

**Bid Tabulation Packet  
for  
Solicitation BLD2121632P1**

**Janitorial Services - County Facilities**

**Bid Designation: Public**



**Broward County Board of County Commissioners**

**Comet Cleaning Systems Inc.**

Bid Contact **Courtney Stephens**  
**cometcleaningsystems@gmail.com**  
**Ph 954-793-2442**

Address **10147 boca Entrada Blvd**  
**boca raton, FL 33428**

Qualifications **CBE MBE SBE**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
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BLD2121632P1--01-01		<b>Supplier</b>	<b>First Offer - \$0.00</b>	1 / lump sum	<b>\$0.00</b>	<b>Y</b>
	BLD2121632P1:	<b>Product</b>				
	Janitorial	<b>Code:</b> No Bid				
	Services -	<b>Provide What</b>				
	Branch	<b>Percentage</b>				
	Libraries -	<b>(%) of Bid</b>				
	Agreement No.	<b>Price is Labor</b>				
	1	<b>Cost:</b> 0				
		<b>Supplier</b>				
		<b>Notes:</b> NO				
		BID				

BLD2121632P1--01-02		<b>Supplier</b>	<b>First Offer - \$2,636,914.56</b>	1 / lump sum	<b>\$2,636,914.56</b>	<b>Y</b>	<b>Y</b>
	BLD2121632P1:	<b>Product</b>					
	Janitorial	<b>Code:</b> Janitorial					
	Services - Large	Services					
	Facilities Group	<b>Provide What</b>					
	1 - Agreement	<b>Percentage</b>					
	No. 2	<b>(%) of Bid</b>					
		<b>Price is Labor</b>					
		<b>Cost:</b> 87%					



BLD2121632P1--01-03	<b>Supplier</b>	<b>First Offer - \$2,073,087.41</b>	1 / lump sum	<b>\$2,073,087.41</b>	<b>Y</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - Large Facilities Group 2 - Agreement No. 3	<b>Product</b> <b>Code:</b> Janitorial Services <b>Provide What</b> <b>Percentage</b> <b>(%) of Bid</b> <b>Price is Labor</b> <b>Cost: 87%</b>					
BLD2121632P1--01-04	<b>Supplier</b>	<b>First Offer - \$2,047,863.00</b>	1 / lump sum	<b>\$2,047,863.00</b>	<b>Y</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - Large Facilities Group 3 - Agreement No. 4	<b>Product</b> <b>Code:</b> Janitorial Services <b>Provide What</b> <b>Percentage</b> <b>(%) of Bid</b> <b>Price is Labor</b> <b>Cost: 87%</b>					
BLD2121632P1--01-05	<b>Supplier</b>	<b>First Offer - \$2,013,702.53</b>	1 / lump sum	<b>\$2,013,702.53</b>	<b>Y</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - Large Facilities Group 4 - Agreement No. 5	<b>Product</b> <b>Code:</b> Janitorial Services <b>Provide What</b> <b>Percentage</b> <b>(%) of Bid</b> <b>Price is Labor</b> <b>Cost: 87</b>					
BLD2121632P1--01-06	<b>Supplier</b>	<b>First Offer - \$381,117.70</b>	1 / lump sum	<b>\$381,117.70</b>	<b>Y</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - Large Facilities Group 5 - Agreement No. 6	<b>Product</b> <b>Code:</b> Janitorial Services <b>Provide What</b> <b>Percentage</b> <b>(%) of Bid</b> <b>Price is Labor</b> <b>Cost: 87%</b>					
BLD2121632P1--01-07	<b>Supplier</b>	<b>First Offer - \$327,402.70</b>	1 / lump sum	<b>\$327,402.70</b>	<b>Y</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - Large Facilities Group 6 - Agreement No. 7	<b>Product</b> <b>Code:</b> Janitorial Services <b>Provide What</b> <b>Percentage</b> <b>(%) of Bid</b> <b>Price is Labor</b> <b>Cost: 87</b>					
BLD2121632P1--01-08	<b>Supplier</b>	<b>First Offer - \$1,002,042.88</b>	1 / lump sum	<b>\$1,002,042.88</b>	<b>Y</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - Large Facilities Group 7 - Agreement No. 8	<b>Product</b> <b>Code:</b> Janitorial Services <b>Provide What</b> <b>Percentage</b> <b>(%) of Bid</b> <b>Price is Labor</b> <b>Cost: 87</b>					

Janitorial  
Services - Small  
Facilities Group  
1 - Agreement  
No. 8

**Code:** Janitorial  
Services  
**Provide What**  
**Percentage**  
**(%) of Bid**  
**Price is Labor**  
**Cost:** 87%

BLD2121632P1--01-09	<b>Supplier</b>	<b>First Offer - \$346,522.05</b>	1 / lump sum	<b>\$346,522.05</b>	<b>Y</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - Small Facilities Group 2 - Agreement No. 9	<b>Product</b> <b>Code:</b> Janitorial Services <b>Provide What</b> <b>Percentage</b> <b>(%) of Bid</b> <b>Price is Labor</b> <b>Cost:</b> 87					

BLD2121632P1--01-10	<b>Supplier</b>	<b>First Offer - \$0.00</b>	1 / lump sum	<b>\$0.00</b>	<b>Y</b>	
BLD2121632P1: Janitorial Services - Small Facilities Group 3 - Agreement No. 10	<b>Product</b> <b>Code:</b> NO BID <b>Provide What</b> <b>Percentage</b> <b>(%) of Bid</b> <b>Price is Labor</b> <b>Cost:</b> 0					
	<b>Supplier</b> <b>Notes:</b> NO BID					

BLD2121632P1--01-11	<b>Supplier</b>	<b>First Offer - \$623,861.70</b>	1 / lump sum	<b>\$623,861.70</b>	<b>Y</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - Small Facilities Group 4 - Agreement No. 11	<b>Product</b> <b>Code:</b> Janitorial Services <b>Provide What</b> <b>Percentage</b> <b>(%) of Bid</b> <b>Price is Labor</b> <b>Cost:</b> 87					

BLD2121632P1--01-12	<b>Supplier</b>	<b>First Offer - \$0.00</b>	1 / lump sum	<b>\$0.00</b>	<b>Y</b>	
BLD2121632P1: Janitorial Services - BCJC	<b>Product</b> <b>Code:</b> No BID <b>Provide What</b>					

West Building  
Bridges 4 & 5 -  
Agreement No.  
12

**Percentage  
(%) of Bid  
Price is Labor  
Cost: 0**

BLD2121632P1--01-13	<b>Supplier</b>	<b>First Offer - \$0.00</b>	1 / lump sum	<b>\$0.00</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - Port Everglades - Agreement No. 13	<b>Product Code: No Bid Provide What Percentage (%) of Bid Price is Labor Cost: 0  Supplier Notes: No BID</b>				

BLD2121632P1--01-14	<b>Supplier</b>	<b>First Offer - \$998,711.20</b>	1 / lump sum	<b>\$998,711.20</b>	<b>Y</b>	<b>Y</b>
BLD2121632P1: Janitorial Services - 911 Regional Dispatch Centers - Agreement No. 14	<b>Product Code: Janitorial Services Provide What Percentage (%) of Bid Price is Labor Cost: 87%</b>					

Lot Total **\$12,451,225.73**

Supplier Total **\$12,451,225.73**

**Comet Cleaning Systems Inc.**

Item: **BLD2121632P1;Janitorial Services - Large Facilities Group 1 - Agreement No. 2**

**Attachments**

Comet Cleaning Price Sheet Agreement 2 Complete.pdf

Comet Cleaning Agreement 2 Complete.pdf

Comet Taxes 2019.pdf

Comet Taxes 2020.pdf

### Janitorial Services - Price Sheets - Large Facilities - Group 1 - Agreement 2 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit		Unit		
				Price	Annual	Price	Annual	
1	ALCOHOL & DRUG ABUSE - Booher 3275 N.W 99TH WAY CORAL SPRINGS FL, 33065	12	Basic Cleaning	\$ 5,125.00	\$ 61,500.00	\$ 5,227.50	\$ 62,730.00	\$ 124,230.00
		12	Restrooms	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
		12	Floors	\$ 625.00	\$ 7,500.00	\$ 637.50	\$ 7,650.00	\$ 15,150.00
		Hourly	Porter (910Hrs./Month)	\$ 26.00	\$ 283,920.00	\$ 26.52	\$ 289,598.40	\$ 573,518.40
		15,000	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 4,500.00	\$ 0.35	\$ 5,250.00	\$ 9,750.00
		1	Windows	\$ 7,000.00	\$ 7,000.00	\$ 7,140.00	\$ 7,140.00	\$ 14,140.00
		1	Air Quality	\$ 4,000.00	\$ 4,000.00	\$ 4,080.00	\$ 4,080.00	\$ 8,080.00
		12	Cleaning Supplies	\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18,360.00	\$ 36,360.00
		12	Paper Products	\$ 1,700.00	\$ 20,400.00	\$ 1,734.00	\$ 20,808.00	\$ 41,208.00
			Carpet Cleaning - Deep					
		15,000	(SQ. FT.)	\$ 0.30	\$ 4,500.00	\$ 0.35	\$ 5,250.00	\$ 9,750.00
			Electrostatic Disinfection					
		15,000	(SQ. FT.)	\$ 0.30	\$ 4,500.00	\$ 0.35	\$ 5,250.00	\$ 9,750.00
			Total		\$ 423,020.00		\$ 433,460.40	\$ 856,480.40
2	Alcohol & Drug Abuse BARC CENTRAL 325 SW 28 STREET FORT LAUDERDALE FL 33315	12	Basic Cleaning	\$ 9,450.00	\$ 113,400.00	\$ 9,639.00	\$ 115,668.00	\$ 229,068.00
		12	Restrooms	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$ 21,816.00
		12	Floors	\$ 1,200.00	\$ 14,400.00	\$ 1,224.00	\$ 14,688.00	\$ 29,088.00
		Hourly	Porter (455Hrs./Month)	\$ 26.00	\$ 141,960.00	\$ 26.52	\$ 144,799.20	\$ 286,759.20
		25,084	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 7,525.20	\$ 0.35	\$ 8,779.40	\$ 16,304.60
		1	Windows	\$ 8,000.00	\$ 8,000.00	\$ 8,160.00	\$ 8,160.00	\$ 16,160.00
		1	Air Quality	\$ 7,000.00	\$ 7,000.00	\$ 7,140.00	\$ 7,140.00	\$ 14,140.00
		12	Cleaning Supplies	\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18,360.00	\$ 36,360.00
		12	Paper Products	\$ 1,700.00	\$ 20,400.00	\$ 1,734.00	\$ 20,808.00	\$ 41,208.00
			Carpet Cleaning - Deep					
		25,084	(SQ. FT.)	\$ 0.30	\$ 7,525.20	\$ 0.35	\$ 8,779.40	\$ 16,304.60
			Electrostatic Disinfection					
		25,084	(SQ. FT.)	\$ 0.30	\$ 7,525.20	\$ 0.35	\$ 8,779.40	\$ 16,304.60
			Total		\$ 356,535.60		\$ 366,977.40	\$ 723,513.00
3	Alcohol & Drug Abuse EP MILLS CENTER 900 NW 31ST AVENUE Fort Lauderdale, FL 33311	12	Basic Cleaning	\$ 10,023.00	\$ 120,276.00	\$ 10,223.46	\$ 122,681.52	\$ 242,957.52
		12	Restrooms	\$ 950.00	\$ 11,400.00	\$ 969.00	\$ 11,628.00	\$ 23,028.00
		12	Floors	\$ 1,300.00	\$ 15,600.00	\$ 1,326.00	\$ 15,912.00	\$ 31,512.00
		Hourly	Porter (325Hrs./Month)	\$ 26.00	\$ 101,400.00	\$ 26.52	\$ 103,428.00	\$ 204,828.00
		17,825	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 5,347.50	\$ 0.35	\$ 6,238.75	\$ 11,586.25
		1	Windows	\$ 15,000.00	\$ 15,000.00	\$ 15,300.00	\$ 15,300.00	\$ 30,300.00
		1	Air Quality	\$ 8,000.00	\$ 8,000.00	\$ 8,160.00	\$ 8,160.00	\$ 16,160.00
		12	Cleaning Supplies	\$ 2,000.00	\$ 24,000.00	\$ 2,040.00	\$ 24,480.00	\$ 48,480.00
		12	Paper Products	\$ 2,100.00	\$ 25,200.00	\$ 2,142.00	\$ 25,704.00	\$ 50,904.00
			Carpet Cleaning - Deep					
		17,825	(SQ. FT.)	\$ 0.30	\$ 5,347.50	\$ 0.35	\$ 6,238.75	\$ 11,586.25
			Electrostatic Disinfection					
		17,825	(SQ. FT.)	\$ 0.30	\$ 5,347.50	\$ 0.35	\$ 6,238.75	\$ 11,586.25
			Total		\$ 336,918.50		\$ 346,009.77	\$ 682,928.27
4	Nancy J Cotterman Center 400 North East 4th Street Fort Lauderdale, FL 33301	12	Basic Cleaning	\$ 4,000.00	\$ 48,000.00	\$ 4,080.00	\$ 48,960.00	\$ 96,960.00
		12	Restrooms	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00
		12	Floors	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
		10,643	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 3,192.90	\$ 0.35	\$ 3,725.05	\$ 6,917.95
		1	Windows	\$ 5,500.00	\$ 5,500.00	\$ 5,610.00	\$ 5,610.00	\$ 11,110.00
		1	Air Quality	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		12	Cleaning Supplies	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00
		12	Paper Products	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$ 21,816.00
			Carpet Cleaning - Deep					
		10,643	(SQ. FT.)	\$ 0.30	\$ 3,192.90	\$ 0.35	\$ 3,725.05	\$ 6,917.95
			Electrostatic Disinfection					
		10,643	(SQ. FT.)	\$ 0.30	\$ 3,192.90	\$ 0.35	\$ 3,725.05	\$ 6,917.95
			Total		\$ 101,278.70		\$ 104,709.15	\$ 205,987.85

**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	\$ 2,821.00	\$ 33,852.00	\$ 2,877.42	\$ 34,529.04	\$	68,381.04
		12	Restrooms	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16,968.00
		12	Floors	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$	21,816.00
		900	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 270.00	\$ 0.35	\$ 315.00	\$	585.00
		1	Windows	\$ 600.00	\$ 600.00	\$ 612.00	\$ 612.00	\$	1,212.00
		1	Air Quality	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$	4,040.00
		12	Cleaning Supplies	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,544.00
		12	Paper Products	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$	19,392.00
		900	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 270.00	\$ 0.35	\$ 315.00	\$	585.00
		900	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 270.00	\$ 0.35	\$ 315.00	\$	585.00
		Total		\$ 73,262.00		\$ 74,846.04		\$	148,108.04

**Total (1) - Summary, all sites**

\$1,291,014.80	\$1,326,002.76	\$	2,617,017.56
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**Additional Labor:**

		Per Hour	Annual	Per Hour	Annual	2 years
Project Supervisor	50 hrs.	\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50
Site Supervisor	50 hrs.	\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00
Full Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Part Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Porter Day/Night	50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00
<b>Emergency Services Labor:</b>						
Project Supervisor	50 hrs.	\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50
Site Supervisor	50 hrs.	\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00
Full Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Part Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Porter Day/Night	50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>			\$ 9,860.00		\$ 10,037.00	\$ 19,897.00

**Grand Total - Whole Group  
(Total 1 + Total 2)**

\$1,300,874.80	\$1,336,039.76	\$	2,636,914.56
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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:

Carnel Cleaning Systems Inc

AUTHORIZED PERSON NAME: Courtney Stephens

AUTHORIZED SIGNATURE: Courtney Stephens

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: President

DATE: 5/26/2021

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

## Janitorial Services for Broward County Facilities

### 1. Ability of Professional Personnel:

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### Project Manager – Courtney Stephens

## COURTNEY STEPHENS

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

### *Independent Contractor*

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

#### SKILLS

- Recruiting
- Training
- Management
- Sales
- Supervision

#### EXPERIENCE

2014 – PRESENT

##### INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

##### JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

##### INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE



- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000 Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHANIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request

## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shining of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**

Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

**Quality Control Manager – Calvin Stephens**

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

- Media Relations Supervisor
- Leads the marketing team and prepares the marketing budget
  - Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
  - Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018  
Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Stitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

- Copy and Print Supervisor
- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPF6300S, GBC Eagle 65)
  - Worked with bindery equipment such as comb, spiral, and tape machines
  - Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



**ACTION**  
GROUP MGMT

**Freddy Justino Castillo**

Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### **Other Meaningful Skills**

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### **Business and Professional Experience**

#### **Action Group MGMT, LLC**

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### **Emilia Interiors Corp**

2003–2009

Owner/Manager

Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and



statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.

**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**



Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
Minuteman Press

Contact Name: Maria Medina Reference date: \_\_\_\_\_

Contact Email: Flope@minutemanpress.com Contact Phone: 954-695-5194

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☒ ☒ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, veracity, or quality of information provided in support of this response may be used by the County as a basis for selection, retention or the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management



**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

LOCAL MANAGEMENT

Contact Name: ANURAG CHADHA

Reference date:

Contact Email: chadha@localmanagement.us

Contact Phone: 630-853-65

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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)

Verified via: EMAIL

VERIFIED

VERIFIED

THIS SECTION FOR COUNTY USE ONLY

2

of 4

Criteria

Date:

All information provided to Broward County is subject to verification. You are acknowledging that information provided in previous statements made in support of this reference may be used by the County as a basis for rejection, decision of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.110 of the Broward County Procurement Code.

c. Covenant Living of Florida

**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:  
*Covenant Living of Florida*

Contact Name: *Bobby Palmer* Reference date:

Contact Email: *bobbyt919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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)

Verified via: ☐ EMNL ☐ VERBAL ☒ VERIFIED BY ☐ 3 of 4 ☐ CHAIR ☐ Date: \_\_\_\_\_

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

d. Nova Southeastern University

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### **3. Project approach**

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 2:** Comet Cleaning will approach this agreement as required by the solicitation documents.

Location #	Employees	Day Porter	Supervisor
1	8	5	2
2	12	4	2
3	6	2	2
4	1	0	1
5	2	0	1

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

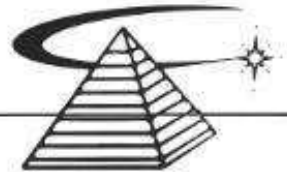
**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

### **3.4 Company Equipment**

# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

## 3.5 Company Training





## **Employee Safety Manual**

Comet Cleaning Systems, Inc.

**A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment**

Provided by: The Insurance Exchange

### **Legal Disclaimer to users of this form employee handbook**

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.



## Employee Safety Handbook

## Employee Safety Responsibilities

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

Employee Safety Handbook

Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Cleanup several times throughout the day. Disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a step ladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |             |            |
|-------------|------------|
| -0 Minimal  | -1 Slight  |
| -2 Moderate | -3 Serious |
| -4 Severe   |            |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.
- c) Follow all label and SDS instructions - including amount instructions.

## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absence cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absence Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

## Employee Safety Handbook

## Hazard Communication

1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer plastic or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to Human Resources.

Employee Safety Handbook	Office Safety & Security
<p><b>Office Safety:</b></p> <ol style="list-style-type: none"> <li>1. Never leave file drawers open, or open multiple file drawers at once.</li> <li>2. Do not stack heavy or bulky objects on top of cabinets.</li> <li>3. Do not store frequently used objects above shoulder height or below knee height.</li> <li>4. Never reach into office machines without turning them off and unplugging them if possible.</li> <li>5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.</li> <li>6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.</li> <li>7. Never use defective or broken equipment. Report these problems to your supervisor.</li> </ol> <p><b>Security:</b></p> <ol style="list-style-type: none"> <li>1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.</li> <li>2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.</li> <li>3. When parking, remove all valuables from sight and lock car doors.</li> <li>4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.</li> <li>5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.</li> <li>6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).</li> <li>7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:             <ul style="list-style-type: none"> <li>• Be sure doors close and lock after you.</li> <li>• Turn on lights as you move through the building.</li> <li>• Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).</li> <li>• Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.</li> <li>• As you leave the office, be sure to turn off all equipment, lights, etc., after use.</li> </ul> </li> <li>8. Weapons, including firearms, knives with blades longer than two inches, baton/tear, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.</li> </ol>	
<p>Page 19</p>	

## Employee Safety Handbook

## Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.



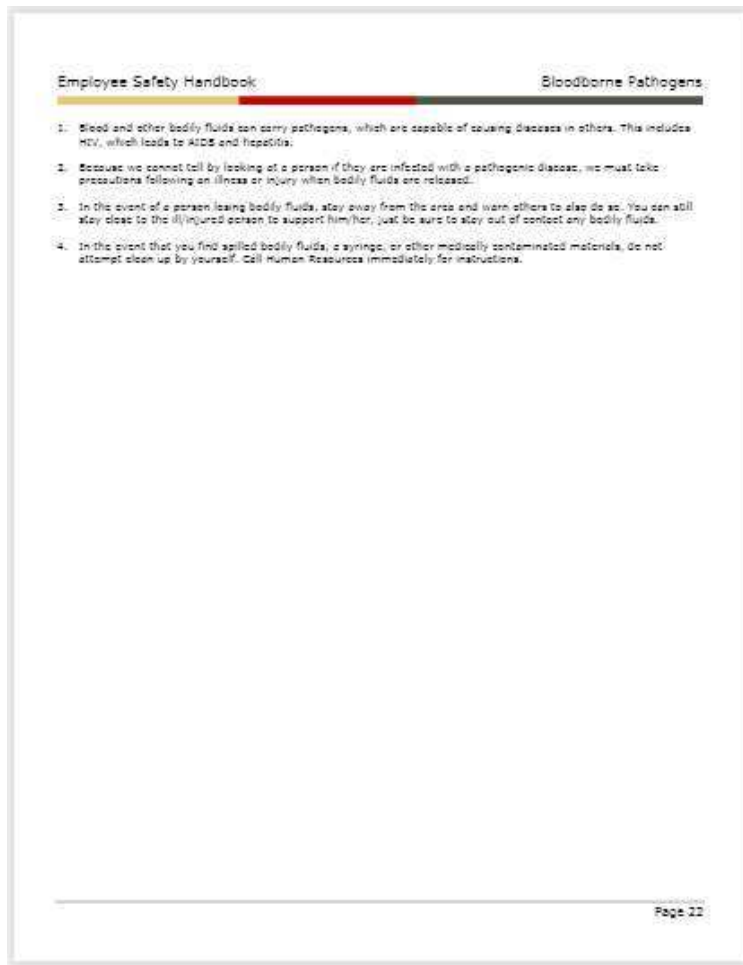
Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no recurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.





Employee Safety Handbook	Vehicle Use Policy
<p><b>To:</b> All drivers of Comet Cleaning Systems, Inc.</p> <p><b>Effective:</b></p> <ul style="list-style-type: none"> <li>This policy applies to:                             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver", our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p><b>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</b></p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p><b>In the event of an accident:</b></p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Employee's Signature</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>	
Page 23	

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you, not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

**5. Pricing**

**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>ASSISTANT Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Attach Additional sheets in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

2021

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

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

JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

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.

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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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

**Vendor Name** Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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: COMET CLEANING SYSTEMS INC Receipt #: 325-282021  
Business Name: COMET CLEANING SYSTEMS INC Business Type: CLEANING/JANITORIAL  
(JANITORIAL)  
Owner Name: COURTNEY STEPHENS Business Opened: 03/01/2016  
Business Location: 1773 N STATE RD 7 STE 101 I State/County/Cert/Reg:  
LAUDERHILL Exemption Code:  
Business Phone: 954-793-2442

Rooms      Seats      Employees      Machines      Professionals  
2

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



**CITY OF LAUDERHILL**  
**ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business** **Business Number**  
COMET CLEANING SYSTEMS INC 26045  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Classes**


Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**

It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

**OPEN MON - FRI**  
**(8AM - 6PM)**  
**CLOSED SAT & SUN**





ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/13/2021																									
<p>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.</p> <p>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).</p>																													
<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone: (954) 680-2255 Fax: (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ N/A # _____ INSURER A: Mesa Underwriters Specialty Insurance Company INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____																											
<b>INSURED</b> COMET CLEANING SYSTEMS, INC 1773 N State RD 7 suite # 1011 Lauderdale FL 33313																													
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>																									
<p>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.</p>																													
<table border="1"> <thead> <tr> <th>TYPE OF INSURANCE</th> <th>ADD/SALE</th> <th>POLICY NUMBER</th> <th>POLICY EFF</th> <th>POLICY EXP</th> <th>LIMITS</th> </tr> </thead> <tbody> <tr> <td> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER:  <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ACC <input type="checkbox"/> LOC  <input type="checkbox"/> OTHER                             </td> <td>N</td> <td>QQVMU-K</td> <td>06/15/2020</td> <td>06/15/2021</td> <td>                                 EACH OCCURRENCE \$ 1,000,000.00                                  DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00                                  MED EXP (Per one person) \$ 5,000.00                                  PERSONAL &amp; ADV INJURY \$ 1,000,000.00                                  GENERAL AGGREGATE \$ 2,000,000.00                                  PRODUCTS - COMMODITY AGG \$ 1,000,000.00                                  COMBINED SINGLE LIMIT (Per occurrence)                                  BODILY INJURY (Per person) \$                                  BODILY INJURY (Per accident) \$                                  PROPERTY DAMAGE (Per accident) \$                                  EACH OCCURRENCE \$                                  AGGREGATE \$                                  PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> </td> </tr> <tr> <td> <input type="checkbox"/> AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS  <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENT-OWNED AUTOS  <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB  <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$                             </td> <td></td> <td></td> <td></td> <td></td> <td>                                 E.L. EACH ACCIDENT \$                                  E.L. DISEASE - EA EMPLOYEE \$                                  E.L. DISEASE - POLICY LIMIT \$                             </td> </tr> <tr> <td> <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED  <input type="checkbox"/> Mandatory in FL  <input type="checkbox"/> If yes, describe below                             </td> <td>Y/N</td> <td>N/A</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	TYPE OF INSURANCE	ADD/SALE	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ACC <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	N	QQVMU-K	06/15/2020	06/15/2021	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00 MED EXP (Per one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMMODITY AGG \$ 1,000,000.00 COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENT-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$					E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED <input type="checkbox"/> Mandatory in FL <input type="checkbox"/> If yes, describe below	Y/N	N/A				DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)				
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<b>CERTIFICATE HOLDER</b> Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301		<b>CANCELLATION</b> 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 _____																											



**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](https://www.census.gov) and select **NAICS** to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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



**Janitorial Services - Price Sheets - Large Facilities - Group 2 - Agreement 3 (CBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	West Government Center Annex One N. University Drive PLANTATION, FL 33324	12	Basic Cleaning	\$ 23,000.00	\$ 276,000.00	\$ 23,460.00	\$ 281,520.00	\$ 557,520.00
		12	Restrooms	\$ 4,000.00	\$ 48,000.00	\$ 4,080.00	\$ 48,960.00	\$ 96,960.00
		12	Floors	\$ 7,000.00	\$ 84,000.00	\$ 7,140.00	\$ 85,680.00	\$ 169,680.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 12,551.10	\$ 0.35	\$ 14,642.95	\$ 27,194.05
		41,837	Windows	\$ 20,000.00	\$ 20,000.00	\$ 20,400.00	\$ 20,400.00	\$ 40,400.00
		1	Air Quality	\$ 12,000.00	\$ 12,000.00	\$ 12,240.00	\$ 12,240.00	\$ 24,240.00
		12	Cleaning Supplies	\$ 2,000.00	\$ 24,000.00	\$ 2,040.00	\$ 24,480.00	\$ 48,480.00
		12	Paper Products	\$ 2,200.00	\$ 26,400.00	\$ 2,244.00	\$ 26,928.00	\$ 53,328.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 12,548.10	\$ 0.35	\$ 14,639.45	\$ 27,187.55
		41,827	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 12,548.10	\$ 0.35	\$ 14,639.45	\$ 27,187.55
		41,827	FT.)	\$ 0.30	\$ 12,548.10	\$ 0.35	\$ 14,639.45	\$ 27,187.55
			Total		\$ 528,047.30		\$ 544,129.85	\$ 1,072,177.15
2	West Regional Courthouse 100 N. Pine Island Road Plantation, FL	12	Basic Cleaning	\$ 10,237.00	\$ 122,844.00	\$ 10,441.74	\$ 125,300.88	\$ 248,144.88
		12	Restrooms	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
		12	Floors	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 4,152.60	\$ 0.35	\$ 4,844.70	\$ 8,997.30
		13,842	Windows	\$ 12,000.00	\$ 12,000.00	\$ 12,240.00	\$ 12,240.00	\$ 24,240.00
		1	Air Quality	\$ 3,000.00	\$ 3,000.00	\$ 3,060.00	\$ 3,060.00	\$ 6,060.00
		12	Cleaning Supplies	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.00
		12	Paper Products	\$ 1,300.00	\$ 15,600.00	\$ 1,326.00	\$ 15,912.00	\$ 31,512.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 4,152.60	\$ 0.35	\$ 4,844.70	\$ 8,997.30
		13,842	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 4,152.60	\$ 0.35	\$ 4,844.70	\$ 8,997.30
		13,842	FT.)	\$ 0.30	\$ 4,152.60	\$ 0.35	\$ 4,844.70	\$ 8,997.30
			Total		\$ 201,901.80		\$ 207,766.98	\$ 409,668.78
3	FACILITIES MAINTENANCE DISTRICT (C) 200 N. PINE ISLAND ROAD PLANTATION, FL	12	Basic Cleaning	\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18,360.00	\$ 36,360.00
		12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		12	Floors	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 260.40	\$ 0.35	\$ 303.80	\$ 564.20
		868	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		1	Air Quality	\$ 600.00	\$ 600.00	\$ 612.00	\$ 612.00	\$ 1,212.00
		12	Cleaning Supplies	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00
		12	Paper Products	\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,272.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 260.40	\$ 0.35	\$ 303.80	\$ 564.20
		868	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 260.40	\$ 0.35	\$ 303.80	\$ 564.20
		868	FT.)	\$ 0.30	\$ 260.40	\$ 0.35	\$ 303.80	\$ 564.20
			Total		\$ 39,581.20		\$ 40,487.40	\$ 80,068.60
4	EMERGENCY OPERATIONS CENTER 8601 BROWARD BLVD PLANTATION, FL 33324	12	Basic Cleaning	\$ 10,237.00	\$ 122,844.00	\$ 10,441.74	\$ 125,300.88	\$ 248,144.88
		12	Restrooms	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.00
		12	Floors	\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18,360.00	\$ 36,360.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 4,200.00	\$ 0.35	\$ 4,900.00	\$ 9,100.00
		14,000	Windows	\$ 8,000.00	\$ 8,000.00	\$ 8,160.00	\$ 8,160.00	\$ 16,160.00
		1	Air Quality	\$ 5,000.00	\$ 5,000.00	\$ 5,100.00	\$ 5,100.00	\$ 10,100.00
		12	Cleaning Supplies	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.00
		12	Paper Products	\$ 1,300.00	\$ 15,600.00	\$ 1,326.00	\$ 15,912.00	\$ 31,512.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 4,200.00	\$ 0.35	\$ 4,900.00	\$ 9,100.00
		14,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 4,200.00	\$ 0.35	\$ 4,900.00	\$ 9,100.00
		14,000	FT.)	\$ 0.30	\$ 4,200.00	\$ 0.35	\$ 4,900.00	\$ 9,100.00
			Total		\$ 208,444.00		\$ 214,460.88	\$ 422,904.88

**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		\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18,360.00	\$ 36,360.00
	12	Restrooms		\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00
	12	Floors		\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,272.00
		Pressure Cleaning (SQ. FT.)						
	140			\$ 0.30	\$ 42.00	\$ 0.35	\$ 49.00	\$ 91.00
	1	Windows		\$ 800.00	\$ 800.00	\$ 816.00	\$ 816.00	\$ 1,616.00
	1	Air Quality		\$ 900.00	\$ 900.00	\$ 918.00	\$ 918.00	\$ 1,818.00
	12	Cleaning Supplies		\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,272.00
	12	Paper Products		\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		Carpet Cleaning - Deep (SQ. FT.)						
	140			\$ 0.30	\$ 42.00	\$ 0.35	\$ 49.00	\$ 91.00
		Electrostatic Disinfection (SQ. FT.)						
	140			\$ 0.30	\$ 42.00	\$ 0.35	\$ 49.00	\$ 91.00
	Total					\$ 34,226.00		\$ 34,929.00
Total (1) - Summary, all sites					\$1,012,200.30		\$1,041,774.11	\$2,053,974.41

			Year 1		Year 2	
			Per Hour	Annual	Per Hour	Annual
						2 years
Additional Labor:						
Project Supervisor	50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50
Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00
Full Time Service Crew	50hrs		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50
Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50
Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00
Emergency Services Labor:						
Project Supervisor	50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50
Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00
Full Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50
Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50
Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00
"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00
Total (2)				\$ 9,860.00		\$ 10,037.00

**Grand Total - Whole Group**  
(Total 1 + Total 2)

\$1,022,060.30 \$1,051,811.11 \$2,073,871.41

**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: Comet Cleaning Systems Inc

AUTHORIZED PERSON NAME: Courtney Stephens

AUTHORIZED SIGNATURE: Courtney Stephens

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: President

DATE: 5/26/2021

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

## Janitorial Services for Broward County Facilities

### 1. Ability of Professional Personnel:

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### Project Manager – Courtney Stephens



## COURTNEY STEPHENS

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

### *Independent Contractor*

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

#### SKILLS

- Recruiting
- Training
- Management
- Sales
- Supervision

#### EXPERIENCE

2014 – PRESENT

##### INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

##### JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

##### INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000 Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHANIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request



## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shining of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**

Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

**Quality Control Manager – Calvin Stephens**

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

Media Relations Supervisor

- Leads the marketing team and prepares the marketing budget
- Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
- Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018

Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Stitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

Copy and Print Supervisor

- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPF6300S, GBC Eagle 65)
- Worked with bindery equipment such as comb, spiral, and tape machines
- Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



**ACTION**  
GROUP MGMT

**Freddy Justino Castillo**

Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### Other Meaningful Skills

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### Business and Professional Experience

#### Action Group MGMT, LLC

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### Emilia Interiors Corp

2003–2009

Owner/Manager

Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and

statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.



**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**

Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
Minuteman Press

Contact Name: Maria Medina Reference date: \_\_\_\_\_

Contact Email: Flope@minutemanpress.com Contact Phone: 954-695-5194

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☐ ☐ ☐ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, veracity, or quality of information provided in support of this response may be used by the County as a basis for selection, retention or the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management





**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

LOCAL MANAGEMENT

Contact Name: ANURAG CHADHA

Reference date:

Contact Email: chadha@localmanagement.us

Contact Phone: 630-853-6565

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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

☐  
☐  
☐

☐  
☐  
☐

☐  
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☐

☐  
☐  
☐

2. Vendor's Organization:

- a. Staff expertise
- b. Professionalism
- c. Turnover

☐  
☐  
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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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Additional Comments: (provide on additional sheet if needed)

Verified via: ☐ EMAIL ☒ VERBAL ☐ VIDEO ☐ THIS SECTION FOR COUNTY USE ONLY ☐ 2 of 4 ☐ ☐ ☐ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. You are acknowledging that electronic signature or printed signatures made in support of this reference may be used by the County as a basis for rejection, decision of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.110 of the Broward County Procurement Code.

c. Covenant Living of Florida

**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:  
*Covenant Living of Florida*

Contact Name: *Bobby Palmer* Reference date:

Contact Email: *bobbyt919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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)

Verified via: ☐ EMNL ☐ VERBAL ☒ VERIFIED BY 3 of 4 ☐ CHAIR ☐ DATE \_\_\_\_\_

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

d. Nova Southeastern University

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### 3. Project approach

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 3:** This agreement includes three (3) buildings with a high percentage of carpet, requiring a larger, specialized crew. The other two (2) sites will be cleaned by a much smaller crew.

Location #	Employees	Day Porter	Supervisor
1	15	0	2
2	4	0	1
3	1	0	1
4	4	0	1
5	1	0	1

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

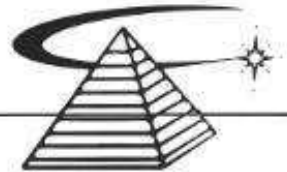
**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

### 3.4 Company Equipment

# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

## 3.5 Company Training



## Employee Safety Manual Comet Cleaning Systems, Inc.

A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment

Provided by: The Insurance Exchange

### Legal Disclaimer to users of this form employee handbook

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.



Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

**Employee Safety Handbook****Employee Safety Responsibilities**

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.



Employee Safety Handbook

Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Cleanup several times throughout the day. Disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a step ladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |             |            |
|-------------|------------|
| -0 Minimal  | -1 Slight  |
| -2 Moderate | -3 Serious |
| -4 Severe   |            |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.
- c) Follow all label and SDS instructions - including amount instructions.

## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

Employee Safety Handbook	Hazard Communication
<p>1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.</p> <p>2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.</p> <p>3. General rules for handling chemicals in an office environment are:</p> <ul style="list-style-type: none"> <li>• Read all label warnings and instructions.</li> <li>• When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.</li> <li>• Follow instructions for quantity. More is not better.</li> <li>• Minimize contact with chemicals. Use double layer plastic or gloves to protect your skin and keep your face clear of the area to reduce inhalation.</li> <li>• Always wash your hands after handling chemicals.</li> <li>• If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.</li> <li>• Any questions or concerns regarding chemicals should be reported to Human Resources.</li> </ul>	
<p>Page 18</p>	

Employee Safety Handbook	Office Safety & Security
<b>Office Safety:</b> <ol style="list-style-type: none"> <li>1. Never leave file drawers open, or open multiple file drawers at once.</li> <li>2. Do not stack heavy or bulky objects on top of cabinets.</li> <li>3. Do not store frequently used objects above shoulder height or below knee height.</li> <li>4. Never reach into office machines without turning them off and unplugging them if possible.</li> <li>5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.</li> <li>6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.</li> <li>7. Never use defective or broken equipment. Report these problems to your supervisor.</li> </ol>	
<b>Security:</b> <ol style="list-style-type: none"> <li>1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.</li> <li>2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.</li> <li>3. When parking, remove all valuables from sight and lock car doors.</li> <li>4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.</li> <li>5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.</li> <li>6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).</li> <li>7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:             <ul style="list-style-type: none"> <li>• Be sure doors close and lock after you.</li> <li>• Turn on lights as you move through the building.</li> <li>• Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).</li> <li>• Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.</li> <li>• As you leave the office, be sure to turn off all equipment, lights, etc. after use.</li> </ul> </li> <li>8. Weapons, including firearms, knives with blades longer than two inches, baton/tear, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.</li> </ol>	
<p style="text-align: right;">Page 19</p>	

Employee Safety Handbook	Sexual Harassment Policy
<p>Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.</p> <p>Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.</p> <p>Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:</li> <li>• Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;</li> <li>• Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or</li> <li>• Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.</li> </ul> <p>Examples of conduct prohibited by this policy include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual flirtation, advances, or propositions;</li> <li>• Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;</li> <li>• Explicit or degrading verbal comments about another individual or his/her appearance;</li> <li>• The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;</li> <li>• Any sexually offensive or abusive physical conduct;</li> <li>• The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and</li> <li>• Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.</li> </ul> <p>Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.</p> <p>If you believe that you are being subjected to workplace harassment, you should:</p> <ol style="list-style-type: none"> <li>1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.</li> <li>2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.</li> <li>3. Report any additional incidents that may occur to one of the above resources.</li> </ol> <p>Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.</p> <p>Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.</p>	
	Page 20



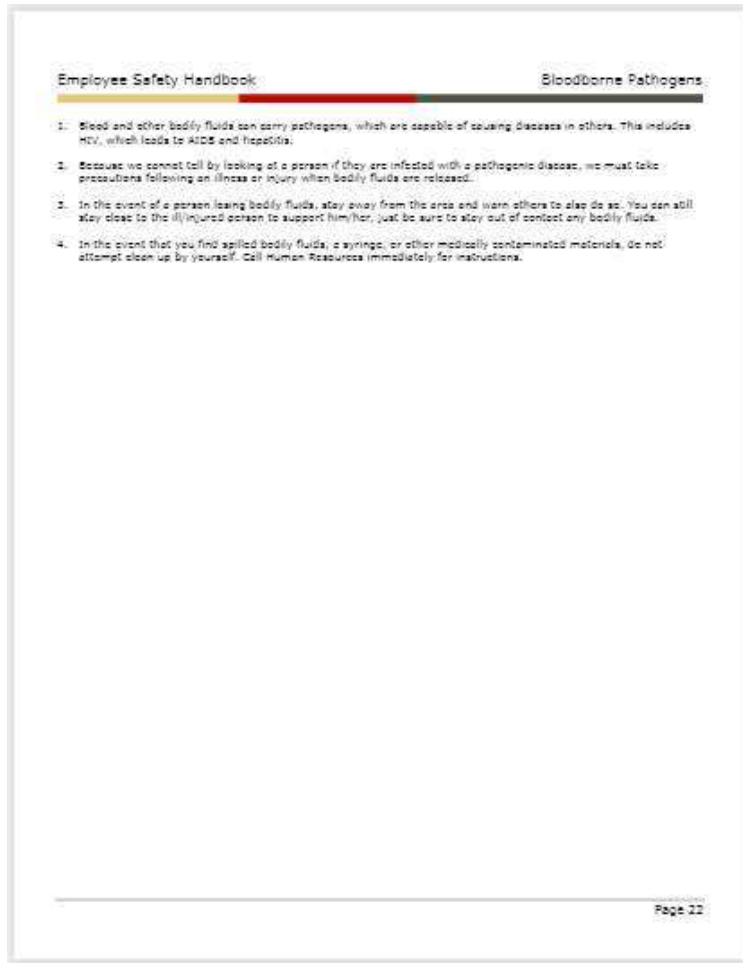
Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no reoccurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.





Employee Safety Handbook	Vehicle Use Policy
<p><b>To:</b> All drivers of Comet Cleaning Systems, Inc.</p> <p><b>Effective:</b></p> <ul style="list-style-type: none"> <li>This policy applies to:                             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver", our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p><b>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</b></p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p><b>In the event of an accident:</b></p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Employee's Signature</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>	
<p>Page 23</p>	

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you, not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

**5. Pricing**

**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>Assoc. Project Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Attach Additional sheets in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

2021

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

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

JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

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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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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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: **COMET CLEANING SYSTEMS INC** Receipt #: **325-282021**  
Business Name: **COMET CLEANING SYSTEMS INC** Business Type: **CLEANING/JANITORIAL**  
(JANITORIAL)  
Owner Name: **COURTNEY STEPHENS** Business Opened: **03/01/2016**  
Business Location: **1773 N STATE RD 7 STE 101 I** State/County/Cert/Reg:  
LAUDERHILL Exemption Code:  
Business Phone: **954-793-2442**

Rooms Seats Employees Machines Professionals  
2

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



**CITY OF LAUDERHILL**  
**ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business** **Business Number**  
COMET CLEANING SYSTEMS INC 26045  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Classes**


Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**

It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

**OPEN MON - FRI**  
**(8AM - 6PM)**  
**CLOSED SAT & SUN**



ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/13/2021	
<p>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.</p> <p>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).</p>					
<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone: (954) 680-2255 Fax: (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ N/AIC # _____			
<b>INSURED</b> COMET CLEANING SYSTEMS, INC 1773 N State RD 7 suite # 1011 Lauderdale FL 33313		INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>	
<p>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.</p>					
PER LTR TYPE OF INSURANCE <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ACC <input type="checkbox"/> LOC <input type="checkbox"/> OTHER AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENT-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> OTHER <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? <input type="checkbox"/> (If yes, describe under DESCRIPTION OF OPERATIONS below)	ADDL. SALES REG. NO. N	POLICY NUMBER QQVMUJ-K	POLICY EFF. (MM/DD/YYYY) 06/15/2020	POLICY EXP. (MM/DD/YYYY) 06/15/2021	<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00 MED EXP (Per one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMMODITY AGG \$ 1,000,000.00 COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
<b>CERTIFICATE HOLDER</b> Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301		<b>CANCELLATION</b> 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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**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](https://www.census.gov) and select **NAICS** to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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



### Janitorial Services - Price Sheets - Large Facilities - Group 3 - Agreement 4 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	PUBLIC SAFETY BUILDING 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	12	Basic Cleaning	\$ 23,625.00	\$ 283,500.00	\$ 24,094.50	\$ 289,134.00	\$ 572,634.00
		12	Restrooms	\$ 4,000.00	\$ 48,000.00	\$ 4,080.00	\$ 48,960.00	\$ 96,960.00
		12	Floors	\$ 5,000.00	\$ 60,000.00	\$ 5,100.00	\$ 61,200.00	\$ 121,200.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 15,420.00	\$ 0.35	\$ 17,990.00	\$ 33,410.00
		51,400	Windows	\$ 10,000.00	\$ 10,000.00	\$ 10,200.00	\$ 10,200.00	\$ 20,200.00
		1	Air Quality	\$ 16,000.00	\$ 16,000.00	\$ 16,320.00	\$ 16,320.00	\$ 32,320.00
		12	Cleaning Supplies	\$ 3,000.00	\$ 36,000.00	\$ 3,060.00	\$ 36,720.00	\$ 72,720.00
		12	Paper Products	\$ 3,500.00	\$ 42,000.00	\$ 3,570.00	\$ 42,840.00	\$ 84,840.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 15,420.00	\$ 0.35	\$ 17,990.00	\$ 33,410.00
		51,400	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 15,420.00	\$ 0.35	\$ 17,990.00	\$ 33,410.00
			Total		\$ 541,760.00		\$ 559,344.00	\$ 1,101,104.00
2	B.S.O. DISTRICT STATION #5 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	12	Basic Cleaning	\$ 9,000.00	\$ 108,000.00	\$ 9,180.00	\$ 110,160.00	\$ 218,160.00
		12	Restrooms	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
		12	Floors	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$ 21,816.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 7,200.00	\$ 0.35	\$ 8,400.00	\$ 15,600.00
		24,000	Windows	\$ 9,000.00	\$ 9,000.00	\$ 9,180.00	\$ 9,180.00	\$ 18,180.00
		1	Air Quality	\$ 3,000.00	\$ 3,000.00	\$ 3,060.00	\$ 3,060.00	\$ 6,060.00
		12	Cleaning Supplies	\$ 1,000.00	\$ 12,000.00	\$ 1,020.00	\$ 12,240.00	\$ 24,240.00
		12	Paper Products	\$ 1,300.00	\$ 15,600.00	\$ 1,326.00	\$ 15,912.00	\$ 31,512.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 7,200.00	\$ 0.35	\$ 8,400.00	\$ 15,600.00
		24,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 7,200.00	\$ 0.35	\$ 8,400.00	\$ 15,600.00
			Total		\$ 189,600.00		\$ 196,560.00	\$ 386,160.00
3	BSO UNIFORM SERVICE CENTER 143 NW 25 TERRACE FT. LAUDERDALE, FL 33311	12	Basic Cleaning	\$ 3,000.00	\$ 36,000.00	\$ 3,060.00	\$ 36,720.00	\$ 72,720.00
		12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		12	Floors	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 2,040.00	\$ 0.35	\$ 2,380.00	\$ 4,420.00
		6,800	Windows	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$ 4,040.00
		1	Air Quality	\$ 1,300.00	\$ 1,300.00	\$ 1,326.00	\$ 1,326.00	\$ 2,626.00
		12	Cleaning Supplies	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00
		12	Paper Products	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 2,040.00	\$ 0.35	\$ 2,380.00	\$ 4,420.00
		6,800	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 2,040.00	\$ 0.35	\$ 2,380.00	\$ 4,420.00
			Total		\$ 74,220.00		\$ 76,602.00	\$ 150,822.00
4	BSO DEFENSIVE TACTICS BUILDING 2601 W BROWARD BLVD. FORT LAUDERDALE, FL 33311	12	Basic Cleaning	\$ 3,900.00	\$ 46,800.00	\$ 3,978.00	\$ 47,736.00	\$ 94,536.00
		12	Restrooms	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
		12	Floors	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 2,400.00	\$ 0.35	\$ 2,800.00	\$ 5,200.00
		8,000	Windows	\$ 4,000.00	\$ 4,000.00	\$ 4,080.00	\$ 4,080.00	\$ 8,080.00
		1	Air Quality	\$ 1,900.00	\$ 1,900.00	\$ 1,938.00	\$ 1,938.00	\$ 3,838.00
		12	Cleaning Supplies	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
		12	Paper Products	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$ 21,816.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 2,400.00	\$ 0.35	\$ 2,800.00	\$ 5,200.00
		8,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 2,400.00	\$ 0.35	\$ 2,800.00	\$ 5,200.00
			Total		\$ 95,900.00		\$ 98,874.00	\$ 194,774.00



**Janitorial Services - Price Sheets - Large Facilities - Group 3 - Agreement 4 (CBE Reserve)**

<b>5 BSO TECHNOLOGY SERVICE CENTER</b>		12	Basic Cleaning	\$ 3,900.00	\$ 46,800.00	\$ 3,978.00	\$ 47,736.00	\$	94,536.00
2601 W. BROWARD BLVD.		12	Restrooms	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,544.00
FT, LAUDERDALE, FL 33311		12	Floors	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16,968.00
		8,000	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 2,400.00	\$ 0.35	\$ 2,800.00	\$	5,200.00
		1	Windows	\$ 4,000.00	\$ 4,000.00	\$ 4,080.00	\$ 4,080.00	\$	8,080.00
		1	Air Quality	\$ 1,900.00	\$ 1,900.00	\$ 1,938.00	\$ 1,938.00	\$	3,838.00
		12	Cleaning Supplies	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$	19,392.00
		12	Paper Products	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$	21,816.00
		8,000	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 2,400.00	\$ 0.35	\$ 2,800.00	\$	5,200.00
		8,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 2,400.00	\$ 0.35	\$ 2,800.00	\$	5,200.00
			<b>Total</b>		\$ 95,900.00		\$ 98,874.00	\$	194,774.00
<b>Total (1) - Summary, all sites</b>					\$ 997,380.00		\$1,030,254.00	\$	2,027,634.00
				<b>Year 1</b>		<b>Year 2</b>			
				<b>Per Hour</b>	<b>Annual</b>	<b>Per Hour</b>	<b>Annual</b>	<b>2 years</b>	
<b>Additional Labor:</b>									
Project Supervisor		50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$	1,945.50
Site Supervisor		50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$	1,640.00
Full Time Service Crew		50 hrs.		\$ 17.05	\$ 852.50	\$ 19.05	\$ 952.50	\$	1,805.00
Part Time Service Crew		50 hrs.		\$ 17.05	\$ 852.50	\$ 19.05	\$ 952.50	\$	1,805.00
Porter Day/Night		50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$	1,919.00
<b>Emergency Services Labor:</b>									
Project Supervisor		50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$	1,945.50
Site Supervisor		50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$	1,640.00
Full Time Service Crew		50 hrs.		\$ 17.05	\$ 852.50	\$ 19.05	\$ 952.50	\$	1,805.00
Part Time Service Crew		50 hrs.		\$ 17.05	\$ 852.50	\$ 19.05	\$ 952.50	\$	1,805.00
Porter Day/Night		50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$	1,919.00
"Pass thru" (Services/Materials)					\$ 1,000.00		\$ 1,000.00	\$	2,000.00
<b>Total (2)</b>					\$ 9,860.00		\$10,369.00	\$	20,229.00
<b>Grand Total - Whole Group</b>					\$1,007,240.00		\$1,040,623.00	\$	2,047,863.00
<b>(Total 1 + Total 2)</b>									
<p align="center"><b>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.</b></p>									
				<b>YES</b> <input checked="" type="checkbox"/>	<b>Agree to the above statement.</b>				
				<b>NO</b> <input type="checkbox"/>	<b>Disagree to the above statement.</b>				
<b>NAME OF COMPANY:</b> Comet Cleaning Systems Inc.									
<b>AUTHORIZED PERSON NAME:</b> Courtney Stephens									
<b>AUTHORIZED SIGNATURE:</b> Courtney Stephens									
<p align="center">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.</p>									
<b>AUTHORIZED PERSON TITLE:</b> President <b>DATE:</b> 5/26/2021									
<p align="center"><b>THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.</b></p>									

## Janitorial Services for Broward County Facilities

### 1. **Ability of Professional Personnel:**

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### **Project Manager – Courtney Stephens**



## COURTNEY STEPHENS

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

### *Independent Contractor*

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

### SKILLS

- Recruiting
- Training
- Management
- Sales
- Supervision

### EXPERIENCE

2014 – PRESENT

#### INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts.
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

#### JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

#### INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000. Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHAINIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request

## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shining of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**

Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

**Quality Control Manager – Calvin Stephens**

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

- Media Relations Supervisor
- Leads the marketing team and prepares the marketing budget
  - Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
  - Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018  
Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Stitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

- Copy and Print Supervisor
- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPFS6300S, GBC Eagle 65)
  - Worked with bindery equipment such as comb, spiral, and tape machines
  - Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



**ACTION**  
GROUP MGMT

**Freddy Justino Castillo**

Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### Other Meaningful Skills

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### Business and Professional Experience

#### Action Group MGMT, LLC

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### Emilia Interiors Corp

2003–2009

Owner/Manager



Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and



statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.

**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**

Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
Minuteman Press

Contact Name: Maria Medina Reference date: \_\_\_\_\_

Contact Email: Flope@minutemanpress.com Contact Phone: 954-695-5194

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☐ ☐ ☐ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, veracity, or quality of this information may be used by the County as a basis for selection, execution of the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management



**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

LOCAL MANAGEMENT

Contact Name: Arunag Chandra

Reference date:

Contact Email: chandra@localmanagement.us

Contact Phone: 630-853-65

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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)

Verified via: EMAIL

VERIFIED

VERIFIED

THIS SECTION FOR COUNTY USE ONLY

2

of 4

Criteria

Criteria

Date:

All information provided to Broward County is subject to verification. You are acknowledging that information provided in previous statements made in support of this reference may be used by the County as a basis for rejection, decision of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.110 of the Broward County Procurement Code.

c. Covenant Living of Florida

**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:  
*Covenant Living of Florida*

Contact Name: *Bobby Palmer* Reference date:

Contact Email: *bobbyt919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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)

Verified via: ☐ EMail ☐ Verbal ☒ Verified by: *3* of 4 *COMET CLEANING SYSTEMS INC* Date: \_\_\_\_\_

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

d. Nova Southeastern University



**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:  
NOVA SOUTHEASTERN UNIVERSITY

Contact Name: LINDA Reference Date:  
Contact Email: lindab@nova.edu Contact Phone: 954-262-3190

Name of Referenced Project:  
Contract No. Date Services Provided: Project Amount:  
to

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via: EMAIL VERBAL Verified by: 4 of 4 Div: 2 Date:           

All information provided to Broward County is subject to verification. Verification is required for all information provided. If a response may be received by the County as a basis for selection, evaluation of the award, or information for contract administration, then the information must be provided to the County. Section 211.11 of the Broward County Procurement Code.

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### 3. Project approach

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 4:** This agreement includes The Public Safety Building and the four (4) BSO sites.

Location #	Employees	Day Porter	Supervisor
1	25	0	4
2	3	0	1
3	1	0	1
4	5	0	2
5	5	0	2

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

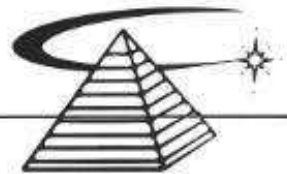
### 3.4 Company Equipment



# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

## 3.5 Company Training



## Employee Safety Manual Comet Cleaning Systems, Inc.

A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment

Provided by: The Insurance Exchange

### Legal Disclaimer to users of this form employee handbook

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

## Employee Safety Handbook

## Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Employee Safety Handbook

Employee Safety Responsibilities

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

Employee Safety Handbook

Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Cleanup several times throughout the day. Disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a step ladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |             |            |
|-------------|------------|
| -0 Minimal  | -1 Slight  |
| -2 Moderate | -3 Serious |
| -4 Severe   |            |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.

- c) Follow all label and SDS instructions - including amount instructions.



## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.



Employee Safety Handbook	Hazard Communication
<p>1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.</p> <p>2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.</p> <p>3. General rules for handling chemicals in an office environment are:</p> <ul style="list-style-type: none"> <li>• Read all label warnings and instructions.</li> <li>• When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.</li> <li>• Follow instructions for quantity. More is not better.</li> <li>• Minimize contact with chemicals. Use double layer plastic or gloves to protect your skin and keep your face clear of the area to reduce inhalation.</li> <li>• Always wash your hands after handling chemicals.</li> <li>• If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.</li> <li>• Any questions or concerns regarding chemicals should be reported to Human Resources.</li> </ul>	
<p>Page 18</p>	

Employee Safety Handbook	Office Safety & Security
<p><b>Office Safety:</b></p> <ol style="list-style-type: none"> <li>1. Never leave file drawers open, or open multiple file drawers at once.</li> <li>2. Do not stack heavy or bulky objects on top of cabinets.</li> <li>3. Do not store frequently used objects above shoulder height or below knee height.</li> <li>4. Never reach into office machines without turning them off and unplugging them if possible.</li> <li>5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.</li> <li>6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.</li> <li>7. Never use defective or broken equipment. Report these problems to your supervisor.</li> </ol> <p><b>Security:</b></p> <ol style="list-style-type: none"> <li>1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.</li> <li>2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.</li> <li>3. When parking, remove all valuables from sight and lock car doors.</li> <li>4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.</li> <li>5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.</li> <li>6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).</li> <li>7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:             <ul style="list-style-type: none"> <li>• Be sure doors are locked after you.</li> <li>• Turn on lights as you move through the building.</li> <li>• Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).</li> <li>• Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.</li> <li>• As you leave the office, be sure to turn off all equipment, lights, etc. after use.</li> </ul> </li> <li>8. Weapons, including firearms, knives with blades longer than two inches, batons/tear, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.</li> </ol>	
<p style="text-align: right;">Page 19</p>	

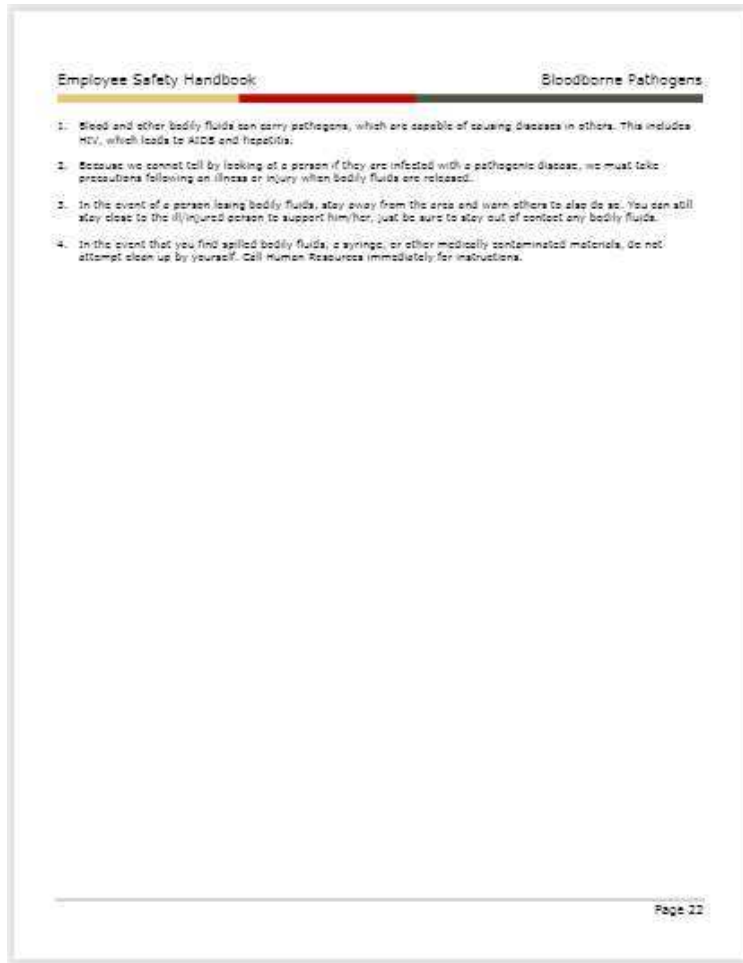
Employee Safety Handbook	Sexual Harassment Policy
<p>Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.</p> <p>Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.</p> <p>Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:</li> <li>• Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;</li> <li>• Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or</li> <li>• Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.</li> </ul> <p>Examples of conduct prohibited by this policy include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual flirtation, advances, or propositions;</li> <li>• Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;</li> <li>• Explicit or degrading verbal comments about another individual or his/her appearance;</li> <li>• The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;</li> <li>• Any sexually offensive or abusive physical conduct;</li> <li>• The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and</li> <li>• Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.</li> </ul> <p>Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.</p> <p>If you believe that you are being subjected to workplace harassment, you should:</p> <ol style="list-style-type: none"> <li>1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.</li> <li>2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.</li> <li>3. Report any additional incidents that may occur to one of the above resources.</li> </ol> <p>Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.</p> <p>Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.</p>	
	Page 20

## Employee Safety Handbook

## Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no recurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.



Employee Safety Handbook	Vehicle Use Policy
<p><b>To:</b> All drivers of Comet Cleaning Systems, Inc.</p> <p><b>Effective:</b></p> <ul style="list-style-type: none"> <li>This policy applies to:                             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver", our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p><b>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</b></p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p><b>In the event of an accident:</b></p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>	
<p>Page 23</p>	

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you, not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

**5. Pricing**



**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>ASSISTANT Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Attach Additional sheets in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

2021

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

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

JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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:** COMET CLEANING SYSTEMS INC  
Receipt #: 325-282021  
Business Type: CLEANING/JANITORIAL (JANITORIAL)  
Owner Name: COURTNEY STEPHENS  
Business Location: 1773 N STATE RD 7 STE 101 I LAUDERHILL  
Business Phone: 954-793-2442  
Business Opened: 03/01/2016  
State/County/Cert/Reg: Exemption Code:

Rooms      Seats      Employees      Machines      Professionals  
2

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

**CITY OF LAUDERHILL**  
**ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business** **Business Number**  
COMET CLEANING SYSTEMS INC 26045  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Classes**


Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**

It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

**OPEN MON - FRI**  
**(8AM - 6PM)**  
**CLOSED SAT & SUN**





ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/13/2021	
<p>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.</p> <p>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).</p>					
<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone: (954) 680-2255 Fax: (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ N/AIC # _____			
<b>INSURED</b> COMET CLEANING SYSTEMS, INC 1773 N State RD 7 suite # 1011 Lauderdale FL 33313		INSURER A: Mesa Underwriters Specialty Insurance Company INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>	
<p>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.</p>					
<b>TYPE OF INSURANCE</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ACCIDENT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENT-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> OTHER <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$ <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED? <input type="checkbox"/> (If yes, describe below)	<b>ADDL. SALES</b> REG. NO. _____ POLICY NUMBER QQVMUJ-K	<b>POLICY EFF.</b> (MM/DD/YYYY) 06/15/2020	<b>POLICY EXP.</b> (MM/DD/YYYY) 06/15/2021	<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00 MED EXP (Per person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMMODITY AGG \$ 1,000,000.00 COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
<b>CERTIFICATE HOLDER</b> Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301		<b>CANCELLATION</b> 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 _____			



**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](https://www.census.gov) and select **NAICS** to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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





**Janitorial Services - Price Sheets - Large Facilities - Group 4 - Agreement 5 (CBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit		Unit				
				Price	Annual	Price	Annual			
1	MASS TRANSIT NORTH 3201 Copans Rd. POMPANO BEACH, FL	12	Basic Cleaning	\$ 6,300.00	\$ 75,600.00	\$ 6,426.00	\$ 77,112.00	\$ 152,712.00		
		12	Restrooms	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00		
		12	Floors	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00		
			Porter (450 per month)	\$ 26.00	\$ 140,400.00	\$ 26.52	\$ 143,208.00	\$ 283,608.00		
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 5,250.00	\$ 0.35	\$ 6,125.00	\$ 11,375.00		
		17,500	Windows	\$ 1,500.00	\$ 1,500.00	\$ 1,530.00	\$ 1,530.00	\$ 3,030.00		
		1	Air Quality	\$ 3,000.00	\$ 3,000.00	\$ 3,060.00	\$ 3,060.00	\$ 6,060.00		
		12	Cleaning Supplies	\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18,360.00	\$ 36,360.00		
		12	Paper Products	\$ 1,700.00	\$ 20,400.00	\$ 1,734.00	\$ 20,808.00	\$ 41,208.00		
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 5,250.00	\$ 0.35	\$ 6,125.00	\$ 11,375.00		
		17,500	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 5,250.00	\$ 0.35	\$ 6,125.00	\$ 11,375.00		
		17,500		\$ 0.30	\$ 5,250.00	\$ 0.35	\$ 6,125.00	\$ 11,375.00		
			Total		\$ 292,650.00		\$ 300,813.00	\$ 593,463.00		
		2	MASS TRANSIT SOUTH 5440 Ravenswood Rd. FT. LAUDERDALE, FL	12	Basic Cleaning	\$ 4,700.00	\$ 56,400.00	\$ 4,794.00	\$ 57,528.00	\$ 113,928.00
12	Restrooms			\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00		
12	Floors			\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00		
	Porter (450 per month)			\$ 26.00	\$ 140,400.00	\$ 26.52	\$ 143,208.00	\$ 283,608.00		
	Pressure Cleaning (SQ. FT.)			\$ 0.30	\$ 3,135.00	\$ 0.35	\$ 3,657.50	\$ 6,792.50		
10,450	Windows			\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00		
1	Air Quality			\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$ 4,040.00		
12	Cleaning Supplies			\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00		
12	Paper Products			\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00		
	Carpet Cleaning - Deep (SQ. FT.)			\$ 0.30	\$ 3,135.00	\$ 0.35	\$ 3,657.50	\$ 6,792.50		
10,450	Electrostatic Disinfection (SQ. FT.)			\$ 0.30	\$ 3,135.00	\$ 0.35	\$ 3,657.50	\$ 6,792.50		
10,450				\$ 0.30	\$ 3,135.00	\$ 0.35	\$ 3,657.50	\$ 6,792.50		
	Total				\$ 240,405.00		\$ 246,592.50	\$ 486,997.50		
3	MASS TRANSIT Lauderhill Mass Trans. 1359 NW 40th Avenue Lauderhill, FL. 33310			12	Basic Cleaning	\$ 2,362.00	\$ 28,344.00	\$ 2,409.24	\$ 28,910.88	\$ 57,254.88
		12	Restrooms	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00		
		12	Floors	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00		
			Porter ( 1095 per month)	\$ 26.00	\$ 341,640.00	\$ 26.52	\$ 348,472.80	\$ 690,112.80		
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 885.90	\$ 0.35	\$ 1,033.55	\$ 1,919.45		
		2,953	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00		
		1	Air Quality	\$ 1,200.00	\$ 1,200.00	\$ 1,224.00	\$ 1,224.00	\$ 2,424.00		
		12	Cleaning Supplies	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00		
		12	Paper Products	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00		
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 885.90	\$ 0.35	\$ 1,033.55	\$ 1,919.45		
		2,953	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 885.90	\$ 0.35	\$ 1,033.55	\$ 1,919.45		
		2,953		\$ 0.30	\$ 885.90	\$ 0.35	\$ 1,033.55	\$ 1,919.45		
			Total		\$ 406,041.70		\$ 414,552.33	\$ 820,594.03		
		4	MASS TRANSIT LAUDERHILL MASS TRANS. 4221 NW 12th Street  Lauderhill, FL	12	Basic Cleaning	\$ 1,575.00	\$ 18,900.00	\$ 1,606.50	\$ 19,278.00	\$ 38,178.00
12	Restrooms			\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00		
12	Floors			\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00		
	Pressure Cleaning (SQ. FT.)			\$ 0.30	\$ 378.00	\$ 0.35	\$ 441.00	\$ 819.00		
1,260	Windows			\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00		
1	Air Quality			\$ 800.00	\$ 800.00	\$ 816.00	\$ 816.00	\$ 1,616.00		
12	Cleaning Supplies			\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00		
12	Paper Products			\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00		
	Carpet Cleaning - Deep (SQ. FT.)			\$ 0.30	\$ 378.00	\$ 0.35	\$ 441.00	\$ 819.00		
1,260	Electrostatic Disinfection (SQ. FT.)			\$ 0.30	\$ 378.00	\$ 0.35	\$ 441.00	\$ 819.00		
1,260				\$ 0.30	\$ 378.00	\$ 0.35	\$ 441.00	\$ 819.00		
	Total				\$ 45,834.00		\$ 46,917.00	\$ 92,751.00		
Total (1) - Summary, all sites					\$ 984,930.70		\$ 1,008,874.83	\$ 1,993,805.53		

**Janitorial Services - Price Sheets - Large Facilities - Group 4 - Agreement 5 (CBE Reserve)**

		Per Hour	Annual	Per Hour	Annual	2 years
<b>Additional Labor:</b>						
Project Supervisor	50 hrs.	\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50
Site Supervisor	50 hrs.	\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00
Full Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Part Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Porter Day/Night	50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00
<b>Emergency Services Labor:</b>						
Project Supervisor	50 hrs.	\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50
Site Supervisor	50 hrs.	\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00
Full Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Part Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Porter Day/Night	50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>			\$ 9,860.00		\$ 10,037.00	\$ 19,897.00
<b>Grand Total - Whole Group</b>						
<b>(Total 1 + Total 2)</b>			\$ 994,790.70		\$ 1,018,911.83	\$ 2,013,702.53
<p align="center"><b>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.</b></p>						
		<b>YES</b> <input checked="" type="checkbox"/>	<b>Agree to the above statement.</b>			
		<b>NO</b> <input type="checkbox"/>	<b>Disagree to the above statement.</b>			
<p><b>NAME OF COMPANY:</b> <u>Comet Cleaning Systems Inc</u></p> <p><b>AUTHORIZED PERSON NAME:</b> <u>Courtney Stephens</u></p> <p><b>AUTHORIZED SIGNATURE:</b> <u>courtney Stephens</u></p> <p>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.</p> <p><b>AUTHORIZED PERSON TITLE:</b> <u>President</u> <b>DATE:</b> <u>5/26/2021</u></p>						
<p align="center"><b>THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.</b></p>						

## Janitorial Services for Broward County Facilities

### 1. Ability of Professional Personnel:

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### Project Manager – Courtney Stephens

**COURTNEY STEPHENS**

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

***Independent Contractor***

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

**SKILLS**

- Recruiting
- Training
- Management
- Sales
- Supervision

**EXPERIENCE**

2014 – PRESENT

**INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.**

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

**JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING**

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

**INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE**

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000 Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHANIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request



## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shining of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**



Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

**Quality Control Manager – Calvin Stephens**

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

Media Relations Supervisor

- Leads the marketing team and prepares the marketing budget
- Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
- Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018

Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Stitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

Copy and Print Supervisor

- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPFS6300S, GBC Eagle 65)
- Worked with bindery equipment such as comb, spiral, and tape machines
- Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



**ACTION**  
GROUP MGMT

**Freddy Justino Castillo**

Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### Other Meaningful Skills

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### Business and Professional Experience

#### Action Group MGMT, LLC

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### Emilia Interiors Corp

2003–2009

Owner/Manager

Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and

statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.

**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**



Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
Minuteman Press

Contact Name: Maria Medina Reference date: \_\_\_\_\_

Contact Email: Flope@minutemanpress.com Contact Phone: 954-695-5194

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☐ ☐ ☐ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, veracity, or quality of this information may be used by the County as a basis for selection, execution of the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management





**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

LOCAL MANAGEMENT

Contact Name: Arunag Chandra

Reference date:

Contact Email: Chandra@localmanagement.us

Contact Phone: 630-853-65

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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

☐  
☐  
☐

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☐  
☐

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☐  
☐

☐  
☐  
☐

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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Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL VERIFIED 2 of 4 2 of 4 2 of 4 2 of 4 2 of 4

THIS SECTION FOR COUNTY USE ONLY

All information provided to Broward County is subject to verification. You are acknowledging that information provided in previous statements made in support of your reference may be used by the County as a basis for rejection, decision of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.110 of the Broward County Procurement Code.

c. Covenant Living of Florida

**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:  
*Covenant Living of Florida*

Contact Name: *Bobby Palmer* Reference date:

Contact Email: *bobbyt919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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)

Verified via: ☐ EMNL ☐ VERBAL ☒ VERIFIED BY ☐ 3 of 4 ☐ CHAIR ☐ 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, reversion of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

d. Nova Southeastern University

**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:  
NOVA SOUTHEASTERN UNIVERSITY

Contact Name: LINDA Reference Date:  
Contact Email: lindab@nova.edu Contact Phone: 954-262-3190

Name of Referenced Project:  
Contract No. Date Services Provided: Project Amount:  
to

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via: EMAIL VERBAL Verified by: 4 of 4 Date: 5/26/2021

All information provided to Broward County is subject to verification. Vendor is required to provide information requested within 10 business days of receipt of this request. If a response may be received by the County as a basis for addition, reduction of the award, or termination of the contract, the information requested shall be provided to this office for the purposes of verification. Section 211.11 of the Broward County Procurement Code.

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### 3. Project approach

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 5:** Special attention must be placed on these four (4) sites due to the high traffic and thereby must be serviced seven (7) days a week.

Location #	Employees	Day Porter	Supervisor
1	7	1	1
2	5	1	1
3	10	5	2
4	3	0	1

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

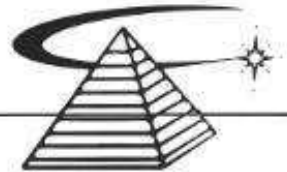
**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

### 3.4 Company Equipment

# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

## 3.5 Company Training



## **Employee Safety Manual**

Comet Cleaning Systems, Inc.

**A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment**

Provided by: The Insurance Exchange

### **Legal Disclaimer to users of this form employee handbook**

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.



Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

## Employee Safety Handbook

## Employee Safety Responsibilities

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

## Employee Safety Handbook

## Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Cleanup several times throughout the day. Disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a step ladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |             |            |
|-------------|------------|
| -0 Minimal  | -1 Slight  |
| -2 Moderate | -3 Serious |
| -4 Severe   |            |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.

- c) Follow all label and SDS instructions - including amount instructions.

## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

Employee Safety Handbook

Hazard Communication

1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer plastic or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to Human Resources.



Employee Safety Handbook	Office Safety & Security
<b>Office Safety:</b> <ol style="list-style-type: none"> <li>1. Never leave file drawers open, or open multiple file drawers at once.</li> <li>2. Do not stack heavy or bulky objects on top of cabinets.</li> <li>3. Do not store frequently used objects above shoulder height or below knee height.</li> <li>4. Never reach into office machines without turning them off and unplugging them if possible.</li> <li>5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.</li> <li>6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.</li> <li>7. Never use defective or broken equipment. Report these problems to your supervisor.</li> </ol>	
<b>Security:</b> <ol style="list-style-type: none"> <li>1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.</li> <li>2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.</li> <li>3. When parking, remove all valuables from sight and lock car doors.</li> <li>4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.</li> <li>5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.</li> <li>6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).</li> <li>7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:             <ul style="list-style-type: none"> <li>• Be sure doors are locked after you.</li> <li>• Turn on lights as you move through the building.</li> <li>• Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).</li> <li>• Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.</li> <li>• As you leave the office, be sure to turn off all equipment, lights, etc., after use.</li> </ul> </li> <li>8. Weapons, including firearms, knives with blades longer than two inches, baton/tear, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.</li> </ol>	
Page 19	

Employee Safety Handbook	Sexual Harassment Policy
<p>Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.</p> <p>Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.</p> <p>Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:</li> <li>• Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;</li> <li>• Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or</li> <li>• Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.</li> </ul> <p>Examples of conduct prohibited by this policy include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual flirtation, advances, or propositions;</li> <li>• Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;</li> <li>• Explicit or degrading verbal comments about another individual or his/her appearance;</li> <li>• The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;</li> <li>• Any sexually offensive or abusive physical conduct;</li> <li>• The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and</li> <li>• Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.</li> </ul> <p>Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.</p> <p>If you believe that you are being subjected to workplace harassment, you should:</p> <ol style="list-style-type: none"> <li>1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.</li> <li>2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.</li> <li>3. Report any additional incidents that may occur to one of the above resources.</li> </ol> <p>Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.</p> <p>Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.</p>	
	Page 20

Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a tourist attraction.
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no recurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.



Employee Safety Handbook	Vehicle Use Policy
<p><b>To:</b> All drivers of Comet Cleaning Systems, Inc.</p> <p><b>Effective:</b></p> <ul style="list-style-type: none"> <li>This policy applies to:                             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver", our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p><b>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</b></p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p><b>In the event of an accident:</b></p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>	
<p>Page 23</p>	

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you, not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the scope and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

**5. Pricing**



**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>ASSISTANT Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Attach Additional sheets in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

2021

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

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

JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

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.

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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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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: **COMET CLEANING SYSTEMS INC** Receipt #: **325-282021**  
Business Name: **COMET CLEANING SYSTEMS INC** Business Type: **CLEANING/JANITORIAL**  
(JANITORIAL)  
Owner Name: **COURTNEY STEPHENS** Business Opened: **03/01/2016**  
Business Location: **1773 N STATE RD 7 STE 101 I** State/County/Cert/Reg:  
LAUDERHILL Exemption Code:  
Business Phone: **954-793-2442**

Rooms      Seats      Employees      Machines      Professionals  
2

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

**CITY OF LAUDERHILL**  
**ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business** **Business Number**  
COMET CLEANING SYSTEMS INC 26045  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Classes**


Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**

It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

**OPEN MON - FRI**  
**(8AM - 6PM)**  
**CLOSED SAT & SUN**





ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/13/2021	
<p>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.</p> <p>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).</p>					
<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone: (954) 680-2255 Fax: (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ NMC #: _____			
<b>INSURED</b> COMET CLEANING SYSTEMS, INC 1773 N State RD 7 suite # 1011 Lauderdale FL 33313		INSURER A: Mesa Underwriters Specialty Insurance Company INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>	
<p>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.</p>					
PER LTR TYPE OF INSURANCE <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ACC <input type="checkbox"/> LOC <input type="checkbox"/> OTHER AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENT-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED? <input type="checkbox"/> (If yes, describe under DESCRIPTION OF OPERATIONS below)	ADDL. SALES REG. NO. N	POLICY NUMBER QQVMUJ-K	POLICY EFF. (MM/DD/YYYY) 06/15/2020	POLICY EXP. (MM/DD/YYYY) 06/15/2021	<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00 MED EXP (Per one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMMODITY AGG \$ 1,000,000.00 COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION</b>			
Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE _____			



**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](https://www.census.gov) and select **NAICS** to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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





**Janitorial Services - Price Sheets - Large Facilities - Group 5 - Agreement 6 (SBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	MEDICAL EXAMINER 5301 S.W. 31ST AVE. FORT LAUDERDALE, FL 33312	12	Basic Cleaning	\$ 2,000.00	\$ 24,000.00	\$ 2,040.00	\$ 24,480.00	\$ 48,480.00
		12	Restrooms	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00
		12	Floors	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 5,100.00	\$ 0.35	\$ 5,950.00	\$ 11,050.00
		17,000	Windows	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$ 4,040.00
		1	Air Quality	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		12	Cleaning Supplies	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		12	Paper Products	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 5,100.00	\$ 0.35	\$ 5,950.00	\$ 11,050.00
		17,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 5,100.00	\$ 0.35	\$ 5,950.00	\$ 11,050.00
			Total		\$ 66,300.00		\$ 69,870.00	\$ 136,170.00
2	HIGHWAY & BRIDGES BUILDING A - ADMINISTRATION 1600 BLOUNT ROAD  POMPANO BEACH, FL 33069	12	Basic Cleaning	\$ 1,200.00	\$ 14,400.00	\$ 1,224.00	\$ 14,688.00	\$ 29,088.00
		12	Restrooms	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00
		12	Floors	\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,272.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,275.00
		3,500	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		1	Air Quality	\$ 600.00	\$ 600.00	\$ 612.00	\$ 612.00	\$ 1,212.00
		12	Cleaning Supplies	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00
		12	Paper Products	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,275.00
		3,500	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,275.00
			Total		\$ 38,350.00		\$ 39,579.00	\$ 77,929.00
3	HIGHWAY & BRIDGES BUILDING B - ASSEMBLY BLDG. 1600 BLOUNT ROAD  POMPANO BEACH, FL 33069	12	Basic Cleaning	\$ 1,200.00	\$ 14,400.00	\$ 1,224.00	\$ 14,688.00	\$ 29,088.00
		12	Restrooms	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00
		12	Floors	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,275.00
		3,500	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		1	Air Quality	\$ 600.00	\$ 600.00	\$ 612.00	\$ 612.00	\$ 1,212.00
		12	Cleaning Supplies	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00
		12	Paper Products	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,275.00
		3,500	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,275.00
			Total		\$ 39,550.00		\$ 40,803.00	\$ 80,353.00
4	HIGHWAY & BRIDGES BUILDING C - GUARDHOUSE 1600 BLOUNT ROAD  POMPANO BEACH, FL 33069	12	Basic Cleaning	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00
		12	Restrooms	\$ 50.00	\$ 600.00	\$ 51.00	\$ 612.00	\$ 1,212.00
		12	Floors	\$ 60.00	\$ 720.00	\$ 62.00	\$ 744.00	\$ 1,464.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 30.00	\$ 0.35	\$ 35.00	\$ 65.00
		100	Windows	\$ 200.00	\$ 200.00	\$ 204.00	\$ 204.00	\$ 404.00
		1	Air Quality	\$ 300.00	\$ 300.00	\$ 306.00	\$ 306.00	\$ 606.00
		12	Cleaning Supplies	\$ 150.00	\$ 1,800.00	\$ 153.00	\$ 1,836.00	\$ 3,636.00
		12	Paper Products	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 30.00	\$ 0.35	\$ 35.00	\$ 65.00
		100	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 30.00	\$ 0.35	\$ 35.00	\$ 65.00
			Total		\$ 12,110.00		\$ 12,375.00	\$ 24,485.00

Janitorial Services - Price Sheets - Large Facilities - Group 5 - Agreement 6 (SBE Reserve)										
5	HIGHWAY & BRIDGES	12	Basic Cleaning	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.00		
	BUILDING D - OFFICE TRAILER	12	Restrooms	\$ 70.00	\$ 840.00	\$ 71.40	\$ 856.80	\$ 1,696.80		
	1600 BLOUNT ROAD	12	Floors	\$ 80.00	\$ 960.00	\$ 81.60	\$ 979.20	\$ 1,939.20		
	POMPANO BEACH, FL 33069	966	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 289.80	\$ 0.35	\$ 338.10	\$ 627.90		
		1	Windows	\$ 200.00	\$ 200.00	\$ 204.00	\$ 204.00	\$ 404.00		
		1	Air Quality	\$ 600.00	\$ 600.00	\$ 612.00	\$ 612.00	\$ 1,212.00		
		12	Cleaning Supplies	\$ 150.00	\$ 1,800.00	\$ 153.00	\$ 1,836.00	\$ 3,636.00		
		12	Paper Products	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00		
		966	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 289.80	\$ 0.35	\$ 338.10	\$ 627.90		
		966	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 289.80	\$ 0.35	\$ 338.10	\$ 627.90		
			<b>Total</b>		\$ 20,869.40		\$ 21,414.30	\$ 42,283.70		
	<b>Total (1) - Summary, all sites</b>				\$ 177,179.40		\$ 184,041.30	\$ 361,220.70		
					<b>Per Hour</b>	<b>Annual</b>	<b>Per Hour</b>	<b>Annual</b>	<b>2 years</b>	
Additional Labor:										
Project Supervisor 50 hrs.				\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50		
Site Supervisor 50 hrs.				\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00		
Full Time Service Crew 50 hrs.				\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00		
Part Time Service Crew 50 hrs.				\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00		
Porter Day/Night 50 hrs.				\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00		
Emergency Services Labor:										
Project Supervisor 50 hrs.				\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50		
Site Supervisor 50 hrs.				\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00		
Full Time Service Crew 50 hrs.				\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00		
Part Time Service Crew 50 hrs.				\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00		
Porter Day/Night 50 hrs.				\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00		
"Pass thru" (Services/Materials)					\$ 1,000.00		\$ 1,000.00	\$ 2,000.00		
<b>Total (2)</b>					\$ 9,860.00		\$ 10,037.00	\$ 19,897.00		
<b>Grand Total - Whole Group</b>					\$ 187,039.40		\$ 194,078.30	\$ 381,117.70		
<b>(Total 1 + Total 2)</b>										
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: Comet Cleaning Systems Inc										
AUTHORIZED PERSON NAME: Courtney Stephens										
AUTHORIZED SIGNATURE: Courtney Stephens										
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: President DATE: 5/26/2021										
THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.										
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.										

## Janitorial Services for Broward County Facilities

### 1. Ability of Professional Personnel:

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### Project Manager – Courtney Stephens

## COURTNEY STEPHENS

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

### *Independent Contractor*

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

#### SKILLS

- Recruiting
- Training
- Management
- Sales
- Supervision

#### EXPERIENCE

2014 – PRESENT

##### INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

##### JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

##### INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000 Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHANIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request



## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shining of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**

Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

**Quality Control Manager – Calvin Stephens**

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

Media Relations Supervisor

- Leads the marketing team and prepares the marketing budget
- Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
- Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018

Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Stitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

Copy and Print Supervisor

- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPFS6300S, GBC Eagle 65)
- Worked with bindery equipment such as comb, spiral, and tape machines
- Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



Freddy Justino Castillo

Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### Other Meaningful Skills

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### Business and Professional Experience

#### Action Group MGMT, LLC

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### Emilia Interiors Corp

2003–2009

Owner/Manager

Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and

statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.



**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**

Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
Minuteman Press

Contact Name: Maria Medina Reference date: \_\_\_\_\_

Contact Email: Flope@minutemanpress.com Contact Phone: 954-695-5194

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☐ ☐ ☐ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, verifiability, or complete delivery of this information may be used by the County as a basis for resolution of the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management



### Vendor Reference Verification Form

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

## Local Management

Contact Name: Anurag Chandra

Reference date:

Contact Email Chad.hopkins@Management.US

Contact Phone: 630-853-654

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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)

Verified via EMAIL  VERBAL  Verified by 2 of 4    Date           

All information provided to Broward County is subject to verification. Your information may be reviewed, collected, or stored for purposes of law enforcement or other purposes. All information may be used by the County as a basis for action, issuance of the award, or termination of the contract and may also serve as the basis for determination of Vendor pursuant to Section 21.110 of the Broward County Charter.

c. Covenant Living of Florida

**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:  
*Covenant Living of Florida*

Contact Name: *Sobby Palmer* Reference date:

Contact Email: *Sobby + 919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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)

Verified via: ☐ EMNL ☐ VERBAL ☒ VERIFIED BY 3 of 4 ☐ CHAIR ☐ CHAIR ☐ CHAIR

Date: \_\_\_\_\_

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

d. Nova Southeastern University

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### **3. Project approach**

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 6:** This agreement requires all locations be serviced five (5) days per week.

Location #	Employees	Day Porter	Supervisor
1	3	0	1
2	1	0	1
3	1	0	1
4	1	0	1
5	1	0	1

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

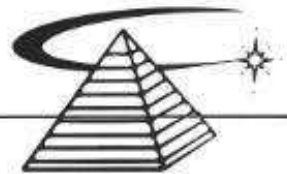
### **3.4 Company Equipment**



# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

## 3.5 Company Training



## **Employee Safety Manual**

Comet Cleaning Systems, Inc.

**A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment**

Provided by: The Insurance Exchange

### **Legal Disclaimer to users of this form employee handbook**

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Employee Safety Handbook

Employee Safety Responsibilities

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

Employee Safety Handbook

Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Cleanup several times throughout the day. Disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a step ladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |             |            |
|-------------|------------|
| -0 Minimal  | -1 Slight  |
| -2 Moderate | -3 Serious |
| -4 Severe   |            |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.

- c) Follow all label and SDS instructions - including amount instructions.



## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absence cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absence Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

Employee Safety Handbook	Hazard Communication
<p>1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.</p> <p>2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.</p> <p>3. General rules for handling chemicals in an office environment are:</p> <ul style="list-style-type: none"> <li>• Read all label warnings and instructions.</li> <li>• When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.</li> <li>• Follow instructions for quantity. More is not better.</li> <li>• Minimize contact with chemicals. Use double layer plastic or gloves to protect your skin and keep your face clear of the area to reduce inhalation.</li> <li>• Always wash your hands after handling chemicals.</li> <li>• If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.</li> <li>• Any questions or concerns regarding chemicals should be reported to Human Resources.</li> </ul>	
<p>Page 18</p>	

Employee Safety Handbook	Office Safety & Security
<b>Office Safety:</b> <ol style="list-style-type: none"> <li>1. Never leave file drawers open, or open multiple file drawers at once.</li> <li>2. Do not stack heavy or bulky objects on top of cabinets.</li> <li>3. Do not store frequently used objects above shoulder height or below knee height.</li> <li>4. Never reach into office machines without turning them off and unplugging them if possible.</li> <li>5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.</li> <li>6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.</li> <li>7. Never use defective or broken equipment. Report these problems to your supervisor.</li> </ol>	
<b>Security:</b> <ol style="list-style-type: none"> <li>1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.</li> <li>2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.</li> <li>3. When parking, remove all valuables from sight and lock car doors.</li> <li>4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.</li> <li>5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.</li> <li>6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).</li> <li>7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:             <ul style="list-style-type: none"> <li>• Be sure doors are locked after you.</li> <li>• Turn on lights as you move through the building.</li> <li>• Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).</li> <li>• Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.</li> <li>• As you leave the office, be sure to turn off all equipment, lights, etc., after use.</li> </ul> </li> <li>8. Weapons, including firearms, knives with blades longer than two inches, baton/tear, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.</li> </ol>	
Page 19	

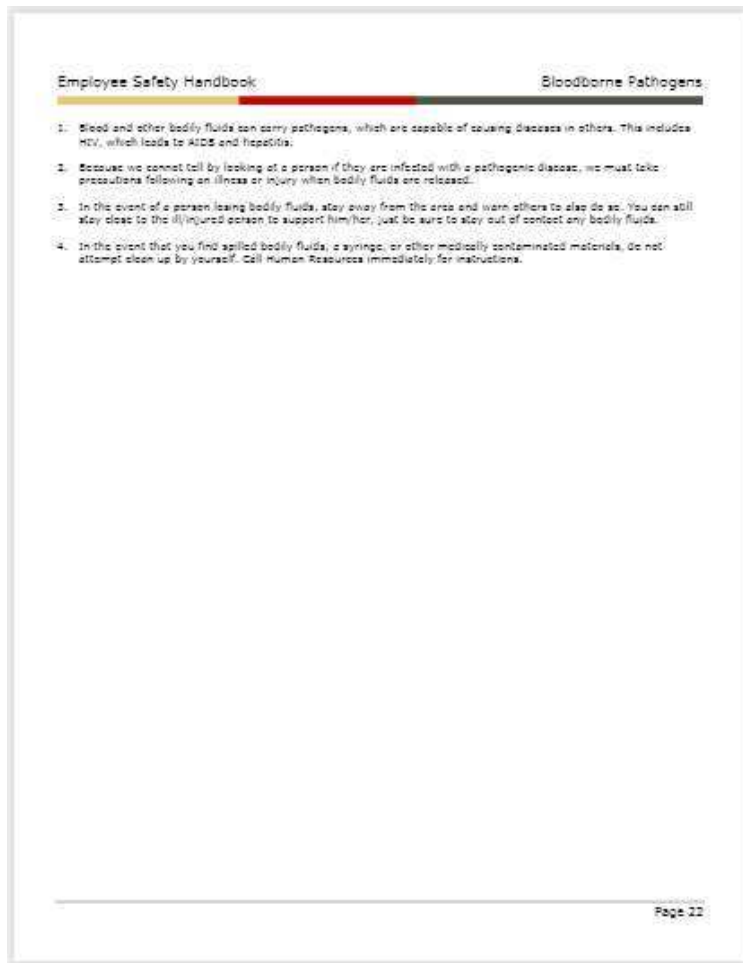
Employee Safety Handbook	Sexual Harassment Policy
<p>Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, abuse, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.</p> <p>Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.</p> <p>Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:</li> <li>• Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;</li> <li>• Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or</li> <li>• Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.</li> </ul> <p>Examples of conduct prohibited by this policy include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual flirtation, advances, or propositions;</li> <li>• Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;</li> <li>• Explicit or degrading verbal comments about another individual or his/her appearance;</li> <li>• The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;</li> <li>• Any sexually offensive or abusive physical conduct;</li> <li>• The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and</li> <li>• Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.</li> </ul> <p>Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.</p> <p>If you believe that you are being subjected to workplace harassment, you should:</p> <ol style="list-style-type: none"> <li>1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.</li> <li>2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.</li> <li>3. Report any additional incidents that may occur to one of the above resources.</li> </ol> <p>Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.</p> <p>Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.</p>	
	Page 20

Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a tourist attraction.
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no recurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.





Employee Safety Handbook	Vehicle Use Policy
<p><b>To:</b> All drivers of Comet Cleaning Systems, Inc.</p> <p><b>Effective:</b></p> <ul style="list-style-type: none"> <li>This policy applies to:                             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver", our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p><b>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</b></p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p><b>In the event of an accident:</b></p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>	
<p>Page 23</p>	

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you, not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

**5. Pricing**

**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>ASSISTANT Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Attach Additional sheets in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

2021

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

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

JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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: COMET CLEANING SYSTEMS INC Receipt #: 325-282021  
Business Name: COMET CLEANING SYSTEMS INC Business Type: CLEANING/JANITORIAL  
(JANITORIAL)  
Owner Name: COURTNEY STEPHENS Business Opened: 03/01/2016  
Business Location: 1773 N STATE RD 7 STE 101 I State/County/Cert/Reg:  
LAUDERHILL Exemption Code:  
Business Phone: 954-793-2442

Rooms      Seats      Employees      Machines      Professionals  
2

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



**CITY OF LAUDERHILL**  
**ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business** **Business Number**  
COMET CLEANING SYSTEMS INC 26045  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Classes**


Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**

It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

**OPEN MON - FRI**  
**(8AM - 6PM)**  
**CLOSED SAT & SUN**



ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/13/2021	
<p>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.</p> <p>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).</p>					
<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone: (954) 680-2255 Fax: (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ N/AIC # _____			
<b>INSURED</b> COMET CLEANING SYSTEMS, INC. 1773 N State RD 7 suite # 1011 Lauderdale FL 33313		INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>	
<p>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.</p>					
<b>TYPE OF INSURANCE</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ACCIDENT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENT-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> OTHER <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$ _____ <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? <input type="checkbox"/> (If yes, describe under DESCRIPTION OF OPERATIONS below)	<b>ADDL. SALES</b> REG. NO. _____ POLICY NUMBER QQVMUJ-K	<b>POLICY EFF.</b> (MM/DD/YYYY) 06/15/2020	<b>POLICY EXP.</b> (MM/DD/YYYY) 06/15/2021	<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00 MED EXP (Per one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMMODITY AGG \$ 1,000,000.00 COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
<b>CERTIFICATE HOLDER</b> Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301		<b>CANCELLATION</b> 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 _____			



**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](http://Census.gov) and select **NAICS** to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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



**Janitorial Services - Price Sheets - Large Facilities - Group 6 - Agreement 7 (CBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	NORTH REGIONAL COURTHOUSE 1600 HILLSBORO BLVD. DEERFIELD BEACH, FL 33442	12	Basic Cleaning	\$ 5,500.00	\$ 66,000.00	\$ 5,610.00	\$67,320.00	\$ 133,320.00
		12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		12	Floors	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 9,829.80	\$ 0.35	\$11,468.10	\$ 21,297.90
		1	Windows	\$12,000.00	\$ 12,000.00	\$12,240.00	\$12,240.00	\$ 24,240.00
		1	Air Quality	\$ 3,000.00	\$ 3,000.00	\$ 3,060.00	\$ 3,060.00	\$ 6,060.00
		12	Cleaning Supplies	\$ 1,000.00	\$ 12,000.00	\$ 1,020.00	\$12,240.00	\$ 24,240.00
		12	Paper Products	\$ 1,300.00	\$ 15,600.00	\$ 1,326.00	\$15,912.00	\$ 31,512.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 9,829.80	\$ 0.35	\$11,468.10	\$ 21,297.90
			Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 9,829.80	\$ 0.35	\$11,468.10	\$ 21,297.90
			Total		\$ 150,089.40		\$157,416.30	\$ 307,505.70
Total (1) - Summary, all sites					\$ 150,089.40		\$157,416.30	\$ 307,505.70

			Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:							
Project Supervisor	50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50
Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00
Full Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00
Emergency Services Labor:							
Project Supervisor	50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50
Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00
Full Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00
"Pass thru" (Services/Materials)				\$ 1,000.00		\$1,000.00	\$ 2,000.00
Total (2)				\$ 9,860.00		\$10,037.00	\$ 19,897.00

**Grand Total - Whole Group**

	\$159,949.40		\$167,453.30	\$ 327,402.70
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(Total 1 + Total 2)

**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:

Comet Cleaning Systems Inc.

AUTHORIZED PERSON NAME:

Courtney Stephens

AUTHORIZED SIGNATURE:

courtney Stephens

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: President

DATE: 5/26/2021

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



## Janitorial Services for Broward County Facilities

### 1. Ability of Professional Personnel:

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### Project Manager – Courtney Stephens



**COURTNEY STEPHENS**

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

***Independent Contractor***

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

**SKILLS**

- Recruiting
- Training
- Management
- Sales
- Supervision

**EXPERIENCE**

2014 – PRESENT

**INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.**

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

**JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING**

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

**INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE**

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000. Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHAINIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request

## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shinning of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**

Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

## Quality Control Manager – Calvin Stephens

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

Media Relations Supervisor

- Leads the marketing team and prepares the marketing budget
- Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
- Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018

Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Slitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

Copy and Print Supervisor

- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPFS6300S, GBC Eagle 65)
- Worked with bindery equipment such as comb, spiral, and tape machines
- Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



**ACTION**  
GROUP MGMT

**Freddy Justino Castillo**

Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### Other Meaningful Skills

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### Business and Professional Experience

#### Action Group MGMT, LLC

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### Emilia Interiors Corp

2003–2009

Owner/Manager



Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and

statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.

**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**

Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
Minuteman Press

Contact Name: Maria Medina Reference date: \_\_\_\_\_

Contact Email: Flope@minutemanpress.com Contact Phone: 954-695-5194

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☒ ☒ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, reliability, or quality of information made a subject of this response may be used by the County as a basis for selection, execution or the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management



### Vendor Reference Verification Form

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

## Local Management

Contact Name: Amrta Chandra

Reference date:

Contact Email Chad.hopkins@managment.us

Contact Phone: 630-453-658

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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)

Verified via: EMAIL  VERBAL  Verified by: 2 of 4     Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. Your comments and the submitted information is for informational purposes only and is not to be used for any other purpose. All information provided to Broward County is subject to verification. Your comments and the submitted information is for informational purposes only and is not to be used for any other purpose. All information provided to Broward County is subject to verification. Your comments and the submitted information is for informational purposes only and is not to be used for any other purpose.

### c. Covenant Living of 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:  
*Covenant Living of Florida*

Contact Name: *Sobby Palmer* Reference date:

Contact Email: *Sobby + 919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: ☐ EMail ☒ VERBAL

3 of 4

SEARCH

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, reversion of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

d. Nova Southeastern University



**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:  
NOVA SOUTHEASTERN UNIVERSITY

Contact Name: LINDA Reference Date:

Contact Email: lindab@nova.edu Contact Phone: 954-262-3190

Name of Referenced Project:

Contract No. Date Services Provided: Project Amount:  
to

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via: EMAIL VERBAL Verified by: 4 of 4 Date: 5/26/2021

All information provided to Broward County is subject to verification. The County reserves the right to request additional information from the vendor. The County reserves the right to request additional information from the vendor. The County reserves the right to request additional information from the vendor. The County reserves the right to request additional information from the vendor.

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### 3. Project approach

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 7:** This agreement for the courthouse will be cared for by a crew specialized in general cleaning and flooring.

Location #	Employees	Day Porter	Supervisor
1	5	0	1

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

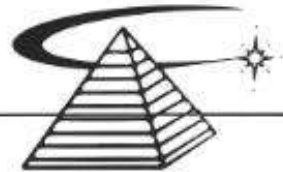
**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

### 3.4 Company Equipment

# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

## 3.5 Company Training



## Employee Safety Manual Comet Cleaning Systems, Inc.

A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment

Provided by: The Insurance Exchange

### Legal Disclaimer to users of this form employee handbook

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Employee Safety Handbook

Employee Safety Responsibilities

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.



Employee Safety Handbook

Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use;
- Ladders must be placed on secure footing;
- Only one person is allowed on a ladder at a time;
- Never stand on the top two steps of a step ladder;
- Always maintain 3-point contact when working on ladders;
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |              |             |
|--------------|-------------|
| • 0 Minimal  | • 1 Slight  |
| • 2 Moderate | • 3 Serious |
| • 4 Severe   |             |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.
- c) Follow all label and SDS instructions - including amount instructions.

## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

## Employee Safety Handbook

## Hazard Communication

1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to Human Resources.

Employee Safety Handbook	Office Safety & Security
<p><b>Office Safety:</b></p> <ol style="list-style-type: none"> <li>1. Never leave file drawers open, or open multiple file drawers at once.</li> <li>2. Do not stack heavy or bulky objects on top of cabinets.</li> <li>3. Do not store frequently used objects above shoulder height or below knee height.</li> <li>4. Never reach into office machinery without turning them off and unplugging them if possible.</li> <li>5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.</li> <li>6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.</li> <li>7. Never use defective or broken equipment. Report these problems to your supervisor.</li> </ol> <p><b>Security:</b></p> <ol style="list-style-type: none"> <li>1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.</li> <li>2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.</li> <li>3. When parking, remove all valuables from sight and lock car doors.</li> <li>4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.</li> <li>5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.</li> <li>6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).</li> <li>7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:             <ul style="list-style-type: none"> <li>• Be sure doors close and lock after you.</li> <li>• Turn on lights as you move through the building.</li> <li>• Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).</li> <li>• Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.</li> <li>• As you leave the office, be sure to turn off all equipment, lights, etc., after use.</li> </ul> </li> <li>8. Weapons, including firearms, knives with blades longer than two inches, bow/arrows, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.</li> </ol>	
<p style="text-align: right;">Page 19</p>	

## Employee Safety Handbook

## Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, sexual advances, requests for sexual favors, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.



Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Tape off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.

## Employee Safety Handbook

## Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

<p><b>Employee Safety Handbook</b></p> <hr style="border: 2px solid red;"/> <p>To: All drivers of Comet Cleaning Systems, Inc. Effective:</p> <ul style="list-style-type: none"> <li>This policy applies to:             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver," our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p>In the event of an accident:</p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____ Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>	<p><b>Vehicle Use Policy</b></p>
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Page 23

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the scope and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

**5. Pricing**

**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>ASSISTANT Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Which Additional checks in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

2021

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires: 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

Personally Known ☒ or Produced Identification ☐ Type of Identification Produced

JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.



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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

**Vendor Name** Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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: **COMET CLEANING SYSTEMS INC** Receipt #: **325-282021**  
Business Name: **COMET CLEANING SYSTEMS INC** Business Type: **CLEANING/JANITORIAL**  
(JANITORIAL)  
Owner Name: **COURTNEY STEPHENS** Business Opened: **03/01/2016**  
Business Location: **1773 N STATE RD 7 STE 101 I** State/County/Cert/Reg:  
LAUDERHILL Exemption Code:  
Business Phone: **954-793-2442**

Rooms      Seats      Employees      Machines      Professionals  
2

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

**CITY OF LAUDERHILL  
ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021

[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business**

COMET CLEANING SYSTEMS INC  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Number**  
26045

**Business Classes**

Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**  
It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

OPEN MON - FRI  
(8AM - 6PM)  
CLOSED SAT & SUN





# CERTIFICATE OF LIABILITY INSURANCE

DATE (8/8/00YYYY)  
05/13/2021

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).

<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone (954) 680-2255 Fax (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____	
<b>INSURED</b> COMET CLEANING SYSTEMS, INC. 1773 N State RD 7 suite # 1011 Lauderdale FL 33313		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Mesa Underwriters Specialty Insurance Company INSURER B: _____ INSURER C: _____ INSURER D: _____ 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.

INSURER	TYPE OF INSURANCE	ADDRESSES	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> ACCIDENT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	N	QQVMU-K	06/15/2020	06/15/2021	EACH OCCURRENCE \$ 1,000,000.00
	DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00					
	MED EXP (Per one person) \$ 5,000.00					
	PERSONAL & ADV INJURY \$ 1,000,000.00					
	GENERAL AGGREGATE \$ 2,000,000.00					
	PRODUCTS - COMMODITY AGG \$ 1,000,000.00					
	\$					
	COMBINED SINGLE LIMIT (Per occurrence) \$					
	BODILY INJURY (Per person) \$					
	BODILY INJURY (Per accident) \$					
PROPERTY DAMAGE (Per accident) \$						
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
						AGGREGATE \$
						\$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (If yes, describe under DESCRIPTION OF OPERATIONS below)						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

<b>CERTIFICATE HOLDER</b> Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301	<b>CANCELLATION</b> 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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**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](http://Census.gov) and select [NAICS](http://NAICS) to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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







## Janitorial Services - Price Sheets - Small Facilities - Group 1 - Agreement 8 (SBE Reserve Goal)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	2nd Avenue Warehouse 515/519/529 S.W 2ND AVE. FT. LAUDERDALE, FL	12	Basic Cleaning	\$ 3,000.00	\$36,000.00	\$ 3,060.00	\$ 36,720.00	\$ 72,720.00
		12	Restrooms	\$ 200.00	\$2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00
		12	Floors	\$ 600.00	\$7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$9,000.00	\$ 0.35	\$ 10,500.00	\$ 19,500.00
		30,000	Windows	\$ 3,000.00	\$3,000.00	\$ 3,060.00	\$ 3,060.00	\$ 6,060.00
		1	Air Quality	\$ 2,000.00	\$2,000.00	\$ 2,040.00	\$ 2,040.00	\$ 4,040.00
		12	Cleaning Supplies	\$ 1,100.00	\$13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.00
		12	Paper Products	\$ 1,200.00	\$14,400.00	\$ 1,224.00	\$ 14,688.00	\$ 29,088.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$9,000.00	\$ 0.35	\$ 10,500.00	\$ 19,500.00
		30,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$9,000.00	\$ 0.35	\$ 10,500.00	\$ 19,500.00
		30,000		\$ 0.30	\$9,000.00	\$ 0.35	\$ 10,500.00	\$ 19,500.00
			Total		\$105,200.00		\$ 111,264.00	\$ 216,464.00
4	PUBLIC DEFENDERS 412 S.E. 6th Street Fort Lauderdale, Fl. 33301	12	Basic Cleaning	\$ 1,500.00	\$18,000.00	\$ 1,530.00	\$ 18,360.00	\$ 36,360.00
		12	Restrooms	\$ 200.00	\$2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00
		12	Floors	\$ 600.00	\$7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$2,400.00	\$ 0.35	\$ 2,800.00	\$ 5,200.00
		8,000	Windows	\$ 1,500.00	\$1,500.00	\$ 1,530.00	\$ 1,530.00	\$ 3,030.00
		1	Air Quality	\$ 700.00	\$ 700.00	\$ 714.00	\$ 714.00	\$ 1,414.00
		12	Cleaning Supplies	\$ 1,000.00	\$12,000.00	\$ 1,020.00	\$ 12,240.00	\$ 24,240.00
		12	Paper Products	\$ 12,000.00	\$144,000.00	\$ 12,240.00	\$ 146,880.00	\$ 290,880.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$2,400.00	\$ 0.35	\$ 2,800.00	\$ 5,200.00
		8,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$2,400.00	\$ 0.35	\$ 2,800.00	\$ 5,200.00
		8,000		\$ 0.30	\$2,400.00	\$ 0.35	\$ 2,800.00	\$ 5,200.00
			Total		\$193,000.00		\$ 197,916.00	\$ 390,916.00
5	STATE ATTORNEY, OFFICE OF THE 16 S.E 6th STREET FT LAUDERDALE, FL	12	Basic Cleaning	\$ 1,687.00	\$20,244.00	\$ 1,720.74	\$ 20,648.88	\$ 40,892.88
		12	Restrooms	\$ 700.00	\$8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00
		12	Floors	\$ 1,000.00	\$12,000.00	\$ 1,020.00	\$ 12,240.00	\$ 24,240.00
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$2,250.00	\$ 0.35	\$ 2,625.00	\$ 4,875.00
		7,500	Windows	\$ 1,300.00	\$1,300.00	\$ 1,326.00	\$ 1,326.00	\$ 2,626.00
		1	Air Quality	\$ 1,000.00	\$1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		12	Cleaning Supplies	\$ 800.00	\$9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
		12	Paper Products	\$ 950.00	\$11,400.00	\$ 969.00	\$ 11,628.00	\$ 23,028.00
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$2,250.00	\$ 0.35	\$ 2,625.00	\$ 4,875.00
		7,500	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$2,250.00	\$ 0.35	\$ 2,625.00	\$ 4,875.00
		7,500		\$ 0.30	\$2,250.00	\$ 0.35	\$ 2,625.00	\$ 4,875.00
			Total		\$70,694.00		\$ 73,097.88	\$ 143,791.88

## Janitorial Services - Price Sheets - Small Facilities - Group 1 - Agreement 8 (SBE Reserve Goal)

<b>6</b>	<b>64th Street Warehouse</b> 1081 NW 64th Street Ft. Lauderdale, FL.	12	Basic Cleaning	\$ 800.00	\$9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
		12	Restrooms	\$ 500.00	\$6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00
		12	Floors	\$ 700.00	\$8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00
			Pressure Cleaning (SQ. FT.)					
		3,000		\$ 0.30	\$ 900.00	\$ 0.35	\$ 1,050.00	\$ 1,950.00
		1	Windows	\$ 1,000.00	\$1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		1	Air Quality	\$ 400.00	\$ 400.00	\$ 408.00	\$ 408.00	\$ 808.00
		12	Cleaning Supplies	\$ 300.00	\$3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,272.00
		12	Paper Products	\$ 450.00	\$5,400.00	\$ 459.00	\$ 5,508.00	\$ 10,908.00
			Carpet Cleaning - Deep (SQ. FT.)					
		3,000		\$ 0.30	\$ 900.00	\$ 0.35	\$ 1,050.00	\$ 1,950.00
			Electrostatic Disinfection (SQ. FT.)					
		3,000		\$ 0.30	\$ 900.00	\$ 0.35	\$ 1,050.00	\$ 1,950.00
			Total		\$37,100.00		\$ 38,238.00	\$ 75,338.00
<b>7</b>	<b>North Family Success Center</b> 2011 NW 3rd Avenue Pompano Beach, FL	12	Basic Cleaning	\$ 1,500.00	\$18,000.00	\$ 1,530.00	\$ 18,360.00	\$ 36,360.00
		12	Restrooms	\$ 400.00	\$4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		12	Floors	\$ 600.00	\$7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
			Pressure Cleaning (SQ. FT.)					
		3,500		\$ 0.30	\$1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,275.00
		1	Windows	\$ 1,000.00	\$1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		1	Air Quality	\$ 700.00	\$ 700.00	\$ 714.00	\$ 714.00	\$ 1,414.00
		12	Cleaning Supplies	\$ 600.00	\$7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
		12	Paper Products	\$ 700.00	\$8,400.00	\$ 714.00	\$ 8,568.00	\$ 16,968.00
			Carpet Cleaning - Deep (SQ. FT.)					
		3,500		\$ 0.30	\$1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,275.00
			Electrostatic Disinfection (SQ. FT.)					
		3,500		\$ 0.30	\$1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,275.00
			Total		\$50,450.00		\$ 51,921.00	\$ 102,371.00
<b>8</b>	<b>EMPLOYEE ASSISTANCE PROGRAM</b> 540 NE 4st Fort Lauderdale, FL 33301	12	Basic Cleaning	\$ 800.00	\$9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
		12	Restrooms	\$ 100.00	\$1,200.00	\$ 102.00	\$ 1,224.00	\$ 2,424.00
		12	Floors	\$ 200.00	\$2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00
			Pressure Cleaning (SQ. FT.)					
		900		\$ 0.30	\$ 270.00	\$ 0.35	\$ 315.00	\$ 585.00
		1	Windows	\$ 1,000.00	\$1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		1	Air Quality	\$ 500.00	\$ 500.00	\$ 510.00	\$ 510.00	\$ 1,010.00
		12	Cleaning Supplies	\$ 400.00	\$4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		12	Paper Products	\$ 500.00	\$6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00
			Carpet Cleaning - Deep (SQ. FT.)					
		900		\$ 0.30	\$ 270.00	\$ 0.35	\$ 315.00	\$ 585.00
			Electrostatic Disinfection (SQ. FT.)					
		900		\$ 0.30	\$ 270.00	\$ 0.35	\$ 315.00	\$ 585.00
			Total		\$26,310.00		\$ 26,955.00	\$ 53,265.00

## Janitorial Services - Price Sheets - Small Facilities - Group 1 - Agreement 8 (SBE Reserve Goal)

ITEM NO.	FACILITY LOCATION	Annual  Frequency	Annual Process					
				Year 1		Year 2		Two Year  Total
				Unit		Unit		
				Price	Annual	Price	Annual	
Additional Labor:								
	Project Supervisor		50 hrs.	\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50
	Site Supervisor		50 hrs.	\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00
	Full Time Service Crew		50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
	Part Time Service Crew		50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
	Porter Day/Night		50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00
Emergency Services Labor:								
	Project Supervisor		50 hrs.	\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50
	Site Supervisor		50 hrs.	\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00
	Full Time Service Crew		50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
	Part Time Service Crew		50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00
	Porter Day/Night		50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00
"Pass thru" (Services/Materials)					\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)					\$9,860.00		\$10,037.00	\$ 19,897.00

**Grand Total - Whole Group**  
(Total 1 + Total 2)

\$15,860.00 \$ 16,157.00 \$ 1,002,042.88

**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 <input checked="" type="checkbox"/>	Agree to the above statement.
NO <input type="checkbox"/>	Disagree to the above statement.

NAME OF COMPANY: Comet Cleaning Systems Inc

AUTHORIZED PERSON NAME: Courtney Stephens

AUTHORIZED SIGNATURE: courtney.Stephens

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: President

DATE: 5/26/2021

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

## Janitorial Services for Broward County Facilities

### 1. Ability of Professional Personnel:

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### Project Manager – Courtney Stephens

## COURTNEY STEPHENS

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

### *Independent Contractor*

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

#### SKILLS

- Recruiting
- Training
- Management
- Sales
- Supervision

#### EXPERIENCE

2014 – PRESENT

##### INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts.
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

##### JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

##### INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000 Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHANIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request



## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shining of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**

Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

**Quality Control Manager – Calvin Stephens**

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

Media Relations Supervisor

- Leads the marketing team and prepares the marketing budget
- Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
- Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018

Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Stitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

Copy and Print Supervisor

- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPF6300S, GBC Eagle 65)
- Worked with bindery equipment such as comb, spiral, and tape machines
- Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



**ACTION**  
GROUP MGMT

**Freddy Justino Castillo**

Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### Other Meaningful Skills

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### Business and Professional Experience

#### Action Group MGMT, LLC

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### Emilia Interiors Corp

2003–2009

Owner/Manager

Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and

statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.



**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**

Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
*Minuteman Press*

Contact Name: *Maria Medina* Reference date: \_\_\_\_\_

Contact Email: *Flope@minutemanpress.com* Contact Phone: *954-695-5194*

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☒ ☒ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, veracity, or quality of information provided in support of this response may be used by the County as a basis for selection, retention or the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management



**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

LOCAL MANAGEMENT

Contact Name: Arunag Chandra

Reference date:

Contact Email: Chandra@localmanagement.us

Contact Phone: 630-853-65

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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)

Verified via: EMAIL



THIS SECTION FOR COUNTY USE ONLY

2

of 4



Date:

All information provided to Broward County is subject to verification. You are acknowledging that information provided in previous statements made in support of this reference may be used by the County as a basis for rejection, decision of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.110 of the Broward County Procurement Code.

c. Covenant Living of Florida

**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:  
*Covenant Living of Florida*

Contact Name: *Bobby Palmer* Reference date:

Contact Email: *Bobby + 919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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)

Verified via: ☐ EMail ☐ Verbal ☒ Verified by: **3** of 4 ☐ Check ☐ 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, reversion of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

d. Nova Southeastern University

**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:  
NOVA SOUTHEASTERN UNIVERSITY

Contact Name: LINDA Reference Date:  
Contact Email: lindab@nova.edu Contact Phone: 954-262-3190

Name of Referenced Project:  
Contract No. Date Services Provided: Project Amount:  
to

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via: EMAIL VERBAL Verified by: 4 of 4 Date: 4/2/2021

All information provided to Broward County is subject to verification. Vendor is required to provide all information requested. If a response may be received by the County as a basis for selection, evaluation of the award, or information for the award, the vendor shall submit the information requested by the County. If the vendor fails to provide the information requested by the County, the County may reject the vendor's proposal. The County reserves the right to use the information provided by the vendor for any purpose.

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### 3. Project approach

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 8:** This agreement requires a crew with experience in carpet cleaning.

Location #	Employees	Day Porter	Supervisor
1	3	0	1
2			
3			
4	1	0	1
5	2	0	1
6	1	0	1
7	1	0	1
8	2	1	1

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

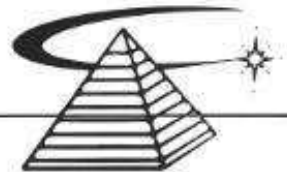


### 3.4 Company Equipment

# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

### 3.5 Company Training



## Employee Safety Manual Comet Cleaning Systems, Inc.

A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment

Provided by: The Insurance Exchange

### Legal Disclaimer to users of this form employee handbook

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

## Employee Safety Handbook

## Employee Safety Responsibilities

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

Employee Safety Handbook

Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Cleanup several times throughout the day. Disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a step ladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |             |            |
|-------------|------------|
| -0 Minimal  | -1 Slight  |
| -2 Moderate | -3 Serious |
| -4 Severe   |            |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.

- c) Follow all label and SDS instructions - including amount instructions.



## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

Employee Safety Handbook	Hazard Communication
<p>1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.</p> <p>2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.</p> <p>3. General rules for handling chemicals in an office environment are:</p> <ul style="list-style-type: none"> <li>• Read all label warnings and instructions.</li> <li>• When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.</li> <li>• Follow instructions for quantity. More is not better.</li> <li>• Minimize contact with chemicals. Use double layer plastic or gloves to protect your skin and keep your face clear of the area to reduce inhalation.</li> <li>• Always wash your hands after handling chemicals.</li> <li>• If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.</li> <li>• Any questions or concerns regarding chemicals should be reported to Human Resources.</li> </ul>	
<p>Page 18</p>	

Employee Safety Handbook	Office Safety & Security
<p><b>Office Safety:</b></p> <ol style="list-style-type: none"> <li>1. Never leave file drawers open, or open multiple file drawers at once.</li> <li>2. Do not stack heavy or bulky objects on top of cabinets.</li> <li>3. Do not store frequently used objects above shoulder height or below knee height.</li> <li>4. Never reach into office machines without turning them off and unplugging them if possible.</li> <li>5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.</li> <li>6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.</li> <li>7. Never use defective or broken equipment. Report these problems to your supervisor.</li> </ol> <p><b>Security:</b></p> <ol style="list-style-type: none"> <li>1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.</li> <li>2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.</li> <li>3. When parking, remove all valuables from sight and lock car doors.</li> <li>4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.</li> <li>5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.</li> <li>6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).</li> <li>7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:             <ul style="list-style-type: none"> <li>• Be sure doors are locked after you.</li> <li>• Turn on lights as you move through the building.</li> <li>• Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).</li> <li>• Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.</li> <li>• As you leave the office, be sure to turn off all equipment, lights, etc., after use.</li> </ul> </li> <li>8. Weapons, including firearms, knives with blades longer than two inches, baton/tear, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.</li> </ol>	
<p>Page 19</p>	

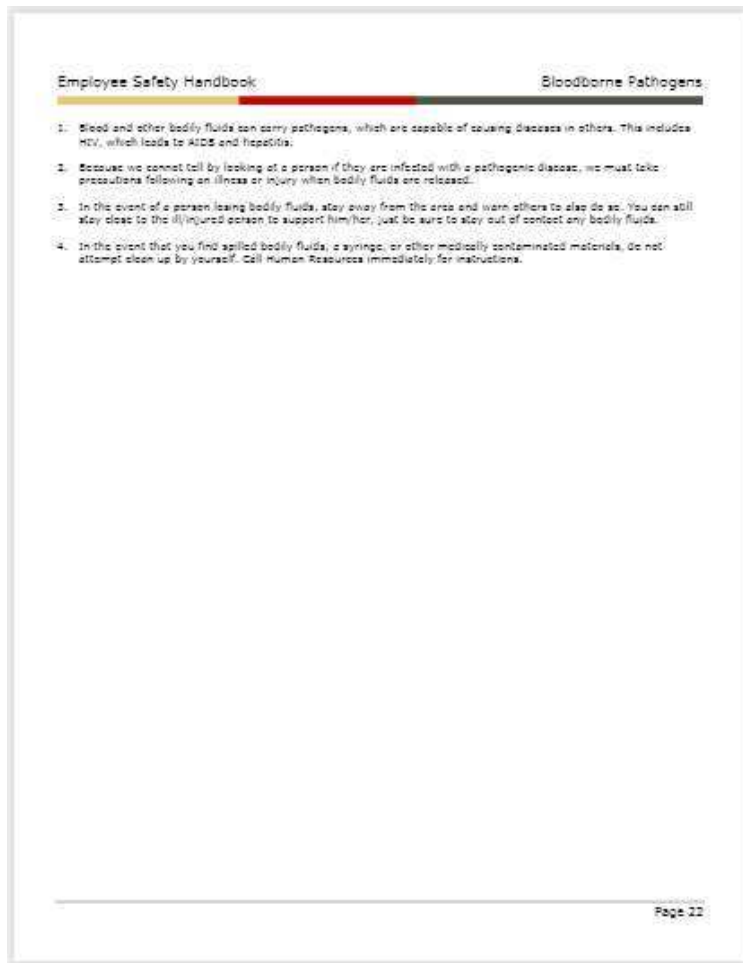
Employee Safety Handbook	Sexual Harassment Policy
<p>Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.</p> <p>Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.</p> <p>Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:</li> <li>• Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;</li> <li>• Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or</li> <li>• Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.</li> </ul> <p>Examples of conduct prohibited by this policy include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual flirtation, advances, or propositions;</li> <li>• Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;</li> <li>• Explicit or degrading verbal comments about another individual or his/her appearance;</li> <li>• The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;</li> <li>• Any sexually offensive or abusive physical conduct;</li> <li>• The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and</li> <li>• Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.</li> </ul> <p>Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.</p> <p>If you believe that you are being subjected to workplace harassment, you should:</p> <ol style="list-style-type: none"> <li>1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.</li> <li>2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.</li> <li>3. Report any additional incidents that may occur to one of the above resources.</li> </ol> <p>Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.</p> <p>Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.</p>	
	Page 20

Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a tourist attraction.
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no recurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.





Employee Safety Handbook	Vehicle Use Policy
<p><b>To:</b> All drivers of Comet Cleaning Systems, Inc.</p> <p><b>Effective:</b></p> <ul style="list-style-type: none"> <li>This policy applies to:                             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver", our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p><b>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</b></p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p><b>In the event of an accident:</b></p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>	
<p>Page 23</p>	

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you, not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

## 5. Pricing

**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>Assistant Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Attach Additional sheets in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

2021

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

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

JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

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.

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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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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: COMET CLEANING SYSTEMS INC Receipt #: 325-282021  
Business Name: COMET CLEANING SYSTEMS INC Business Type: CLEANING/JANITORIAL  
(JANITORIAL)  
Owner Name: COURTNEY STEPHENS Business Opened: 03/01/2016  
Business Location: 1773 N STATE RD 7 STE 101 I State/County/Cert/Reg:  
LAUDERHILL Exemption Code:  
Business Phone: 954-793-2442

Rooms      Seats      Employees      Machines      Professionals  
2

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



**CITY OF LAUDERHILL**  
**ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business** **Business Number**  
COMET CLEANING SYSTEMS INC 26045  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Classes**


Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**

It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

**OPEN MON - FRI**  
**(8AM - 6PM)**  
**CLOSED SAT & SUN**



ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/13/2021	
<p>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.</p> <p>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).</p>					
<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone: (954) 680-2255 Fax: (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ N/AIC # _____			
<b>INSURED</b> COMET CLEANING SYSTEMS, INC. 1773 N State RD 7 suite # 1011 Lauderhill, FL 33313		INSURER A: Mesa Underwriters Specialty Insurance Company INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>	
<p>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.</p>					
<b>INS. LTR.</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ACCIDENT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENT-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$ <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED? <input type="checkbox"/> (If yes, describe under DESCRIPTION OF OPERATIONS below)	<b>ADDL. INSUR. RISK</b> N	<b>POLICY NUMBER</b> QQVMUJ-K	<b>POLICY EFF. DATE (MM/DD/YYYY)</b> 06/15/2020	<b>POLICY EXP. DATE (MM/DD/YYYY)</b> 06/15/2021	<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00 MED EXP (Per person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMMODITY AGG \$ 1,000,000.00 COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
<b>CERTIFICATE HOLDER</b> Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301		<b>CANCELLATION</b> 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: _____			



**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](http://Census.gov) and select **NAICS** to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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



**Janitorial Services - Price Sheets - Small Facilities - Group 2 - Agreement 9 (SBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit Price	Annual	Unit Price	Annual			
1	BIC LANDFILL / North Transfer Station 2780 N. Powerline Road Pompano Beach, FL 33069	12	Basic Cleaning	\$ 1,000.00	\$ 12,000.00	\$ 1,020.00	\$ 12,240.00	\$ 24,240.00		
		12	Restrooms	\$ 150.00	\$ 1,800.00	\$ 153.00	\$ 1,836.00	\$ 3,636.00		
		12	Floors	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00		
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 240.00	\$ 0.35	\$ 280.00	\$ 520.00		
		800	Windows	\$ 500.00	\$ 500.00	\$ 510.00	\$ 510.00	\$ 1,010.00		
		1	Air Quality	\$ 500.00	\$ 500.00	\$ 510.00	\$ 510.00	\$ 1,010.00		
		12	Cleaning Supplies	\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,272.00		
		12	Paper Products	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00		
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 240.00	\$ 0.35	\$ 280.00	\$ 520.00		
			Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 240.00	\$ 0.35	\$ 280.00	\$ 520.00		
		800								
			Total		\$ 26,320.00		\$ 26,952.00	\$ 53,272.00		
		2	HOUSING & COMMUNITY DEVELOPMENT 110 NE 3rd street/ 120 NE 3rd street  Fort Lauderdale, FL 33011	12	Basic Cleaning	\$ 2,250.00	\$ 27,000.00	\$ 2,295.00	\$ 27,540.00	\$ 54,540.00
				12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
12	Floors			\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00		
	Pressure Cleaning (SQ. FT.)			\$ 0.30	\$ 2,690.70	\$ 0.35	\$ 3,139.15	\$ 5,829.85		
8,969	Windows			\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00		
1	Air Quality			\$ 900.00	\$ 900.00	\$ 918.00	\$ 918.00	\$ 1,818.00		
12	Cleaning Supplies			\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00		
12	Paper Products			\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$ 21,816.00		
	Carpet Cleaning - Deep (SQ. FT.)			\$ 0.30	\$ 2,690.70	\$ 0.35	\$ 3,139.15	\$ 5,829.85		
8,969	Electrostatic Disinfection (SQ. FT.)			\$ 0.30	\$ 2,681.70	\$ 0.35	\$ 3,128.65	\$ 5,810.35		
8,939										
	Total				\$ 66,963.10		\$ 69,484.95	\$ 136,448.05		
3	South Family Success 4735 SW 18TH STREET HOLLYWOOD, FL 33023			12	Basic Cleaning	\$ 2,250.00	\$ 27,000.00	\$ 2,295.00	\$ 27,540.00	\$ 54,540.00
				12	Restrooms	\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,272.00
		12	Floors	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,120.00		
			Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 1,950.00	\$ 0.35	\$ 2,275.00	\$ 4,225.00		
		6,500	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00		
		1	Air Quality	\$ 1,100.00	\$ 1,100.00	\$ 1,122.00	\$ 1,122.00	\$ 2,222.00		
		12	Cleaning Supplies	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00		
		12	Paper Products	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.00		
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 1,950.00	\$ 0.35	\$ 2,275.00	\$ 4,225.00		
		6,500	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 1,950.00	\$ 0.35	\$ 2,275.00	\$ 4,225.00		
		6,500								
			Total		\$ 67,350.00		\$ 69,555.00	\$ 136,905.00		
		Total (1) - Summary, all sites				\$ 160,633.10		\$ 165,991.95	\$ 326,625.05	

**Janitorial Services - Price Sheets - Small Facilities - Group 2 - Agreement 9 (SBE Reserve)**

			Year 1		Year 2			
			Per Hour	Annual	Per Hour	Annual	2 years	
Additional Labor:								
Project Supervisor	50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$	1,945.50
Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$	1,640.00
Full Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,722.00
Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,722.00
Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$	1,919.00
Emergency Services Labor:								
Project Supervisor	50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$	1,945.50
Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$	1,640.00
Full Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,722.00
Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,722.00
Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$	1,919.00
"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$	2,000.00
<b>Total (2)</b>				\$ 9,860.00		\$10,037.00	\$	19,897.00
<b>Grand Total - Whole Group</b>				\$ 170,493.10		\$ 176,028.95	\$	346,522.05
<b>(Total 1 + Total 2)</b>								
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:			Comet Cleaning Systems Inc.					
AUTHORIZED PERSON NAME:			Courtney Stephens					
AUTHORIZED SIGNATURE:			Courtney Stephens					
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:			President			DATE: 5/26/2021		
THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED.								
ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.								



## Janitorial Services for Broward County Facilities

### 1. Ability of Professional Personnel:

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### Project Manager – Courtney Stephens

## COURTNEY STEPHENS

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

### *Independent Contractor*

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

#### SKILLS

- Recruiting
- Training
- Management
- Sales
- Supervision

#### EXPERIENCE

2014 – PRESENT

##### INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts.
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

##### JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

##### INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000 Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHANIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request

## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shining of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**

Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

**Quality Control Manager – Calvin Stephens**

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

Media Relations Supervisor

- Leads the marketing team and prepares the marketing budget
- Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
- Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018

Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Stitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

Copy and Print Supervisor

- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPF6300S, GBC Eagle 65)
- Worked with bindery equipment such as comb, spiral, and tape machines
- Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



**ACTION**  
GROUP MGMT

**Freddy Justino Castillo**



Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### **Other Meaningful Skills**

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### **Business and Professional Experience**

#### **Action Group MGMT, LLC**

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### **Emilia Interiors Corp**

2003–2009

Owner/Manager

Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and

statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.

**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**

Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
*Minuteman Press*

Contact Name: *Maria Medina* Reference date: \_\_\_\_\_

Contact Email: *Flope@minutemanpress.com* Contact Phone: *954-695-5194*

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☒ ☒ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, reliability, or quality of information provided in support of this response may be used by the County as a basis for selection, execution of the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management



**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

LOCAL MANAGEMENT

Contact Name: Arunag Chandra

Reference date:

Contact Email: chandra@localmanagement.us

Contact Phone: 630-853-65

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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)

Verified via: EMAIL



THIS SECTION FOR COUNTY USE ONLY

2

of 4



Date:

All information provided to Broward County is subject to verification. You are acknowledging that information provided in previous statements made in support of this reference may be used by the County as a basis for rejection, decision of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.110 of the Broward County Procurement Code.

c. Covenant Living of Florida



**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:  
*Covenant Living of Florida*

Contact Name: *Sobby Palmer* Reference date:

Contact Email: *Sobby + 919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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)

Verified via: ☐ EMail ☐ Verbal ☒ Verified by: *3* of 4 *3* of 4 *3* of 4

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, reversion of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

d. Nova Southeastern University

**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:  
NOVA SOUTHEASTERN UNIVERSITY

Contact Name: LINDA Reference Date:  
Contact Email: lindab@nova.edu Contact Phone: 954-262-3190

Name of Referenced Project:  
Contract No. Date Services Provided: Project Amount:  
to

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via: EMAIL VERBAL Verified by: 4 of 4 Date:           

All information provided to Broward County is subject to verification. Vendor is required to provide information requested within 10 days of receipt of this request. If a response may be received by the County as a basis for addition, reduction of the award, or termination of the contract, the information requested shall serve as this basis for addition, reduction or termination of the award. Section 211.11 of the Broward County Procurement Code.

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### **3. Project approach**

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 9:** The crew for this agreement will also specialize in carpet care.

Location #	Employees	Day Porter	Supervisor
1	1	0	1
2	2	0	1
3		0	
4	1	0	1

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

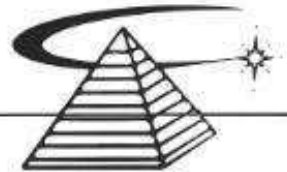
**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

### **3.4 Company Equipment**

# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

## 3.5 Company Training



## **Employee Safety Manual** Comet Cleaning Systems, Inc.

**A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment**

Provided by: The Insurance Exchange

### **Legal Disclaimer to users of this form employee handbook**

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.



## Employee Safety Handbook

## Employee Safety Responsibilities

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

Employee Safety Handbook

Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Cleanup several times throughout the day. Disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a step ladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |             |            |
|-------------|------------|
| -0 Minimal  | -1 Slight  |
| -2 Moderate | -3 Serious |
| -4 Severe   |            |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.
- c) Follow all label and SDS instructions - including amount instructions.

## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

## Employee Safety Handbook

## Hazard Communication

1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer plastic or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to Human Resources.

## Employee Safety Handbook

## Office Safety &amp; Security

**Office Safety:**

1. Never leave file drawers open, or open multiple file drawers at once.
2. Do not stack heavy or bulky objects on top of cabinets.
3. Do not store frequently used objects above shoulder height or below knee height.
4. Never reach into office machines without turning them off and unplugging them if possible.
5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.
6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
7. Never use defective or broken equipment. Report these problems to your supervisor.

**Security:**

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.
3. When parking, remove all valuables from sight and lock car doors.
4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).
7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
  - Be sure doors are locked after you.
  - Turn on lights as you move through the building.
  - Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
  - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
  - As you leave the office, be sure to turn off all equipment, lights, etc. after use.
8. Weapons, including firearms, knives with blades longer than two inches, baton/tear, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.



## Employee Safety Handbook

## Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.

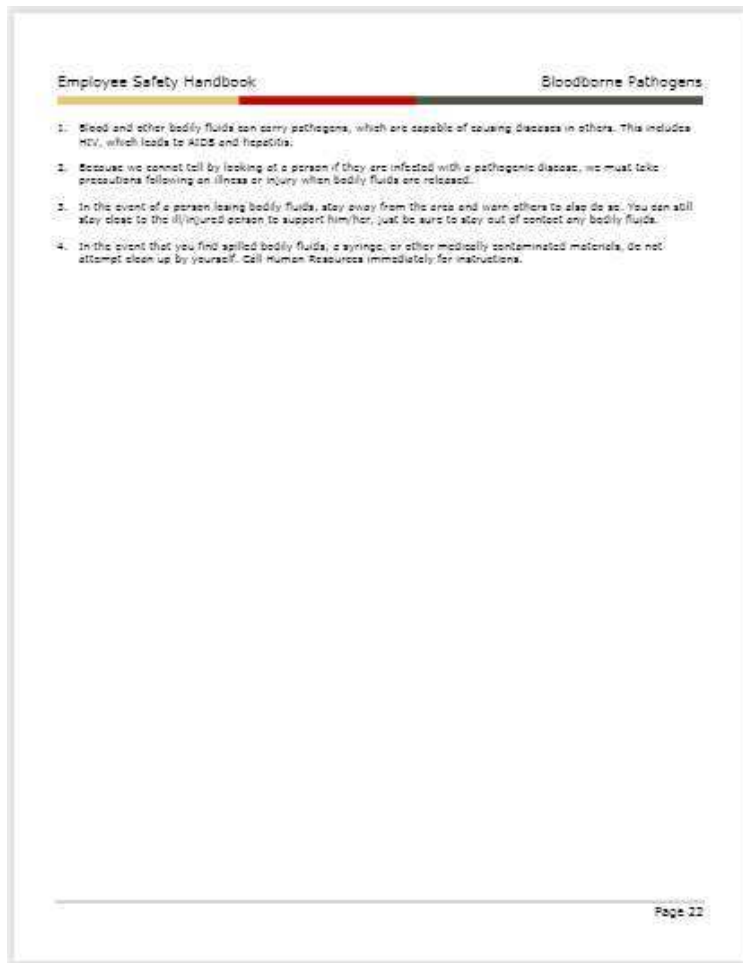
Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no recurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.



Employee Safety Handbook	Vehicle Use Policy
<p><b>To:</b> All drivers of Comet Cleaning Systems, Inc.</p> <p><b>Effective:</b></p> <ul style="list-style-type: none"> <li>This policy applies to:                             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver", our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p><b>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</b></p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p><b>In the event of an accident:</b></p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Employee's Signature</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Date</p> </div> </div>	
Page 23	

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you, not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

**5. Pricing**

**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>ASSISTANT Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Attach Additional sheets in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

2021

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

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



JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

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.

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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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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: COMET CLEANING SYSTEMS INC Receipt #: 325-282021  
Business Name: COMET CLEANING SYSTEMS INC Business Type: CLEANING/JANITORIAL  
(JANITORIAL)  
Owner Name: COURTNEY STEPHENS Business Opened: 03/01/2016  
Business Location: 1773 N STATE RD 7 STE 101 I State/County/Cert/Reg:  
LAUDERHILL Exemption Code:  
Business Phone: 954-793-2442

Rooms      Seats      Employees      Machines      Professionals  
2

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

**CITY OF LAUDERHILL**  
**ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business** **Business Number**  
COMET CLEANING SYSTEMS INC 26045  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Classes**


Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**

It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

**OPEN MON - FRI**  
**(8AM - 6PM)**  
**CLOSED SAT & SUN**



ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/13/2021	
<p>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.</p> <p>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).</p>					
<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone: (954) 680-2255 Fax: (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ N/AIC # _____			
<b>INSURED</b> COMET CLEANING SYSTEMS, INC. 1773 N State RD 7 suite # 1011 Lauderdale FL 33313		<b>INSURER A:</b> Mesa Underwriters Specialty Insurance Company <b>INSURER B:</b> _____ <b>INSURER C:</b> _____ <b>INSURER D:</b> _____ <b>INSURER E:</b> _____ <b>INSURER F:</b> _____			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>	
<p>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.</p>					
<b>TYPE OF INSURANCE</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ACCIDENT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER _____ <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENT-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$ _____ <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? <input type="checkbox"/> Y/N (If yes, describe under DESCRIPTION OF OPERATIONS below)	<b>ADDL. SALES</b> REG. NO. _____ POLICY NUMBER QQVMUJ-K	<b>POLICY EFF.</b> (MM/DD/YYYY) 06/15/2020	<b>POLICY EXP.</b> (MM/DD/YYYY) 06/15/2021	<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00 MED EXP (Per one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMMODITY AGG \$ 1,000,000.00 COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> _____ E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
<b>CERTIFICATE HOLDER</b> Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301		<b>CANCELLATION</b> 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 _____			



**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](http://Census.gov) and select [NAICS](http://NAICS) to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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





**Janitorial Services - Price Sheets - Small Facilities - Group 4 - Agreement 11 (SBE Reserve)**

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	FLEET SERVICES # 3 1600 N.W. 30 TH AVE. POMPANO BEACH, FL. 33069	12	Basic Cleaning	\$ 1,350.00	\$ 16,200.00	\$ 1,377.00	\$ 16,524.00	\$ 32,724.00
		12	Restrooms	\$ 150.00	\$ 1,800.00	\$ 153.00	\$ 1,836.00	\$ 3,636.00
		12	Floors	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.00
		2,771	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 831.30	\$ 0.35	\$ 969.85	\$ 1,801.15
		1	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,020.00
		1	Air Quality	\$ 700.00	\$ 700.00	\$ 714.00	\$ 714.00	\$ 1,414.00
		12	Cleaning Supplies	\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,272.00
		12	Paper Products	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		2,771	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 831.30	\$ 0.35	\$ 969.85	\$ 1,801.15
		2,771	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 831.30	\$ 0.35	\$ 969.85	\$ 1,801.15
		Total			\$ 32,993.90		\$ 34,019.55	\$ 67,013.45
2	FAMILY SUCCESS CENTER NORTHWEST 10077 NW 29th Street Coral Springs, FL. 33065	12	Basic Cleaning	\$ 4,500.00	\$ 54,000.00	\$ 4,590.00	\$ 55,080.00	\$ 109,080.00
		12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		12	Floors	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
		13,680	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 4,104.00	\$ 0.35	\$ 4,788.00	\$ 8,892.00
		1	Windows	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$ 4,040.00
		1	Air Quality	\$ 2,500.00	\$ 2,500.00	\$ 2,550.00	\$ 2,550.00	\$ 5,050.00
		12	Cleaning Supplies	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
		12	Paper Products	\$ 950.00	\$ 11,400.00	\$ 969.00	\$ 11,628.00	\$ 23,028.00
		13,680	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 4,104.00	\$ 0.35	\$ 4,788.00	\$ 8,892.00
		13,680	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 4,104.00	\$ 0.35	\$ 4,788.00	\$ 8,892.00
		Total			\$ 103,812.00		\$ 107,694.00	\$ 211,506.00
3	REVENUE COLLECTION/ AUTO TAG 1800 NW 66 Avenue Plantation, FL	12	Basic Cleaning	\$ 2,700.00	\$ 32,400.00	\$ 2,754.00	\$ 33,048.00	\$ 65,448.00
		12	Restrooms	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
		12	Floors	\$ 800.00	\$ 9,600.00	\$ 814.00	\$ 9,768.00	\$ 19,368.00
		16,225	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 4,867.50	\$ 0.35	\$ 5,678.75	\$ 10,546.25
		1	Windows	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$ 4,040.00
		1	Air Quality	\$ 1,300.00	\$ 1,300.00	\$ 1,326.00	\$ 1,326.00	\$ 2,626.00
		12	Cleaning Supplies	\$ 1,000.00	\$ 12,000.00	\$ 1,020.00	\$ 12,240.00	\$ 24,240.00
		12	Paper Products	\$ 1,200.00	\$ 14,400.00	\$ 1,224.00	\$ 14,688.00	\$ 29,088.00
		16,225	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 4,867.50	\$ 0.35	\$ 5,678.75	\$ 10,546.25
		16,225	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 4,867.50	\$ 0.35	\$ 5,678.75	\$ 10,546.25
		Total			\$ 93,502.50		\$ 97,490.25	\$ 190,992.75
4	OFFICE OF JUSTICE SERVICES 624 NW 15 Way Fort Lauderdale, FL 33311	12	Basic Cleaning	\$ 2,250.00	\$ 27,000.00	\$ 2,295.00	\$ 27,540.00	\$ 54,540.00
		12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,696.00
		12	Floors	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,544.00
		4,920	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 1,476.00	\$ 0.35	\$ 1,722.00	\$ 3,198.00
		1	Windows	\$ 1,200.00	\$ 1,200.00	\$ 1,224.00	\$ 1,224.00	\$ 2,424.00
		1	Air Quality	\$ 1,200.00	\$ 1,200.00	\$ 1,224.00	\$ 1,224.00	\$ 2,424.00
		12	Cleaning Supplies	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.00
		12	Paper Products	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$ 21,816.00
		4,920	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 1,476.00	\$ 0.35	\$ 1,722.00	\$ 3,198.00
		4,920	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 1,476.00	\$ 0.35	\$ 1,722.00	\$ 3,198.00
		Total			\$ 66,228.00		\$ 68,202.00	\$ 134,430.00
Total (1) - Summary, all sites					\$296,536.40		\$307,405.80	\$ 603,942.20

**Janitorial Services - Price Sheets - Small Facilities - Group 4 - Agreement 11 (SBE Reserve)**

				Per Hour	Annual	Per Hour	Annual	2 years						
Additional Labor:														
	Project Supervisor	50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50						
	Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00						
	Full Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00						
	Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00						
	Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00						
Emergency Services Labor:														
	Project Supervisor	50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$ 1,945.50						
	Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$ 1,640.00						
	Full Time Service Crew	50 hrs.		\$ 17.50	\$ 875.00	\$ 17.39	\$ 869.50	\$ 1,744.50						
	Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$ 1,722.00						
	Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$ 1,919.00						
"Pass thru" (Services/Materials)					\$ 1,000.00		\$ 1,000.00	\$ 2,000.00						
<b>Total (2)</b>					\$ 9,882.50		\$ 10,037.00	\$ 19,919.50						
<b>Grand Total - Whole Group</b> (Total 1 + Total 2)					\$ 306,418.90		\$ 317,442.80	\$ 623,861.70						
<p align="center"><b>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.</b></p> <table border="1"> <tr> <td>YES</td> <td><input checked="" type="checkbox"/></td> <td>Agree to the above statement.</td> </tr> <tr> <td>NO</td> <td><input type="checkbox"/></td> <td>Disagree to the above statement.</td> </tr> </table>									YES	<input checked="" type="checkbox"/>	Agree to the above statement.	NO	<input type="checkbox"/>	Disagree to the above statement.
YES	<input checked="" type="checkbox"/>	Agree to the above statement.												
NO	<input type="checkbox"/>	Disagree to the above statement.												
NAME OF COMPANY: <u>Comet Cleaning Systems Inc</u>														
AUTHORIZED PERSON NAME: <u>Courtney Stephens</u>														
AUTHORIZED SIGNATURE: <u>Courtney Stephens</u>														
<p align="center">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.</p>														
AUTHORIZED PERSON TITLE: <u>President</u> DATE: <u>5/26/2021</u>														
<p align="center"><b>THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.</b></p>														

## Janitorial Services for Broward County Facilities

### 1. Ability of Professional Personnel:

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### Project Manager – Courtney Stephens

## COURTNEY STEPHENS

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

### *Independent Contractor*

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

#### SKILLS

- Recruiting
- Training
- Management
- Sales
- Supervision

#### EXPERIENCE

2014 – PRESENT

##### INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

##### JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

##### INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000 Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHANIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request



## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shining of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**

Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

**Quality Control Manager – Calvin Stephens**

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

- Media Relations Supervisor
- Leads the marketing team and prepares the marketing budget
  - Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
  - Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018  
Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Stitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

- Copy and Print Supervisor
- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPFS6300S, GBC Eagle 65)
  - Worked with bindery equipment such as comb, spiral, and tape machines
  - Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



**ACTION**  
GROUP MGMT

**Freddy Justino Castillo**

Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### Other Meaningful Skills

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### Business and Professional Experience

#### Action Group MGMT, LLC

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### Emilia Interiors Corp

2003–2009

Owner/Manager

Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and

statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.



**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**

Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
Minuteman Press

Contact Name: Maria Medina Reference date: \_\_\_\_\_

Contact Email: Flope@minutemanpress.com Contact Phone: 954-695-5194

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☐ ☐ ☐ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, veracity, or quality of this information may be used by the County as a basis for selection, execution of the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management



**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

LOCAL MANAGEMENT

Contact Name: Arunag Chandra

Reference date:

Contact Email: chandra@localmanagement.us

Contact Phone: 630-853-65

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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)

Verified via: EMAIL



THIS SECTION FOR COUNTY USE ONLY

2

of 4



Date:

All information provided to Broward County is subject to verification. You are acknowledging that information provided in previous statements made in support of this reference 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 disbarment of Vendor pursuant to Section 21.110 of the Broward County Procurement Code.

c. Covenant Living of Florida

**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:  
*Covenant Living of Florida*

Contact Name: *Bobby Palmer* Reference date:

Contact Email: *bobbyt919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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)

Verified via: ☐ EMNL ☐ VERBAL ☒ VERIFIED BY 3 of 4 ☐ CHAIR ☐ DATE \_\_\_\_\_

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

d. Nova Southeastern University



### Vendor Reference Verification Form

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

Reference for:

Organization/Firm Name providing reference:  
NOVA SOUTHEASTERN UNIVERSITY

Contact Name: LINDA Reference Date: \_\_\_\_\_

Contact Email: lindab@NOVA.Edu Contact Phone: 954-262-3190

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via: EMAIL VERBAL Verified by: 4 of 4 Divided by: 2 Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. Verification is required for all information provided. If a response may be used by the County as a basis for selection, evaluation of the award, or for any other purpose, the information must be verified. The information must be verified by the County. The information must be verified by the County. The information must be verified by the County.

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### **3. Project approach**

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 11:** The majority of the crew for this agreement will be specialized in the care of carpet as two (2) of the sites have more than 70% carpet flooring.

Location #	Employees	Day Porter	Supervisor
1	1	0	1
2	2	0	1
3	2	0	1
4	1	0	1

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

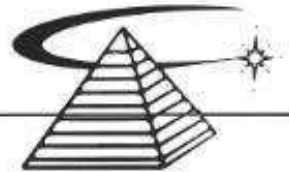
### **3.4 Company Equipment**



# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

## 3.5 Company Training



## Employee Safety Manual Comet Cleaning Systems, Inc.

A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment

Provided by: The Insurance Exchange

### Legal Disclaimer to users of this form employee handbook

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

## Employee Safety Handbook

## Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

## Employee Safety Handbook

## Employee Safety Responsibilities

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

Employee Safety Handbook

Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Cleanup several times throughout the day. Disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a step ladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |             |            |
|-------------|------------|
| -0 Minimal  | -1 Slight  |
| -2 Moderate | -3 Serious |
| -4 Severe   |            |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.

- c) Follow all label and SDS instructions - including amount instructions.



## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

**Employee Procedures**

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

Employee Safety Handbook

Hazard Communication

1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer plastic or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to Human Resources.

Employee Safety Handbook	Office Safety & Security
<b>Office Safety:</b> <ol style="list-style-type: none"> <li>1. Never leave file drawers open, or open multiple file drawers at once.</li> <li>2. Do not stack heavy or bulky objects on top of cabinets.</li> <li>3. Do not store frequently used objects above shoulder height or below knee height.</li> <li>4. Never reach into office machines without turning them off and unplugging them if possible.</li> <li>5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.</li> <li>6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.</li> <li>7. Never use defective or broken equipment. Report these problems to your supervisor.</li> </ol>	
<b>Security:</b> <ol style="list-style-type: none"> <li>1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.</li> <li>2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.</li> <li>3. When parking, remove all valuables from sight and lock car doors.</li> <li>4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.</li> <li>5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.</li> <li>6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).</li> <li>7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:             <ul style="list-style-type: none"> <li>• Be sure doors are locked after you.</li> <li>• Turn on lights as you move through the building.</li> <li>• Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).</li> <li>• Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.</li> <li>• As you leave the office, be sure to turn off all equipment, lights, etc. after use.</li> </ul> </li> <li>8. Weapons, including firearms, knives with blades longer than two inches, baton/tear, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.</li> </ol>	
<p style="text-align: right;">Page 19</p>	

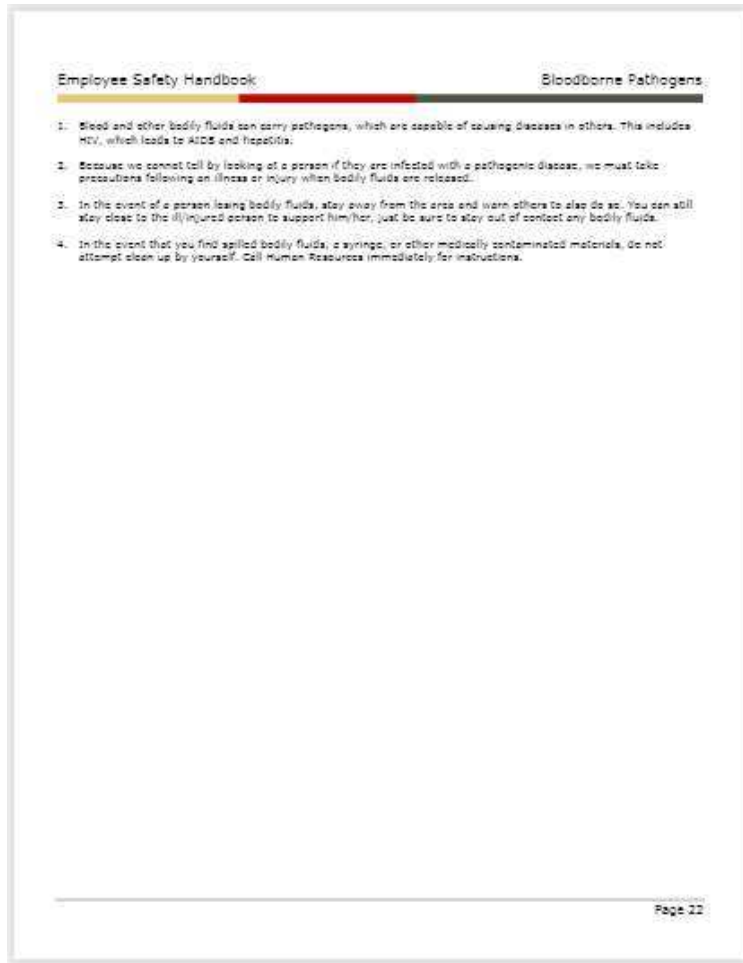
Employee Safety Handbook	Sexual Harassment Policy
<p>Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, abuse, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.</p> <p>Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.</p> <p>Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:</li> <li>• Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;</li> <li>• Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or</li> <li>• Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.</li> </ul> <p>Examples of conduct prohibited by this policy include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual flirtation, advances, or propositions;</li> <li>• Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;</li> <li>• Explicit or degrading verbal comments about another individual or his/her appearance;</li> <li>• The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;</li> <li>• Any sexually offensive or abusive physical conduct;</li> <li>• The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and</li> <li>• Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.</li> </ul> <p>Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.</p> <p>If you believe that you are being subjected to workplace harassment, you should:</p> <ol style="list-style-type: none"> <li>1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.</li> <li>2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.</li> <li>3. Report any additional incidents that may occur to one of the above resources.</li> </ol> <p>Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.</p> <p>Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.</p>	
	Page 20

## Employee Safety Handbook

## Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a tourist attraction.
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no recurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.





Employee Safety Handbook	Vehicle Use Policy
<p><b>To:</b> All drivers of Comet Cleaning Systems, Inc.</p> <p><b>Effective:</b></p> <ul style="list-style-type: none"> <li>This policy applies to:                             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver", our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p><b>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</b></p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p><b>In the event of an accident:</b></p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Employee's Signature</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>	
<p>Page 23</p>	

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you, not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

**5. Pricing**

**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>Assoc. Project Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Attach Additional sheets in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

2021

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

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

JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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: **COMET CLEANING SYSTEMS INC** Receipt #: **325-282021**  
Business Name: **COMET CLEANING SYSTEMS INC** Business Type: **CLEANING/JANITORIAL**  
(JANITORIAL)  
Owner Name: **COURTNEY STEPHENS** Business Opened: **03/01/2016**  
Business Location: **1773 N STATE RD 7 STE 101 I** State/County/Cert/Reg:  
LAUDERHILL Exemption Code:  
Business Phone: **954-793-2442**

Rooms      Seats      Employees      Machines      Professionals  
2

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



**CITY OF LAUDERHILL**  
**ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business** **Business Number**  
COMET CLEANING SYSTEMS INC 26045  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Classes**


Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**

It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

**OPEN MON - FRI**  
**(8AM - 6PM)**  
**CLOSED SAT & SUN**



ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/13/2021	
<p>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.</p> <p>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).</p>					
<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone: (954) 680-2255 Fax: (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ N/AIC # _____			
<b>INSURED</b> COMET CLEANING SYSTEMS, INC. 1773 N State RD 7 suite # 1011 Lauderdale FL 33313		INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>	
<p>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.</p>					
PER LTR	TYPE OF INSURANCE <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PERIOD <input type="checkbox"/> LOC <input type="checkbox"/> OTHER AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> RENT-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED? <input type="checkbox"/> (Indicate in 100) (If yes, describe under DESCRIPTION OF OPERATIONS below)	ADDL. SALES REG. NO.	POLICY NUMBER QQVMUJ-K	POLICY EFF. (MM/DD/YYYY) 06/15/2020	POLICY EXP. (MM/DD/YYYY) 06/15/2021
		<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00 MED EXP (Per one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMMODITY AGG \$ 1,000,000.00 COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$			
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
<b>CERTIFICATE HOLDER</b> Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301		<b>CANCELLATION</b> 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 _____			



**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](https://www.census.gov) and select **NAICS** to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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



## Janitorial Services - Price Sheets - 911 Call Centers - Agreement 14 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2			
				Unit		Unit			
				Price	Annual	Price	Annual	Total	
1	North Regional Dispatch Center	42	Basic Cleaning		\$- -		\$- -	\$-	-
	4900 Copans Rd, 2nd Fl	42	Restrooms		\$- -		\$- -	\$-	-
	Coconut Creek 33066	42	Floors		\$- -		\$- -	\$-	-
	Hourly	Porter (325Hrs./Month)	\$ 26.00	\$101,400.00	\$ 26.52	\$103,428.00	\$	204,828.00	
	3,752	Pressure Cleaning (SQ. FT.)		\$- -		\$- -	\$-	-	
	4	Windows-		\$- -		\$- -	\$-	-	
	4	Air Quality	\$3,600.00	\$14,400.00	\$ 3,672.00	\$14,688.00	\$	29,088.00	
	12	Cleaning Supplies	\$1,500.00	\$18,000.00	\$ 1,530.00	\$18,360.00	\$	36,360.00	
	12	Paper Products	\$2,000.00	\$24,000.00	\$ 2,040.00	\$24,480.00	\$	48,480.00	
	3,752	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 1,125.60	\$ 0.35	\$1,313.20	\$	2,438.80	
	3,752	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 1,125.60	\$ 0.35	\$1,313.20	\$	2,438.80	
	Total				\$160,051.20		\$163,582.40	\$	323,633.60
2	South Regional Dispatch Center	42	Basic Cleaning		\$- -		\$- -	\$-	-
	6057 SW 198 Terrace	42	Restrooms		\$- -		\$- -	\$-	-
	Pembroke Pines 33332	42	Floors		\$- -		\$- -	\$-	-
	Hourly	Porter (325Hrs./Month)	\$ 26.00	\$101,400.00	\$ 26.52	\$103,428.00	\$	204,828.00	
	2,323	Pressure Cleaning (SQ. FT.)		\$- -		\$- -	\$-	-	
	4	Windows-		\$- -		\$- -	\$-	-	
	4	Air Quality	\$2,700.00	\$10,800.00	\$ 2,754.00	\$11,016.00	\$	21,816.00	
	12	Cleaning Supplies	\$1,400.00	\$16,800.00	\$ 1,428.00	\$17,136.00	\$	33,936.00	
	12	Paper Products	\$1,900.00	\$22,800.00	\$ 1,938.00	\$23,256.00	\$	46,056.00	
	2,323	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 696.90	\$ 0.35	\$813.05	\$	1,509.95	
	2,323	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 696.90	\$ 0.35	\$813.05	\$	1,509.95	
	Total				\$153,193.80		\$156,462.10	\$	309,655.90
3	Central Regional Dispatch Center	42	Basic Cleaning		\$- -		\$- -	\$-	-
	10440 W Oakland Park Bld	42	Restrooms		\$- -		\$- -	\$-	-
	Sunrise 33351	42	Floors		\$- -		\$- -	\$-	-
	Hourly	Porter (325Hrs./Month)	\$ 26.00	\$101,400.00	\$ 26.52	\$103,428.00	\$	204,828.00	
	4,464	Pressure Cleaning (SQ. FT.)		\$- -		\$- -	\$-	-	
	4	Windows-		\$- -		\$- -	\$-	-	
	4	Air Quality	\$4,400.00	\$17,600.00	\$ 4,480.00	\$17,920.00	\$	35,520.00	
	12	Cleaning Supplies	\$1,900.00	\$22,800.00	\$ 1,938.00	\$23,256.00	\$	46,056.00	
	12	Paper Products	\$2,200.00	\$26,400.00	\$ 2,244.00	\$26,928.00	\$	53,328.00	
	4,464	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 1,339.20	\$ 0.35	\$1,562.40	\$	2,901.60	
	4,464	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 1,339.20	\$ 0.35	\$1,562.40	\$	2,901.60	
	Total				\$170,878.40		\$174,656.80	\$	345,535.20
Total (1) - Summary, all sites					\$484,123.40	\$ -	\$494,701.30	\$	978,824.70

Janitorial Services - Price Sheets - 911 Call Centers - Agreement 14 (CBE Reserve)									
ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit		Unit		Two Year	
				Price	Annual	Price	Annual	Total	
				Per Hour	Annual	Per Hour	Annual	2 years	
	Additional Labor:								
	Project Supervisor	50 hrs.		\$ 19.05	\$ 952.50	\$ 19.65	\$ 982.50	\$	1,935.00
	Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$	1,640.00
	Full Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,722.00
	Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,722.00
	Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$	1,919.00
	Emergency Services Labor:								
	Project Supervisor	50 hrs.		\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$	1,945.50
	Site Supervisor	50 hrs.		\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$	1,640.00
	Full Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,722.00
	Part Time Service Crew	50 hrs.		\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,722.00
	Porter Day/Night	50 hrs.		\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$	1,919.00
	"Pass thru" (Services/Materials)		\$1,000.00		\$ 1,000.00		\$ 1,000.00	\$	2,000.00
			Total Group 2		\$ 9,849.50		\$10,037.00	\$	19,886.50
Grand Total - Whole Group  (Total 1 + Total 2)					\$493,972.90	\$ -	\$504,738.30	\$	998,711.20
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 <input checked="" type="checkbox"/>	Agree to the above statement.				
				NO <input type="checkbox"/>	Disagree to the above statement.				
NAME OF COMPANY: <u>Cornel Cleaning Systems Inc.</u>									
AUTHORIZED PERSON NAME: <u>Courtney Stephens</u>									
AUTHORIZED SIGNATURE: <u>Courtney Stephens</u>									
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: <u>President</u> DATE: <u>5/26/2021</u>									
THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.									



## Janitorial Services for Broward County Facilities

### 1. Ability of Professional Personnel:

Comet Cleaning Systems Inc. (Comet Cleaning) submits its professional staff for the Broward County Janitorial Services Contract. As a janitorial services company operating throughout South Florida for twenty-five (25) years, Comet Cleaning is best fit to perform the services as detailed for Broward County Facilities. The owner and Project Manager for this contract, Courtney Stephens, has successfully managed his company and team since Comet Cleaning's inception, providing exceptional janitorial services for universities, medical facilities, commercial offices, supermarkets, and multi-level buildings all throughout South Florida. Courtney, as Project Manager, will not only oversee all staff, but ensure the highest quality of performance of the entire contract. Jordan Stephens will be the acting Assistant Project Manager, having managed staffing, finances and expansion for Comet Cleaning since 2019. The Quality Control Manager, Calvin Stephens, has handled all quality control and marketing for Comet Cleaning for over three (3) years. Subconsultant, Freddy Castillo, with over twenty (20) years of experience, will be responsible for administration, government compliance, reporting, and the provision of janitorial supplies.

Key staff resumes:

### Project Manager – Courtney Stephens

**COURTNEY STEPHENS**

1773 N. State Road 7  
Suite 1011  
Lauderhill FL, 33313 • 954-793-2442  
Cometcleaningsystems@gmail.com

***Independent Contractor***

Highly accomplished Commercial/ Janitorial Cleaning Contractor with extensive experience in training, organizing, and creating positive outcomes for commercial projects

**SKILLS**

- Recruiting
- Training
- Management
- Sales
- Supervision

**EXPERIENCE**

2014 – PRESENT

**INDEPENDENT CONTRACTOR, COMET CLEANING SYSTEMS INC.**

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square ft building Account

1995 – 2000

**JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING**

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Solicit new accounts utilizing local business journals, google+ county bids, social media, trade shows and expos
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Perform Cleaning maintenance for Medical buildings, restaurants, car dealerships, daycares, schools, storefronts, supermarkets, condos more

2000 – 2005

**INDEPENDENT CONTRACTOR, COMET CLEANING & BUILDING MAINTAINANCE**

- Supervise and manage staff involved in the daily activities of maintaining commercial/janitorial contracts
- Recruit, screen, and interview potential prospects for available technician position
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Solicit new accounts

**2005 – PRESENT****FLOOR TECHNICIAN, COVENANT VILLGE.**

- Maintain and Beautify 500,000 Square ft building
- Maintain and nurture business relationship with potential and existing customers for maximum results
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations
- Carpet and upholstery cleaning
- Strip and wax vinyl, linoleum, brick, laminate, and wood floors
- Hood cleaning
- Wheelchair cleaning
- Tile and grout cleaning

**2003 – 2005****CARPET TECHNICIAN, STANLEY STEEMER**

- Carpet cleaning
- Upholstery cleaning
- Mattress cleaning
- Boat Cleaning
- Deodorize and sanitize carpet
- Tile and grout cleaning
- Strip and Wax floors
- Flood damage and mildew control

**EDUCATION****DECEMBER 2005****ATI, AUTO MECHANIC**

WORK ON CAR ENGINE, TRANSMISSION, AUTO WORKS

**SEPTEMBER 1986-1987****LA GUARDIA COLLEGE, BUSINESS ADMINISTRATION**

References available upon request

## Courtney Stephens

courtike66@gmail.com | (954) 793-2442 | 10147 Boca Entrada Blvd., Boca Raton, Florida 33428

### ***Skills***

Professional floor technician performs assigned floor care functions based on clients' standards and will promote a safe environment, quality service to achieve maximum customer satisfaction while protecting my clients' assets. Maintain great communication skills, pays attention to detail with excellent time management. Strong knowledge of chemicals and proper use of PPE to promote adherence to OSHA and safety guidelines.

### ***Experience***

March 2014- Present

**Independent Contractor, *Comet Cleaning Systems***

- Palm Beach County - Disinfect and clean restrooms
- Solid Waste Authority (SWA) - Strip and Wax floors
- MinuteMan Press - Construction clean up
- Holy Cross Hospital - Construction Clean up

April 2005 - Present

**Covenant Village of Florida, Plantation, Florida - *Self Supervised Floor Technician***

- Strip, wax, seal on refinish flooring and High-speed shining of floors
- Clean ceramic, tile, and grout flooring - shampoo carpet
- Interior and exterior cleaning of windows, walls, and baseboards
- Sanitize, disinfect facilities, and rooms to turn them over
- Cleaning walls, remove scuff marks, stickers, smudges, corners and edges
- Assist with laundry, dispose of Hazardous Waste and trash after cleaning

January 1996 - June 2006

**Anago, Coral Springs, Florida - *Owner Operator Floor Technician***

- Hire and Train employees
- Vacuum, Buff, and wax various floors - clean and shampoo carpeted areas
- Remove debris and stains then disinfect floors with sanitizer

February 1997 - May 2017

**Dr. Devack, Tamarac, Florida - *Floor Technician***

- Disinfect countertops, sinks, floors, and sanitized entire office space
- Dusting of all surfaces, Strip and wax Office areas
- Operated floor equipment and ensured that floors were maintained daily

**Assistant Project Manager – Jordan Stephens**

Jordan Stephens - Assistant Project Manager

I started working at Comet Cleaning in 2019. As Assistant Project Manager, I wear many hats. A large part of what I do is quality control, especially as we try to expand into new territory such as Los Angeles. Using what I have learned to get my Adobe Suite certifications, I help out with our media. This includes media for advertising on social media and on our website. I assist in monitoring safety to make sure we are always following proper protocols to keep everyone safe.

**Quality Control Manager – Calvin Stephens**

# CALVIN STEPHENS

(404) 957-9329  
FELIX060521@GMAIL.COM  
CORAL SPRINGS, FL

Minuteman Press Delray Beach, FL  
March 2019 - October 2019  
Graphic Designer

- Design custom brochures, business cards, posters, advertisements, newsletters and window graphics.
- Provided print ready plates
- Helped production with bindery

Comet Cleaning Systems Pompano, FL  
January 2019 - Current

Media Relations Supervisor

- Leads the marketing team and prepares the marketing budget
- Coordinates all internal and external marketing and promotional efforts including merchandising, community and public relations, info, events and demos
- Identify emerging markets and market shifts while being fully aware of competition status

4Over, Inc LLC Glendale, CA  
January 2018 - November 2018

Digital Imaging Specialist

- Usage of Scodix Ultra which applies Foil, Spot Raised UV to Business Cards, Postcards, note cards
- Usage of Duplo 746 Stitter/Cutter/Creaser
- Usage of Hermes Shipping System

OfficeDepot Max Boca Raton, FL  
July 2013 - December 2017

Copy and Print Supervisor

- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPFS6300S, GBC Eagle 65)
- Worked with bindery equipment such as comb, spiral, and tape machines
- Managed a team of 5 associates

Photoshop Illustrator Premiere Pro After Effects Acrobat DC InDesign

## SOFTWARE

REFERENCES AVAILABLE

## Subconsultant – Freddy Justino Castillo



**ACTION**  
GROUP MGMT

**Freddy Justino Castillo**



Responsible for the overall Management of Action Group MGMT, LLC including financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required.

Previously managed the Small Business Development Section of the Office of Economic and Small Business Development (OESBD) for Broward County, Florida for twelve years. Facilitated government small business development programs ensuring County compliance and contractor participation. Managed the administration and enforcement of the Broward County Business Opportunity Act of 2004, County Business Enterprise Act of 2009 (CBE), US DOT Code of Federal Regulation - 49 CFR Part 26 and 23 and other policies and procedures as applicable to the OESBD. Established written procedures for proper review and monitoring activities for all County departments, divisions, offices, and agencies to ensure efforts were being made to include small businesses in the procurement of goods and services within Broward County. As a member of the Miramar Economic Development Advisory Board for twelve (12) years, worked with micro and small business enterprises in promoting Community Development Block Grants (CDBG) benefits for neighborhood improvements. Compiled and maintained monthly, quarterly, and annual statistical reports as required for proper administration of small business programs. Resolved problems pertaining to applicable programs by working effectively with County Attorney's Office, County agencies and external customers.

**Leadership & Interpersonal Skills:** Management duties and accountabilities have refined leadership capability and effectiveness. Exceptional work habits demonstrate leadership by example. Excellent interpersonal skills guarantee effective communication with management and staff.

**Administrative Excellence:** Developed and reviewed all compliance and goal memoranda to ensure accuracy and adherence to policies and procedures.

**Communication & Problem Solving:** Communicates effectively with upper management by keeping them informed on all issues. Works well with internal and external customers to resolve problems in a timely manner and effectively.

### Other Meaningful Skills

Owned and operated several businesses, work well with constituents, Community service to include member of the Miramar Economic Development Advisory Board, Excellent customer service, Proactive and creative, Eloquent in Spanish.

### Business and Professional Experience

#### Action Group MGMT, LLC

2013–Present

Owner/President

Overall management of firm to include financials, contract management, policy setting, purchasing, marketing, sales, bidding, estimating, office staff, field operations and any other duties as required. Licensed Community Association Manager (CAM41633). Licensed Community Association Business (CAB4479).

#### Emilia Interiors Corp

2003–2009

Owner/Manager

Provided interior design and drawing update for home/commercial remodeling projects. Executed field supervision from project inception to final completion.

**Justino Cigars**

1993–2000

Owner/President

Dominican cigar line with distribution throughout the United States. Provided wholesale to cigar stores and other venues as restaurants and specialty stores. Oversaw cigar dinners in various restaurants in Maine, Massachusetts, and New York. Promoted and managed dinners at Morton's of Chicago in New York.

Owned and operated Justino Cigars' retail store operations carrying a wide variety of articles and accessories for cigar enthusiasts.

**A Little Different**

1994–1999

Owner/Manager

Operated detail clothing store specializing in unique articles of clothing and accessories for consumers. Managed all aspects from sourcing, selection, and purchasing of unique items to be sold at the store to bookkeeping, accounts receivable, accounts payables, and managed store operations from hiring of employees to providing customer sales and service to ensure success and business growth.

**Broward County Office of Economic & Small Business Development**

2007–2020

Small Business Development Manager

Managed the preparation of monthly, quarterly, and annual statistical reports. Managed the collection and analysis of data, investigations, complaints and exercised supervision of the Compliance, Goal Setting, and Certification sections. Supervised subordinates and participated in activities involved in the investigation of complaints, audits, and conferences to ensure County policies were followed. Ensured County's compliance with federal, state, and county legislation and directives in equal economic opportunity in county procurement activities for small business enterprises.

Small Business Development Specialist

Reviewed potential contractor's bid documents for county contracts to ensure compliance with small business measures prior to contract award and develop concurrence memorandums. Attended pre-bid and pre-construction conferences to provide information on the availability of certified firms and convey small business program requirements to contractors.

**Miami-Dade County Department of Business Development**

2000–2007

Technical Assistance Coordinator

Provided small business technical assistance by conducting seminars and workshops related to contracting, finance, and estimating. Prepared, developed, and implemented community-based economic development training programs targeting local small and disadvantage business entities for growth and development opportunities. Assisted small businesses in strategic planning to promote growth. Assisted in the development of business plans for certified firms to establish goals and prepare for financing opportunities. Prepared narrative and

statistical reports, identified appropriate training and development needs, and implemented economic development training programs. Researched appropriate training aids and materials, wrote and edited material for workshop participants and for release to the mass media.

#### Contractor Compliance Officer II

Monitored contractors and subcontractors performing construction work in Miami-Dade County for compliance with ordinances pertaining to wages and Community Small Business Enterprise. Supervised employees and oversaw the monitoring of construction contracts for Quality Neighborhood Improvement Bond Program (QNIBP), Community Small Business Enterprise (CSBE), Community Workforce Program (CWP), and Responsible Wages and Benefits. Prepared program evaluation reports, ensured adherence to program standards, and developed statistical information, forms and reports.

#### Business Development Specialist I

Developed and implemented measures to increase disadvantage business participation on County construction projects. Reviewed potential contractor's bid documents for compliance with measures prior to contract award. Conducted compliance hearings to consider bids compliance with disadvantage business program requirements and interviewed subcontractors to determine validity of bidder's statements.

#### **Bath Iron Works/General Dynamics Corporation**

05/99-05/00

##### Material Program Manager

Monitored procurement contracts to ensure disadvantage business participation and company compliance with the Federal Acquisitions Regulations. Evaluated business processes and conducted management studies to determine best practices and efficiency in material flow. Designed, developed, and implemented systemic improvements enhancing organization performance. Developed construction management tools for best business practices and implemented and institutionalized new tools. Conducted business analysis and prepared estimates for future acquisition projects involving the purchase of major ship building equipment, materials and services.

#### **Gibbs & Coxs, Inc./Bath Iron Works/General Dynamics Corporation**

06/91-05/99

##### Senior Staff Designer

Developed detailed scope of work from construction specifications to update drawings and Cad models. Checked fabrication drawings, blueprints, Auto-Cad drawings, 2 Dimension CV drawings, and 3 Dimension CV models for integrity and best design practices.

**D P Facilities** – Designer/Cad Operator 10/90–05/91

**Gibbs & Coxs, Inc.** – Designer/Cad Operator 07/89-10/90

**New York City Department of Parks** - Designer 02/89-07/89

**Gibbs & Coxs, Inc.** – Designer/Drafter 11/86-02/89

**United States Navy** - Naval Aviation Boatswainsmate 10/82–10/86

Responsible for the Fire-watch division during major overhaul on USS NIMITZ and supervised the fuels department pump-rooms on USS NIMITZ and USS FORESTALL.

**Education and Certifications**

Morgan State University - Master Contract Compliance Administrator – Certificate

New Hampshire College - BS - Business Administration & Computer Information Systems

New York City Technical College – Associates – Architecture

**1.1 Company Profile**

1. **History** - Comet Cleaning Systems Inc. is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. As a certified MBE, Comet Cleaning has been a leader in janitorial services throughout South Florida since its inception in 1995. Throughout its twenty-five (25) years in business, Comet Cleaning has provided services ranging from pressure washing to disinfection/sanitization for commercial, residential, and office buildings alike. There have been no changes in ownership since our foundation. Some of Comet Cleaning's past projects include complete janitorial services to the City of Lauderhill Municipal Buildings, Nova Southeastern University Main Campus, The Jewish Federation Campus, Lincoln, Rolls Royce, and Bentley Dealerships, daycares, medical offices, and more. Comet Cleanings core competencies include but are not limited to:
  1. Carpet steam cleaning
  2. Pressure washing
  3. Floor, tile and grout cleaning
  4. Window washing
  5. Sanitization and disinfection
  6. Restroom cleaning
2. **Current Employees** - Currently Comet Cleaning Systems Inc employs three (3) full-time employees and no (0) part-time employees.
3. **Supervisory Employees** - The total number of Supervisory employees is one (1) full-time and no (0) part-time.
4. **Custodial Workers** - The number of custodial workers employed are two (2) full-time and no (0) part-time.
5. **Temporary Employees** - Comet Cleaning does not employ temporary employees.
6. **Health Benefits** - Currently, Comet Cleaning does not offer health benefits to our employees.
7. **Background Checks** - Comet Cleaning Systems Inc requires an extensive criminal background check conducted annually for all employees as a condition of employment.

**1.2 Company Experience/Reference**

Comet Cleaning Systems Inc has a vast amount of experience in the provision of janitorial services encompassing a gamut of clients to include commercial and non-residential buildings, religious institutions, city government buildings, universities and other schools. Specifically, Comet Cleaning has provided and continues to provide janitorial services to the below listed clients:

a. Minuteman Press

**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:  
Minuteman Press

Contact Name: Maria Medina Reference date: \_\_\_\_\_

Contact Email: Flope@minutemanpress.com Contact Phone: 954-695-5194

Name of Referenced Project: \_\_\_\_\_

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Verified via: EMAIL ☒ INITIAL ☒ **THIS SECTION FOR COUNTY USE ONLY** 1 of 4 ☒ ☒ ☒ Date: \_\_\_\_\_

All information provided to Broward County is subject to verification. The accuracy, veracity, or quality of information provided in support of this response may be used by the County as a basis for selection of the award, or termination of the contract and may also serve as the basis for determination of vendor pursuant to Section 21.115 of the Broward County Procurement Code.

b. Local Management

### Vendor Reference Verification Form

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for:

Organization/Firm Name providing reference:

## Local Management

Contact Name: Aurag Chaudha

Reference date:

Contact Email Chad.hopkins@management.us

Contact Phone: 630-853-654

Name of Referenced Project:

Contract No.

Date Services Provided

Project Amount:

to

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)

Verified via EMAIL  VERBAL  Verified by 

2 of 4

   Date           

All information provided to Broward County is subject to verification. Your information may be reviewed, collected, or stored for purposes of law enforcement or other purposes. All information may be used by the County as a basis for action, issuance of the award, or termination of the contract and may also serve as the basis for determination of Vendor pursuant to Section 21.110 of the Broward County Charter.

c. Covenant Living of Florida



**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:  
*Covenant Living of Florida*

Contact Name: *Sobby Palmer* Reference date:

Contact Email: *Sobby + 919@gmail.com* Contact Phone: *954-826-4549*

Name of Referenced Project:

Contract No. \_\_\_\_\_ Date Services Provided: \_\_\_\_\_ Project Amount: \_\_\_\_\_  
to \_\_\_\_\_

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)

Verified via: ☐ EMail ☒ VERBAL ☐ VIDEO ☐ 3 of 4 ☐ CHAT ☐ 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, reversion of the award, or termination of the contract and may also serve as the basis for disbarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code.

d. Nova Southeastern University

**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:  
NOVA SOUTHEASTERN UNIVERSITY

Contact Name: LINDA Reference Date:  
Contact Email: lindab@nova.edu Contact Phone: 954-262-3190

Name of Referenced Project:  
Contract No. Date Services Provided: Project Amount:  
to

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via: EMAIL VERBAL Verified by: 4 of 4 Date: 5/26/2021

All information provided to Broward County is subject to verification. Verification is required for all information provided to the County. If information is not verified, the County will not be responsible for the information. The County will not be responsible for the information. The County will not be responsible for the information.

**1.3 Experience of Key Personnel** - Comet Cleaning Systems Inc's team brings over twenty-five (25) years of experience in janitorial services to this project. Courtney Stephens as the acting Project Manager/Superintendent is the founder, owner, and operator of Comet Cleaning has ensured the finest janitorial services at multiple daycares, medical centers, religious institutions, and office buildings. He will oversee all staff and the overall performance of the team. The Assistant Project Manager, Jordan Stephens, will assist with contract requirements, staff, and the

overall compliance to the contract. Calvin Stephens, who has worked for Comet Cleaning since 2019, will serve as the Quality Control Manager, maintaining green cleaning standards by always utilizing recycled content materials, supplies and low emitting cleaning materials.

**2. Location** - Comet Cleaning Systems Inc's corporate office is located at 1773 State Rd 7 Suite 101-I, Lauderhill, FL 33313. We are both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances.

### 3. Project approach

**3.1 Project Approach** - Comet Cleaning Systems' present staff consist of three (3) full-time employees and no (0) part-time employees. Regarding **Agreements 1-12** and **14** of this contract, Comet Cleaning pledges to assess the specific janitorial needs of each location and provide quality services from the onset of this project.

**Agreement 14:** This agreement consists of over 85% of carpet flooring for all three (3) sites. As such, we will deploy a crew specialized in general cleaning and the care of carpet flooring.

Location #	Employees	Day Porter	Supervisor
1	4	0	1
2	3	0	1
3	4	0	1

**3.2 Management and Organization** – Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.

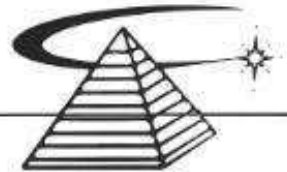
**3.3 Quality Control Program** - Comet Cleaning in collaboration with the County's representative, will finalize a comprehensive schedule for delivering janitorial services for this agreement. We will communicate with all facility representatives to discuss the needs and intricacies of each location, specifically any special details related to scheduling prior to project execution. We can then coordinate with each facility to schedule the required periodic work and annual tasks as described in the project scope.

### 3.4 Company Equipment

# Equipment List

- Carpet Extractor - qty 5
- Generator - qty 3
- Pressure Washer - qty 4
- Wood Sanding Machine - qty 1
- Vac Pack - qty 15
- Wet Dry Vacuum - qty 11
- Mop - qty 30
- Dust Pan - qty 50
- Wheel Cart - qty 30
- Floor Sign - qty 60
- Vacuum Cleaner Commercial - qty 60
- Floor Machine - qty 8
- Wheel Barrel - qty 17
- Tile Grout Machine - qty 2
- Blower - qty 5
- Bucket - qty 40
- Feather Duster - qty 70
- High Speed Machines - qty 4

COMET CLEANING  
SYSTEMS INC.



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Comet Cleaning Systems Inc.  
email: cometcleaningsystems@gmail.com  
phone: 954-793-2442

## 3.5 Company Training



## Employee Safety Manual Comet Cleaning Systems, Inc.

A Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment

Provided by: The Insurance Exchange

### Legal Disclaimer to users of this form employee handbook

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Comet Cleaning Systems, Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Comet Cleaning Systems, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Comet Cleaning Systems, Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.



**Employee Safety Handbook****Employee Safety Responsibilities**

The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

Employee Safety Handbook

Employee Safety Rules

1. **Conduct:** Harassment, "practical jokes," etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible to keep your work area clean and safe. Cleanup several times throughout the day. Disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. Comet Cleaning Systems, Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.
5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses - must be worn at all times in designated areas in this facility.
  - b) Hard Hats - must be worn at all times in designated areas.
  - c) Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e) Respirators - only employees trained and authorized to use respirators are allowed to do so.
  - f) Hearing Protection - is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
6. **Equipment Operations:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles,
  - Forklifts,
  - Machine and power tools,
  - Paint sprayers,
  - Welders, and
  - Cranes/lifts

When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Employee Safety Handbook

Employee Safety Rules

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a step ladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the "fall zone" of the crane/hoist.
- d) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **PIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- |             |            |
|-------------|------------|
| -0 Minimal  | -1 Slight  |
| -2 Moderate | -3 Serious |
| -4 Severe   |            |

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs - ask your supervisor.

- c) Follow all label and SDS instructions - including amount instructions.

## Employee Safety Handbook

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Comet Cleaning Systems, Inc. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Comet Cleaning Systems, Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expense under that program.

Comet Cleaning Systems, Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Comet Cleaning Systems, Inc. will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

## Employee Safety Handbook

## Hazard Communication

1. All Comet Cleaning Systems, Inc. employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Comet Cleaning Systems, Inc., the SDS collection is located at (insert location). Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer plastic or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to Human Resources.

Employee Safety Handbook	Office Safety & Security
<b>Office Safety:</b> <ol style="list-style-type: none"> <li>1. Never leave file drawers open, or open multiple file drawers at once.</li> <li>2. Do not stack heavy or bulky objects on top of cabinets.</li> <li>3. Do not store frequently used objects above shoulder height or below knee height.</li> <li>4. Never reach into office machines without turning them off and unplugging them if possible.</li> <li>5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.</li> <li>6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.</li> <li>7. Never use defective or broken equipment. Report these problems to your supervisor.</li> </ol>	
<b>Security:</b> <ol style="list-style-type: none"> <li>1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.</li> <li>2. Immediately report any suspicious activity or persons to your supervisor and immediately report any theft to your supervisor.</li> <li>3. When parking, remove all valuables from sight and lock car doors.</li> <li>4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.</li> <li>5. Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.</li> <li>6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).</li> <li>7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:               <ul style="list-style-type: none"> <li>• Be sure doors are locked after you.</li> <li>• Turn on lights as you move through the building.</li> <li>• Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).</li> <li>• Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.</li> <li>• As you leave the office, be sure to turn off all equipment, lights, etc. after use.</li> </ul> </li> <li>8. Weapons, including firearms, knives with blades longer than two inches, baton/tear, pepper spray (mace), tear gas, and clubs, are not allowed on Comet Cleaning Systems, Inc. property.</li> </ol>	
<p style="text-align: right;">Page 19</p>	



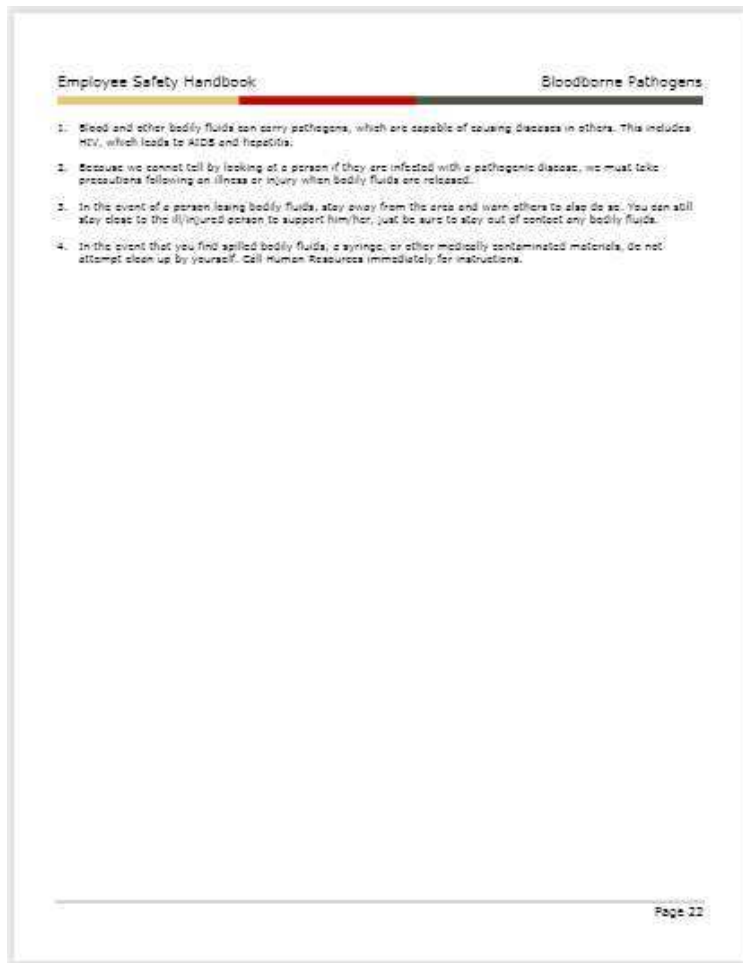
Employee Safety Handbook	Sexual Harassment Policy
<p>Comet Cleaning Systems, Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Comet Cleaning Systems, Inc. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, abuse, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.</p> <p>Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.</p> <p>Sexual harassment, one type of prohibited harassment, has been defined according to Comet Cleaning Systems, Inc. guidelines as:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:</li> <li>• Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;</li> <li>• Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or</li> <li>• Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.</li> </ul> <p>Examples of conduct prohibited by this policy include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unwelcome sexual flirtation, advances, or propositions;</li> <li>• Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;</li> <li>• Explicit or degrading verbal comments about another individual or his/her appearance;</li> <li>• The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;</li> <li>• Any sexually offensive or abusive physical conduct;</li> <li>• The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures; and</li> <li>• Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.</li> </ul> <p>Harassment of our employees in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.</p> <p>If you believe that you are being subjected to workplace harassment, you should:</p> <ol style="list-style-type: none"> <li>1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.</li> <li>2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.</li> <li>3. Report any additional incidents that may occur to one of the above resources.</li> </ol> <p>Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Comet Cleaning Systems, Inc.'s obligation to investigate and act upon reports of such harassment.</p> <p>Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.</p>	
	Page 20

Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer uncollected opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your online facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, the contact should be made in person. Offer to provide transportation and/or other support. (For example, providing an Comet Cleaning Systems, Inc. representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no recurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Comet Cleaning Systems, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
  - a) The serious accident that occurred.
  - b) That all the necessary steps were taken to care for the person involved.
  - c) That an accident investigation is being performed.
  - d) That all employees will be kept informed.
  - e) The availability of the Employee Assistance Program (EAP) (if applicable).
  - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.



Employee Safety Handbook	Vehicle Use Policy
<p><b>To:</b> All drivers of Comet Cleaning Systems, Inc.</p> <p><b>Effective:</b></p> <ul style="list-style-type: none"> <li>This policy applies to:                             <ul style="list-style-type: none"> <li>Vehicles owned, leased, or rented to Comet Cleaning Systems, Inc.</li> <li>Personally owned vehicles driven by employees on behalf of Comet Cleaning Systems, Inc.</li> </ul> </li> </ul> <p>The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Comet Cleaning Systems, Inc.</p> <ul style="list-style-type: none"> <li>All drivers must have a valid driver's license.</li> <li>Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver", our employment may be terminated.</li> <li>Your supervisor must be notified of any change in your license status or driving record.</li> </ul> <p><b>When operating your own vehicle for Comet Cleaning Systems, Inc. business:</b></p> <ul style="list-style-type: none"> <li>Your Personal Auto Liability insurance is the primary payer. Comet Cleaning Systems, Inc.'s insurance is in excess of your coverage.</li> <li>You should carry per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Comet Cleaning Systems, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.</li> <li>Comet Cleaning Systems, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.</li> <li>Report your mileage for expense reimbursement.</li> </ul> <p><b>In the event of an accident:</b></p> <ul style="list-style-type: none"> <li>Take necessary steps to protect the lives of yourself and others.</li> <li>Comply with police instructions.</li> <li>Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.</li> <li>Report the accident to Comet Cleaning Systems, Inc. as soon as possible.</li> </ul> <p>By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>	
<p>Page 23</p>	

Employee Safety Handbook	Employee Acknowledgement Form
<p>Comet Cleaning Systems, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.</p> <p>We value you, not only as an employee but also as a human being critical to the success of your family, the local community, and Comet Cleaning Systems, Inc.</p> <p>You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.</p> <p>A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Comet Cleaning Systems, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.</p> <p>Recognizing this, Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Comet Cleaning Systems, Inc. subscribes to these principles:</p> <ol style="list-style-type: none"> <li>1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.</li> <li>2. Safety and Health controls are a major part of our work every day.</li> <li>3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Comet Cleaning Systems, Inc. in higher regard with customers, and increases productivity. This is why Comet Cleaning Systems, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.</li> <li>4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.</li> <li>5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.</li> <li>6. Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.</li> <li>7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.</li> </ol> <p>Everyone at Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.</p> <p>By signing this document, I confirm the receipt of Comet Cleaning Systems, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.</p>	
Employee Signature _____	Date _____

**4. Workload of Firm** - Comet Cleaning currently has a handful private contracts performing janitorial services twice a week for private residential properties. The total number of staff members is three inclusive of manager and two custodial workers.

**5. Pricing**

**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: Comet Cleaning Systems INC  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
Local Contact: Courtney Stephens E-Mail Address: cometcleaningsystems@gmail.com  
Address: 1773 N State RD 7 STE 101 I, Lauderdale, FL 33313  
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
<u>Courtney Stephens</u>	<u>Project Manager</u>				
<u>Jordan Stephens</u>	<u>ASSISTANT Manager</u>				
<u>Carvin Stephens</u>	<u>Supervisor</u>				
<u>Mitchell Stephens</u>	<u>Quality Control</u>				

(Attach Additional sheets in the format above, if needed)  
I, Courtney Stephens of Comet Cleaning Systems INC 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:
- 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;
  - 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
  - (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 627.0699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced FCRA Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature: Courtney Stephens Title: Project Manager  
SWORN TO AND SUBSCRIBED BEFORE ME this 15 day of May

20 21

STATE OF Florida  
COUNTY OF Broward  
Tiffany Arce  
Public



My commission expires 06/08/2024  
(SEAL Notary Public) (Sign name of Notary)

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



JANITORIAL SERVICES – FACILITIES 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	\$ 19.00
Assistant Project Manager or Equivalent	Hour	\$ 16.00
Quality Control Manager or Equivalent	Hour	\$ 17.00
Shift Supervisor or Equivalent	Hour	\$ 14.80
Team Leader/Supervisor or Equivalent	Hour	\$ 14.61
Janitorial Worker or Equivalent	Hour	\$ 13.61
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

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	\$ 19.26
Assistant Project Manager or Equivalent	Hour	\$ 16.24
Quality Control Manager or Equivalent	Hour	\$ 17.26
Shift Supervisor or Equivalent	Hour	\$ 15.02
Team Leader/Supervisor or Equivalent	Hour	\$ 14.83
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES – FACILITIES MANAGEMENT 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	\$ 19.55
Assistant Project Manager or Equivalent	Hour	\$ 16.48
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ 15.25
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$ 14.02
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

**BROWARD COUNTY 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: **COMET CLEANING SYSTEMS INC** Receipt #: **325-282021**  
Business Name: **COMET CLEANING SYSTEMS INC** Business Type: **CLEANING/JANITORIAL**  
(JANITORIAL)  
Owner Name: **COURTNEY STEPHENS** Business Opened: **03/01/2016**  
Business Location: **1773 N STATE RD 7 STE 101 I** State/County/Cert/Reg:  
LAUDERHILL Exemption Code:  
Business Phone: **954-793-2442**

Rooms      Seats      Employees      Machines      Professionals  
2

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

**CITY OF LAUDERHILL**  
**ANNUAL CERTIFICATE OF USE**

To engage in or manage the business occupation listed below  
From October 1, 2020 expires September 30, 2021  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)

**Name of Business** **Business Number**  
COMET CLEANING SYSTEMS INC 26045  
1773 N STATE RD 7 APT 101I  
LAUDERHILL, FL 33313

**Business Classes**


Description	Current	Total
PROCESSING FEE	55.13	0.00
BUSINESS DEVELOPMENT FEE	27.56	0.00
OFFICE SPACE - BUSINESS USE ONLY	201.02	0.00
ECO-DEV MEASURE	-11.43	-11.43

**Business Address:** ★ 1773 NW 40 AVE APT 101I

**All-America City**

It is your responsibility to renew your Certificate of Use on or before Sept. 30<sup>th</sup> of each year. This certificate of use must be conspicuously displayed to the public view inside (near cash register or entrance) at the business location, except for rental units which do not have an on-site business office.

**OPEN MON - FRI**  
**(8AM - 6PM)**  
**CLOSED SAT & SUN**



ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/13/2021																				
<p>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.</p> <p>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).</p>																								
<b>PRODUCER</b> Southeast Insurance Agency 5001 S University Drive Suite K Davie, FL 33328 Phone: (954) 680-2255 Fax: (954) 680-3208		<b>CONTACT</b> NAME: _____ PHONE: (954) 680-2255 FAX: (954) 680-3208 E-MAIL: max.pulich@seiafla.com ADDRESS: _____ INSURER(S) AFFORDING COVERAGE: _____ N/AIC # _____																						
<b>INSURED</b> COMET CLEANING SYSTEMS, INC. 1773 N State RD 7 suite # 1011 Lauderdale FL 33313		INSURER A: Mesa Underwriters Specialty Insurance Company INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____																						
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>																				
<p>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.</p>																								
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<b>CERTIFICATE HOLDER</b> Broward County 115 South Andres Avenue Ft. Lauderdale, FL 33301		<b>CANCELLATION</b> 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: _____																						



**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 - County Facilities

Bidder/Offeror Name: Comet Cleaning Systems INC

Address: 1773 State Rd 7 STE 101 I City: Lauderhill State: FL Zip: 33313

Authorized Representative: Courtney Stephens Phone: 954-793-2442

CBE Firm/Supplier Name: Action Group MGMT, LLC

Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023

Authorized Representative: Freddy Castillo Phone: 954-288-1105

- 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 <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Administration, government compliance, reporting, supplies	541611,423850		20 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: President Date: 5/4/2021

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: President Date: 05/04/2021

<sup>1</sup> Visit [Census.gov](https://www.census.gov) and select **NAICS** to search and identify the correct codes. Match type of work with NAICS code as closely as possible.

<sup>2</sup> 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





**Supplier: Comet Cleaning Systems Inc.**

**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 venture and 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. The Vendor'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 of the 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. Code 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 unfavorably by 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:  
$$(\text{Lowest Proposed Price}/\text{Vendor's Price}) \times (\text{Maximum Number of Points for Price}) = \text{Price Score}$$
  - 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 for the 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.

<u>Estimated Contract Amount</u>	<u>Filing Fee</u>
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<sup>[FA29]</sup> <sup>[CC30]</sup>. 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: Comet Cleaning Systems Inc.****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 to the 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),
- 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),
  - in an area zoned for the conduct of such business,
  - that the Vendor owns or has the legal right to use, and
  - 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").

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 solicitation was 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 **0**.

If Option 2 selected, indicate **Local Business Location**:

**1773 N State RD 7 STE 101 I  
Lauderhill, FL 33313**

**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, listed on 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 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. 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 a principal 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 the joint 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 % of the total equity interests in the joint venture.

If Option 4 selected, indicate the Local Business Location(s) (es) on separate sheet.

- ☐ **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 of parent 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 entities name(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 Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor.
3. Additional documentation demonstrating the applicable percentage of equity interests in the joint venture, if not shown in the joint venture agreement.
4. Any other documentation requested by County regarding the location from which the activities 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 qualifying Local 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: **Courtney Stephens**

TITLE: **President**

VENDOR NAME: **COMET CLEANING Systems INC**

DATE: **05/24/2021**

Revised May 1, 2021

**Supplier: Comet Cleaning Systems Inc.****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, the Vendor 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).

Courtney Stephens

President

Comet Cleaning Systems  
Inc.

05/24/2021

Authorized Signature/Name

Title

Vendor Name

Date

Revised May 1, 2021

**Supplier: Comet Cleaning Systems Inc.**

### 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 solicitation:  
(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:** Comet Cleaning Systems Inc

Revised May 1, 2021

**Supplier: Comet Cleaning Systems Inc.****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) <input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary, or <input type="checkbox"/> Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor: Or No <input type="checkbox"/>
Party	
Case Number, Name, and Date Filed	
Name of Court or other tribunal	
Type of Case	Bankruptcy <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>
Claim or Cause of Action and Brief description of each Count	
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 <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/>  Judgment Vendor's Favor <input type="checkbox"/> Judgment Against Vendor <input type="checkbox"/>  If Judgment Against, is Judgment Satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Opposing Counsel	Name: Email: Telephone Number:

**Vendor Name: Comet Cleaning Systems INC**

Revised May 1, 2021



**Supplier: Comet Cleaning Systems Inc.**

**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.						
2.						
3.						
4.						
5.						
6.						
7.						

Grand Total

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: Comet Cleaning Systems INC**

**Courtney Stephens**  
Authorized Signature/Name

**President**  
Title

**05/24/2021**  
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:****Authorized Signature/Name****Title****Date**

Revised May 1, 2021

Supplier: **Comet Cleaning Systems Inc.**

### **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)

- ☒ 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: **Courtney Stephens**

Title: **President**

Vendor Name: **Comet Cleaning Systems INC**

Date: **05/24/2021**

Revised May 1, 2021

**Supplier: Comet Cleaning Systems Inc.**

**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 applicable 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  
[www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx](http://www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx)

online

at:

Revised May 1, 2021



**Supplier: Comet Cleaning Systems Inc.**

**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](http://www.broward.org/EconDev/SmallBusiness).

Revised May 1, 2021

**Supplier: Comet Cleaning Systems Inc.****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: **Comet Cleaning Systems INC**
2. Doing Business As/Fictitious Name (if applicable): **N/A**
3. Federal Employer I.D. no. (FEIN): **46-5136729**
4. Dun and Bradstreet No.: **021039922**
5. Website address (if applicable): **www.cometcleaningsystems.com**
6. Principal place of business address: **1773 N State Rd 7, Suite 101 I  
Lauderhill, FL 33313**
7. Office location responsible for this project: **1773 N State Rd 7, Suite 101 I  
Lauderhill, FL 33313**
8. Telephone no.: **954-793-2442** Fax no.:
9. Type of business (check appropriate box):
  - ☒ Corporation (specify the state of incorporation): **Florida**
  - ☐ Sole Proprietor
  - ☐ Limited Liability Company (LLC)
  - ☐ Limited Partnership
  - ☐ General Partnership (State and County filled in)
  - ☐ Other – Specify
10. List [Florida Department of State, Division of Corporations](#) document number (or registration number if fictitious name):  
**P14000025315**
11. List name and title of each principal, owner, officer, and major shareholder:
  - a) **Courtney Stephens President**
  - b)
  - c)
  - d)
12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:  
Name: **Courtney Stephens**  
Title: **President**  
E-mail: **cometcleaningsystems@gmail.com**  
Telephone No.: **9547932442**  
  
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 % 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 the solicitation.

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 communication until 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 Cone of 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 subparagraph 1;
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 with Activities 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:

**Courtney Stephens**

\*AUTHORIZED SIGNATURE/NAME

**President**

TITLE

**05/24/2021**

DATE

Vendor Name: **Comet Cleaning Systems Inc**

\* 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: **Comet Cleaning Systems Inc.**

**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: **Action Group MGMT, LLC**  
Subcontracted Firm's Address: **7971 Riviera Blvd, Suite 205 Miramar FL 33023**  
Subcontracted Firm's Telephone Number: **19542881105**  
Contact Person's Name and Position: **Freddy Castillo, President**  
Contact Person's E-Mail Address: **agm@agmservices.us**  
Estimated Subcontract/Supplies Contract Amount: **20%**  
Type of Work/Supplies Provided: **Administration, Government compliance, reporting, Supplies**

- 2. 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:

- 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.

**Courtney Stephens**  
**Authorized Signature/Name**

**President**  
**Title**

**Comet Cleaning Systems INC**  
**Vendor Name**

**05/24/2021**  
**Date**

Revised May 1, 2021

Supplier: **Comet Cleaning Systems Inc.**

**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](#) (CareerSource) 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 31<sup>st</sup> 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](http://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

**Comet Cleaning Systems INC**(Vendor) agrees to be bound to the contractual obligations of the Workforce 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 in this regard will be found "non-responsible" to the solicitation and not eligible for further evaluation or award.

**Courtney Stephens**  
AUTHORIZED SIGNATURE/NAME

**President**  
TITLE

**05/24/2021**  
DATE

Revised May 1, 2021

**Supplier: Comet Cleaning Systems Inc.**

**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:

**Courtney Stephens**  
**Authorized Signature/Name**

**President**  
**TITLE**

**Comet Cleaning Systems INC**  
**Vendor Name**

**05/24/2021**  
**DATE**

Revised May 1, 2021

## Supplier: Comet Cleaning Systems Inc.



Finance and Administrative Services Department

### **PURCHASING DIVISION**

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-8066 • 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: Comet Cleaning Systems Inc.**

### **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).

☒ 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: Courtney Stephens**

**VENDOR NAME: Comet Cleaning Systems INC**

**TITLE: President**

**DATE: 05/07/2021**

Revised May 1, 2021