project crews do our daily cleaning to ensure that the work of each contract is performed above the requirement of the contract. In this regard, most of our project crews and custodians have between one to ten years of experience in cleaning, including project and emergency works. New employees are trained and supervised daily to equipped them with the same level of cleaning knowledge, safety awareness, and the skill to use green cleaning products.

Our subcontractors are highly qualified with experienced and acknowledgeable key personnel. McKenzie has been in the janitorial industry for more than seventeen (17) years. Its supervisor has more than seventeen (17) years of experience in supervising janitorial services. Ann's Janitorial is a fully qualified janitorial company. Its supervisor has more than twenty (20) years of janitorial service experience.

Green cleaning policy

Chi-Ada Corporation has implemented a green cleaning policy to guide our employees in maintaining a healthy, clean, and safe building environment while reducing the impacts of cleaning processes, procedures, and products on the natural environment. Our plan focuses on cleaning products, operating procedures, staff training, and facility occupant feedback.

For the green cleaning products, we pursue the purchase of efficient cleaning, hard floor, and carpet care products that meet the criteria of our sustainable program. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending.

Our policy does not eclipse the cleaning operating procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results.

Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

1. List of key personnel and experience

List of Chi-Ada Corporation Key Personnel

Chi-Ada Corporation has twenty-five years in the janitorial business. Today, the Corporation has 200 full-time employees and 103 part-time employees that perform Janitorial Services for over 9 million sq. Ft. We are one of the five-star Janitorial Services in Florida. Presently, we are servicing facilities throughout South Florida and Georgia, ranging from Governmental Centers, Police Stations, health facilities, courthouses, libraries, public housings, parks, trains, Metrorail Stations, bus Facilities, and Airports. As a result, we handle facilities of all sizes 24 hours a day, seven days a week, including holidays. For instance, most of our contracts in Miami Dade County required 24 hours a day, seven days janitorial services with security screening. For that, our contract at Miami International Airport Metro mover/Metrorail stations demands 24 hours a day, seven days a week coverage with access control and security credentialing with an estimated 27,800,000 passengers a year. Further, we are cleaning Broward County Public Safety, City of North Miami Beach, Government Center; Police Station, Miami Dade County Lightspeed, which require access control and security credentialing (CJIS).

Chi-Ada Corporation's key personnel is comprised of the account manager, the quality control manager, the project manager, supervisors, and custodians.

Names	Role	Year of experience
Bartholomew Okoro	Account Manager	28 years
Maxine Goodall	Quality control manager	16 years
Patrick Wnoakeofor	Project manager	17 years
Omar Turrel	Assistant Project Manager	8 years
Humberto Guerrera	Supervisor	16 years
Maricela Hernandez	Supervisor	12 years
James Kakrah	Supervisor	8 years
Valerie Gomez	Supervisor	20 years
Nitza Molina	Supervisor	16 years
Maria Castro	Supervisor	16 years
Macken Marcel	Supervisor	12 years
Other staff (custodians, project, floor, utility crews)	Custodians	Between 1-10 years

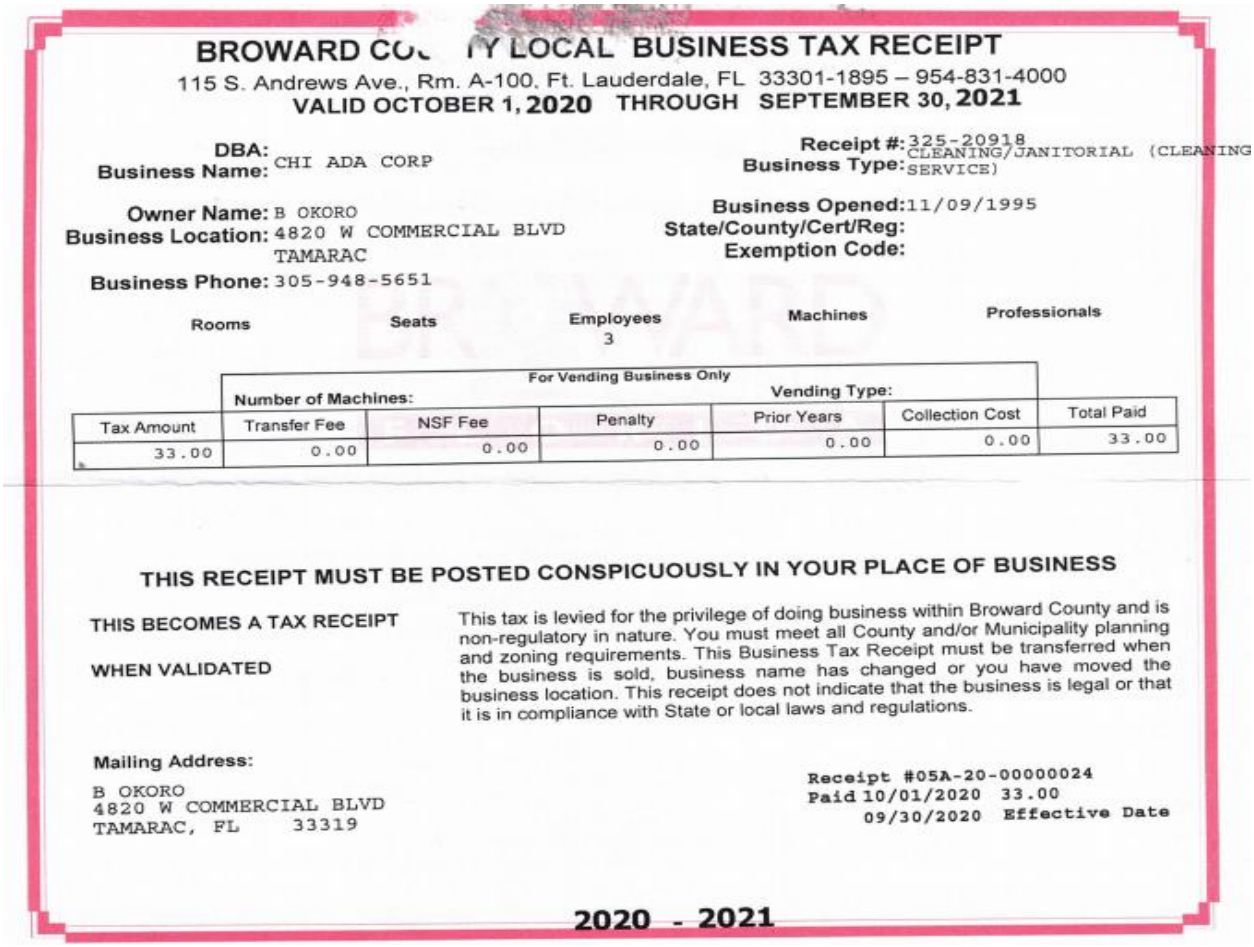
2. Chi-Ada Corporation's employees resume who will furnish professional and technical support expertise.

Name	Function	Skills	Education	Experience
Bart Okoro	President and Chief Executive Officer	Management and decision-making skills, creative and leadership skills, problem solving, excellent planning and organizational skills.	**1991 B.S. Degree in Hospitality Management** (Florida International University, Miami, Florida) **1990 Associate Degree in Pharmacy** (Miami Dade College, Miami, Florida) **1987 Diploma in Hotel Management** (College of the Bahamas Nassau, Bahamas)	1995-Present: **President/CEO** (Chi-Ada Corporation, Florida) 1992-2005: **Janitorial Subcontractor** (American Building Maintenance (ABM), Miami, Florida) • Provided janitorial services to 43 bank locations. 1988-1992: **Restaurant Shift Manager and Line Cook** (Fontainebleau Hilton Hotel, Miami Beach, Florida)
Chinedu Okoro	Human Resource Manager	Broad working knowledge of human resource, excellent management skills, remarkable problem solving and conflict resolution skills, sound consulting skills and decision-making skills, solid analytical skills, knowledge of employment and labor laws and regulations, superior communication (oral and written) skills, strong interpersonal and organizational skills, and ability to work with databases, spreadsheets, presentation, email, internet research sources, and work processing software.	**2012 M.S in Electrical/Solar Energy.** **2007 B.A. in Electrical Engineering** (Florida International University, Miami, Florida)	2007-Present: **Human Resource Manager** (Chi-Ada Corporation, Florida)
Regina Okoro	Administrative Assistant		**2007 Associate Degree in Nursing** (Broward Community College)	1995-Present: **Administrative Assistant** (Chi-Ada Corporation, Florida)
Patrick Wnoakeofor	Operation Manager	Exceptionally talented, creative and efficient manager in special projects work, such as pressure cleaning, strip and refinish floors, and carpet shampooing.	**2009 master's degree in economics** (Florida International University, Miami, Florida) **1998 B.S. Degree in Biology** (Miami Dade College, Miami, Florida)	2004-Present: **Operation Manager** (Chi-Ada Corporation, Florida)
Pal G. Idani	Bid and Account Receivable	Creative Leadership, Corporate Planning, Business Evaluation, Financial Analysis, Marketing Strategy, Financial Reporting, and Supply Chain Management	**2018 Master of Accounting** (Nova Southeastern University, Davie, Florida) **2014 MBA Degree in Financial Valuation and Investment Management** (Lynn University, Boca Raton, Florida) **2011 B.S. Degree in Interdisciplinary Studies** (NYACK College, New York City, New York)	2014- Present: **Bid and Accounts Receivable Manager** (Chi-Ada Corporation, Florida) 2011-2013 **Director of Missions** (Church of All Nations, Boca Raton, Florida) 2001-2003 **Administrator** (Christian Ministry International, Boca Raton, Florida)

2. Location

Chi-Ada Corporation is located at 4820 West Commercial Blvd Tamarac Florida 33319. The location certification form is submitted.

Broward County business receipt



BROWARD CO[illegible]TY LOCAL BUSINESS TAX RECEIPT

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

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

DBA:
Business Name: CHI ADA CORP

Receipt #: 325-20918
Business Type: CLEANING/JANITORIAL (CLEANING SERVICE)

Owner Name: B OKORO
Business Location: 4820 W COMMERCIAL BLVD TAMARAC
Business Phone: 305-948-5651

Business Opened: 11/09/1995
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		3		

For Vending Business Only

Number of Machines:	Vending Type:					
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

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:
B OKORO
4820 W COMMERCIAL BLVD
TAMARAC, FL 33319

Receipt #05A-20-00000024
Paid 10/01/2020 33.00
09/30/2020 Effective Date

2020 - 2021

3. Project Approach

Chi-Ada corporation understands that there is a need to integrate appropriate strategies to reach our goal of maintaining cleaned facilities that can satisfy Broward County. In this regard, we will ensure the proper use of our subcontractors, apply our strategy to meet or exceed quality standards as it lays on an adequate allocation of qualified workers for each facility. Further, we will have several approaches to minimizing service hours. We will use simplified plans to meet minimum work tasks to manage the interface with normal building activities. Finally, we will identify regular building hours as well as any upcoming activities to maintain public areas.

Our subcontractors will be awarded an entire section of each agreement based on the agreed percentage of the subcontracting. Each subcontractor will provide qualified supervisors, custodians, restroom crew, project crew for labor. They will provide their equipment and supplies. Our project/assistant project manager will ensure that the subcontractors and their employees meet the daily, weekly, monthly, semi-annual, and annual cleaning standards. Our quality control manager and his/her team will conduct daily spot inspections for contract compliance.

Agreements Chi-Ada Corporation is proposing:

AGREEMENT NO. 1 BRANCH LIBRARIES

AGREEMENT NO. 2 LARGE FACILITIES GROUP 1

AGREEMENT NO. 3 LARGE FACILITIES GROUP 2

AGREEMENT NO. 4 LARGE FACILITIES GROUP 3

AGREEMENT NO. 5 LARGE FACILITIES GROUP 4

AGREEMENT NO. 12 BROWARD COUNTY JUDICIAL COMPLEX

AGREEMENT NO. 13 PORT EVERGLADES FACILITIES

AGREEMENT NO. 14 911 REGIONAL DISPATCH CENTERS

Chi-Ada Corporation’s Full-time and part-time employees currently employed.

Full-time: 200

Part-time: 103

Chi-Ada Corporation's full-time and part-time supervisory employees currently employed.

full-time: 20

Part-time: 7

Chi-Ada Corporation's full-time and part-time custodial workers currently employed.

full-time: 186

Part-time: 90

Chi-Ada Corporation's temporary employees

Chi-Ada Corporation does not employ temporary employees.

3.1. Project approach for each Agreement of locations prime Vendor is proposing:

a. Describe how you intend to meet or exceed quality standards.

Allocating the workers, our experimented, skilled and experienced terminal and site supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties. Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner's work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

Color	Location of Use

Red	Infectious area
Green	Kitchen
Yellow	Bathroom
Blue	Open areas
Teal	General cleaning areas

Chi-Ada Corporation employs color-coded cleaning methodology.

b. Discuss any exceptions you suggest to minimum proposed service hours.

Chi-Ada Corporation minimizes the service hours through a good organization of the task to be completed. The corporation realizes this efficiency by assigning a crew for spot cleaning and moping utilizing machines instead of manpower. By using machines, we are able to reduce the service hours required in manpower.

c. Describe how you propose to meet minimum work tasks and interface with normal building activities.

To accomplish our cleaning duties without interfering with the standard building activities, we identify the regular building hours and any upcoming activities and schedule our tasks accordingly. Our services shall be performed so that there will be no interference with an operation on the premises. We schedule cleaning, for example, floor care, air-quality cleaning, and special projects primarily after office hours and during the evening shift, by contacting building managers in a timely manner so to reduce any incident's from occurring.

d. Describe how you will maintain public areas, specifically providing high quality floor surfaces.

Chi-Ada Corporation's strategy to maintain public areas and high-quality surfaces is through the use of floor equipment, scrubbing and polishing hard floors, and daily buffing and shine. Carpeted areas are cleaning by extraction cleaning, followed up with daily spotting cleaning of carpets, and dust moping by project crew trash removal and dusting done by regular cleaning schedules. The firm uses damp cloths, sponges, scrub pads to remove smudges, fingerprints, marks, streaks from the surfaces of ledges, windows, walls, doors, door frames, and surfaces through the spot cleaning. Further, the company uses spot moping to remove spots, spills, and soils from non-carpet floors free of stains, streaks, and marks. The company also polishes stainless steel, chrome, brass surfaces with polishes, and a clean, soft cloth. Finally, all garbage,

debris, and other trash materials shall be removed as required from all areas to avoid spills, overflow, and deposits in dumpsters.

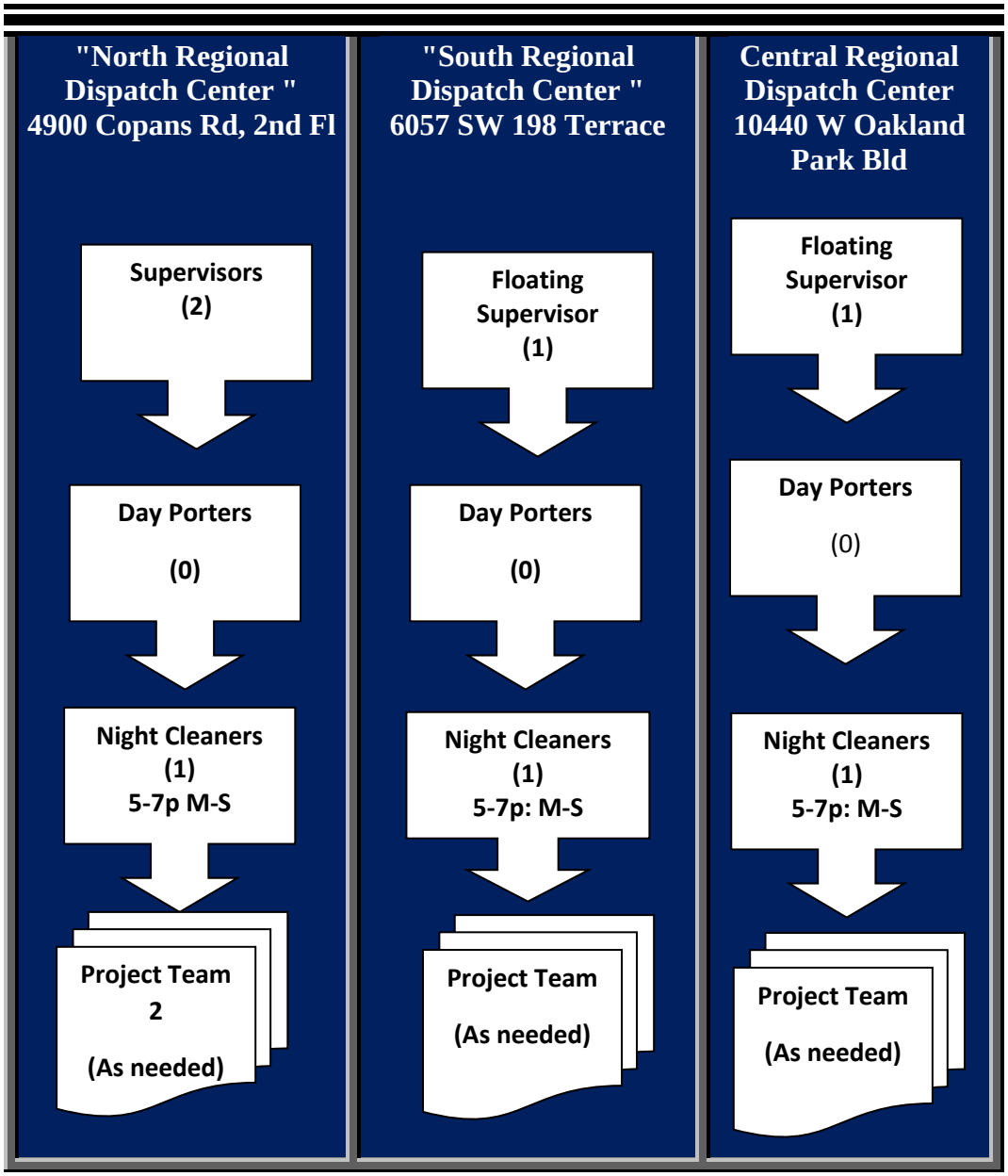
3.2 Chi-Ada Corporation Management and organization of work

a. State number of crews working for Agreement 14

For agreement 14, two (2) supervisor, three (3) custodians, and the two (2) project team will be allocated as indicated on the allocation tables. The team will be covered by the project manager and assistant manager, the quality control manager, and the account manager.

Job Description	Number
Account Manager	1
Quality Control Manager	1
Project Manager	1
Assistant Project Manager	1
Supervisors	2
Day-porters	0
Custodians	3
Project Crews	2
Total	**11**

Allocation tables



i. Describe how you will schedule basic janitorial service for each facility.

Our basic janitorial service schedule for each facility focuses is on the daily, weekly, monthly, quarterly, semiannual, and annual cleanings. Dispatching the workers, our experimented, skilled, and experienced supervisors and custodians head the entire workers in each facility. In this strategy, our goal is to ensure that all tasks are appropriately done. We also organize each pool of custodians by requiring the pool to be led by a team leader to coordinate their duties if the supervisors are present or not. Therefore, it helps us maintain an organized cleaning standard, a top-to-bottom cleaning methodology that focuses on attention to detail. The strategy also allows us to provide a unique routine task, which requires our special cleaning skills. Incidentally, Chi-Ada Corporation implements a three-step integrated cleaning process which includes a daily cleaning checklist, quality assurance inspection reports, and corrective action request process prepared by the management team. This checklist helps provide a link between the cleaner and his/her duties.

Consequently, the on-duty worker performs the cleaning process as per location specifications. Furthermore, we use our quality assurance inspection report to review the on-duty cleaner’s work quality, which will be rated unsatisfactory, poor, good, excellent, or requires urgent attention. Corrective action requests of review and feedback information are given to the on-duty worker.

ii. List the individual building teams that will be working for that agreement per building(s): management, supervisory, maintenance crews.

Facility	Supervisors	Day-porters	Custodians	Project Team
"North Regional Dispatch Center " 4900 Copans Rd, 2nd Fl	2	0	1	2
"South Regional Dispatch Center " 6057 SW 198 Terrace	Floating Supervisor	0	1	1
Central Regional Dispatch Center 10440 W Oakland Park Bld	Floating Supervisor	0	1	1

b. Describe how you will schedule basic janitorial service for each facility while coordinating.

Our essential janitorial services consist of allocating appropriate key personnel for each building/facility, coordinating and supervising the work of each team building. We also verify the compliance of the work assigned using daily cleaning checklist, weekly cleaning checklist, annual cleaning checklist, restroom checklist, and inspection reports. The samples are listed here.

Cleaning Checklist

Chi-Ada Corporation

Cleaning Services Schedule Main Library

Year: ___2018_____

Annual Services

Air Quality Cleaning — **April**

Semi-Annual Services

- *Seal floor grout* — February_____ — August_____
- *Strip, seal and refinish tile floors.* — February_____ — August_____

Quarterly Services

Speaker grills, fluorescent light diffusers or other lighting fixtures shall be cleaned quarterly or more frequently if necessary.	February_ __	__May_____	_August__	_November____
Overhead Dusting.	__ February__	__ May _____	_August____	_November__
Pile lift all carpeted areas.	__April _____	_July_____	__October___	_January__
Scrub and recoat tile floors	__May_____	_August____	__November_	_February___
Remove any incrustation or build up on tile floors	__May_____	_August____	__November_	_February___

Monthly Services

- Damp wipe blinds. — __3rd Week of the Month_____
- Clean floor grout — __2nd Week of the Month_____
- Burnish tile floors — __4th Week of the Month_____
- Refill or change urinal screens and deodorizers. — __1st Week of the Month_____
- Clean wall grout — __2nd Week of the Month_____

Cleaning Services Schedule

Year: ____2017_____

Weekly Services

Task Description	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).							X
Edge all carpeted areas. 3. Pile lift high traffic areas.							X
Pile lift high traffic areas				X			
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.		X					
Dust picture frames with a lightly treated dust cloth or short-handled duster.		X					
Machine scrub tile floors (some facilities may require more frequency)						X	
Spray buff tile floors					X		
Restock closet with consumable janitorial supplies			X				

Daily Cleaning Locations:

Entrances, Exterior Landings, Loading Docks and Ramps, Lobbies and Hallways, General Offices, Courtrooms, Hearing Rooms and Auditoriums, Conference Rooms, Break Rooms/Kitchens and Jury Rooms, Elevators, Escalators, Stairwells, and Janitorial Closets and Equipment

Daily Services

- Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.
- Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.
- Clean and police for the removal of dirt, mud, trash, and litter.
- Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.
- Clean items such as mats, surfaces under mats, and foot scrapers.
- Vacuum mats, rugs and entryway systems.
- Clean all glass doors and glass panels adjacent to glass doors.
- Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.
- Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.
- Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.
- Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.
- Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.
- Pick up trash, food, or debris dropped on the floors
- Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.
- Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.
- Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.
- Return all furnishings to their original positions after cleaning.
- Report items requiring maintenance to County for prompt repair.
- Fill towel and soap dispensers.
- Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.
- Damp mop all hard floors with a neutral detergent solution.
- Spot-clean carpets as necessary.
- Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.
- Return all furnishings to their original positions after cleaning.
- Do not disturb any papers that may have been left in the conference room.
- Clean and polish all stainless steel and other metal finishes.
- Clean all stainless steel fasciae and other metal finishes in the elevator lobby.
- Sweep floors.
- Remove gum from floors and other resistant materials
- Mop floors to remove dirt and stains.
- The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).
- Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.
- Clean handrails and push buttons.
- Wash handrails with non-irritating, non-toxic solution and wipe dry.
- Wash panels, skirts and molding with a sponge or cloth and a detergent solution.
- Wipe dry and polish metal with appropriate polish.
- Polish handrails with appropriate polish.
- Sweep steps to remove debris and loose dirt
- Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.
- Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.
- Collect all litter and trash from the stairwell and dust mop stairs.
- Wet mop the stairs and landings with a damp mop using a neutral detergent solution. Use "CAUTION-WET FLOOR" signs when mopping the stairwells. Remove signs when no longer required.
- Report any loose handrails, bad or loose step treads, or any other item requiring maintenance (and which may present a safety hazard to anyone using the stairs) to County for further action.
- Clean all housekeeping equipment and store rooms so that the housekeeping equipment and rooms are presentable
- Empty all waste collection containers.
- Spot-clean the doors, walls, and shelves with a neutral detergent cleaner.
- Clean sinks and walls adjacent to sink with cleaner/disinfectant solution.

- Arrange supplies on shelves in a neat and orderly manner.
- Check supplies and notify supervisor if any cleaning supplies or chemicals are needed.
- Sweep open floor area and damp mop with cleaner disinfectant solution

Daily Cleaning for Restrooms

Daily Services

- Clean both sides of doors leading into the restroom with a cloth dampened with cleaner/disinfectant solution with particular attention to door knobs, push plates, ventilation grilles, and "kick plates".
- Dry all metal surfaces after wet cleaning to prevent water spotting.
- Empty all trash receptacles into the trash collection container being careful not to spill any of the trash onto the floor. Clean the waste receptacles with a cleaner/disinfectant solution before placing a new plastic liner into the receptacle.
- Clean dispensers and replenish paper products and soap supplies in the rest rooms.
- Remove trash and soil from the floor by sweeping.
- Pick up trash.
- Clean all mirrors to a streak-free finish using a lint free cloth and glass cleaner.
- Clean and disinfect exterior surfaces of hand dryers/towel dispensers
- Clean lavatory sinks, shelves, chrome hardware, partitions, countertops, changing stations and wall areas around the basins with a cloth and cleaner/disinfectant solution. Rinse the surface with clear water.
- Wipe all polished surfaces dry to prevent water spotting.
- Clean the flushing hardware, commode seats, and the outside of the commodes and urinals with cleaner/disinfectant solution. Wipe the commode seats dry with a clean cloth after cleaning (the underside of the seat should be cleaned just as thoroughly as the topside).
- Clean the inside of the commode and urinal bowls, the walls behind the wash basins, commodes, and urinals and the partitions between the commodes and urinals.
- Clean and disinfect interior and exterior surfaces of sanitary napkin receptacles, and replace plastic bag liner with a new liner.
- Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall-mounted lavatories, urinals, and toilets.
- Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces.
- Damp clean and disinfect all surfaces of shower curtains and doors.
- Damp clean and disinfect all exterior surfaces of lockers.
- Wipe all polished metal surfaces dry to prevent water spotting using a clean, dry cloth. Wet mop the restroom floor daily with a cleaner/disinfectant mopping solution. Rinse the floor thoroughly with clear water to prevent a build-up of detergent residue.
- Use "CAUTION – WET FLOOR" signs when mopping restroom floors.
- Pour some of the cleaner/disinfectant mopping solution down the floor drains to insure that the "trap" is full to prevent any sewer gas from escaping through the traps and into the restrooms.
- Report items requiring maintenance to the County.
- De-scale fixtures, if necessary, using a mild, acid-type bowl cleaner.
- Use a different colored or a different kind of cloth for rest room cleaning to ensure that these cloths are not used to clean other areas

Restroom checlist

Chi-Ada Corporation

Restroom Checklist

Week Start: _____ Week Ending: _____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one): Adm. / Detox NRD / Outpatient / Triage

Date		Toilet Seat Cover		Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								***Please check tasks completed***												(Circle) AM PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____

_____ Employee Signature: _____

_____

Weekly inspection checklist

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short, handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:

Inspected By: _____
Signature: _____

Follow Up Actions:

Referred To: _____ **Date**: _____

Daily inspection

Chi-Ada Corporation
Facility:
Daily Services Project Inspection

Supervisor Inspections

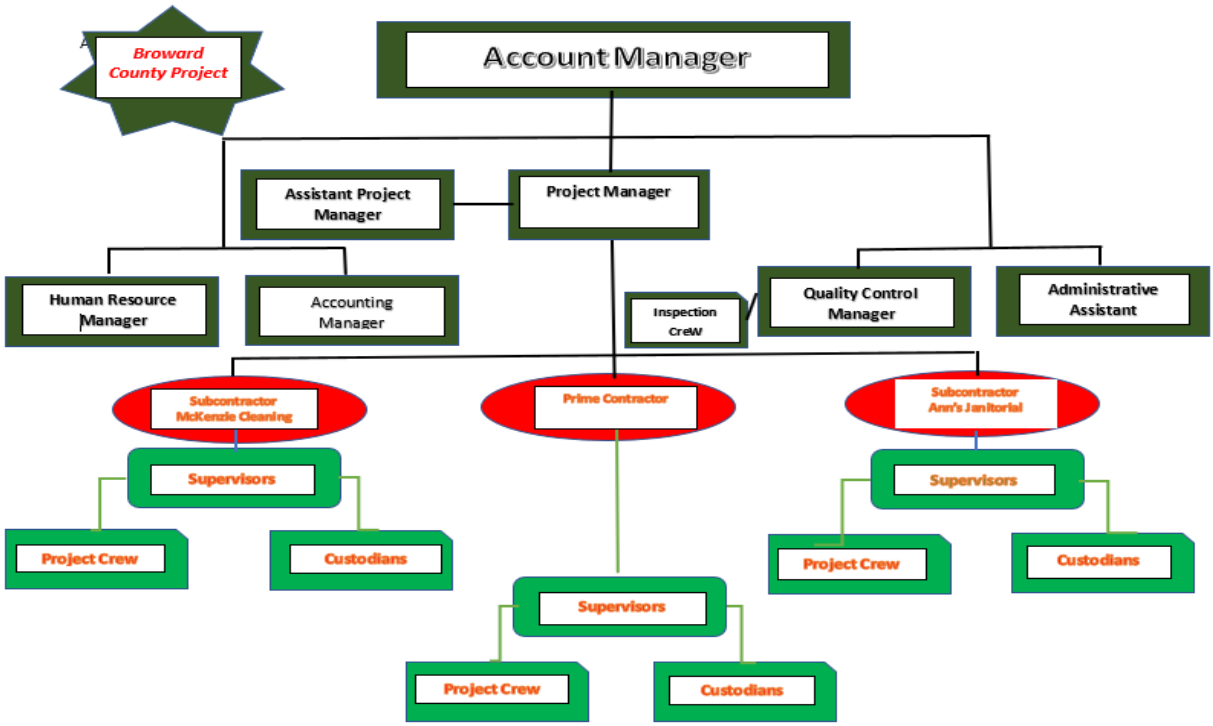
Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						

Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

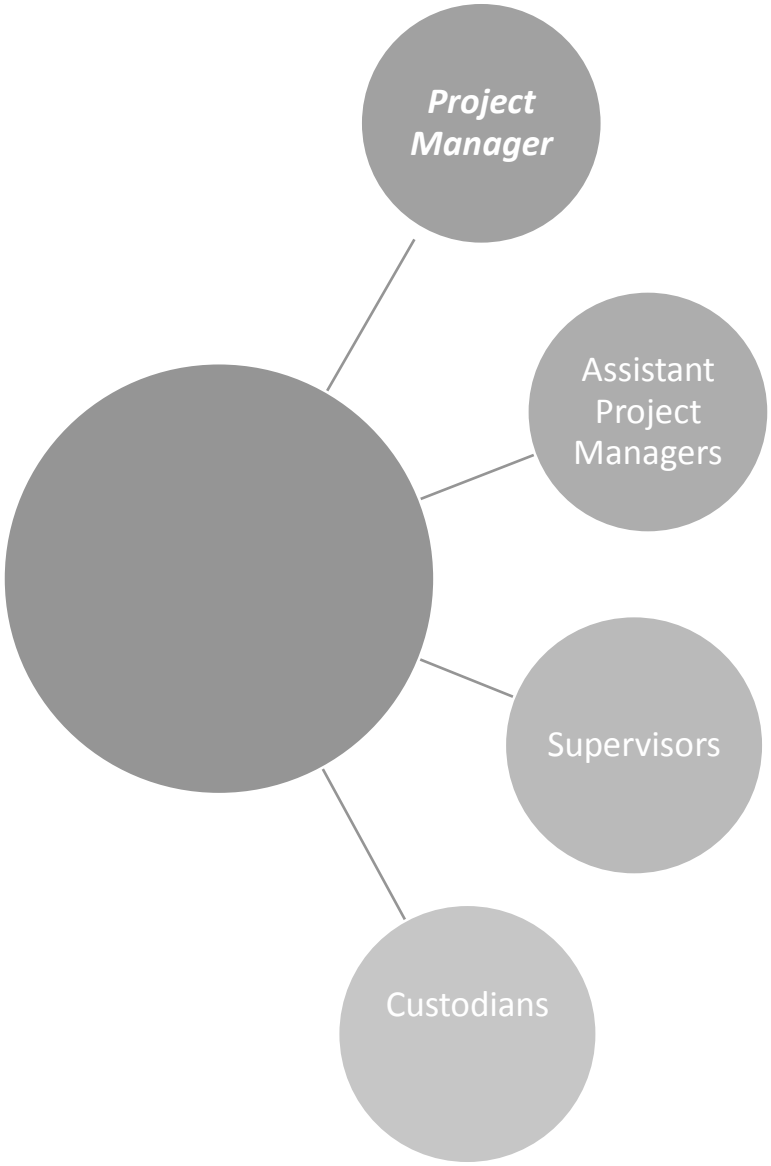
Recommendations:_____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

i. Describe crew organization to perform basic and project work.

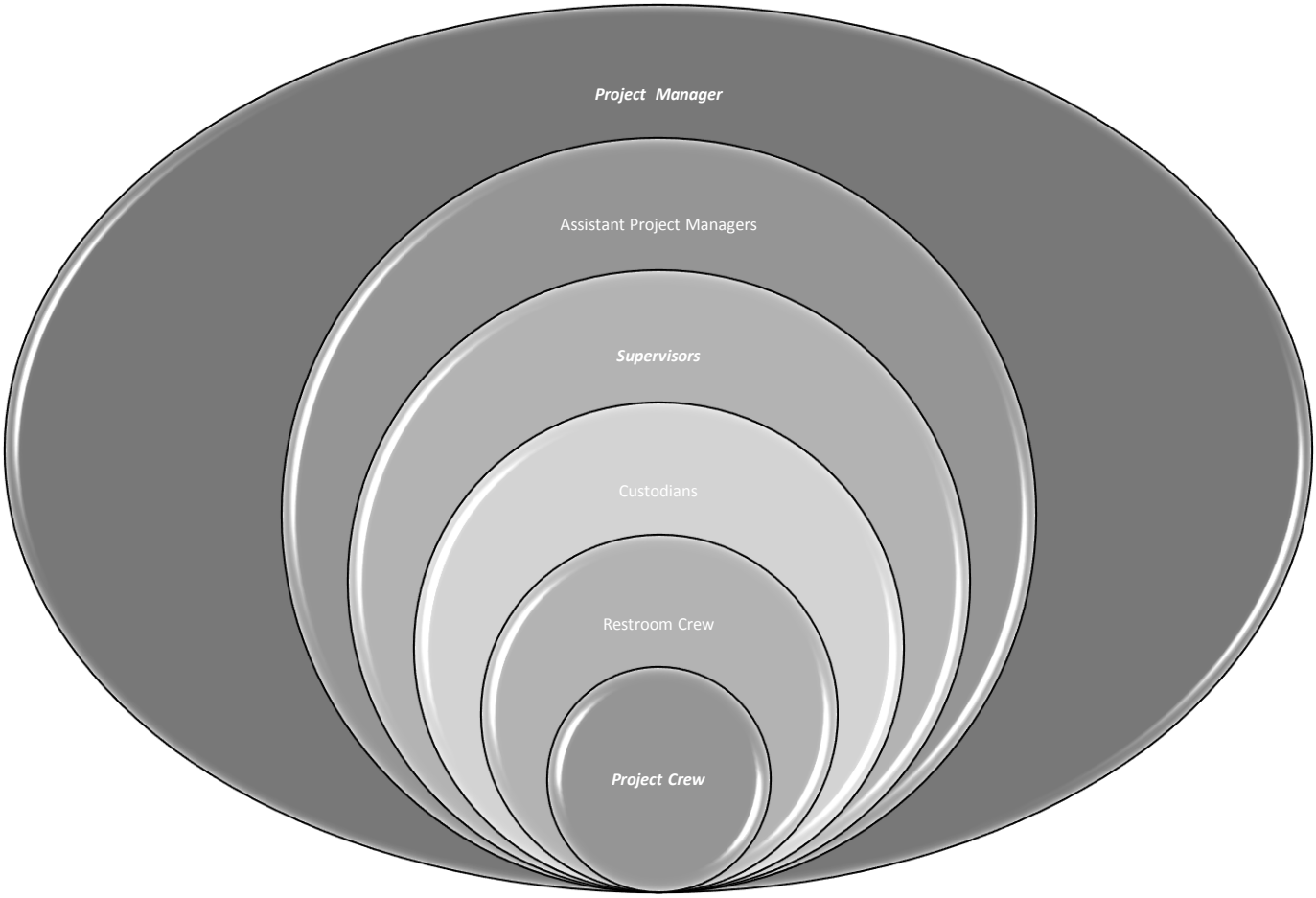
Our key personnel is organized under the leadership of the account manager. He will be assisted by a quality control manager, a project manager, supervisors, day-porters, custodians, and the project team described herein. Workers will be assigned to each facility based on the key personnel schedule stated previously and according to the need identified for each facility. If the size of facility does not require more than four cleaners, the facility will be covered by floating supervisors if the size of the facility does not need a full-time supervisor. Supervisors have the duties to ensure each worker is assigned to his or her location every day. If there is a call-off, supervisors can provide replacement based on our human resource strategy. The task will be done daily, weekly, monthly, quarterly, or yearly as required. The quality control manager will make spot inspections every day in addition to the inspection of each supervisor. Issues will be recorded and mitigated. Chi-Ada Corporation has daily, weekly, monthly, quarterly, and yearly cleaning inspection forms to evidence the quality of work. Plus, supervisors will use our daily restroom checklist to ensure that the restrooms are maintained according to the contract requirement. Each supervisor will hold a daily workbook to assign the job of each worker appropriately.


Broward County Project
Account Manager
Assistant Project Manager
Project Manager
Human Resource Manager
Accounting Manager
Inspection Crew
Quality Control Manager
Administrative Assistant
Subcontractor McKenzie Cleaning
Prime Contractor
Subcontractor Ann's Janitorial
Supervisors
Supervisors
Supervisors
Project Crew
Custodians
Project Crew
Custodians
Project Crew
Custodians

- **Work Organization Chart**

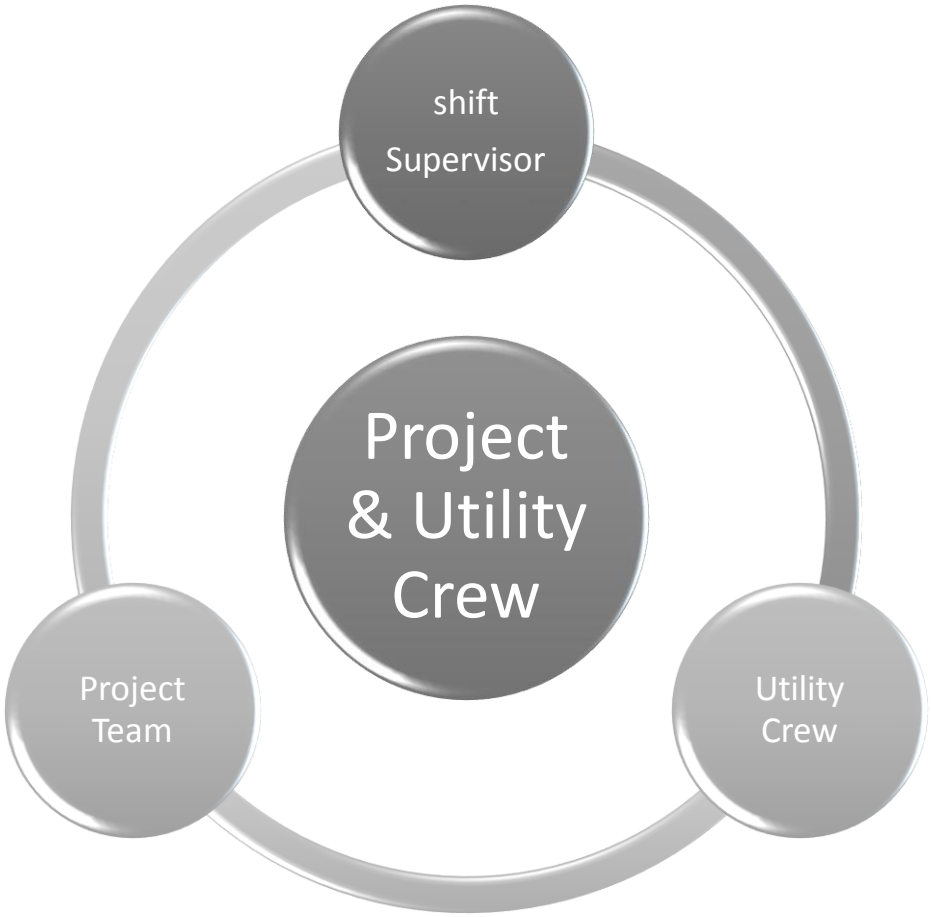


Crew organization to perform basic and project work Charts

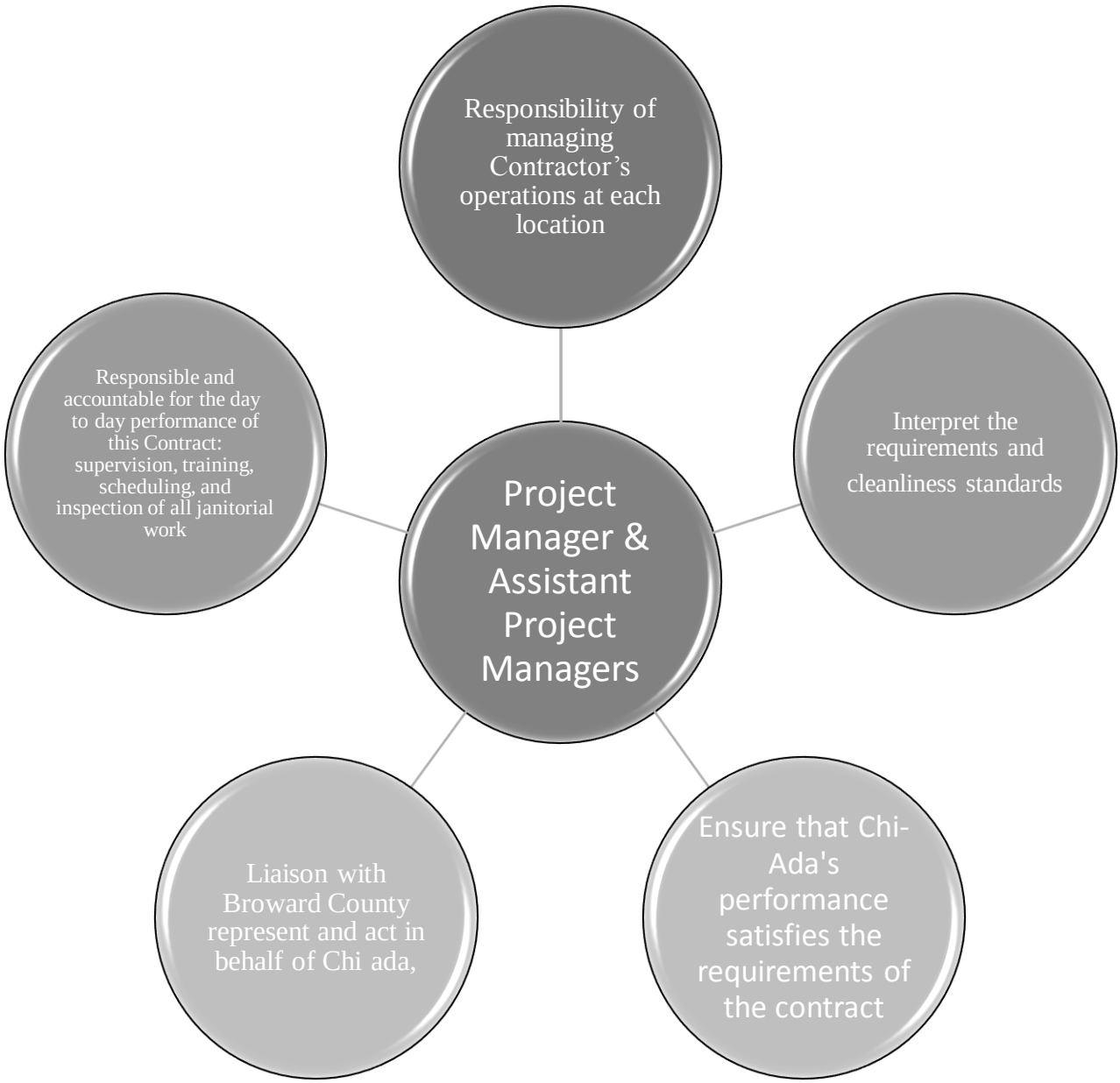


Distribution of Project Work

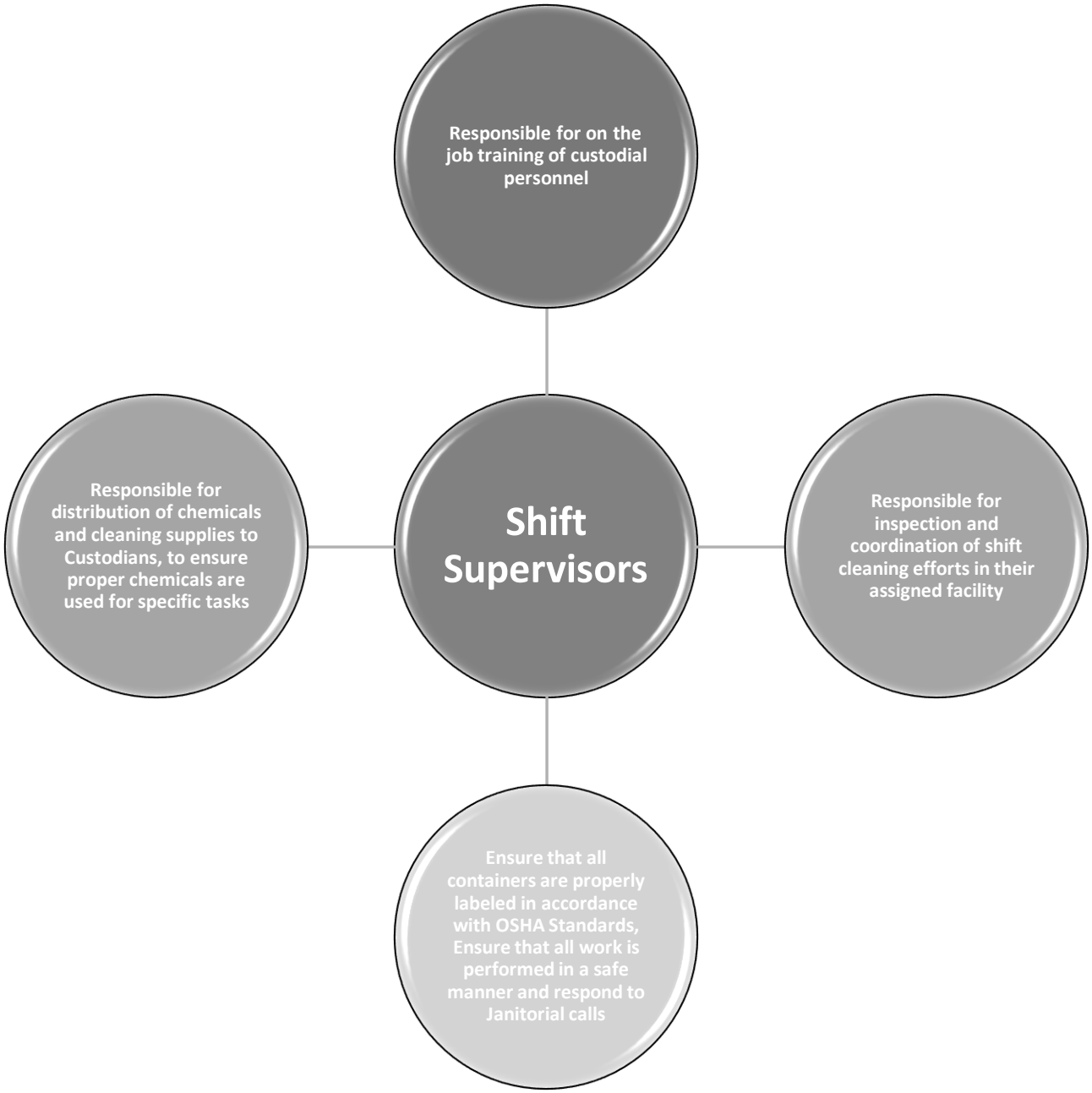
Project & Utility Crew



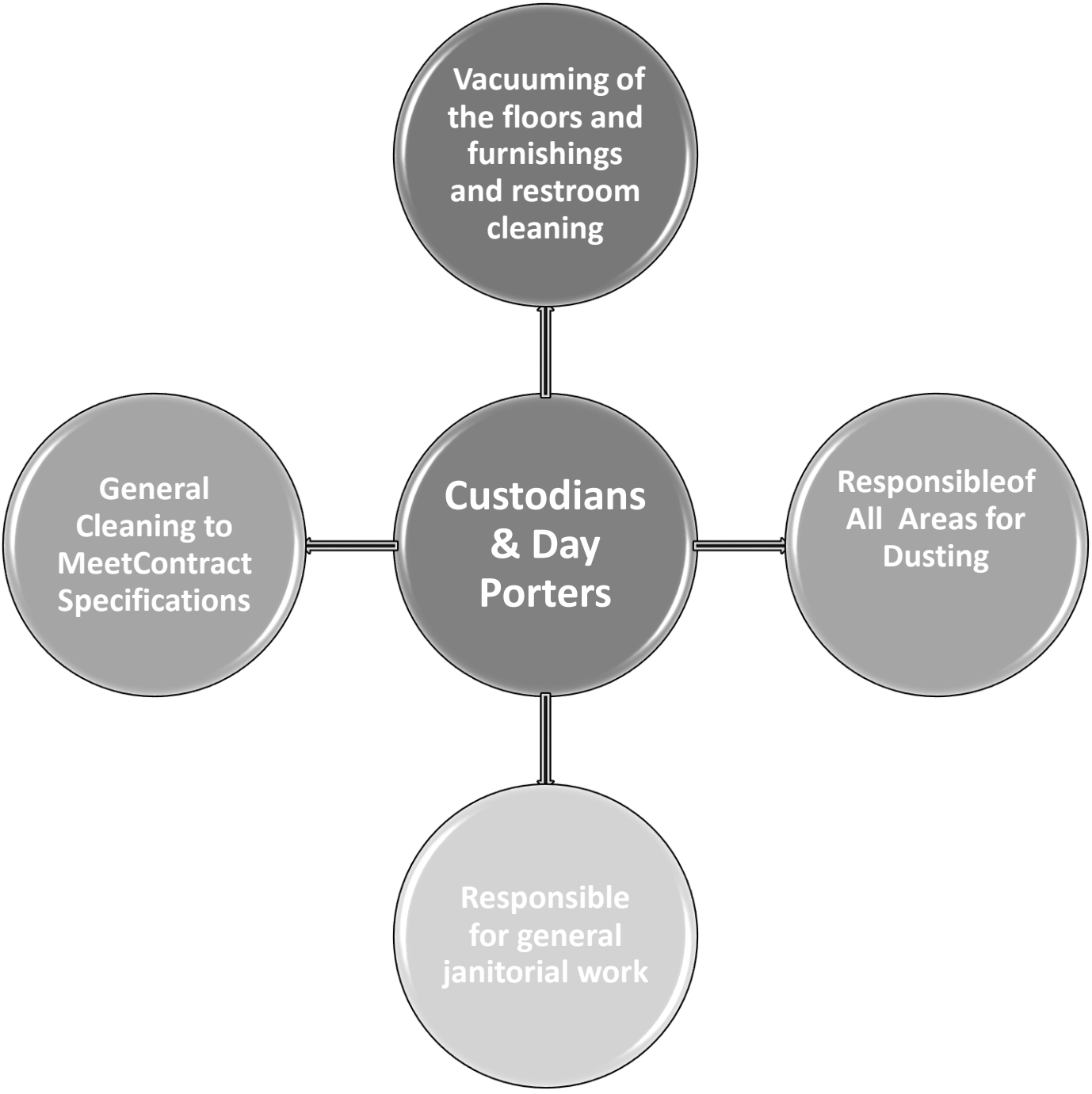
❖ **Job Description for Basic Staffing**



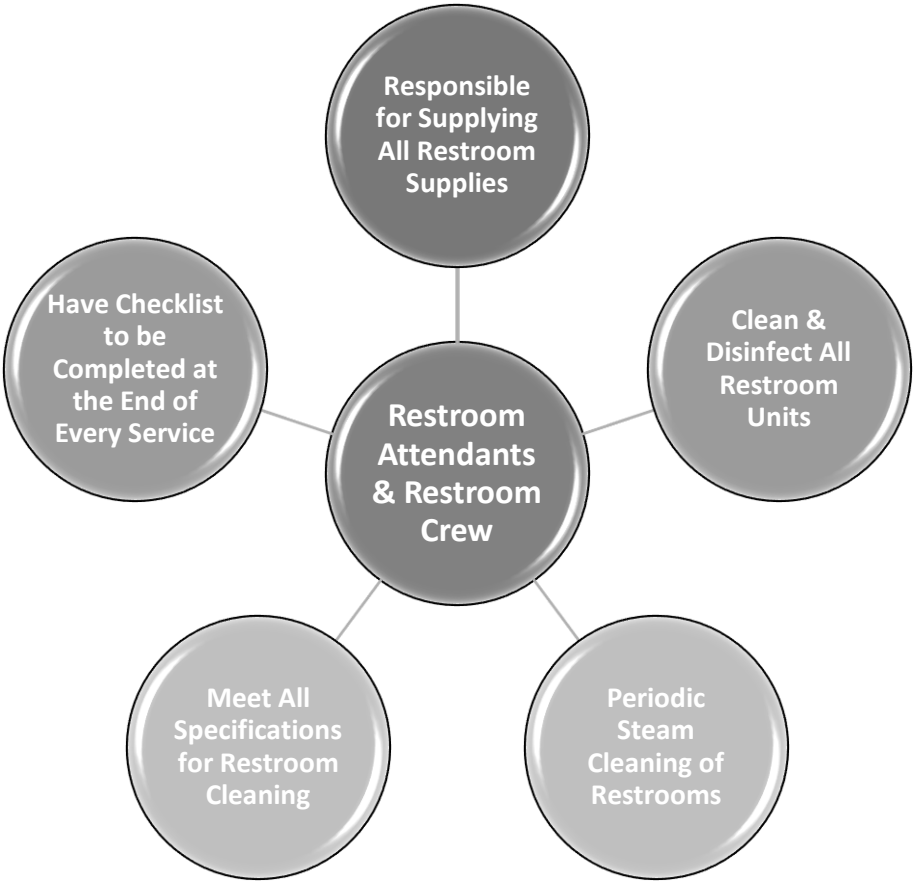
Shift Supervisors



Custodians Daily Services

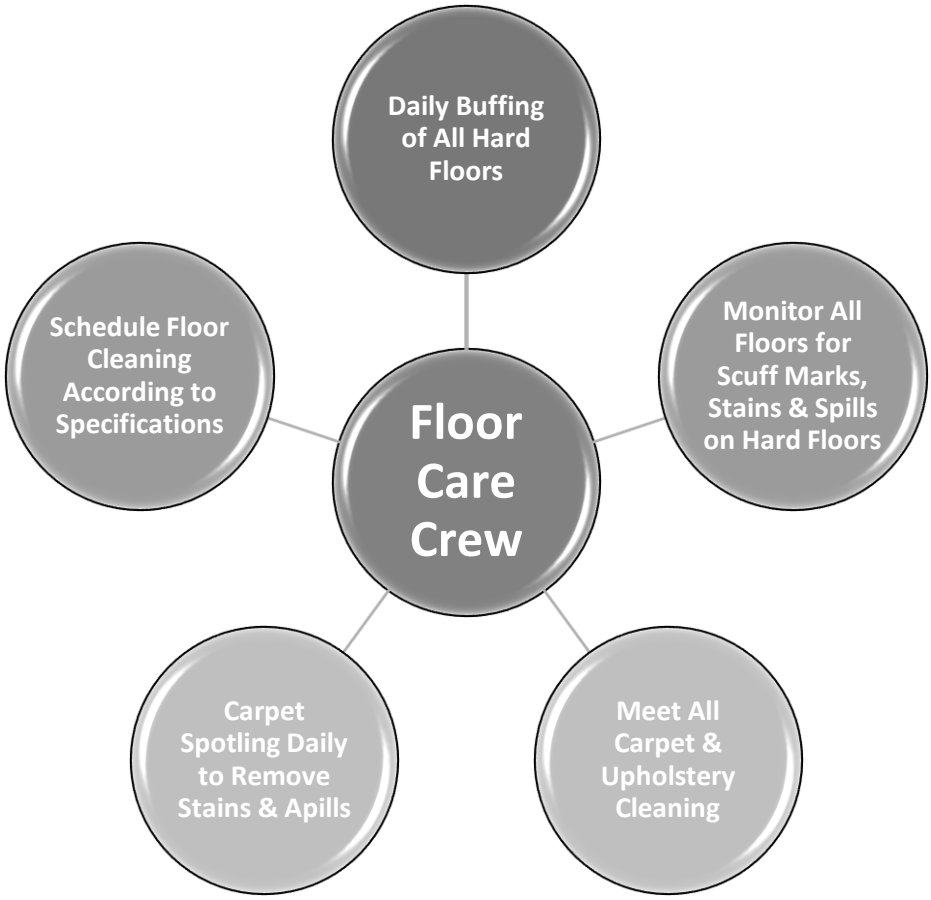


Daily Restroom services



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Floor Care Crew



c. Describe and present an example of your reporting system used to compare actual performance to your schedule for regular service.

At Chi-Ada Corporation, we use daily, weekly, monthly, and annual inspections as our reporting system. This strategy is proven to provide valuable tools to compare actual performance to schedule for regular service.

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
Daily Services Project Inspection

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations: _____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____
_____

Referred To: _____ **Date:** _____

d. Describe your capabilities to respond to emergency or disaster situations.

At Chi-Ada Corporation, we act to clean and recondition your facilities quickly and efficiently in an emergency or a disaster situation. With our advanced technology equipment and highly skilled workers, we aim to handle any situation from floodwaters, broken pipes, building fires, hurricanes, and acts of Gods, vandalism, or terrorism.

We measure the importance and the urgency to have full use of your facilities as quickly as possible. Your professional image protection, valuable property restoration, and ability to serve your customers depend on our performance. Therefore, we appraise this responsibility and take it very seriously.

Disaster Restoration-Emergency Services

- ü Restoration from fire, smoke, water, and wind damages
- ü Safety and compliance
- ü 24 hours response service
- ü Flood cleaning
- ü Water extraction
- ü Mold removal
- ü Hurricane preparation and clean up
- ü Post burgles, crime scene cleaning.

With our emergency response program, Chi-Ada Corporation will get you back in business quickly. Our rigorously trained and certified quality restoration team responds quickly at the local level for both large and small facilities. Our emergency services begin within 30 minutes to one hour of the initial call. We utilize emergency procedure planning assistance to place priority status on the severity of the damage. Chi-Ada Corporation owns or rents various equipment needed to perform restoration services. The equipment includes:



3.3 Chi-Ada Corporation's quality control program

a. Startup orientation program

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company providing services to your company, and we bring our experience to start-ups. Our transition plan is overly critical to the success of this project.

Chi-Ada can start any contract with fully screened and trained employees. Chi-Ada has a proven track record of doing start-ups of all sizes regardless of location.

- **Client Communication Plan**

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our Project Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning, and completion of dates of projects, all deliverable goods to be supplied, and any other information

required. Once the Project Manager has met with your facility's personal, he will meet with the other individuals involved in the transition plan, such as the Operations/Project Manager, Human Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

- **Management**

Our management team, headed by the Project Manager, will make a site visit to locate where all storage locations are. From their observation, they will know how much equipment that specific storage location will accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

- **Equipment/Chemicals**

Our Project Manager orders all necessary equipment and chemicals during this time and is deployed to its respective locations. Chi-Ada will organize additional training for the equipment and chemicals used throughout the different facilities in conjunction with ordering supplies.

- **Hiring & Training**

This period will be when Chi-Ada hires new employees and train them. This period will encompass:

- Hiring new employees
- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them
- Site tours

- **Final Communication**

During the final days before the contract starts, the Project Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada, we are ready to implement our established start-up system and expand a plan to meet all of the contract’s requirements.

- **Human Resources**

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department staffed by qualified personal. They are responsible for hiring, training, and maintaining a well-qualified and highly motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive, and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur in finding exceptional individuals who are very responsible and helping them become significant assets to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program composed of basic, intermediate, and advanced training from the manufacturers of the different equipment and chemicals that Chi-Ada will be using. The training will be provided by specialists certified as an in-service training provided by the company free of charge to our employees

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, and these include recognizing individuals who have performed exceptional, e.g., an employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee because we feel that there is more to life than the opportunity for exceptional earnings and valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

- **Technical Procedures**

Chi-Ada's proven effective employee recruitment and training system are anchored to a solid, well-equipped management organization. We are confident that our new hires learn simple yet highly effective methods that ensure the best results. An experienced Chi-Ada Manager will also give all new employees valuable on-the-job training. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done efficiently and safely.

At Chi-Ada, we believe that custodial workers must be trained to properly use cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surfaces within your facility and maintain the equipment that employees will be using.

Our training program starts with in-service sessions to ensure a complete understanding of the techniques and keep up with the rapidly changing industry. Training allows our employees to stay afloat with the current innovation in cleaning techniques, equipment, and proper handling of equipment, chemicals, proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry-level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets. Therefore, we place a high priority on hiring and training them. This training program includes work practices and standard expectations, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description, and the use of supplies, paper, soap, etc.

Cross-training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

b. Inspection procedures including any technical aids used to monitor performance standards.

Methods of Identifying Problems

We make a comprehensive effort on every contract we undertake to teach employees how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. We monitor issues through reports and observations:

- ✓ To establish trends
- ✓ To determine corrective actions
- ✓ To assess effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we maintain project performance at acceptable levels

Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly.

We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double-checking of services completed are more effective than monitoring and other surveillance because minor problems will be elusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality for future problems and the need for timely corrective actions.

Correction and Preventing of Quality Control Problems

Chi-Ada Corporation's double-check strategy is used to address quality control problems. First, corrective action is taken to eliminate the problem immediately. After any correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report provides details on the work requirement, location and includes a grading system on a scale of 1 to 5. The Supervisor decides and initiates the appropriate corrective action on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities.

Our daily inspection will be directed to high traffic areas, and it may include random inspections of high frequency and continuous tasks and 100% inspection for periodic services.

The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered.

The Manager and Supervisors will perform a random, regular, and periodic visual inspection of the facility. Each Supervisor will inspect before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time inspection was completed. To ensure that all activities, functions, and processes are covered, inspections will be conducted using the same checklist to identify problem areas requiring correction.

Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- ✓ Random inspection,
- ✓ Total inspection, and
- ✓ Continuous inspection.

All inspection findings will be documented so that the following actions are taken immediately:

- ✓ Applicable employees are informed when their level of work performance has diminished below previous levels.
- ✓ A corrective action request is initiated, to be corrected by the end of the same shift, related to any task that has been rated less than "satisfactory".

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

Inspections are an ongoing practice

Chi-Ada's inspections provide additional insurance to achieve our quality control objective. Our Managers and Supervisors perform these inspections. The inspections are predominately a "walk-through." The "walk-through" is performed with varying frequencies. However, they are always performed after some tasks are completed, such as window cleaning, floor maintenance, or after a predefined area is covered at the end of each shift. The objective of

the "walk-through" is to ensure that Supervisors check for any potential problems, and if any are found, they are resolved immediately.

At Chi-Ada we create a local file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- ü A copy of our quality control plan
- ü A copy of all completed quality control checklists
- ü A copy of
- all quality control reports
- ü A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems.

The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections at any time during this contract.

Our company recognizes the importance of quality control and assurance. Records are filled out correctly, legible, and kept in a neat and organized location.

c. Describe and provide a sample of your reporting system used to compare actual performance to your schedule for regular service.

Chi-Ada Corporation
Facility:
Daily Services Project Inspection

Supervisor Inspections

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for ~~Grading~~ Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Empty all trash receptacles into the trash collection container being careful not to drop any of the trash onto the floor.						
Empty all recycling receptacles into the recyclables collection container being careful not to drop any of the material onto the floor.						
Clean and police for the removal of dirt, mud, trash, and litter.						
Clean the exterior walls in entrance areas, up to eight feet from the top of the entrance floor surface.						
Clean items such as mats, surfaces under mats, and foot scrapers.						
Vacuum mats, rugs and entryway systems.						
Clean all glass doors and glass panels adjacent to glass doors.						
Clean all telephones with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the telephone.						
Spot-clean all glass in doors and partitions using a glass cleaning solution and a clean, lent free cloth. Repeat the operation if "streaks" appear on any of the surfaces being cleaned.						
Remove spots and soil from walls, doors, door frames, and furniture designed to be cleaned with a mild detergent solution. Rinse with clear water after cleaning and dry thoroughly.						
Clean water fountains with cleaner/disinfectant solution and a clean cloth. Flush the surface of the water fountain with clear water and dry thoroughly with a clean cloth.						
Sweep hard floor surfaces. If using a dust mop, use the proper sized mop for the area being cleaned. Pick up accumulated soil with a counter brush and dustpan.						
Pick up trash, food, or debris dropped on the floors						
Mop with a damp mop and a neutral detergent mopping solution to clean heavily soiled areas or to remove sticky residue.						
Vacuum the high traffic areas on carpeted floors daily. Note the areas that need spotting with a spot removal chemical. It is essential that soiled areas on carpets (usually the results of coffee or soft drink spills) be cleaned as quickly as possible after becoming soiled.						
Spot-clean fabric covered furniture and carpet floors with the carpet spotting kit.						
Return all furnishings to their original positions after cleaning.						
Report items requiring maintenance to County for prompt repair.						
Fill towel and soap dispensers.						
Clean sinks, drinking fountains, chrome hardware and wall areas around the sinks with a cloth and cleaner/disinfectant solution. Use a clean, dry cloth to wipe all polished surfaces dry to prevent water spotting.						
Damp mop all hard floors with a neutral detergent solution.						
Spot-clean carpets as necessary.						
Clean exterior of appliances. Cleaning of the interior of refrigerators may be requested providing that the refrigerator is emptied of all items. Clean cabinets and countertops with a cloth dampened with cleaner/disinfectant solution. Do not spray the cleaner/disinfectant solution directly onto the appliance or countertop.						
Return all furnishings to their original positions after cleaning.						
Do not disturb any papers that may have been left in the conference room.						
Clean and polish all stainless steel and other metal finishes.						
Clean all stainless-steel fasciae and other metal finishes in the elevator lobby.						
Sweep floors.						
Remove gum from floors and other resistant materials						
Mop floors to remove dirt and stains.						
The entrance door floor tracks must remain free of dirt and trash to operate correctly so these door tracks must be cleaned daily. Clean door tracks with scrub brush or vacuum cleaner (back pack).						
Use stainless steel cleaner/polish on all stainless steel surfaces after removing soil.						
Clean handrails and push buttons.						
Wash handrails with non-irritating, non-toxic solution and wipe dry.						
Wash panels, skirts and molding with a sponge or cloth and a detergent solution.						
Wipe dry and polish metal with appropriate polish.						
Polish handrails with appropriate polish.						
Sweep steps to remove debris and loose dirt						
Spot clean walls and stairwell doors on each floor with a cloth and neutral detergent solution.						
Clean risers and baseboards (and on occasion scuffmarks) with a neutral detergent solution.						
Collect all litter and trash from the stairwell and dust mop stairs.						

Recommendations:_____
Inspected By: _____
Signature: _____
Follow Up Actions: _____
Referred To: _____ **Date:** _____

Chi-Ada Corporation
Facility: ***Supervisor Inspections***
***Weekly Services Project Inspection*:**

Items	Assessment					
	Grading Scale					Reason (Explanation is expected for Grading Scale Below 4)
	1 (Unsatisfactory)	2 (Poor)	3 (Fair)	4 (Good)	5 (Excellent)	
Pressure wash floor and wall surfaces being careful to not damage painted surfaces.						
Clean exterior carpet-like entryway systems with hot water extraction.						
Vacuum all areas of carpeted floors (to include areas under and around furniture and along the edges of the walls).						
Edge all carpeted areas. 3. Pile lift high traffic areas.						
Pile lift high traffic areas						
Clean interior entryway systems with hot water extraction.						
Low and High Dusting. Dust surfaces using a lightly treated dust cloth or a short handled duster.						
Dust picture frames with a lightly treated dust cloth or short-handled duster.						
Machine scrub tile floors (some facilities may require more frequency)						
Spray buff tile floors						
Restock closet with consumable janitorial supplies						

Recommendations:_____
Inspected By: _____
Signature: _____
Follow Up
Actions:_____

Referred To: _____ **Date**: _____

Chi-Ada Corporation

Restroom Checklist

Week Start: ___/_____/_____/_____ Week Ending: ____/_____/_____/_____ Indicate Restroom (circle one): Men / Women

Location: _____ If applicable (circle one)

Date				Soap		Hand Towel		Toilet Paper		Toilets		Urinals		Wash Basins		Floors		Trash		Mirrors		time	Initials
		Indicate # of items changed below								*Please check tasks completed*												(Circle) AM / PM	
	SUN.																					AM PM	
	MON.																					AM PM	
	TUES.																					AM PM	
	WED.																					AM PM	
	THURS.																					AM PM	
	FRI.																					AM PM	
	SAT.																					AM PM	

Comments: _____

_____ Employee Signature: _____

_____

d. Describe the activities that can most easily be implemented to maximize opportunities to promote green building cleaning practices.

The primary benefit of Green Cleaning, which focuses on cleaning for health, not just appearance, is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms.

We have also found a product to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

Our policy does not eclipse the cleaning procedure. So, we keep suitable standard operating procedures, strategies, and guidelines for critical tasks that meet LEED criteria. However, our staff training is crucial. Our employee's training is an ongoing daily duty to ensure adequate training for each employee. Further, we evaluate the quality of the training outcome by auditing and inspecting the building to obtain quantitative and qualitative results. Our employees will be fully versed in correct LEED safety requirements and procedures. The best test of quality is to have the feedback of the facility's occupants. In that, we collect the feedback to ensure continuous improvement for the building occupants' satisfaction.

We will use survey questionnaires to get the users' suggestions and orientations. The survey result should confirm that our activities can offer an indoor and outdoor healthier environment for the buildings/facilities users. The policy should lead to:

• Reduce the harmful impact to the health of the facility users

• Reduce the harmful impact of the indoors and outdoors environment

• Source reduction in the landfill with the use of concentrated products

• Recycled contents of all packaging

• Partnership with sustainably certified vendors

• Step by step introductions for a sustainable cleaning process.

Chi-Ada Corporation has been implementing Green Cleaning in the past with Broward County at the Environmental Building in Davie.

However, to improve this green Cleaning we will add the following activities to maximize opportunities to promote green building cleaning practices:

- Continue our effective communication system between building employees and Broward County building management.
- Continue to assist the management of Broward County in understanding the benefits of green cleaning such as the health and performance benefits, improvement of occupant satisfaction, reduction of complaints and risks, and the substantiation of potential cost savings.
- Audit housekeeping procedures, chemicals, equipment, paper, matting, supplies, and other materials for compliance with green cleaning implementation guidelines.
- Continue to inspect all other tools and supplies used in the cleaning process; mop-buckets, wringers, paper, wipers, liners, toilet tissue, and other tools and supplies and determine alternative tools and supplies that are environmentally preferable.
- Conduct a general housekeeping walk-through: evaluate the overall quality of the current cleaning and look for problems and opportunities for improvement.
- Document and review any recycling program in place.
- Continue to clean hard floors with a backpack vacuum instead of dust mopping.
- Add or upgrade entrance mats.
- Continue to recycle paper products and install roll-type dispensers where practical.
- Continue to use microfiber mops and dust cloths.

- Continue to implement effective methods of dilution control.
- Continue with portable spot cleaners, fiber mop, and bucket to facilities where spills commonly occur.
- Purchase products with high post-consumer recycled content
- Continue to use floor finishes without heavy metal ingredients.
- Limit the use of disinfectants to critical areas.

3.4 Company Equipment

a. Chi-Ada Corporation current inventory of heavy equipment -

Equipment	
2 Minuteman 4 Trucks Mounted Pressure Wash Machine 6 Pressures Wash with Tire 10 Backpack Filter Vacuum 3 High speed floor burnisher 10 Upright vacuum 2 Wet and Dry Vacuum 20 Mop Bucket 5 Tilt Trucks 1 Vehicle/Van/Lift Gate 5 Vans 4 Carpet Extractors 3 Walkie Radios 4 Biometric Timecard 4 Air Dryers 10 Janitor Carts 20 Dollies 3 Scrubbers	
ACX64 40 Yard MCNEILUS Front Loader Garbage Truck	
Electric Auto Floor Scrubber 18" Cleaning Path - Corded	

Electric Auto Floor Scrubber 20" Cleaning Path - Corded	
Dusting machine	
8070 Heated Carpet Extractor & Auto Detailer	
DC Power Hydraulic Double Scissor Lift Cart 1100 Lb. Cap.	
Sanitaire Quiet Clean 10-Quart Backpack Vacuum SC530B	
Portable Folding Safety Barrier with Casters	

Hard Surface	
Air mover	
Extractor	
Floor Machine Carpet Dryer	
Vacuum	

Minuteman

Minuteman E20 Automatic Scrubber



TECHNICAL SPECIFICATIONS

CLEANING PATH WIDTH	20"
SQUEEGEE WIDTH	33"
THEORETICAL PRODUCTIVITY (BRUSH DRIVEN)	15,000 SQ FT/ HR
WORKING SPEED (BRUSH DRIVEN)	1.7 MPH
RATED VOLTAGE	24 VOLTS
VACUUM FLOW	65 CFM
VACUUM WATERLIFT	45"
VACUUM POWER	.60 HP
DRIVE MOTOR POWER (TD)	1/5 HP
BRUSH TYPE	DISC
BRUSH MOTOR(S) POWER	3/4 HP
NUMBER OF BRUSHES	1
BRUSH RPM	180 RPM
SOLUTION CAPACITY	12 GAL
RECOVERY CAPACITY	13 GAL
WEIGHT WITH BATTERIES (BD)	306 LBS
WEIGHT WITHOUT BATTERIES (BD)	196 LBS
WEIGHT WITH BATTERIES (TD)	365 LBS
WEIGHT WITHOUT BATTERIES (TD)	231 LBS
DIMENSION (LXWXH)	44.4 X 18.8 X 42.3

.

Trucks Mounted Pressure Wash Machine

Industrial Duty 4200 psi 4.0 gpm Cold Water Pressure Washer



SIMPSON #95002 SPECIFICATIONS
ZORO #: G3106192 MFR #: 95002
OPERATING PRESSURE: 4200 PSI PRESSURE WASHER FLOW RATE: 4 GPM
PRESSURE WASHER DUTY RATING: INDUSTRIAL DUTY PRESSURE WASHER WATER TYPE: COLD
ITEM: PRESSURE WASHER OPERATING PRESSURE (PSI): 4200 PSI

Pressures Wash with Tire

Heavy Duty 4000 psi 5.0 gpm Water Pressure Washer



Simpson #65212 Specifications
Zoro #: G9410121 Mfr #: 65212
Item: Pressure Washer Pressure Washer Flow Rate: 5 gpm
Operating Pressure: 4000 psi Pressure Washer Duty Rating: Heavy Duty
Operating Pressure (PSI): 4400 ps

Backpack Filter Vacuum

PROTEAM 10 qt. 120V, 1108W Backpack Vacuum Cleaner



Cord Length: 50 ft.
Hose Dia.: 1 1/2 in
Static Pressure: 91 in
Standards: CSA C22.2 No. 243, UL 1017
Diameter: 7-1/8"
Vacuum Product Grouping: Backpack Vacuum Cleaners
Hose Length: 4 ft
Watts: 1108
Sound Level dBA: 69.7 dBA
Hz: 60
Filter Type: HEPA
Weight: 12 lb
Vacuum Power Source: Corded
Vacuum Air Flow: 153 cfm
Vacuum Collection Type: Reusable Bag
Vacuum Filtration Type: Standard

High speed floor burnisher

High Speed Burnisher, 1600 RPM



Technical Specs

- Item Burnisher
- Brush Speed1,600 RPM
- Motor1.5 hp
- Pad Size20 in
- Power Source115V AC, 60 Hz, 15A
- Sound Level70 dB
- Construction Rotationally Molded
- Cord Length75 ft
- Max. Productivity10,000 sq ft/hr
- Includes

Wet and Dry Vacuum

16 gal. Silica Vac



VACMASTER PROFESSIONAL #VKB1611SW SPECIFICATIONS
ZORO #: G3429416 MFR #: VKB1611SW
COLOR: BLACK LENGTH: 23
MATERIAL: POLYPROPYLENE WIDTH: 20
HEIGHT: 23

Mop Bucket

Yellow Mop Bucket and Wringer, 8 3/4 gal



TECHNICAL SPECS

- ITEMMOP BUCKET AND WRINGER
- CAPACITY8 3/4 GAL
- COLORYELLOW
- WRINGER TYPESIDE PRESS
- MECHANISMHAND OPERATED
- MOP CAPACITY10 TO 32 OZ
- SHAPEOVAL
- BUCKET/PAIL MATERIALPLASTIC
- HANDLE MATERIALSTEEL
- CASTER TYPE3 IN NONMARKING
- OVERALL HEIGHT21 5/8 IN
- OVERALL LENGTH20 5/16 IN
- OVERALL WIDTH16 7/16 IN
- COLOR CODING SYSTEMYES
- WRINGER COLORYELLOW
- WRINGER MATERIALPLASTIC/STEEL
- BUCKET/PAIL HEIGHT22 IN
- BUCKET/PAIL LENGTH20 1/2 IN
- BUCKET/PAIL WIDTH16 45/64 IN
- BOTTOM DRAINYES
- ANTI-SPILLYES
- METAL DETECTABLENO
- SERIESWAVEBRAKE(R)
- FOR USE WITHSTRING MOP SIZES RANGING FROM XS - XL

b. Response time for mobilization for each piece of equipment.

All of the equipment is a one to four (1 to 4 hours) mobilization time. We will store some of the equipment on-site based on storage availability.

c. Chi-Ada Corporation's current inventory of machinery for floor care

- 2 Minutemns Es 2832 Automatic Floor Scrubber
- 8 Side by Side 20 Inch
- 6 Side by Side 14 Inch
- 12 Buffing Machines

d. Chi-Ada Corporation equipment maintenance

The Management of Chi-Ada plans to purchase new equipment and use our existing equipment to execute our contractual obligation successfully. The cost of any new equipment to be bought is prorated and amortized in the lifetime ranging from one to two years before replacement. Our

management has an existing repair services relationship with independent equipment services to repair and replace any broken-down equipment within one day.

e. Chi-Ada Corporation's office equipment and computer programs

- 6 Desktop Computers for scan, emails, letters, and documents editing (Adobe, Acrobat, Microsoft Word, Outlook, Excel)
- 3 Fax Machine for scanning, sending and receiving.
- High Speed Internet
- Phone service
- 4 Photocopiers and Printers
- QuickBooks Contractor Edition
- Pensoft Payroll
- Talkie walkie

3.5 Chi-Ada Corporation's Training:

a. Chi-Ada Corporation's internal Employee Safety Training Manual.

Chi-Ada Corporation's internal Employee Safety Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual***."

b. Chi-Ada Corporation's internal Employee Training Manual.

Chi-Ada Corporation's internal Employee Training Manual is attached under a file of, "***Broward County project's Training and Rules Manual.".***"

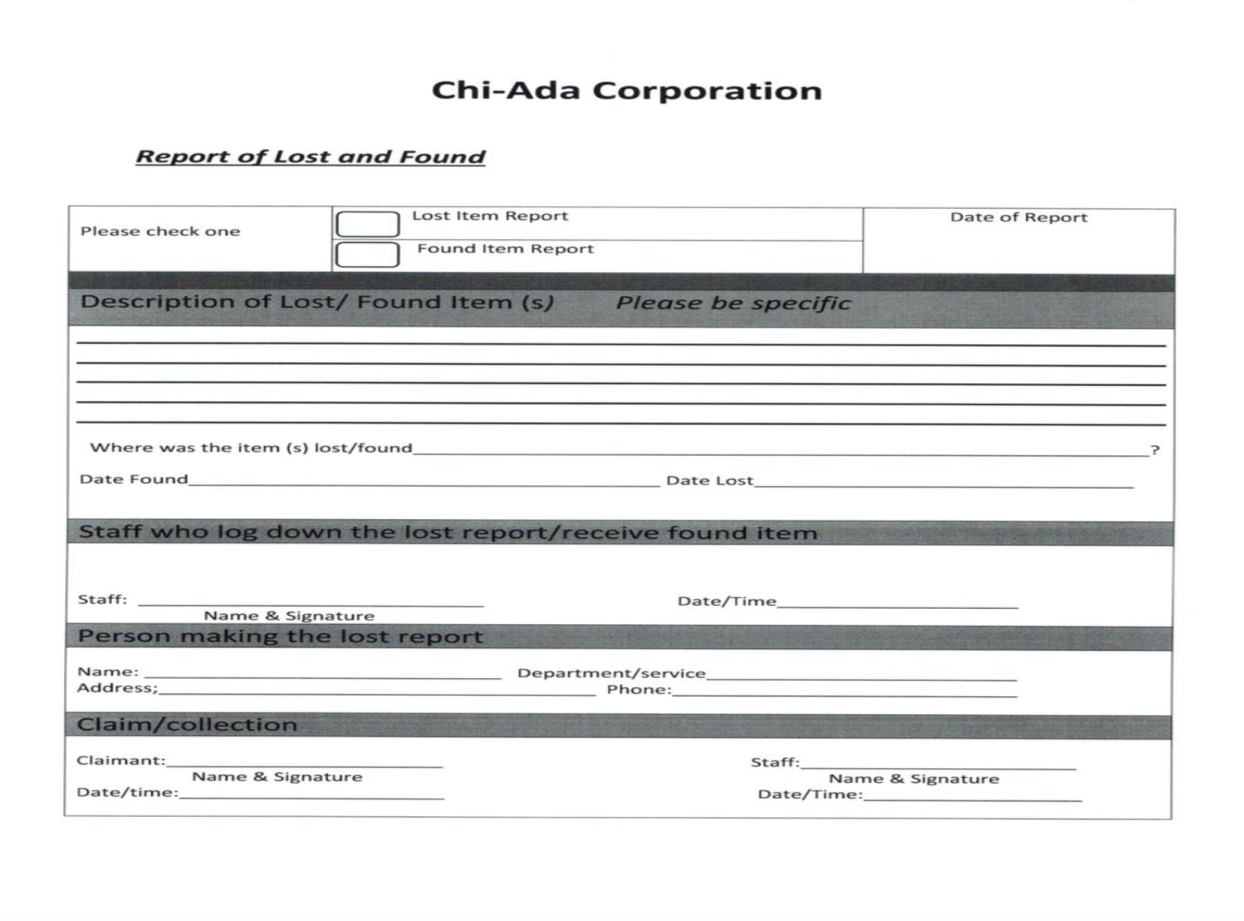
c. Chi-Ada Corporation's training currently in place to assure on-site staff will be pro-active and aware during each shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.

Our employees are taught probity, integrity, and awareness in their workplaces. We taught our employees to have a culture of honesty by reporting the findings of any abandoned belongings or packages to the supervisors or the facility's management. We also taught each employee that our integrity and actions are sustained by our slogan of "Theft employee is undesired." Our vigorous morality screening and on-site observance help us to track our employee's' behavior. Further, each employee is taught on **"**Keeping a Watchful Eye." Our employees are required to report any suspicious behavior to their supervisor or to the project manager, who is required to notify the facility's management for appropriate action to be taken. Finally, our safety training provides important tools to

our employees to deal with potential slip, fall conditions, and ajar doors. The following general safety

rules are discussed during our safety training program:

- Horseplay or any actions that show disregard for safety or efficient job completion is not allowed.
- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.
- A worker shall not cause a distraction that would jeopardize the safety of a fellow worker or working environment.
- Be aware of safeguard provided within the workplace.
- Your job will not generally call for the use of ladders. However, if yoo need to reach an object in a situation where a ladder is needed;, please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and adequately secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.
- Keep hands and feet clear pinch points when handling materials.
- Wear the right clothes for the job tasks you will be expected to perform.
- Assistant in the training of new employees by demonstrating safe work habits.
- Never leave running power equipment unattended.
- Be familiar with the proper safety methods and procedures for operating your power equipment.
- Observe and obey all warning signs.
- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.



Chi-Ada Corporation

Report of Lost and Found

Please check one	☐ Lost Item Report ☐ Found Item Report	Date of Report

Description of Lost/ Found Item (s) *Please be specific*

Where was the item (s) lost/found_____?

Date Found_____ Date Lost_____

Staff who log down the lost report/receive found item

Staff: _____ Date/Time_____
Name & Signature

Person making the lost report

Name: _____ Department/service_____
Address;_____ Phone:_____

Claim/collection

Claimant:_____ Staff:_____
Name & Signature Name & Signature
Date/time:_____ Date/Time:_____

d. Training of Chi-Ada Corporation's supervisors and cleaners in green building cleaning procedures as required for this contract.

The primary benefit of Green Cleaning is a cleaner, healthier building. A healthier indoor environment translates into many concrete, bottom-line benefits for building owners, managers, service personnel, and building occupants. In this regard, Chi-Ada Corporation has well-trained staff to offer a healthy environment to facilities owners.

Most of the conventional cleaning products are petroleum-based and have dubious health and environmental implications. There are several activities to promote green building cleaning practices. For example, restroom cleaning is now cleaned using a steam cleaner designed for restrooms. We have also found a product we use to clean every aspect of our corporate offices and client facilities that choose green cleaning products. Members of our custodial staff, especially women, are particularly subject to

health problems caused by their frequent and close interaction with cleaning chemicals and equipment. Choosing safer products and training staff in proper usage can help reduce the number of injuries caused by chemicals. Also, proper maintenance extends the longevity and performance of building materials and furnishings by preventing damage and premature aging, reducing waste and unnecessary spending. Chi-Ada Corporation currently provides green cleaning services using Green Safe to clean lab tabletops, floors, walls, restrooms, etc., to these facilities for the past years (with a new emphasis on the approved product). Green Cleaning Safety is approved by the Environmental Protection Staff and the County Lead Program Coordinator.

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- Reduce the harmful impact to the health of the facility users
- Reduce the harmful impact of the indoors and outdoors environment
- Source reduction in the landfill with the use of concentrated products
- Recycled contents of all packaging
- Partnership with sustainably certified vendors
- Step by step introductions for a sustainable cleaning process.

4. Workload of the Firm:

4.1. List of all completed and active projects in past five (5) years

❖ **Pleasantville Middle School**

Address: 40 Romer Ave

City State Zip:	Pleasantville, NY 10570
Phone/	914-741-1414
Contact:	Stephen Chamberlain, Director of Facilities III
Email:	chamberlains@pleasantvilleschools.org
Contract #	**Bid 2015-2016 School Year**
Period:	2015-2016
Annual amount:	$122,200
Square Footage:	74,056
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

❖ **Briarcliff manor Union Free School**

Address:	45 Ingham Road
City State Zip:	Briarcliff Manor, New York 10510
Phone/Fax:	914.432.8134
Contact:	Anthony Bauso, Assistant Director of Facilities Operations and Maintenance
Email:	abauso@briarcliffschools.org
(2) Contract	**#15-16-005F, 2015**
Period:	2015-2016
Annual amount:	$222,015.33
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(2) Contract	**#15-16-005F, 2016**
Period:	2016-2017
Annual amount:	$299,572.69
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment
(3) Contract	**#15-16-005F, 2017**
Period:	2017-2018
Annual amount:	$303,347.30
Square Footage:	160,000
Scope of work:	Janitorial services/general cleaning, labor, floor care, window cleaning, and equipment

.

❖ ***Broward County Commissioner***

Address:	115 S. Andrews Avenue
City State Zip:	Fort Lauderdale, FL 33301
Phone/Fax:	954 357 5675
Contact:	Ian Mitchell

Email: imitchell@broward.org
(1)- Contract # RLI20080908-0-1 (Broward Various Locations)
Period: 2010-2015
Annual amount: $1,988,455.48
Square Footage: 918,232
Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(2)- Contract # R0899203P1 (Broward Main Library)
Period: 2011-2018
Annual amount: $359,987.65
Square Footage: 238,364
Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(3)- Contract # RO92180491 (Broward South Regional Courthouse)
Period: 2011-2018
Annual amount: $111,579.79
Square Footage: 51,800
Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

(4)- Contract # RFP1214808P1 (Broward Janitorial Services for Various County Facilities)
Period: 2016-2021
Annual Amount: $1,170,509.72
Square Footage: 918,232
Summary of Services Provided: Janitorial/custodial services, labor, Pressure wash, floor Care services, window cleaning

❖ ***Miami Dade Public Housing***
Address: 1407 N.W 7 Street.
City State Zip: Miami, FL 33125
Phone/Fax: (786) 256-5862
Contact Name: Florence Saint Jour, Facilities Supervisor
Email: fstjour@miamidade.gov
(1) Contract # POHO1200773 (Miami Dade Public Housing Janitorial Services
Period: 2013-2019
Annual amount: $72,000
Square Ft: 840,000
Summary of Service Provided: Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

(2) Contract # 878B-0/9 (Miami Dade Public Housing Janitorial Services)
Contact Name: Aurea Ivette Velez
Email: avelez@miamidade.gov
Period: 2009-2014
Amount: $72,000
Square Ft: 936,000
Summary of Service Provided: Janitorial/custodial services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Miami Dade Transit***

Address: 6601 NW 72nd Ave
City State Zip: Miami, FL 33166
Phone/Fax: 305-889-6766
Contact Name: Lazaro Dominguez
Email: Lazaro.dominguez3@miamidade.gov

1- Contract # **ITQ9562-13MDT (Miami Dade Transit Janitorial Services)**
Period: 5/2013-01/2019
Annual amount: $4,552,204.56
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

2- Contract # **ITQ9562-13MDT (Miami Dade Transit: Golden Glades)**
Period: 2013-2018
Annual amount: $36,000
Square Footage: 700,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

3- Contract # **RFQ9562-31ISD Janitorial Services in Various ISD Managed Facilities**
Period: 2018-2023
Annual amount: $222,391.92
Square Footage: 260,357
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

4- Contract # **#RFQ9562-34DTPW - JANITORIAL SERVICES - DTPW Rail, Mover, and Bus Facilities**
Period: 1/2019-12/2023
Annual amount: $25,624,628.4
Square Footage: 4,357,191
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***Fulton County in Atlanta***

Address: 130 Peachtree Street #1168
City State Zip: Atlanta, GA 30303
Phone/Fax: (404) 612-4446/ (404) 893-6303
Title: Janitorial Services for Selected Facilities
Contact Name: James Morehead, Contract Administrator
Email: James.Morehead@fultoncountyga.gov

1- Contract # 13ITB87106C-MT
Period: 2012-2016
Amount: $362,141.56
Square Footage: 142,673

Summary of Service Provided: Janitorial services, labor, materials, cleaning supplies, restroom supplies (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

2- Contract # 18ITB113946C-BKJ Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I)

Period: 12/2018-12/2021
Annual amount: $617,271.12
Square Footage: 205,925

Summary of Service Provided: Janitorial services and the labor, materials, cleaning supplies, restroom supplies (including feminine products, soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment (soap, toilet seat covers, toilet tissue, paper towels) and equipment.

❖ ***Sarasota County***

Address: 1001 Sarasota Center Blvd.
City State Zip: Sarasota, FL 34240
Phone/Fax: 941-716-1500
Contact Name: William Bill Deller, Facilities Supervisor
Email: bdeller@scgov.net
Location: Sarasota County

Contract # Bid #166453HR Custodial Services

Period: 2/2017-1/2022
Amount: $ 675,972.78
Square Footage: 528,175
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning.

❖ ***City of North Miami***

Address: 776 NE 125th Street
City State Zip: North Miami FL 33161-4116
Phone/Fax: 305.895.9886
Contact Name: Destrade Alberto
Email: **adestrade@northmiamifl.gov**
Location: North Miami
Contract RFP No.18-15-16 Janitorial Services

Period: 2017-2019
Annual amount: $180,024
Square Footage: 900,000
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of North Miami Beach***

Address: 17011 NE 19th Ave,
City State Zip: North Miami Beach, FL 33162
Phone/Fax: (305) 948-2946
Contact Name: Meghan Cianelli Bennett
Location: North Miami Beach
Contract RFP NO:19-062-MC

Period: 2019-2022
Annual amount: $258,936
Square Footage: 151,200
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***City of Clearwater***

Address: 100 S Myrtle Ave
City State Zip: City of Clearwater, FL 33756-5520
Phone/Fax: 727-562-4633
Contact Name: Alyce Benge
Email: Alyce.Benge@myclearwater.com
Location: City of Clearwater
Contract #900406, Bid# 24-18 (Parks & Recreation Centers)

Period: 2019-2022
Annual amount: $180,000
Square Footage: 213,576
Summary of Service Provided: Janitorial/custodial Services, labor, equipment, supplies, Pressure wash, floor care services, window cleaning

❖ ***Fort Lauderdale International Airport (Sub-Contracting)***

Address: 115 S. Andrews Avenue, Rm 212
City State Zip: Ft. Lauderdale FL 33301
Phone/Fax: 954.357.8604
Contact Name: Cara M. Leisy, J.D., Purchasing Agent
Location: Fort Lauderdale Airport, Terminal 1 and car rental
Period: 1/01/14 thru 3/31/19
Annual amount: $1,000,000
Contract #
Square Footage: Terminal 1 and car rental
Summary of Service Provided: Janitorial services, labor, cleaning supplies, materials, equipment, tools, vehicles, uniforms, chemicals, and supervision

4.2. List of all projected projects that vendor will be working on in the near future.

Chi-Ada Corporation does not have any pending awarded contracts.

4.3. Describe Chi-Ada Corporation's approach in managing projects.

At Chi-Ada Corporation, our goal is to ensure that each contract we undertake is completed. Our organization complies with the contract specifications and requirements. In this regard, the management of each contract is prioritized, communicated, meetings are held, inspections are carried out, and controls. Chi-Ada Corporation always establishes permanent channels of communication between the contract administration and Chi-Ada Corporation contracts managers to establish the regular share of information about the management of the project. We also create a line of communication between our on-site staff, through our project manager and supervisors, and the contract administrator to listen and apply the contract administrator recommendations and suggestions. We further hold regular meetings to report and mitigates quality issues. To maintain our quality assurance, our project manager and quality control manager regularly inspect our personnel's tasks to identify any issues affecting contract compliance. We finally control the rentability of our personnel to ensure that we are keeping the highest level of quality cleaning and make any changes that can augment the efficiency of services.

4.4. Were there or will there be any challenges for any of the listed projects?

Based on our knowledge and experience on past awarded projects from Broward County and other companies, there are not known challenges. The experience and the human capital have been the driving power of Chi-Ada Corporation for success. We have human resource potential to ensure that the firm reaches its objectives in every contract.

5. Pricing

The price spreadsheets for Agreement 1 thru agreement 14 are attached.

Conclusion

The Chi-Ada Corporate mission is to provide the most outstanding janitorial services possible.

- We take pride in being productive and self-sufficient regarding our work and responsibilities.
- We believe that hard work and determination are the keys to our company's success.
- We strive to have a strong work ethic and to help employees become goal-oriented individuals.
- We believe that we teach by example.

That is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facility's image to be "The cleanest in America."

Chi-Ada Corporate services are your 24/7, 365 days per year single-source provider for all of your facility cleaning needs. Whether there is a need for a one-time service or an ongoing maintenance program, look to Chi-Ada Corporation to provide the services needed.

We look forward to the opportunity to serve you!

Attachments

Living Wage Ordinance Requirement Forms

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2021 THRU DECEMBER 31, 2021)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.00
Assistant Project Manager or Equivalent	Hour	$ 28.00
Quality Control Manager or Equivalent	Hour	$ 25.00
Shift Supervisor or Equivalent	Hour	$ 23.00
Team Leader/Supervisor or Equivalent	Hour	$ 18.50
Janitorial Worker or Equivalent	Hour	$ 17.05
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services.

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2022 THRU DECEMBER 31, 2022)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

The completed form should be submitted with the solicitation response prior to the solicitation closing date. If not included with the solicitation response, the proposer is required to provide within three business days of County's request. Vendor may be deemed non-responsible for failure to fully comply within stated timeframes.

The hourly rate must be entered for all personnel positions in accordance with Special Instructions to Vendors, Section J.2. If additional personnel positions are proposed to perform the work, provide information in the applicable sections of this form.

The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED)
Project Manager or Equivalent	Hour	$ 30.75
Assistant Project Manager or Equivalent	Hour	$ 28.70
Quality Control Manager or Equivalent	Hour	$ 25.63
Shift Supervisor or Equivalent	Hour	$ 23.58
Team Leader/Supervisor or Equivalent	Hour	$ 18.96
Janitorial Worker or Equivalent	Hour	$ 17.48
	Hour	$
	Hour	$

Vendor Name Chi-Ada Corporation janitorial services

JANITORIAL SERVICES – FACILITIES MANAMGEMENT DIVISION
FACILITIES LOCATIONS

WAGE RATES
(FOR LIVING WAGE RATE INFORMATIONAL PURPOSES ONLY EFFECTIVE JANUARY 1, 2023 THRU DECEMBER 31, 2023)

The hourly rate within this attachment shall be in accordance with Broward County Living Wage Ordinance (Sections 26-100 through 26-105 of Article VII, Chapter 26, Broward County Code of Ordinances), as amended, annually adjusted per Living Wage Ordinance.

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The hourly rate shall be the raw (unburdened) labor rates exclusive of taxes, insurance, overhead, profit, etc.

NOTE: This form is for informational purposes only and will not be used for final evaluation and scoring for Price.

PERSONNEL POSITIONS (Insert below for each position the minimum unburdened hourly rate)

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENED)
Project Manager or Equivalent	Hour	$ 31.67
Assistant Project Manager or Equivalent	Hour	$ 29.56
Quality Control Manager or Equivalent	Hour	$ 26.40
Shift Supervisor or Equivalent	Hour	$ 24.29
Team Leader/Supervisor or Equivalent	Hour	$ 19.53
Janitorial Worker or Equivalent	Hour	$ 18.00
_____	Hour	$ _____
_____	Hour	$ _____

Vendor Name Chi-Ada Corporation janitorial services

Living Compliance Ordinance Affidavit Form

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsivefor failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: Chi-Ada Corporation Janitorial Services

Address: 4820 W Commercial Blvd, Tamarac FL33319

Local Contact: Bart Okoro E-Mail Address: bokoro@chiadacorporation.com

Address:

Contract

Amount:

Using Agency

Served: Solicitation

No. and Title:

By signing below I hereby certify that the covered employees listed below: (please check one)

A. ☐ Receive a minimum pay of $ per hour and are provided health benefits valued at $ per hour.

B. ☒ Receive a minimum pay of $ 17.05 per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
BRYCE JULIAN	Custodian	B	TELLEZ TADEO	Custodian	B
CLODIANNE CHARLES	Custodian	B	ELIAB NATIVIDA	Custodian	B
PEREZ DUNIA	Custodian	B	EKEOMA DON PRIMUS	Custodian	B
CLIFTON MURPHY	Custodian	B	KIBAKA LANDY	Custodian	B

(Attach Additional sheets in the format above, if needed)

I, BARTHOLEMEW OKORO of CHIADA CORPORATION hereby
attest that(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;

b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and

c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature Title President

SWORN TO AND SUBSCRIBED BEFORE ME this 24 day of MAY

2021

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

My commission expires: 08/07/2024
(SEAL)Notary Public (Sign name of Notary Public)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced:

APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: Chi-Ada Comp. Contact Person: Bart Okoro

Company Address: 4820 W. Commercial Blvd

City: Tamarac State: FL Zip: 33319 Phone: 954 777-5177

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: $_____

SECTION 3: EXEMPTION BASIS (Check one of the options below and submit supporting documentation as requested)

☐ **(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.
Required documentation for this exemption basis: Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

☐ **(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.
Required documentation for this exemption basis: Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

I, BART OKORO (Print Name), of Chi-Ada Comp. (Company) hereby attest that

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

Signature 5/24/21 President
Title

SWORN TO AND SUBSCRIBED BEFORE ME this 24th day of MAY, 2021

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Notary Public State of Florida
ANDREW OGHINAN
My Commission HH 024068
Expires 08/07/2024

Notary Public (Sign name of Notary Public) My commission expires: 08/07/2024 (SEAL)

Personally Known ☑ or Produced Identification ☐ Type of Identification Produced: _____

Revised May 1, 2021

Copy of insurance certificate.

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 02/11/21

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 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 BENDELL INSURANCE GROUP INC PO Box 164235 Miami, FL 33116-4235 License#:A195277	CONTACT NAME: ANDREW OGHINAN PHONE (A/C, No, Ext): (305)249-5055 FAX (A/C, No): (305)249-5057 E-MAIL ADDRESS: big@bendellinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: ADMIRAL INSURANCE COMPANY	24856
INSURED CHI-ADA CORP 4820 WEST COMMERCIAL BLVD TAMARAC,FLORIDA 33319 954-777-5147	INSURER B: PROGRESSIVE EXPRESS INS COMPANY	10193
	INSURER C: WESCO INSURANCE COMPANY	25011
	INSURER D: COLONY INSURANCE COMPANY	39993
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			CA000020588-07	12/23/20	12/23/21	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ EXCLUDED $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			03913306-4	09/28/20	09/28/21	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			NA			EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WWC3507748	12/15/20	12/15/21	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ 1,000,000 $ 1,000,000 $ 1,000,000
D	POLUTION LIABILITY CPL FORM			CSP4257990	04/16/20	04/16/21	$1,000,000/1,000,000	

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

JANITORIAL SERVICES.

CERTIFICATE HOLDER IS NAMED AN ADDITIONAL INSURED ON THE GENERAL LIABILITY.

CERTIFICATE HOLDER	CANCELLATION
BROWARD COUNTY 115 S. ANDREWS AVE. FORT LAUDERDALE,FL 33301 RE: FMD, ROOM 501	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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Authorized document to do business (Florida State Registration document)

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

FILED
Mar 14, 2021
Secretary of State
1214206932CC

DOCUMENT# P95000065881

Entity Name: CHI-ADA CORPORATION

Current Principal Place of Business:

4820 W. COMMERCIAL BLVD
4820
TAMARAC, FL 33319

Current Mailing Address:

4820 COMMERCIAL BLVD
4820
TAMARAC, FL 33319 US

FEI Number: 65-0619776

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

OKORO, BARTHOLOMEW
135 NW 163 ST
MIAMI, FL 33169 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	PRESIDENT
Name	OKORO, BARTHOLOMEW
Address	4820 W COMMERCIAL BLVD 4820
City-State-Zip:	TAMARAC FL 33319

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BARTHOLOMEW OKORO 03/14/2021
Electronic Signature of Signing Officer/Director Detail — Date

List of litigations

Date	Parties	Case number	Case	Outcome
2017	Raymond Robinson (Plaintiff) Vs Miami Dade & Chi-Ada Corporation (Defendant)	2018-024310-CA-25	Plaintiff alleges slip and Fall at Metro rail and Chi-Ada is services provider	Current
2018	Emperatriz Linares (Plaintiff) Vs Chi-Ada Corporation (Defendant)	2018-035054-CA-01	Plaintiff alleges she was discriminated	Current
2018	Dolores Mengana (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018-000191-ca-23	The Plaintiff Dolores Mengana's cause of action against Defendant, Miami Dade County Florida and Chi-Ada Corporation contractor is that She slipped on an elevator at the Metrorail Station, where Chi-Ada is providing Janitorial services	After presenting evidence and reviewing the cameras it was proven that no harm created by the contractor nor by Miami Dade County Florida for the plaintiff fall. It is the Negligence of the plaintiff. The Judge dismissed the case for lack of credibility evidence by plaintiff.
2018	Fabian Duenas (Plaintiff) Vs Miami Dade Florida and Chi-Ada Corporation (Defendant)	2018 -13775 CA01	Plaintiff Claimed she hit her forehead on the very clean and bright glass door, that the glass was so cleaned that plaintiff taught it was an open space and bump her forehead into it. The plaintiff attorney argue that the contractor should keep the premises free from dangerous condition and hazards which the defendant should know about. The attorney also stated that Miami Dade County Florida/ agent fail to warn the public including the plaintiff Fabian Duenas of the condition of said premises which the defendant should have known.	The case was settled by Chi-Ada Liability Insurance for $15,000.00 and attorney fee

BLD2121632P1 01 14 BLD2121632P1: JANITORIAL SERVICES 911 REGIONAL DISPATCH CENTERS AGREEMENT NO. 14

2019	Digos Enterprises (Plaintiff) Vs Chi-Ada Corporation (Defendant)	Cace-18020417-Div 13	Plaintiff alleges his company did not receive subcontract service of 25% set aside	Current

Case against Chi-Ada's worker compensation Insurance (Currently)

1. Miguel Acevedo: Injury on duty notice of case not received and case not established.
2. Maria Rodriguez. Fall on mover car; case not received, and case not established.

Internal Employee Safety Training Manual and internal employee training document is attached under a file of, “Broward County project's Training and Rules Manual



CHI-ADA CORPORATION

4820 W. Commercial Blvd

Tamarac FL 33311

Trainings & Rule Manual

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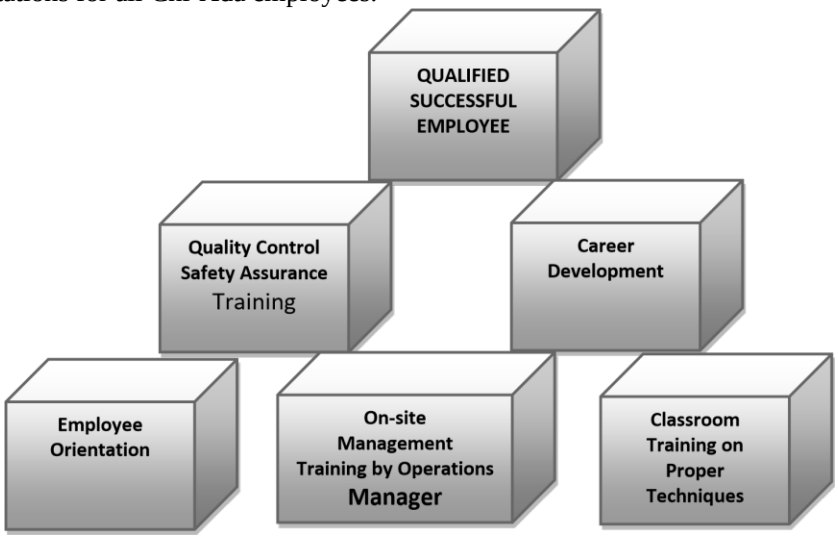
19- Conclusion 20-21

1- Introduction

Equipping a company's employees with useful knowledge of rules and responsibilities is essential to build a winning business. Chi-Ada Corporation thought a strong rules and training manual for its employees. These rules are the columns for the success of the company. The firm measures its responsibilities in every contract and the expectations of its customers. We are dedicated to build trustful relationships with our customers based on the quality of our services. In this regard, this manual provides the training steps and useful information of our company's rules.

2- General Orientation

All Chi-Ada Corporation employees are required to attend a general orientation and training process which will allow them to become confident and knowledgeable in their positions, company processes, and overall expectations for all Chi-Ada employees.



All employees attend an orientation and preparation process for their new assignment. All managers and supervisors are trained by our Human Resource Manager. The Operations Manager stays on site until all managers are thoroughly trained and can function independently. All supervisors and/or lead personnel must have developed hands-on experience in the areas assigned. This approach has been very successful for Chi-Ada Corporation since the start of the company.

Classroom training will be provided by a qualified Training/QA Director, offered on-site. This trainer will be supported by a Safety/Training Director and other Chi-Ada Staff. Employee management for managers and supervisors is accomplished through the use of the American Management Association, Inc. magazine and Training videos.

In addition to on-site training by Chi-Ada, occasional speakers, product demonstrations and seminars will be sponsored by Chi-Ada Corporation for all department staff. These sessions will be made available to other account personnel, where it is appropriate.



Chi-Ada has developed a *Housekeeping Reference and Training Manual*. All phases of custodial care have been thoroughly covered. This manual is given to each Supervisor for reference with technical and training programs.

A good training program will reduce employee turnover. Trained employees are happier and more confident in their work. This is the goal behind our training program.

Such topics discussed in the Orientation program are listed below but are not limited to:

- Housekeeping Daily Operation/Cleaning Procedures
- Housekeeping Record Keeping Systems
- Organizational and Staffing Plans
- Accountability Management System
- Key Management Control System
- Quality Control System
- Intro/Interdepartmental Communication System

3- New Employee Orientation and Training

DAY 1: The new employees receive a complete orientation of the facility including rules, regulations, benefits, inspection process, uniform, and adequate requirements, scheduled work hours and duties expected. Employee works with a senior employee beginning the second day through the fifth day to learn the methods, work requirements, and job description.

DAY 2: Employees are assigned to area with inspection conducted on a daily basis with senior employee. Further training is performed as needed.

DAY 3: Employees continue learning at the assigned area with daily inspection by the Team Leader/Assistant Coordinator teaching new methods as specified by area.

DAY 4: Employees received full inspection by Coordinator and Assistant Coordinator in each category of cleaning assigned including equipment, janitorial closet, and chemical uses. Corrections and suggestions reviewed that day.

DAY 45: Employees received full review to determine needs as to retention, training, reassignment or other alternatives. Factor input from Coordinator, Assistant Coordinator, senior employee and others as required.

DAY 90: Employees are taken off probation and assigned to designated area, shift, and Team Leader, if not previously done.

ANNUALLY: Sit down and review with Coordinator to review employee's performance rating and discussion of future development of the employee

4- Training Program Breakdown

0 to 45 Days:
Direct labor and supervisor training in core areas (General Information, Safety, Disaster, Policing, Restroom Cleaning, Pressure Cleaning)
Employee evaluation at end of this period

Supervisor in-service training will be scheduled monthly, with topic such as customer service, public employee motivation, disciplinary techniques, financial accountabilities, and interaction will be covered. Annual refresher training will be scheduled.

Employee Development and Continuous training Is critical to the Success of any Organization

45 to 90 Days:
Ancillary Building Assistant - Areas such as Offices.
Handling large tasks.
Employee evaluation at end of this period

Past 90 Day Training:
Direct labor in-service training scheduled to cover identified topics as needed. Topics such as safety, disaster, lifting/moving, cleaning techniques, alcohol/drugs in workplace and customer service, will be covered on a monthly basis.

5- Transition Plan

Chi-Ada recognizes the importance of a smooth transition from the previous company to the current company that will be providing services to your company, and we bring our experience in start-ups. Our transition plan is very critical to the success of this project.

Chi-Ada has the ability to start any contract with fully screened and trained employees. Chi-Ada has a proving track record of doing start-ups of all sizes regardless of location.

5.1- Client Communication Plan

Upon notification of being awarded the contract, Chi-Ada will organize a transition team consisting of our General Manager to meet with facility professionals to determine a Communication Plan. The meeting will identify the responsibilities, the beginning and completion of dates of projects, all deliverable goods to be supplied, and any other information required. Once the General Manager has met with your facilities personal, he/she will meet with the other individuals involved in the transition plan such as the Operations Manager, Human Resource, and our management staff, to discuss how to implement a transition plan for the weeks to come.

5.2- Management

Our management team headed by the Operations Manager will make a site visit of the facility to locate where all storage locations are. From their observation they will know how much equipment that specific storage location will be able to accommodate. The management team will assist Chi-Ada on all on-site management until all communication channels are established.

5.3- Equipment/Chemicals

During this time period our Operations Manager orders all necessary equipment's and chemicals and is deployed to its respective locations. In conjunction to ordering supplies, Chi-Ada will organize supplementary training for the equipment's and chemicals that will be used throughout the different facilities.

5.4- Hiring & Training

This period will be when Chi-Ada hires new employees and train them. This period will encompass: - Hiring new employees

- General orientation and areas of responsibility
- Supervisory Training
- Custodian Training
- Chemical usage
- Tools and equipment, and the operations and safety of using them - Site tours

5.5- Final Communication

During the final days prior to the start of the contract, the General Manager contacts the facilities management to ensure that all requirements are met and all issues have been addressed before the contract takes effect.

At Chi-Ada we are ready to implement our established start-up system and expand a plan that will meet all of the contract's requirements.

6- Human Resources

As a significant corporation, Chi-Ada has a full-fledged corporate Human Resource Department that is staffed by qualified personal. They are responsible for our hiring, training, and maintain a well-qualified and extremely motivated staff that center their goals on achieving Chi-Ada's goals. They ensure Chi-Ada's compliance with all appropriate health, human rights, laws, safety, and security issues.

Preserving a very well-trained, constructive and motivated staff is what Chi-Ada expects to uphold as part of its end of the contract. Chi-Ada is a connoisseur when it comes to finding exceptional individuals that are very responsible and helping them becomes a great asset to the company by placing them in a productive and dependable environment.

Chi-Ada has developed an all-inclusive training program that is composed of basic, intermediate, and advanced training from the manufactures of the different equipment's and chemicals that Chi-Ada will be using. The training will be provided by specialist that are certified as an in-service training provided by the company free of charge to our employee's.

At Chi-Ada Corporation, we promote a Positive Working Environment. Chi-Ada employees will be associating with friendly, positive supervisors who are excited and involved in helping our client's success. They are encouraged and inspired to build their confidence and help them to develop and accomplish their goals.

We also imply various motivations and incentives to retain good employees, these include recognizing individuals who have performed exceptional, e.g. employee of the month and a raise. Within approximately "5 year" or less new employees may be eligible for our management training program, designed to help them reach higher levels of income and promotions.

We feel that there is no limit to how much one can earn! Employees start earning money immediately after they have completed our training program. By implementing what they learned, exceptional earnings are guaranteed. Their income potential is in direct proportion to their desires, enthusiasm, and how much time they dedicate.

Chi-Ada offers Personal Recognition & Awards to its employee's because, we feel that there is more to life than the opportunity for exceptional earnings but valuable work experience. Their achievements are recognized and honored through prestigious award programs and events. Employees experience the satisfaction of achieving their goals and being recognized by their peers throughout the company.

7- Technical Procedures

Chi-Ada's proven system of effective employee recruitment and training is anchored to a solid well equipped, management organization. We are confident that our new hires learn simple yet highly effective methods that insure the best results. All new employees will also be given valuable on-the-job training by an experienced Chi-Ada Manager. All newly hired employees will undergo a period of training, which will specifically cover the scope of work to which they will be assigned. This applies even to individuals who had past experience in cleaning and floor maintenance service with other companies.

Training is focused on building an employee's sense of responsibility to the client, a true desire to get the job done in an efficient and safe manner.

At Chi-Ada, we believe that custodial works must be trained in the proper use of cleaning chemicals and equipment to avoid damaging carpet, tile, wood, and other surface within your facility, as well as to maintain the equipment that employee's will be using.

Our training program starts with in-service sessions to ensure complete understanding of the techniques and to keep up with the rapidly changing industry. Training allows our employees to stay afloat with current innovation in cleaning techniques, equipment and proper handling of equipment, chemicals and proper mixture, and the highest quality services.

Four Types of Training: Chi-Ada Corporation adopts four distinct groups for whom adequate training is regularly provided for our employees: (1) Entry level employees, (2) Potentially promotable employees, (3) Supervisory employees, and (4) management trainees.

These employees are the greatest assets, therefore; we place high priority in hiring and training them. This training program includes work practices and standard expectation, Chi-Ada Corporation policies and worksite policies, daily functions and performance, work schedule and time management, job description and the use of supplies, paper, soap, etc.

Cross training is another type of training program, which Chi-Ada Corporation adopt to broaden the scope and awareness of our employees. This training program allows us to secure a workforce that will be available in all phases of the service industry.

Our training program is recognized by the Professional Housekeeper of America (PHA) and the Building Service Contracts Association International (BSCAI). Our training method includes brochures, magazines, and audiovisual aid. The importance of training is to enable Chi-Ada Corporation to provide the expected high-quality services to our clients.

8- Safety Training

Chi-Ada Corporation's safety training program emphasizes on ways to avoid the preventable accident. (1) **Mandatory safety equipment and wears**: In all institutions it is a mandatory to wear proper attire and open toe shoes will not be worn.

(2) **Eliminating the open invitation to an incident**: Slippery walkways.

(3) **Enforcing the existing safety rules**: Such as not smoking indoors.

(4) **Caution analysis of accidents training**: New workers are thoroughly indoctrinated for purpose of making sure everyone knows exactly what to do in case of an accident.

(5) **Fire Prevention**: Chi-Ada Corporation is in compliance with OSHA federal and state fire regulations in job areas. Fire Prevention and emergency exit ways: all employees must exit the building at any time there is a fire alarm to a designated place outside the building and the supervisor will do a head count. All corridors, stairs, doors, and escape routes are kept unobstructed. Every employee of our Corporation is taught to know where alarm boxes, extinguishers, and other firefighting components are located.

(6) **Solid and slippery spill**: Clean immediately to avoid slip and fall.

8.1- Lifting technique Training

Employees are taught to lift 10Ib weight or less on a regular day but anything larger than 10Ib's will be assisted with a pulley. The technique is to bend the knees forward and lift until the object is inside a cart to be carried. *Waist should not be straight when lifting any load larger than 10Ib's.*

8.2- Personal Protective Equipment (PPE) Training

Employees are taught to wear Personal Protective Equipment's such as latex gloves at all times when removing garbage, cleaning restrooms or removing pathogens. Gloves and nose mask are worn when removing hazardous chemicals, dust and other form of pollutant waste, and blood borne pathogens.

8.3- Cleaning Procedures on Chemicals Training

Caution: Under no circumstances should any employee formulate their own detergent. We train all employees how to follow Material Safety Data Sheet procedure to achieve the desired result on acid cleaners for restrooms and abrasive cleaners for soils on hard floors.

8.4- Chemicals in Carpet Cleaning Training

Employees are taught the nature of chemical and dilution in carpet cleaning. It is critical that all employees are taught how to measure according to the directions.

8.5- Maintenance training employees are instructed about how to vacuum, shampoo either by dry soil or hot water, steam-clean, extraction, rotary spin pad and stain removing from resistance stains, on carpets, vinyl, wood, and other type of floors.

8.5- Training is provided by coaching the individuals with the effort to assist individual members of the work force. Spending time on those tasks is so overwhelming that the trainee is able to learn quickly**.**

9- Work Plan

Chi-Ada recognizes the importance of a very effective work plan that will incorporate the transition plan to a very smooth work plan. Chi-Ada's staff has fully reviewed the scope of services outlined in section 1.2 in the RFP. Chi-Ada has done its research when it comes the operations of MIA and its adjacent locations, given Chi-Ada an idea of the daily operations throughout the different facilities.

First, Chi-Ada will order the necessary supplies and equipment for the services required and deploys them to their final destinations throughout the airport and its adjacent buildings. Chi-Ada will meet all requirements listed in Attachment B in reference to its list of equipment, supplies, and chemicals. Under no circumstance will unsafe equipment or products be allowed to operate in any scale on any facilities.

Second, Chi-Ada will collect and adequately secure all keys, key cards, or any other entry devices and codes provided. Chi-Ada will maintain a record of all keys and no employee shall duplicate keys. If any entry device is lost, missing, or stolen, Chi-Ada will immediately contact the Contract Administrator. When all employees enter any unoccupied/unlocked section of a building to provide services, they shall lock all doors, before leaving. All exterior doors shall remain locked during the work shift and shall be checked to ensure safe when leaving the secured section of a building at the end of the work shift.

Next, Chi-Ada will hire and train its new employees on safety and safety practices. Chi-Ada will provide each of its employees working on the job site, with the training needed to safely and competently perform the services required. Chi-Ada is familiar with all Federal, State, County, and City Regulations governed accordingly as they apply to the services rendered. Chi-Ada will keep a record of all training for each employee upon request. The record will state the employee's name, date of employment, date and type of training class attended.

The training process will be monitored by the Managers so they can perform a follow up. The follow up will be determined by the quality reports conducted to review the performance of employees. Our training program is available year-round to ensure that all employees refresh skills and are kept up to date on today's cleaning standards. Our ongoing training secessions concentrate on changes in policies, procedures, and rules. Also, other topics discussed are new techniques and technology that are imperative to the Airport Environment.

Chi-Ada will evaluate each individual location to provide the most adequate staffing requirement for the services required. Chi-Ada will provide adequate personnel to ensure that the required staffing is met for each shift and will have the experience to evaluate the facilities. Chi-Ada will be responsible for all supervision and work performed by its employees.

Chi-Ada Supervisors will provide supervision where needed, communication with staff workers, and conduct daily inspections and evaluate the work area. Chi-Ada will provide weekly, monthly, and semi-annual reports of all project work. Detailed on this report will be the location, duties to be performed, date assigned, date completed, date of inspected work and approval of work, and who approved the work.

10- Employment Plan

Chi-Ada Corporation uses a very stringent procedure for recruitment, testing, screening of individuals assigned to your facility. We use every effort to ensure that all individuals are the best quality match for your facility.

Each employee must undergo the following:

- Criminal Background Investigation
- Character/Integrity Reference Check
- Job Profile Fit Analysis
- Performance Matching
- Pre-orientation for Job Readiness
- Policy and Procedure Manuals
- Employee evacuations

The background process is conducted in two phases. Upon successful completion of the identity verification, the background investigation process continues with more detailed research including employment and Education verification, Criminal Records Check, and Driver's License Check.

All applicants that satisfy our requirements for the background screening move on to the following: Drug Screen, Physical Examination, Psychological Examination, and Suitability/Trustworthiness Assessment. All employees will be required to submit to a random, unannounced drug testing policy. This policy includes all illicit drugs and alcohol. Failure to submit to testing and/or positive test result will be grounds for immediate termination of employment.

All employees involved in a work-related accident or injury are required to report for a drug screen within 24 hours of the incidents.

11- Employee Safety & Protection

Chi-Ada Corporation takes the necessary precautions to protect the safety of the individuals who use the facilities that we will be employed at. We protect persons or properties against injury or damage and will be responsible of any such damage, or injury that occurs as a result of fault or negligence of our employees.

All chemicals are brought and stocked in closets in their original containers. These chemicals remain in their containers until diluted or mixed for use to reduce any aroma from escaping that may be hazardous to anyone. All solution bottles and spray bottles will be in safety containers, which are safe for handling and intended usage.

Chi-Ada Corp. will also provide and use adequate barricades and signs to mark off hazardous work areas and provide sufficient warning prior to, during, and after the performance of all services of danger zones such as areas that have been recently moped or waxed to reduce slip and fall. All general accepted and government required safety practices shall be followed.

In case of any accident, incident, or damage, Chi-Ada will quickly notify the Contract Administrator of any incidents or accidents involving their employees while on-site to ensure that no future situation will occur. ChiAda will have an Accident, Incident, and Damage Report. The report will include the type of incident and an assessment of any property damage or personal injury.

12- Inspection & Detection

Chi-Ada Corporation inspects all facilities and detects any unsafe working conditions to the Contract Administrator. We provide trained and qualified supervisors capable of providing the necessary supervision not only to detect unsafe working conditions but to also train employees to be able to spot any unsafe working conditions. Each supervisor will be capable of verbal and written communication in English and will be capable to effectively communicate with the service workers.

Each supervisor shall conduct a daily inspection and evaluate all assigned areas of work. Each supervisor will note any discrepancies and assure that they are corrected and monitor workers to ensure that they are performing assigned duties.

13- Federal & State Requirements

Chi-Ada Corporation is a very recognized corporation with over 200 employees and has many policies to ensure work-place fairness. Our success and growth are credited because of high standards of performance, quality ethics, and being accountable. Chi-Ada undergoes a thorough screening to guarantee that all applicants hold the high expectations that Chi-Ada holds and believes.

All applicants will complete a detailed application. The application is a pre-screening conducted by our Human Resource Department. Once applicants pass the pre-screening process, then they will undergo an interview by one of our supervisors that is knowledgeable of the position being applied for.

If and when the applicant is deemed an eligible candidate, an offer of employment will be made. Once accepted then the necessary steps will follow:

- Reference and former employment verified.
- Drug screening test conducted.
- Medical screening conducted.
- Criminal background check – including fingerprint check.
- Security background checks where high security is required.

On top of Chi-Ada's screening procedures, we also comply with any regulations. All employees that will have un-escorted access to areas secured for security by law will undergo a FBI fingerprint screening for any past history of any involvement with terrorist activities. No employee will be issued a badge non-the-less hired if they are found to have a connection with terrorist activities.

In an event that an employee is being relinquished of all duties that was issued a security badge for a location of high security, Chi-Ada will retrieve the badge prior to the individual being terminated and the Contract Administrator will be notified.

Once all required screenings are completed then Chi-Ada will train its employee prior to placing them in an onsite location.

14- Safety Assurance

The safety and health of our employees at Chi-Ada Corporation and clients is of primary importance. It is our policy to provide a safe and healthy working environment for our employees, and to strictly enforce all safety rules to guarantee the safest work environment possible. It is the company's policy to abide by and comply with accident prevention regulations set forth by the Federal, State, and Local governments. To accomplish this, continued emphasis will be placed on Accident Prevention, Employee Health Protection, and General Loss

Control; albeit governmental rules regulations, restrictions or standards in effect now or in the future take precedence over our published guidelines

To this end, Chi-Ada provides the following Safety Program to all employees:

- Personal Protective Equipment appropriate to each employee's job assignment. Additional specialty safety equipment would be provided by the client as indicated.
- Safety Manual which includes compliance with Hazardous Communication, and Blood-Borne Pathogens Standards.
- Safety Meetings with employees are conducted on a regular basis.
- Supervisors perform monthly account safety checks.

Chi-Ada company policy mandates that all Supervisors, Managers, Department Heads and other employees at all levels of our workforce make Job Safety a matter equal in importance to all of our operations. These responsibilities can be met only by continuously working together to promote safe work practices, safe equipment, safe chemicals, and an overall safe work site for employees and clients.

There is nothing in the manual that would take precedence over what an employee might determines at the time of an emergency to be the best course of action in a particular circumstance when it comes to saving a life, preventing further injury or safeguarding the public safety.

The following guidelines are established to assist employees in the areas of Accident Prevention. Employee's that help prevent accidents benefits not only them but their fellow employees. It is up to each employee to assume full cooperation in these measures for their Safety and Protection.

Chi-Ada training program is composed of four (4) parties responsible for a safe workplace. These parties are the Company, Supervisors, Employees and most importantly, Fellow Employees.

15- Safe Workplace Responsibilities

15.1- The Company

- Chi-Ada Corporation is committed to train its employees to provide a safe work environment.
- Chi-Ada Corporation management with training standards and procedures relative to implementing the Safety and Health Program.

15.2- Supervisors

- Implementing the elements of the Safety and Health Program as outlined.
- Providing training to employees as to their responsibility in the safe performance of their duties.
- Enforce all safety procedures.
- Conduct thorough accident investigations.
- Maintain accurate accident reporting records.

- Promote a general awareness of safety throughout the workplace.

15.3- Employee

- Provide the necessary discipline to implement the safety rules and regulations as outlined herein.
- Report all unsafe conditions of safety in the work area.
- Maintain a general awareness of safety in the work area.
- Make suggestions as to how any part of our operation may be modified to reduce the potential for hazard.

15.4- Fellow Employee

- Provide the T-E-A-M (Together Everyone Achieves More) work attitude to make Safety a continuous part of working together.
- Speak freely with others about safety concerns.
- Help each other maintain a safe environment to work in with regard to safety Procedures and concern for others.
- Report any unsafe methods or procedures as you see them occur.
- Take preventive action to disallow any unsafe acts.

15.5- **General Safety Rules**

The following safety rules are discussed during Chi-Ada Safety Training Program:

1- Horse play or any actions that show disregard for safety or efficient job completion is not allowed.

2- Report any case of injury or sickness to supervisors at once for immediate first aid or responsible medical treatment. Under no circumstance should a worker treat his or another worker's injuries.

3- A worker shall not cause distraction that would jeopardize the safety of a fellow worker or working environment.

4- Be aware of safeguard provided within the workplace.

5- Your job will not generally call for the use of ladders, If you should need to reach for an object in a situation where a ladder is needed; please do so in presence of your supervisor. Make sure that your ladder is in good condition. Make sure that your ladder is firmly placed and properly secured. DO NOT STAND ON THE TOP, OR ON BOX, BOARDS, BARRELS, RACKS, ETC.

6- Keep hands and feet clear pinch points when handling materials.

1- Wear right clothes for the job tasks you will be expected to perform.

2- Assistant in the training of new employees by demonstrating safe work habits.

3- Never leave running power equipment unattended.

4- Be familiar with the proper safety methods and procedures for operating your power equipment.

5- Observe and obey all warning signs.

6- Slippery floors cause falls. Keep the floor free of tripping hazards. Always use and observe "WET FLOOR" signs when performing your floor work job functions.

16- Quality Control & Training Program

Our focus on quality control is centered on our employee's performance to a project, therefore; we match quality of service and productivity to efforts made to provide it. Consequently, comprehensive quality control involves all project participants effort put together to ensure that contract specifications are satisfied. We achieve this by emphasizing technical and safety training.

Chi-Ada utilizes a Quality Control Program that covers all the services stated in the scope of services. Our Quality Control Program also helps us determine if our employees are following proper working procedure. Listed below is how our quality program is conducted.

16.1- Methods of Identifying Problems

We make comprehensive effort on every contract we undertake by teaching the custodians how to review all tasks before proceeding on to the next assignment. Supervisors provide additional levels of formal inspections. Through reports and observations all data will be analyzed:

- To establish trends
- To determine corrective actions
- To access effectiveness of corrective action when implemented

With our comprehensive surveys and analyses, we will maintain project performance at acceptable Levels.

16.2- Early Detections

We use a total quality control effort to ensure that our QCP is functioning properly. We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. Because we closely supervise custodians and the service they provide, problems are discovered early in quality assurance.

History has proven that inspections by double checking of services completed are more effective than monitoring and other surveillance because minor problems will be illusive in the eye of a camera. Routine check-ups of assignments such as our continuous inspections have significantly reduced the potentiality of future problems and the need for timely corrective actions.

16.3- Correction and Preventing of Quality Control Problems

Chi-Ada Corporation double check strategy is used to address quality control problems. First, corrective action is taken to immediately eliminate the problem. After correction, the work is re-inspected to verify if the quality Contract standards are met. If the problem occurs again, then the problem is reported to the person responsible for that area or task.

Second, immediately after correction, the Supervisor will prepare a Quality Control Inspection Report. The report states the work requirement, location, and grades it on a scale of 1-5. The Supervisor decides and initiates the appropriate corrective action and determines to focus on how to correct the problem on a procedural and systematic level. The supervisor will also meet with the person responsible for the problem. The meeting will reinforce the training the employee learned from previous lessons.

16.4- Inspections Schedule

We develop daily, weekly, and monthly schedules of all inspection activities. The planned daily inspection will be directed to high traffic areas and it may include random inspections of high frequency and continuous task and 100% inspection for periodic services. The schedules will show the data for each inspection and identifies the inspector.

Chi-Ada Corporation will perform essentially 100% inspection of all services rendered. The Manager and Supervisors will perform random, regular, and periodic visual inspection of the facility. Each Supervisor will perform an inspection before leaving their shift, using a checklist to note problems and areas that will be corrected. The checklist will be signed and dated by the inspector and the time the inspection was completed to ensure that all activities, functions, and processes are covered. Inspections will be conducted using the same checklist to identify problem areas requiring correction.

16.5- Chi-Ada Spot Inspections

Chi-Ada Spot Inspections is the most important method to ensure continually high-quality standard inspections. It is singularly the most important method for ensuring current and on the spot including future performance. This method involves a three-step inspection:

- random inspection
- total inspection
- continuous inspection

All inspections findings will be documented so that the following actions are taken immediately:

- Applicable employees are informed when their level of work performance has diminished below previous levels.
- A corrective action request is initiated, to be corrected by the end of the same shift, related to
  any task that has been rated less than “satisfactory”

A Quality Control Deficiency Report is initiated to improve any task where the performance level has diminished below previous levels.

16.7- Inspections are an ongoing practice

Chi-Ada's coinstantaneous inspections provide additional insurance for attainment of our quality control objective. Our Manager and Supervisors perform these inspections. The inspections are predominately a "walk through." The "walk through" is performed with varying frequencies. However, they are always performed after a certain task is completed, e.g. window cleaning, floor maintenance, or after a predefined task of an area is covered, and at the end of each shift. One of the things that the "walk through" enables Supervisors to do is to check for any possible problem. If it is found, the problem will be immediately corrected. Also, custodians are trained to perform visual inspections of the work they just completed before moving on to their next task.

16.8- At Chi-Ada we create a locale file of inspections

Our General Manager will maintain a local file of inspections at the corporate office. The file will provide evidence that the scheduled quality control inspections are being performed. The file will contain, but not limited to:

- A copy of our quality control plan
- A copy of all completed quality control checklist.
- A copy of all quality control reports
- A copy of all corrective action taken

This file will be systematically analyzed and used for the prevention, detection, and correction of problems. The General Manager will establish requirements for record control and retention. The Manager will make quality control records available for review or inspections any time during this contract.

Our company recognizes the importance of quality control and assurance; therefore, reporting and record keeping is highly maintained.

- Neatly
- Legible
- Completed properly
- Filed properly

16.9- Quality Assurance

Chi-Ada Corporation developed a Quality Assurance Program through the use of questions and Client Response Program. The program focuses on prompt responses to facility staff and complaints. Once responses are established, we follow up to see a standard at the facility and our employee's will be coached at an informational meeting. This will also be followed by periodic briefings and quarterly updates to outline format, and the content of a complaint.

Each complaint is investigated, and corrective actions are taken as necessary. This is a valuable way to prevent subsequent errors to effectively demonstrate our commitment to total client satisfaction.

17- Hazard Communication Program

17.1- Introduction

The Hazard Communication Standard (HCS), established by the Occupational Safety and Health Administration (OSHA), requires that the hazards of all chemicals, produced or improved be evaluated and information concerning their hazards, if any, be transmitted to employees who may be exposed to those chemicals under normal operating conditions or in foreseeable emergencies. This Hazard Communication Program Policy Statement has been prepared to assist Chi-Ada Corporation in complying with the Hazard Communication Standard.

The Hazard Communication Program will provide employees, with the means to understand the nature of any chemical hazard to which they may be exposed to during the course of their employment so that they will better protect themselves. The purpose of the Program is to improve employee protection from chemical hazard and, thereby reducing illness and injuries caused by exposure to chemicals.
The Program includes identifying and listing all hazardous chemicals present in the workplace, labeling all containers of hazardous chemicals in the workplace, obtaining and maintaining Material Safety Data Sheets, providing information about hazardous chemicals in the workplace, and training employees regarding hazards of chemicals present in the workplace and the use of appropriate protective measures.

Any additional requirements under the laws of the State of Florida are incorporated into the Chi-Ada Hazard Communication Program.

17.2- Responsibility

The Hazard Communication Coordinator is responsible for the coordination and implementation of Chi-Ada Communication Program. These responsibilities include, but are not limited to: training, handling, safety, emergency procedures, site location of MSDS, emergency telephone numbers, competent supervisory personnel with knowledge of all chemicals on site.

17.3- Identification and Listing of Hazardous Chemicals

The Hazardous Communication Coordinator maintains a list of hazardous chemicals known present in the workplace. All hazardous chemicals are identified on this list in the same manner as those chemicals are identified on the appropriate Material Safety Data Sheets.

17.4- Material Safety Data Sheet (MSDS)

The Hazard Communications Coordinator maintains the Material Safety Data Sheets and trains employees on how to read it for each product containing hazardous chemicals known to be present in the workplace. Each Material Safety Data Sheet is in English and contains the following minimal information:

1. The name, address and telephone number of the chemical's manufacture, importer or distributor.
2. Hazardous ingredient/identifying the chemical.
3. Physical/chemical characteristics.
4. Fire and explosion hazard data.
5. Health hazard data.

1. Reactivity data

2. Precautions for safe handling and use.

3. Control measures.

Material Safety Data Sheet is maintained in such a manner as to be readily accessible during the work shift to employees when they are in their work area.

Material Safety Data Sheet also is made available for inspection, upon request, to the employee's designated representatives.

17.5- Labels and Other Warnings

The Hazard Communication Coordinator trains employees to make sure that all necessary and appropriate measures to ensure that all hazardous chemicals present in the work area are labeled or marked as required under the applicable regulations.
Labels and other warning include the identity of the product contained therein and appropriate hazard warning(s). Labels and other warnings are legible, in English, and prominently displayed on the container or readily available in the workplace throughout the work shift. Labels and other warnings may be printed in languages other than English in appropriate circumstances.

Employees are trained not to remove or deface existing labels or other warning on less the container is immediately thereafter marked with the required label or other warning.

17.6- Information

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are informed of hazardous chemicals in their work area at the time of the initial assignment to that work area. Whenever a new hazard is introduced into the work area, or significant changes occur in the data provided, additional training will be conducted.

All employees are trained to be informed of the requirements of the HCS, operations of their work area where hazardous chemicals are known to be present, and the location and availability of the company Hazard Communication Program.

17.7- Training Program

The Hazard Communication Coordinator makes all necessary and appropriate measures to ensure that all employees are trained in the proper use of hazardous chemicals in their work area at the time of their initial assignment in the work area and, thereafter, whenever a new hazard is introduced in their work area.

Employee training includes:

1. A summary of the Hazard Communication Standard and the company Hazard Communication Program.

2. Hazardous chemical properties, including visual appearance, odor, and methods that can be used to detect the presence of release of hazardous chemicals.

1. Physical and health hazards associated with potential exposure to workplace chemicals.

4 Procedures to protect against hazard, including personal protective equipment, work Practice, and emergency procedures.

5. Hazardous chemicals spill and leak procedures.

6. Location of Material Safety Data Sheets, how to understand their content and how employees may obtain and use appropriate hazard information.

7. How to read and understand product labels.

The hazard Communication Coordinator monitors and maintains a record of each employee training and advices the company on training needs.

18- Blood-Borne Pathogen Safety Program

Chi-Ada's Blood-borne Pathogen Program provides a method to safeguard our employees from being occasionally exposed to blood and other potentially infectious materials, during first aid and emergency situations. It is also Chi-Ada's intent to comply with federal OSHA requirements listed in 29 CFR 1910.1030.

18.1- Scope

The training programs train's employees to identify who in an emergency situation have the potential for being exposed to blood and other potentially infectious materials when responding solely to injuries resulting from workplace incidents.

18.2- Information and Training

All employees are put through a comprehensive training program provided with as much information as possible on the issue. New employees or employees changing jobs or job functions requiring training in blood pathogens will receive this training at the time of their new job assignment. After initial training, employees will be retrained annually to keep their knowledge current.

18.3- Training topics

Training will be provided to Chi-Ada employees at the time of hire and annually thereafter. Training will include, but not limited to the following:

- Employees are provided access to a copy of the OSHA Blood-borne Pathogen Standard, 20 CFR 1910.1030, and a written copy of the company's safety program.
- Employees receive general information regarding Blood-borne Pathogen diseases with emphasis on epidemiology, systems, and modes of transmission of Hepatitis B, HIV, and other diseases.
- Employees review the use and limitations of methods that will reduce or prevent exposure. These methods are engineering tools, work practice control, and personal protective equipment.

- Employees learn different types and proper use, location, removal, and handling of contaminated personal protective equipment.
- Employees are provided information on the vaccines, including its; efficiency, safety, mode of administration, and benefits of vaccination.

18.4- Practices

Maintaining your facility in a clean and sanitary condition is an important part of our Blood-borne Pathogen Training Program. Chi-Ada cleaning staff employs the following practices:

- Any surface or equipment contaminated with blood or other body fluids will be cleaned as soon as possible.
- Employees will use paper towels to remove the visible materials and the decontaminated area using freshly prepared water and bleach solution or an appropriate disinfectant registered with the Environmental Protection Agency (EPA).
- Cleaning products such as paper towels and gloves will be placed in plastic bags removed by a hazardous waste disposal company.

18.5- Personal Protective Equipment

Personal Protective equipment is Chi-Ada employees' "last line of defense" against Blood-borne Pathogens. Chi-Ada provides, at no cost to its employees, the personal protective equipment need to protect them against exposure. This equipment includes, but is not limited to those listed below:

- Gloves
- Safety Glasses Face shields

Chi-Ada is responsible for ensuring that all locations throughout this contract have appropriate personal protective equipment available to employees. Employees' personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials.

To ensure that personal protective equipment is not contaminated and are in the appropriate conditions to protect employees from potential exposure, Chi-Ada adheres to the following practices:

- All personal protective equipment is inspected periodically and repaired or replaced as needed to maintain its effectiveness.
- Reusable personal protective equipment are cleaned, laundered and decontaminated as needed.

To ensure equipment is used as effectively as possible, Chi-Ada employees adhere to the following training when using their personal protective equipment.

- All potentially contaminated personal protective equipment is removed prior to leaving a work area.
- Disposable gloves are replaced as soon as they are found to have any contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Reusable utility gloves are not used.
- Protective clothing, such as coats are worn whenever potential hazard materials are considered.

19- Conclusion

Chi-Ada Corporation mission is to provide the most outstanding janitorial service possible. We take pride in being productive and self-sufficient regarding our work and responsibilities. We believe that hard work and determination is the key to our company's success.

We stride to have a strong work ethic and to help employees become goal-oriented individuals. We believe that we teach by example.

This is the work ethic and commitment that Chi-Ada will bring to your facility. We want to help provide excellent service to our clients. We vow to work meticulously to meet all standards set for us and to continuously improve our service to reach the highest possible quality that can be obtained. Above all, we yearn to help your facilities image to being "The cleanest in America".

Supplier: **Chi-Ada Corporation**

Standard Instructions to Vendors
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through Periscope S2G. Refer to the Purchasing Division website or contact Periscope S2G for submittal instructions.

A. Responsiveness Criteria:

Responsive (Vendor) means a vendor who submits a response to a solicitation that the Director of Purchasing determines meets all requirements of the solicitation. As provided in Section 21.40(a) of the Broward County Procurement Code, a solicitation may only be awarded to a vendor whose submission is responsive to the requirements of the solicitation. The Director of Purchasing shall determine whether submissions are responsive. This determination shall be final and may not be changed by the Evaluation Committee, if one is appointed for the solicitation.

The required information and applicable forms must be submitted with solicitation response, electronically through Periscope SG2 by the due date and time specified in the solicitation. Failure to timely submit may result in Vendor being deemed non-responsive by the Director of Purchasing. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.37(b) of the Broward County Procurement Code.

Below are standard responsiveness criteria; refer to Special Instructions to Vendors, for Additional Responsiveness Criteria requirement(s).

1. **Lobbyist Registration Requirement Certification**
Refer to Lobbyist Registration Requirement Certification. The completed form should be submitted with the solicitation response. If not submitted within solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may result in Vendor being deemed non-responsive.

2. **Addenda**
The County reserves the right to amend this solicitation prior to the due date and time specified in the solicitation. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. Vendor must follow the instructions carefully and submit the required information and applicable forms, or acknowledge addendum, electronically through Periscope S2G. It is the Vendor's sole responsibility to monitor the solicitation for any changing information, prior to submitting their solicitation response.

B. Responsibility Criteria:

Responsible (Vendor) means a vendor who is determined to have the capability in all respects to perform fully the requirements of a solicitation, as well as the integrity and reliability that will ensure good faith performance, as provided in Section 21.40(b) of this Code. In accordance with Section 21.40(b) of the Broward County Procurement Code, a solicitation may only be awarded to a vendor who is determined to be responsible to provide the goods or services requested by the solicitation. If a response to a solicitation is submitted by a joint venture, the joint venture will not be eligible to receive an award unless each member of the joint venture is determined to be responsible. A determination of responsibility shall be made only as to those vendors whose submissions have been determined to be responsive.

With respect to RFPs, RLIs, and RFQs, the Evaluation Committee, with assistance of the Purchasing Division and based on information provided by the applicable County Agencies and the Office of the County Attorney, shall determine whether vendors who have submitted responsive submissions are responsible.

Notwithstanding the foregoing, the awarding authority for a solicitation shall have the ultimate authority to determine whether vendors who have submitted responsive submissions are responsible.

When making determinations of responsibility, the Director of Purchasing or the Evaluation Committee (as applicable) may request additional information from any vendor on matters that may affect a vendor's responsibility. The failure of a vendor to provide information requested by the County may result in a determination of non-responsibility. In addition, a vendor may submit information regarding its responsibility; provided, however, that such information shall not be considered if it contradicts or materially alters the information provided by the vendor in its original response to the solicitation.

Failure to provide any of this required information and in the manner required may result in a recommendation by the Director of Purchasing that the Vendor is non-responsible.

Below are standard responsibility criteria; refer to **Special Instructions to Vendors**, for Additional Responsibility Criteria requirement(s).

1. **Litigation History**

a. All Vendors are required to disclose to the County all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. Additionally, all Vendors are required to disclose to the County all "material" cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the "material" cases against the principal, during the last three (3) years prior to the solicitation response. A case is considered to be "material" if it relates, in whole or in part, to any of the following:

i. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;
ii. An allegation of fraud, negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation;
iii. A vendor's default, termination, suspension, failure to perform, or improper performance in connection with any contract;
iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.

b. For each material case, the Vendor is required to provide all information identified in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.

c. The County will consider a Vendor's litigation history information in its review and determination of responsibility.

d. If the Vendor is a joint venture, the information provided should encompass the joint ventureand each of the entities forming the joint venture.

e. A vendor is required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor's subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.

f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor's subcontractors/subconsultants litigation history against the County, may result in the Vendor being deemed non-responsive.

2. **Financial Information**

a. All Vendors are required to submit the Vendor's financial statements by the due date and time specified in the solicitation, in order to demonstrate the Vendor's financial capabilities. If not submitted with solicitation response, it must be submitted within three business days of County's written request.

b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements shall be in the form of:

i. Balance sheets, income statements and annual reports; or
ii. Tax returns; or
iii. SEC filings.

If tax returns are submitted, ensure it does not include any personal information (as defined under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response the County.

c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.

d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.

e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to **Standard Instructions to Vendors**, Confidential Material/Public Records and Exemptions for instructions on submitting confidential financial statements. TheVendor's failure to provide the information as instructed may lead to the information becoming public.

f. Although the review of a Vendor's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/ Public Records and Exemptions section) may result in a recommendation of non-responsiveness by the Director of Purchasing.

3. **Authority to Conduct Business in Florida**

a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.

b. The County will review the Vendor's business status based on the information submitted with the solicitation response.

c. It is the Vendor's sole responsibility to comply with all state and local business requirements.

d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the Vendor Questionnaire, Question No. 10.

e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.

f. A Vendor that is not in good standing with the Florida Secretary of State at the time of a submission to this solicitation may be deemed non-responsible.

g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

4. **Affiliated Entities of the Principal(s)**

a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County. The Vendor is required to provide all information required on the Affiliated Entities of the Principal(s) Certification Form.

b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.

c. The County will consider the contract performance evaluations and the compliance history ofthe affiliated entities of the Vendor's principals in its review and determination of responsibility.

5. **Insurance Requirements**

The Insurance Requirement Form reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can provide the insurance coverages.

C. Additional Information and Certifications

The following forms and supporting information (if applicable) should be completed and submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may affect Vendor's evaluation.

1. **Vendor Questionnaire and Standard Certifications**

Vendors are required to submit detailed information on their firm and certify to the below requirements. Refer to the **Vendor Questionnaire and Standard Certification** and submit as instructed.

a. Cone of Silence Requirement Certification
b. Drug-Free Workplace Certification
c. Non-Collusion Certification
d. Public Entities Crimes Certification
e. Scrutinized Companies List Certification

2. Subcontractors/Subconsultants/Suppliers Requirement

The Vendor shall submit a listing of all subcontractors, subconsultants, and major material suppliers, if any, and the portion of the contract they will perform. Vendors must follow the instructions included on the **Subcontractors/Subconsultants/Suppliers Information** and submit as instructed.

D. Standard Agreement Language Requirements

1. The acceptance of or any exceptions taken to the terms and conditions of the County's Agreement shall be considered a part of a Vendor's solicitation response and will be considered by the Evaluation Committee.

2. The applicable Agreement terms and conditions for this solicitation are indicated in the Special Instructions to Vendors.

3. Vendors are required to review the applicable terms and conditions and submit the Agreement Exception Form. The completed form should be submitted with the solicitation response. If not submitted with solicitation response, it shall be deemed an affirmation by the Vendor that it accepts the contract terms and conditions stated in the solicitation.

4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County's terms and conditions may be viewed unfavorablyby the Evaluation Committee and ultimately may impact the overall evaluation of a Vendor's submittal.

E. Evaluation Criteria

1. The Evaluation Committee will evaluate Vendors as per the **Evaluation Criteria.** The County reserves the right to obtain additional information from a Vendor.
2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted. The County reserves the right to request additional information from Vendor at any time.
3. For Request for Proposals, the following shall apply:
   a. The Director of Purchasing may recommend to the Evaluation Committee to short list the most qualified firms prior to the Final Evaluation.
   b. The Evaluation Criteria identifies points available; a total of 100 points is available.
   c. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:

      (Lowest Proposed Price/Vendor's Price) x (Maximum Number of Points for Price) = Price Score

   d. After completion of scoring, the County may negotiate pricing as in its best interest.
4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:
   a. The Evaluation Committee will create a short list of the most qualified firms.
   b. The Evaluation Committee will either:
      i. Rank shortlisted firms; or
      ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

F. Demonstrations

Refer to Special Instructions to Vendors. Vendors determined to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable), will be required to demonstrate the nature of their offered solution. After receipt of solicitation responses, all Vendors will receive a description of, and arrangements for, the desired demonstration. All Vendors will have equal time for demonstrations, but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the Vendor's team and County staff.

G. Presentations

Vendors that are determined to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) will have an opportunity to make an oral presentation to the Evaluation Committee on the Vendor's approach to this project and the Vendor's ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes, and the direction of the Broward County Board of Commissioners, presentations during Evaluation Committee Meetings are closed. Only the Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

H. Public Art and Design Program

If indicated in **Special Instructions to Vendors,** Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

I. Committee Appointment

The Cone of Silence shall be in effect for County staff at the time of the Evaluation Committee appointment and for County Commissioners and Commission staff upon the first meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division's website under Committee Appointment.

J. Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Vendor's answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Evaluation committee meeting.

K. Vendor Questions

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted electronically through Periscope S2G by the Question & Answer due date and time specified in the solicitation document (including any addenda). The County will respond to questions electronically through Periscope S2G.

L. Confidential Material/ Public Records and Exemptions

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.

2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential" and marked with the specific statute and subsection asserting exemption from Public Records.

3. To submit confidential material, three hardcopies must be submitted in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

   Broward County Purchasing Division 115
   South Andrews Avenue, Room 212 Fort
   Lauderdale, FL 33301

4. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as waived.

5. Submitting confidential material may impact full discussion of your submittal by the Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

M. Copyrighted Materials

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

N. State and Local Preferences

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

O. Local Preference

The following local preference provisions shall apply except where otherwise prohibited by federal or state law or other funding source restrictions.

For all competitive solicitations in which objective factors used to evaluate the responses from vendors are assigned point totals:

a. Five percent (5%) of the available points (for example, five points of a total 100 points) shall be awarded to each locally based business and to each joint venture composed solely of locally based businesses, as applicable;
b. Three percent (3%) of the available points shall be awarded to each locally based subsidiary and to each joint venture that is composed solely of locally based subsidiaries, as applicable;and
c. For any other joint venture, points shall be awarded based upon the respective proportion of locally based businesses and locally based subsidiaries' equity interests in the joint venture.

If, upon the completion of final rankings (technical and price combined, if applicable) by the Evaluation Committee, a nonlocal vendor is the highest ranked vendor and one or more Local Businesses (as defined by Section 1-74 of the Broward County Code of Ordinances) are within five percent (5%) of the total points obtained by the nonlocal vendor, the highest ranked Local Business shall be deemed to be the highest ranked vendor overall, and the County shall proceed to negotiations with that vendor. If impasse is reached, the County shall next proceed to negotiations with the next highest ranked Local Business that was within five percent (5%) of the total points obtained by the nonlocal vendor, if any.

Refer to Section 1-75 of the Broward County Local Preference Ordinance and the **Location Certification Form** for further information.

P. Tiebreaker Criteria

In accordance with Section 21.42(d) of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. Location Certification Form;
2. Domestic Partnership Act Certification (Requirement and Tiebreaker);
3. Tiebreaker Criteria Form: Volume of Payments Over Five Years

Q. Posting of Solicitation Results and Recommendations

The Broward County Purchasing Division's website is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

R. Review and Evaluation of Responses

An Evaluation Committee is responsible for recommending the most qualified Vendor(s).The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization forthe committee members. Agency staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable. If a demonstration is required, County will appoint a Technical Review Team ("TRT") to view all Vendor demonstrations. The TRT will be comprised of County staff with specific subject matter expertise. The TRT will review all Vendor demonstrations for compliance with the Demonstration Script. The Project Manager will compile the results of each Vendor's demonstration into a final TRT Report. The TRT Report will be distributed to the Evaluation Committee members prior to the Final Evaluation Meeting.

2. A solicitation may only be awarded to a vendor whose submission is responsive to the requirements of the solicitation. The Director of Purchasing shall determine whether submissions are responsive. For solicitations in which an Evaluation Committee has been appointed, the Director of Purchasing's determination regarding responsiveness is not binding on the Evaluation Committee, which may accept or reject such determination but must state with specificity the basis for any rejection thereof.

3. The Evaluation Committee, with assistance of the Purchasing Division and based on information provided by the applicable County Agencies and the Office of the County Attorney, shall determine whether vendors who have submitted responsive submissions are responsible. Notwithstanding the foregoing, the awarding authority for a solicitation shall have the ultimate authority to determine whether vendors who have submitted responsive submissions are responsible. When making determinations of responsibility, the Director of Purchasing or the Evaluation Committee (as applicable) may request additional information from any vendor on matters that may affect a vendor's responsibility. The failure of a vendor to provide information requested by the County may result in a determination of non-responsibility. In addition, a vendor may submit information regarding its responsibility; provided, however, that such information shall not be considered if it contradicts or materially alters the information provided by the vendor in its original response to the solicitation.

S. Vendor Protest

Part X of the Broward County Procurement Code sets forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and states in part the following:

1. Any written protest concerning the specifications or requirements of a solicitation (or of any addenda thereto) must be received by the Director of Purchasing within five (5) business days after the applicable solicitation (or addenda) is posted on the Purchasing Division's website.

2. Any written protest concerning a proposed award or ranking must be received by the Director of Purchasing within five (5) business days after the proposed award or ranking is posted on the Purchasing Division's website.

3. Calculation of Days. Unless otherwise expressly stated, all references to "days" mean calendar days between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. All references to "business days" mean Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. In calculating time periods, the day of the event that triggers the time period shall be excluded from the calculation (for example, objections to a ranking must be filed within three (3) business days after the ranking is posted, so an objection to a ranking posted on a Monday must be filed no later than 5:00 p.m. on Thursday). Failure to file a written protest so that it is received by the Director of Purchasing within the timeframes set forth in

Part X of the Broward County Procurement Code shall constitute a waiver of the right to protest. A protest submitted to anyone other than the Director of Purchasing shall not be a valid protest.

Except as to any protest of the specifications or requirements of a solicitation, as a condition of initiating any protest, the protestor must, concurrently with filing the protest, pay a filing fee for the purpose of defraying the costs in administering the protest in accordance with the scheduled provided below. The filing fee shall be refunded if the protestor prevails in the protest. Failure to timely pay the required filing fee shall render the protest invalid.

Estimated Contract Amount	Filing Fee
Mandatory Bid Amount up to $250,000	$500
$250,000 - $500,00	$1,000
$500,001 - $5 million	$3,000
Over $5 million	$5,000

The estimated contract amount shall be the total bid amount offered by the protesting vendor in its response to the solicitation, inclusive of any contract renewals or extensions. If no bid amount was submitted by the protestor, the estimated contract amount shall be the County's estimated contract price for the procurement. The County will accept a filing fee in the form of a money order, certified check, or cashier's check, payable to "Broward County," or other manner of payment approved by the Director of Purchasing.

T. RIGHT TO APPEAL

The protestor may appeal the Director of Purchasing's denial of the protest with respect to the proposed award of a solicitation in accordance with Part XII of the Broward County Procurement Code. Decisions by the Director of Purchasing with respect to the specifications or requirements of a solicitation may only be appealed to the County Administrator or their designee, who shall determine the method, timing, and process of the appeal and whose decision shall be final.

1. The appeal must be received by the Director of Purchasing within ten (10) days after the date of the determination being appealed.

2. The appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of Part XII of the Broward County Procurement Code.

3. Except as otherwise provided by law, the filing of an appeal is an administrative remedy that must be exhausted prior to the filing of any civil action against the County concerning any subject matter that, had an appeal been filed, could have been addressed as part of the appeal.

U. Rejection of Responses

The Director of Purchasing may reject all responses to a solicitation, even when only one response is received, if the Director of Purchasing determines that doing so would be in the best interest of the County; provided, however, that only the Board may reject all responses to a solicitation where the issuance of the solicitation was approved by the Board.

V. Negotiations

Once a ranking is deemed final, the County shall commence contract negotiations with the top-ranked vendor (or, if provided in the solicitation, with multiple top-ranked vendors simultaneously). If the negotiation does not result in mutually satisfactory contract terms within a reasonable time, as determined by the Director of Purchasing, then the Director of Purchasing may terminate negotiations with the applicable vendor and commence (or continue, if the solicitation provided for negotiation with multiple top-ranked vendors) negotiations with the next-ranked vendor(s) or issue a new solicitation, as the Director of Purchasing determines to be in the best interest of the County[FA29] [CC30] . In accordance with Section 286.0113 of the Florida Statutes, and the direction of the Broward County Board of Commissioners, negotiations resulting from Evaluation Committee Meetings are closed. Only County staff and the selected vendor and their team will be present during negotiations.

W. Submittal Instructions:

1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. DO NOT INCLUDE any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.

2. Vendor MUST submit its solicitation response electronically through Periscope S2G and MUST confirm its solicitation response in order for the County to receive a valid response through Periscope S2G. It is the Vendor's sole responsibility to assure its response is submitted and received through Periscope S2G by the date and time specified in the solicitation.

3. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and the time specified in the solicitation. In the event that the Vendor is having difficulty submitting the solicitation response electronically through Periscope S2G, immediately notify the Purchasing Agent and then contact Periscope S2G for technical assistance.

4. Vendor must view, submit, and/or accept each of the documents in Periscope S2G. Web-fillable forms can be filled out and submitted through Periscope S2G.

5. After all documents are viewed, submitted, and/or accepted in Periscope S2G, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financial Statements) in the Item Response Form in Periscope S2G, under line one (regardless if pricing requested).

6. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.

7. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.

8. After all files are uploaded, Vendor must submit and CONFIRM its offer (by entering password) for offer to be received electronically through Periscope S2G.

9. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

   Broward County Purchasing Division 115
   South Andrews Avenue, Room 212Fort
   Lauderdale, FL 33301

A copy of the Proposal Bond should also be uploaded into Periscope S2G; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the due date and time specified in the solicitation.

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

LOCATION CERTIFICATION

Refer to applicable sections for submittal instructions. Failure to submit required forms or information by stated timeframes will deem vendor ineligible for local preference or location tiebreaker.

Broward County Code of Ordinances, Section 1-74, et seq., provides certain preferences to Local Businesses, Locally Based Businesses, and Locally Based Subsidiaries, and the Broward County Procurement Code provides location as the first tiebreaker criteria. Refer tothe ordinance for additional information regarding eligibility for local preference.

For Invitation for Bids:

To be eligible for the Local Preference best and final offer ("BAFO") and location tiebreaker, the Vendor **must** submit this fully completed form and a copy of its Broward County local business tax receipt **at the same time it submits its bid**. **Vendors who fail to comply with this submittal deadline will not be eligible for either the BAFO or the location tiebreaker.**

For Request for Proposals (RFPs), Request for Letters of Interest (RLIs), or Request for Qualifications (RFQs):

For Local Preference eligibility, the Vendor **should** submit this fully **completed form** and **all Required Supporting Documentation** (as indicated below) at the time Vendor submits its response to the procurement solicitation. If not provided with submittal, the Vendor **must** submit within three business days after County's written request. Failure to submit required forms or information by stated timeframes will deem the Vendor ineligible for local preference.

To be eligible for the location tiebreaker, **the Vendor must submit this fully completed form and a copy of its Broward County local business tax receipt at the same time it submits its response.** Vendors who fail to comply with this submittal deadline will not be eligible for the location tiebreaker.

The undersigned Vendor hereby certifies that (check the box for only one option below):

☐ **Option 1:** The Vendor is a **Local Business,** but does not qualify as a **Locally Based Business** or a **Locally Based Subsidiary**, as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

A. It has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),

i. a physical business address located within the limits of Broward County, listed onthe Vendor's valid business tax receipt issued by Broward County (unless exemptfrom business tax receipt requirements),

ii. in an area zoned for the conduct of such business,

iii. that the Vendor owns or has the legal right to use, and

iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to BrowardCounty in connection with the applicable competitive solicitation (as so defined, the "Local Business Location").

If Option 1 selected, indicate **Local Business Location**:

☑ **Option 2:** The Vendor is both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

A. The Vendor has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitationwas advertised),

i. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County(unless exempt from business tax receipt requirements),

ii. in an area zoned for the conduct of such business,

iii. that the Vendor owns or has the legal right to use, and

iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation as so defined, the "Local Business Location");

B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;

C. The Vendor's management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;

D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and

E. Less than fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the owned, directly or indirectly, by one or more entities with a principal place of business Vendor located outside of Broward County is .

If Option 2 selected, indicate **Local Business Location**:

4820 West Commercial Blvd Tamarac Florida 33319

Option 3: The Vendor is both a **Local Business** and a **Locally Based Subsidiary**as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

A. The Vendor has continuously maintained:

i. for at least the one (1) year period immediately preceding the bid posting date(i.e., the date on which the solicitation was advertised),

ii. a physical business address located within the limits of Broward County, listedon the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),

iii. in an area zoned for the conduct of such business,

iv. that the Vendor owns or has the legal right to use, and

v. from which the Vendor operates and performs on a day-to-day basis businessthat is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the "Local Business Location");

B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;

C. The Vendor's management directs, controls, and coordinates all or substantiallyall of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;

D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and

E. At least fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the Vendor owned, directly or indirectly, by one or more entities with aprincipal place of business located outside of Broward County is .

If Option 3 selected, indicate **Local Business Location**:

☐ **Option 4:** The Vendor is a **joint venture** composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list "N/A" if section does not apply. The Vendor further certifies that:

A. The proportion of equity interests in the joint venture owned by **Local Business (es)** (each Local Business must comply with all of the requirements stated in Option 1) is % of the total equity interests in the joint venture; and/or

B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is % of the total equity interests in thejoint venture; and/or

C. The proportion of equity interests in the joint venture owned by **Locally Based Subsidiary(ies)** (each Locally Based Subsidiary must comply with all of the requirements stated in Option 3) is **FL**% of the total equity interests in thejoint venture.

If Option 4 selected, indicate the Local Business Location(s) (es) on separatesheet.

☐ **Option 5:** Vendor is not a Local Business, a Locally Based Business, or a Locally Based Subsidiary, as each term is defined by Section 1-74, Broward County Code of Ordinances.

Required Supporting Documentation (in addition to this form):Option 1 or 2 (**Local**

Business or **Locally Based Business**):

1. Broward County local business tax receipt.

Option 3 (**Locally Based Subsidiary**)

1. Broward County local business tax receipt.
2. Documentation identifying the Vendor's vertical corporate organization and names ofparent entities if the Vendor is a Locally Based Subsidiary.

Option 4 (**joint venture** composed of one or more Local Business(es), Locally Based Business(es), or Locally Based Subsidiary(ies):

1. Broward County local business tax receipt(s) for each Local Business(es), Locally Based Business(es), and/or Locally Based Subsidiary(ies).
2. Executed joint venture agreement, if the Vendor is a joint venture.
3. If joint venture is comprised of one or more Locally Based Subsidiary(ies), submit documentation identifying the vertical corporate organization and parent entitiesname(s) of each Locally Based Subsidiary.

If requested by County (any option):

1. Written proof of the Vendor's ownership or right to use the real property at the LocalBusiness Location.
2. Additional documentation relating to the parent entities of the Vendor.
3. Additional documentation demonstrating the applicable percentage of equity interestsin the joint venture, if not shown in the joint venture agreement.
4. Any other documentation requested by County regarding the location from which theactivities of the Vendor are directed, controlled, and coordinated.

By submitting this form, the Vendor certifies that if awarded a contract, it is the intent of the Vendor to remain at the Local Business Location address listed below (or another qualifyingLocal Business Location within Broward County) for the duration of the contract term, including any renewals or extensions. (If nonlocal Vendor, leave Local Business Location blank.)

Indicate Local Business Location:

True and Correct Attestations:

Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as authorized by the Broward County Procurement Code. The Vendor understands that, if after contract award, the County learns that any of the information provided by the Vendor on this was false, and the County determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the County may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

AUTHORIZED SIGNATURE/NAME: **Bart Okoro**

TITLE: **President**

VENDOR NAME: **chi-Ada Corporation**

DATE: **5/24/2021**

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

DOMESTIC PARTNERSHIP ACT CERTIFICATION (REQUIREMENT AND TIEBREAKER)

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed should be returned with the Vendor's submittal. If the is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, theVendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, as amended, requires all Vendors contracting with the County, in an amount over $100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over $100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).

☐ 1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses

☑ 2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

☐ 3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.

☐ 4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(check only one below)**.

- ☐ The Vendor employs less than five (5) employees.
- ☐ The Vendor does not provide benefits to employees' spouses.
- ☐ The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.
- ☐ The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.
- ☐ The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).
- ☐ The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

Bart Okoro	President	Chi-Ada Corp.	5/24/2021
Authorized Signature/Name	**Title**	**Vendor Name**	**Date**

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

AGREEMENT EXEPTION FORM

The completed form(s) should be submitted with the solicitation response. If not submitted with solicitation response, it shall be deemed an affirmation by the Vendor that it accepts contract terms and conditions stated in the solicitation.

The Vendor must provide on the form below, any and all exceptions it takes to the contract terms and conditions stated in the solicitation, including all proposed modifications to the contract terms and conditions or proposed additional terms and conditions. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

☑ There are no exceptions to the contract terms and conditions state in this solicitation; or

☐ The following exceptions are taken to the contract terms and conditions state in this soliciation: (use additional forms as needed; separate each Article/ Section number)

Term or Condition Article / Section	Insert proposed modifications to the contract terms and conditions or proposed additional terms and condition	Provide brief justification for proposed modifications

Vendor Name: **Chi-Ada Corporation**

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

LITIGATION HISTORY FORM

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

☐ There are no material cases for this Vendor; or
☑ Material Case(s) are disclosed below:

Is this for a: (check type) ☑ Parent, ☐ Subsidiary, or ☐ Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor: **Chi-Ada Corporation** Or No ☐
Party	
Case Number, Name, and Date Filed	**2018-024310-CA-25, Raymond Robinson, 2017**
Name of Court or other tribunal	
Type of Case	Bankruptcy ☐ Civil ☑ Criminal ☐ Administrative/Regulatory ☐
Claim or Cause of Action and Brief description of each Count	**Plaintiff alleges slip and Fall at Metro rail and Chi-Ada is services provider**
Brief description of the Subject Matter and Project Involved	
Disposition of Case (Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)	Pending ☑ Settled ☐ Dismissed ☐ Judgment Vendor's Favor ☐ Judgment Against Vendor ☐ If Judgment Against, is Judgment Satisfied? ☐ Yes ☐ No
Opposing Counsel	Name: Email: Telephone Number:

Vendor Name: Chi-Ada Corporation

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

VOLUME OF PREVIOUS PAYMENTS ATTESTATION FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

This completed form MUST be included with the Vendor's submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).

Points assigned for Volume of Previous Payments will be based on the amount paid-to-date by the County to a prime Vendor **MINUS** the Vendor's confirmed payments paid-to-date to approved certified County Business Enterprise (CBE) firms performing services as Vendor's subcontractor/subconsultant to obtain the CBE goal commitment as confirmed by County's Office of Economic and Small Business Development. Reporting must be within five (5) years of< the current solicitation's opening date.

Vendor must list all received payments paid-to-date by contract as a prime vendor from Broward County Board of County Commissioners. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must also list all total confirmed payments paid-to-date by contract, to approved certified CBE firms utilized to obtain the contract's CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening< date.

In accordance with Section 21.41(h)(4) and 21.42(d)(3) of the Broward County Procurement Code, the Vendor with the lowest dollar volume of payments previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

The Vendor attests to the following:

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	Prime: Paid to Date	CBE: Paid to Date
1.	**Janitorial Services**	**RO921804P!**	**Broward County Public Safety (PSB)**	**2015**	**$3,390,486.01**	**$3,390,486.01**
2.						
3.						
4.						
5.						
6.						
7.						
				Grand Total	**$3,390,486.01**	**$3,390,486.01**

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?

Yes ☐ No ☑

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

Vendor Name: Chi-Ada Corporation

bartokoro	**President**	**5/24/2021**
Authorized Signature/Name	**Title**	**Date**

VOLUME OF PREVIOUS PAYMENTS ATTESTATION FORM FOR JOINT VENTURE

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

If a Joint Venture, the payments paid-to-date by contract provided must encompass the Joint Venture and each of the entities forming the Joint Venture.
Points assigned for Volume of Previous Payments will be based on the amount paid-to-date by contract to the Joint Venture firm **MINUS** all confirmed payments paid-to-date to approved certified CBE firms utilized to obtain the CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date. Amount will then be multiplied by the member firm's equity percentage.

In accordance with Section 21.41(h)(4) and 21.42(d)(3) of the Broward County Procurement Code, the Vendor with the lowest dollar volume of payments previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

The Vendor attests to the following:

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	JV Equity Percent	Prime: Paid to Date	CBE: Paid to Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Grand Total

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

Vendor Name: Chi-Ada Corporation

bartokoro	**President**	**5/24/2021**
Authorized Signature/Name	**Title**	**Date**

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION

The completed form should be submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may result in Vendor being deemed non-responsive.

a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.

b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Development Program, including County Business Enterprise (CBE), Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.

c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

- [x] No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"
- [ ] Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:
Names of Affiliated Entities:
Principal's Name:
Names of Affiliated Entities:
Principal's Name:
Names of Affiliated Entities:

Authorized Signature Name: **Bartholomew Okoro**

Title: **President**

Vendor Name: **chi-Ada Corporation**

Date: **5/24/2021**

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

Office of Economic and Small Business Requirements: CBE Reserve

A. In accordance with the Broward County Business Opportunity Act of 2012, Section 1-81, Code of Ordinances, as amended (the “Business Opportunity Act”), this solicitation is reserved for County Business Enterprise (CBE) firms (CBE Reserve).

B. CBEs and non-CBEs may respond to the solicitation.

C. The CBE with the lowest responsive and responsible Bid, or with the highest-ranked responsive and responsible Proposal, as compared to all other CBEs (the "CBE Presumptive Awardee"), shall be awarded the contract if the CBE Presumptive Awardee meets the following requirements, as applicable:

(1) Monetary Differential: The total Bid or Proposal amount of the CBE Presumptive Awardee: (a)(i) does not exceed Three Million Dollars ($3,000,000) and (ii) does not exceed the total amount of the lowest responsive and responsible Bid, or the total amount of the highest-ranked responsive and responsible Proposal, as applicable, from a non-CBE by more than ten percent (10%); or (b)(i) exceeds Three Million Dollars($3,000,000) and (ii) does not exceed the total amount of the lowest responsive and responsible Bid, or the total amount of the highest-ranked responsive and responsible Proposal, as applicable, from a non-CBE by more than five percent (5%); and

(2) Points Differential: For competitive solicitations in which the Proposals are assigned point totals, after deducting the points awarded for price from the total points awarded to each appliable Proposal, the total points assigned to the CBE Presumptive Awardee: (a) for Proposals that do not exceed Three Million Dollars ($3,000,000), are not more than ten percent (10%) less than the total points assigned to the highest- ranked responsive and responsible non-CBE; or (b) for Proposals that exceed Three Million Dollars ($3,000,000), are not more than five percent (5%) less than the total points assigned to the highest-ranked responsive and responsible non-CBE.

If the CBE Presumptive Awardee does not meet the above requirements, as applicable, then the CBE with the next lowest responsive and responsible Bid, or the next highest-ranked responsive and responsible Proposal, as compared to all other CBEs, will be deemed the CBE Presumptive Awardee and awarded the contract if the CBE Presumptive Awardee meets the above requirements, as applicable. If no CBE Presumptive Awardee meets the above requirements, as applicable, the award shall be made to the non-CBE that submits the lowest responsive and responsible Bid, or the highest-ranked responsive and responsible Proposal, provided the Director of Purchasing determines the total amount of the Bid or Proposal is fair and reasonable, unless (a) the Director of Office of Economic and Small Business Development (OESBD) issues a written determination that re-solicitation with modified specifications is likely to result in one or more Bids or Proposals from CBEs that would be eligible to receive the contract award; and (b) the Director of Purchasing issues a written determination that the delay occasioned by re-solicitation would not materially harm the County’s interests.

D. If a non-CBE is awarded the contract because no CBE with capacity to perform the work submits a responsive and responsible Bid or Proposal, or because no CBE meets the applicable requirements stated above, any contract awarded to a non-CBE must include at least a twenty-five percent (25%) CBE goal (unless the CBE goal is waived or otherwise modified by Board action).

E. It is the Vendor’s responsibility to ensure compliance with the CBE requirements and adhere to solicitation deadlines. The Vendor must contact OESBD to verify current CBE status or to obtain CBE certification.

F. The Work may only be performed by CBEs. The Vendor must perform one hundred percent (100%) of the Work as the prime Vendor or the prime Vendor may subcontract portions of Work to other CBEs. If the prime Vendor intends to subcontract any portion of the Work, the Vendor must complete a Letter of Intent (refer to Section G below).

G. CBE Program Requirements: Vendor should submit all required forms and information with its solicitation submittal as a matter of responsibility. If the required forms and information are not provided with the Vendor’s solicitation submittal, then Vendor must supply the required forms and information no later than three (3) business days after request by OESBD. Vendor may be deemed non-responsible for failure to fully comply with this solicitation and CBE Program Requirements within these stated timeframes.

1. Vendor should include in its solicitation submittal a Letter of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier (LOI) for each CBE the Vendor intends to use to achieve the assigned reserve or CBE participation goal. If the Vendor is a CBE performing 100% of the work, ~~an~~ LOI should be submitted stating that 100% of the work will be completed by the CBE. The form is available at the following link: http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf

2. If Vendor is unable to attain the CBE participation goal or reserve, Vendor should include in its solicitation submittal an Application for Evaluation of Good Faith Efforts and all of the required supporting information. The is available at the following link: http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf

H. A certified firm must provide a commercially useful function for the Project and may not act as a broker. A certified firm that seeks to act as a broker, or that does not provide a commercially useful function for the Project shall be subject to decertification by OESBD.

I. Vendors are encouraged to purchase materials from certified CBE firms whenever possible.

J. A joint venture is only eligible for award if all members of the joint venture are certified CBE firms.

K. OESBD maintains an online directory of CBE firms. The online directory is available for use by Vendors at https://webapps4.broward.org/smallbusiness/sbdirectory.aspx

L. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the office's website at: http://www.broward.org/EconDev/SmallBusiness/

M. If awarded the contract, Vendor agrees to and shall comply with all applicable requirements of this solicitation, the Business Opportunity Act, and the CBE Program in the award and administration of the contract, including the following:

1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.

2. All entities that seek to conduct business with the County, including Vendor or any Prime Contractors, Subcontractors, and Bidders/Offerors shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.

3. If Vendor fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the "Commitment"), including CBE reserve, then Vendor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.

4. Vendor shall comply with all applicable requirements of the Business Opportunity Act in the award of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the County to terminate this contract or to exercise any other remedy provided under this contract, the Broward County Code of Ordinances, the Broward County Administrative Code, or other applicable laws, with all such remedies being cumulative.

5. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the County, for all completed subcontracted work and supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the County.

6. Vendor understands that the County will monitor Vendor's compliance with the CBE Program requirements. All Vendors must provide OESBD with a Monthly Utilization Report (MUR) to confirm its compliance with the Commitment agreed to in the contract; timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition of the County's payment of Vendor under the contract.

This is also available online at: www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

Office of Economic and Small Business Requirements: Small Business Enterprises

A. In accordance with the Broward County Business Opportunity Act of 2012, codified in Section 1-81 of the Broward County Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for Small Business Enterprises (SBE).

B. Only Vendors that are currently certified as SBEs or obtain SBE certification prior to the solicitation due date will be eligible for award of this contract award. Vendors are SBE-certified to provide goods and/or services to the County based on the Vendors' demonstration to the Office of Economic and Small Business Development (OESBD) that they provide such goods and/or services during the normal course of their respective businesses. Brokers are not eligible for certification.

C. An SBE-certified Vendor must provide a commercially useful function for a project. A SBE-certified Vendor that seeks to act as a broker or does not provide a commercially useful function on a project shall be subject to decertification by OESBD.

D. It is the Vendor's responsibility to ensure it is compliant with the Business Opportunity Act related requirements and solicitation deadlines by contacting OESBD to verify the Vendor's current SBE status or to obtain the applicable SBE certification.

E. For detailed information regarding SBEs or to find the application for certification, contact OESBD at (954) 357-6400 or visit the website at: www.broward.org/EconDev/SmallBusiness.

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The completed form, including acknowledgment of the standard certifications and should be submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may affect Vendor's evaluation.

If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number. The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name: **chi-Ada Corporation**
2. Doing Business As/Fictitious Name (if applicable): **chi-Ada Corporation**
3. Federal Employer I.D. no. (FEIN): [redacted]
4. Dun and Bradstreet No.: [redacted]
5. Website address (if applicable): **chiadacorporation.com**
6. Principal place of business address: **4820 W Commercial Blvd Tamarac Fl 33319**
7. Office location responsible for this project: **4820 W. Commercial Blvd Tamarac**
8. Telephone no.: **9547775177**Fax no.: **954 777-5147**
9. Type of business (check appropriate box):
   - ☐ Corporation (specify the state of incorporation): **FL**
   - ☐ Sole Prioprietor
   - ☐ Limited Liability Company (LLC)
   - ☐ Limited Partnership
   - ☐ General Partnership (State and County filled in) **FL**
   - ☑ Other – Specify **S Corp**
10. List Florida Department of State, Division of Corporations document number (or registration number if fictitious name): **chi-Ada Corporat**
11. List name and title of each principal, owner, officer, and major shareholder:
    a) **Bart Okoro**
    b)
    c)
    d)
12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:
    Name: **Bart Okoro**
    Title: **president**
    E-mail: **chiadacorp**
    Telephone No.: **3059620398**

    Name:
    Title:
    E-mail:
    Telephone No.:
13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response. ☐ Yes ☑ No
14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted. ☐ Yes ☑ No
15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. ☐ Yes ☑ No
16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response. ☐ Yes ☑ No
17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response. ☐ Yes ☑ No

18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety. ☐ Yes ☑ No
19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. ☐ Yes ☑ No
20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response. ☑ Yes ☐ No
21. Living Wage solicitations only: In determining what, if any, fiscal impact(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of the contract.

    Living Wage had an effect on the pricing Yes ☑ No ☐ N/A ☐
    If yes, Living Wage increased the pricing by **2.5**% or decreased the pricing by %.

Cone of Silence Requirement Certification:
The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Commissioners, County staff, and Selection or Evaluation Committee members. Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends thesolicitation.

The Vendor hereby certifies that: (check each box)

☑ The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and

☑ The Vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning upon the appointment of the Selection or Evaluation Committee, for communication regarding this solicitation with the County Administrator, Deputy County Administrator, Assistant County Administrators, and Assistants to the County Administrator and their respective support staff or any person, including Evaluation or Selection Committee members appointed to evaluate or recommend selection in this RFP/RLI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communicationuntil the initial Evaluation or Selection Committee Meeting.

☑ The vendor understands that they may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (refer to the Coneof Silence Ordinance).

☑ The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

Drug-Free Workplace Requirements Certification:

Section 21.23(f) of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

1. Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;

2. Establishing a continuing drug-free awareness program to inform its employees about:
    a. The dangers of drug abuse in the workplace;
    b. The offeror's policy of maintaining a drug-free workplace;
    c. Any available drug counseling, rehabilitation, and employee assistance programs; and
    d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph1;

4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:
    a. Abide by the terms of the statement; and
    b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.

5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

6. Within 30 calendar days after receiving notice under subparagraph 4 of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
   a. Taking appropriate personnel action against such employee, up to and including termination; or
   b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and

7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

☑ The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

Non-Collusion Certification:
Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, 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 Broward County 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. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

The Vendor hereby certifies that: (select one)

☑ The Vendor certifies that this offer is made independently and free from collusion; or

☐ The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Public Entities Crimes Certification:
In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s.
287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

☑ The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in the statutes.

Scrutinized Companies List Certification:
Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than
$1 million.

The Vendor hereby certifies that: (check each box)

☑ The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

☑ The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

☑ If awarded the Contract, the Vendor, owners, or principals will immediately notify the County in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies withActivities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

Bart Okoro	**President**	**5/24/2021**
*AUTHORIZED SIGNATURE/NAME	TITLE	DATE

Vendor Name: **chi-Ada Corporat**

* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to PART XI of the Broward County Procurement Code. I certify that the Vendor's response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS REQUIREMENT
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

A. The Vendor shall submit a listing of all subcontractors, subconsultants and major material suppliers (firms), if any, and the portion of the contract they will perform. A major material supplier is considered any firm that provides construction material for construction contracts, or commodities for service contracts in excess of $50,000, to the Vendor.

B. If participation goals apply to the contract, only non-certified firms shall be identified on the form. A non-certified firm is a firm that is not listed as a firm for attainment of participation goals (ex. County Business Enterprise or Disadvantaged Business Enterprise), if applicable to the solicitation.

C. This list shall be kept up-to-date for the duration of the contract. If subcontractors, subconsultants or suppliers are stated, this does not relieve the Vendor from the prime responsibility of full and complete satisfactory performance under any awarded contract.

D. After completion of the contract/final payment, the Vendor shall certify the final list of non-certified subcontractors, subconsultants, and suppliers that performed or provided services to the County for the referenced contract.

E. The Vendor has confirmed that none of the recommended subcontractors, subconsultants, or suppliers' principal(s), officer(s), affiliate(s) or any other related companies have been debarred from doing business with Broward County or any other governmental agency.

If none, check the box below on this form. Use additional form(s) in Periscope S2G.

None - ☐

1. Subcontracted Firm's Name: **Ann's Janitorial Services, Inc.**
   Subcontracted Firm's Address: **11846 Southwest 8th Street , Pembroke Pines, FL, 33025**
   Subcontracted Firm's Telephone Number: **954-593-0707**
   Contact Person's Name and Position: **Norma Ann Kendall, President**
   Contact Person's E-Mail Address: **nkendall0575@yahoo.com**
   Estimated Subcontract/Supplies Contract Amount: **12.5%**
   Type of Work/Supplies Provided: **Janitorial services**

2. Subcontracted Firm's Name: **McKenzie's Cleaning Inc.**
   Subcontracted Firm's Address: **3600 S. State Road 7 Suite 38, Miramar, FL, 33023**
   Subcontracted Firm's Telephone Number: **(305) 249-5911**
   Contact Person's Name and Position: **Terriann Mckenzie**
   Contact Person's E-Mail Address: **tmckenzie@mckenziescleaning.com**
   Estimated Subcontract/Supplies Contract Amount: **12.5%**
   Type of Work/Supplies Provided: **Janitorial services**

3. Subcontracted Firm's Name:
   Subcontracted Firm's Address:
   Subcontracted Firm's Telephone Number:
   Contact Person's Name and Position:
   Contact Person's E-Mail Address:
   Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

4. Subcontracted Firm's Name:
   Subcontracted Firm's Address:
   Subcontracted Firm's Telephone Number:
   Contact Person's Name and Position:
   Contact Person's E-Mail Address:
   Estimated Subcontract/Supplies Contract Amount:
   Type of Work/Supplies Provided:

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge.

Bartholomew Okoro	**President**
Authorized Signature/Name	**Title**
Chi-Ada Corporation	**05/24/2021**
Vendor Name	**Date**

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

Workforce Investment Program Requirements:

A. In accordance with Broward County Workforce Investment Program, Administrative Code, Section 19.211, the Workforce Investment Program (Program) this solicitation is a covered contract if the open-end contract award value exceeds $500,000 per year or if the individual project value exceeds $500,000 under a fixed-term contract. The Program encourages Vendors to utilize CareerSource Broward (CareerSouce) and their contract partners as a firstsource for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.

B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the **Workforce Investment Program Certification Form** with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:

1. be bound to contractual obligations under the contract;
2. use good faith efforts to meet First Source Referral goal for vacancies that result from award of this contract;
3. publicly advertise any vacancies that are the direct result of this contract, exclusively with CareerSource for at least five (5) business days;
4. review qualifications of CareerSource's Qualified Referrals and use good faith efforts to interview Qualified Referrals that appear to meet the required qualifications;
5. use good faith efforts to hire Qualifying New Hires (as defined by the Program) for at least fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
6. obtain a hired worker's written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
8. provide to the County any documents and records demonstrating Vendor's compliance and good faith efforts to comply with the Program;
9. submit to the County an annual report by January 31st and within 30 days of contract completion or expiration; and
10. ensure that all of its subcontractors comply with the requirements of the Program.

D. Further information about the Program, Vendor's obligations, and the Qualifying New Hire's certification may be obtained on the Office of Economic and Small Business Development website:

broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx. Vendor is responsible for reading and understanding requirements of the Program.

E. Subcontractors: Vendor's subcontractors shall use good faith efforts to meet the First Source Referral and the Qualifying New Hires goals, in accordance with the Program. The Vendor shall include in any subcontracts a requirement that the all subcontractors comply with the Program

requirements. The Vendor shall be responsible for compliance by any subcontractor with the Program as it applies to their subcontract.

F. Reporting: Vendor shall maintain and make available to County upon request all records documenting Vendor's compliance and its subcontractors' compliance with the requirements of the Program, and shall submit the required reports to the Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of this contract. Failure to timely comply with reporting requirements shall constitute a material breach of this contract.

G. Evaluation: The Contract Administrator will document the Vendor's compliance and good faith efforts as part of the Vendor's Performance Evaluation.

H. Failure to demonstrate good faith efforts to meet the First Source Referral and the Qualifying New Hires goal shall constitute a material breach of this contract.

WORKFORCE INVESTMENT PROGRAM CERTIFICATION

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

In accordance with the Workforce Investment Program
Chi-Adfa corp(Vendor) agrees to be bound to the contractual obligations of theWorkforce Investment Program, Broward County Administrative Code Section 19.211, requiring our firm to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm. Receipt of the signed statement from the Vendor is a matter of responsibility. A firm not offering an affirmative response inthis regard will be found "non-responsible" to the solicitation and not eligible for further evaluation or award.

bartokoro	**President**	**5/24/2021**
AUTHORIZED SIGNATURE/NAME	TITLE	DATE

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION

The completed should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

☑ It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.

☐ It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Bart Okoro	**president**
Authorized Signature/Name	**TITLE**
chi-Ada Corporat	**5/24/2021**
Vendor Name	**DATE**

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

Finance and Administrative Services Department
PURCHASING DIVISION
115 S. Andrews Avenue, Room 212 - Fort Lauderdale, Florida 33301 - 954-357-6066 - FAX 954-357-8535

Summary of Vendor Rights Regarding Broward County Competitive Solicitations

The purpose of this document is to provide vendors with a summary of their rights to object to or protest a proposed award or recommended ranking of vendors in connection with Broward County competitive solicitations. These rights are fully set forth in the Broward County Procurement Code, which is available here: https://www.broward.org/purchasing.

1. Right to Object

The right to object is available for solicitations conducted through Requests for Proposals ("RFPs"), Requests for Letters of Interest ("RLIs"), or Requests for Qualifications ("RFQs"). In such solicitations, vendors may object in writing to a proposed recommendation of ranking made by an Evaluation Committee. Objections must be filed within three (3) business days after the proposed ranking is posted on the Purchasing Division's website. The contents of an objection must comply with the requirements set forth in Section 21.42(h) of the Procurement Code. Failure to timely and fully meet any requirement will result in a loss of the right to object.

2. Right to Protest

The right to protest is available for RFPs, RLIs, or RFQs and in solicitations conducted through Invitations to Bid ("ITBs") with a value equal to or greater than the Mandatory Bid Amount (i.e. $100,000). In RFPs, RLIs, or RFQs, vendors may protest a proposed ranking made by an Evaluation Committee. In ITBs, vendors may protest a proposed award.

In all cases, protests must be filed in writing within five (5) business days after a proposed award or ranking is posted in Purchasing Division's website. Additional requirements for a protest are set forth in Part X of the Broward County Procurement Code. Failure to timely and fully meet any requirement will result in a loss of protest rights.

Vendors may appeal the denial of a protest. Appeals may require payment of an appeal bond. Additional requirements for an appeal are set forth in Part XII of the Broward County Procurement Code. Failure to timely and fully meet any requirement will result in a loss of appeal rights.

3. Cone of Silence: Right to Contact OESBD

Please be aware that a Cone of Silence remains in effect for competitive solicitations until a solicitation is completed or a contract is awarded. During that time period, vendors may not contact certain County officials and employees regarding a solicitation. Substantial penalties may result from even an unintentional violation. For further information, please contact the Purchasing Division at 954-357-6066 or refer to the Cone of Silence Ordinance which is available here: http://www.broward.org/Purchasing/Documents/ConeofSilence.pdf

Vendors may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (please see the Cone of Silence Ordinance at the above link for further details).

Revised May 1, 2021

Supplier: **Chi-Ada Corporation**

CRIMINAL HISTORY SCREENING PRACTICES CERTIFICATION FORM

The completed and signed form should be returned with Vendor's submittal. If Vendor does not provide it with the submittal, Vendor must submit the completed and signed form within three business days after County's request. Vendor shall be deemed nonresponsive for failure to fully comply within stated timeframes.

Section 26-125(d) of the Broward County Code of Ordinances ("Criminal History Screening Practices") requires that a Vendor seeking a contract with Broward County, in the amount of $100,000 or more, shall certify that it has implemented, or will implement upon award of the contract, policies, practices, and procedures regarding inquiry into the criminal history of an applicant for employment, including a criminal history background check of any such person, that preclude inquiry into an applicant's criminal history until the applicant is selected as a finalist and interviewed for the position. The failure of Vendor to comply with Section 26-125(d) at any time during the contract term shall constitute a material breach of the contract, entitling Broward County to pursue any remedy permitted under the contract and any other remedy provided under applicable law. If Vendor fails to comply with Section 26-125(d) at any time during the contract term, Broward County may, in addition to all other available remedies, terminate the contract and Vendor may be subject to debarment or suspension proceedings consistent with the procedures in Chapter 21 of the Broward County Administrative Code.

By signing below, Vendor certifies that it is aware of the requirements of Section 26-125(d), Broward County Code of Ordinances, and certifies the following: (check only one below).

- [x] Vendor certifies it has implemented, or will implement upon award of the contract, policies, practices, and procedures regarding inquiry into the criminal history of an applicant for employment, including a criminal history background check of any such person, that preclude inquiry into an applicant's criminal history until the applicant is selected as a finalist and interviewed for the position.

- [ ] Vendor is exempt from the requirements of Section 26-125(d) of the Broward County Code of Ordinances because Vendor is required by applicable federal, state, or local law to conduct a criminal history background check in connection with potential employment at a time or in a manner that would otherwise be prohibited by this section, or because Vendor is a governmental agency.

AUTHORIZED SIGNATURE/ NAME: **bokoro**

VENDOR NAME: **Chi-Ada Corp**

TITLE: **President**

DATE: **5/12/2021**

Revised May 1, 2021