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

Qualifications CBE MBE SBE

Address 10147 boca Entrada Blvd boca raton, FL 33428

Item#	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
	BLD2121632P1: Janitorial Services - Branch Libraries - Agreement No. 1	Code: No Bid Provide What Percentage (%) of Bid	First Offer - \$0.00	1 / lump sum \$0.00) Y

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

BLD2121632P1

BLD2121632P101-03	BLD2121632P1: Janitorial Services - Large Facilities Group 2 - Agreement No. 3	Code: Janitorial Services Provide What	First Offer - \$2,073,087.41	1 / lump sum	\$2,073,087.41	Y	Y
BLD2121632P101-04	BLD2121632P1: Janitorial Services - Large Facilities Group 3 - Agreement No. 4	Code: Janitorial Services	First Offer - \$2,047,863.00	1 / lump sum	\$2,047,863.00	Y	Y
BLD2121632P101-05	BLD2121632P1: Janitorial Services - Large Facilities Group 4 - Agreement No. 5	Code: Janitorial Services Provide What	First Offer - \$2,013,702.53	1 / lump sum	\$2,013,702.53	Y	Y
BLD2121632P101-06	BLD2121632P1: Janitorial Services - Large Facilities Group 5 - Agreement No. 6	Code: Janitorial Services Provide What	First Offer - \$381,117.70	1 / lump sum	\$381,117.70	Y	Y
BLD2121632P101-07	BLD2121632P1: Janitorial Services - Large Facilities Group 6 - Agreement No. 7	Code: Janitorial Services Provide What	First Offer - \$327,402.70	1 / lump sum	\$327,402.70	Y	Y
BLD2121632P101-08	BLD2121632P1:	Supplier Product	First Offer - \$1,002,042.88	1 / lump sum	\$1,002,042.88	Y	Υ

Broward County Board of County Commissioners

Janitorial Code: Janitorial Services - Small Services
Facilities Group Provide What 1 - Agreement No. 8 (%) of Bid Price is Labor

Cost: 87%

BLD2121632P1: **Product**Janitorial **Code:** Janitorial
Services - Small Services
Facilities Group **Provide What**2 - Agreement **Percentage**No. 9 **(%) of Bid**

Price is Labor
Cost: 87

BLD2121632P1: Product
Janitorial Code: NO BID
Services - Small Provide What
Facilities Group Percentage
3 - Agreement (%) of Bid
No. 10 Price is Labor
Cost: 0

Supplier Notes: NO BID

Services - Small Services
Facilities Group Provide What
4 - Agreement Percentage
No. 11 (%) of Bid
Price is Labor

Cost: 87

BLD2121632P1: **Product**Janitorial **Code:** No BID
Services - BCJC **Provide What**

West Building Percentage Bridges 4 & 5 - **(%) of Bid** Agreement No. Price is Labor 12 Cost: 0

BLD2121632P1--01-13 First Offer - \$0.00 \$0.00 Υ **Supplier** 1 / lump sum

> BLD2121632P1: Product Code: No Bid Janitorial **Provide What** Services - Port Everglades -**Percentage** Agreement No. (%) of Bid **Price is Labor** 13 Cost: 0

Supplier Notes: No BID

BLD2121632P1--01-14 **Supplier** First Offer - \$998,711.20 1 / lump sum \$998,711.20 Υ Υ

> BLD2121632P1: Product Janitorial Code: Janitorial Services - 911 Services Regional **Provide What** Dispatch **Percentage** Centers -(%) of Bid Agreement No. Price is Labor 14 **Cost**: 87%

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

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

Comet Cleaning Systems Inc.

Item: BLD2121632P1:Jantorial 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

				Yea	ar 1	Yea	ar 2		
TEM NO.	FACILITY LOCATION	<u>Annual</u>		Unit		Unit		Two Year	
		Frequency	Annual Process	Price	Annual	Price	Annual	Total	
1	ALCOHOL& DRUG ABUSE -	12	Basic Cleaning	\$ 5,125.00	\$ 61,500.00	\$ 5,227.50	\$ 62,730.00	\$	124,230.0
	Booher	12	Restrooms	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,544.0
	3275 N.W 99TH WAY	12	Floors	\$ 625.00	\$ 7,500.00	\$ 637.50	\$ 7,650.00	\$	15,150.0
	CORAL SPRINGS FL, 33065	Hourly	Porter (910Hrs./Month)	<u>\$ 26.00</u>	\$283,920.00	\$ <u>26.52</u>	\$ 289,598.40	<u>\$</u>	<u>573,518.</u> 4
		15,000 1	Pressure Cleaning (SQ. FT.) Windows	\$ 0.30 \$ 7,000.00	\$ 4,500.00 \$ 7.000.00	\$ 0.35 \$ 7,140.00	\$ 5,250.00 \$ 7,140.00	\$ \$	9,750.0 14,140.0
		1	Air Quality	\$ 4,000.00	\$ 4,000.00	\$ 4,080.00	\$ 4,080.00	\$ \$	8,080.0
		12	Cleaning Supplies	\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18,360.00	\$	36,360.0
		12	Paper Products	\$ 1,700.00	\$ 20,400,00	\$ 1,734.00	\$ 20,808.00	\$	41,208.0
		12	Carpet Cleaning - Deep	\$ 1,700.00	♥ 20,400.00	0 1,704.00	0 20,000.00	<u> </u>	41,200.0
		15,000	(SQ. FT.)	\$ 0.30	\$ 4,500.00	\$ 0.35	\$ 5,250.00	\$	9,750.0
		15,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 4,500.00	\$ 0.35	\$ 5,250.00	\$	9,750.0
		15,000	Total	\$ 0.30	\$ 423,020.00		\$ 433,460.40	\$ \$	856,480.4
						_		-	
2	Alcohol & Drug Abuse	12	Basic Cleaning	\$ 9,450.00	\$ 113,400.00		\$ 115,668.00	\$	229,068.0
	BARC CENTRAL 325 SW 28 STREET	12 12	Restrooms Floors	\$ 900.00 \$ 1,200.00	\$ 10,800.00 \$ 14,400.00	\$ 918.00 \$ 1,224.00	\$ 11,016.00 \$ 14,688.00	<u> </u>	21,816.0 29,088.0
	FORT LAUDERDALE FL 33315	Hourly	Porter (455Hrs./Month)	\$ 26.00	\$ 141,960,00	\$ 26.52	\$ 144,799,20	\$ \$	286,759,2
	FORT LAUDERDALE FL 33315	25,084	Pressure Cleaning (SQ. FT.)	\$ <u>20.00</u> \$ 0.30	\$ 7,525.20	\$ 0.35	\$ 8,779.40	\$	16,304.
		1	Windows	\$ 8,000.00	\$ 8,000.00	\$ 8,160.00	\$ 8,160.00	\$	16,160.
		1	Air Quality	\$ 7,000.00	\$ 7,000.00	\$ 7,140.00	\$ 7,140.00	\$	14,140.
		12	Cleaning Supplies	\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18,360.00	\$	36,360.0
		12	Paper Products	\$ 1,700.00	\$ 20,400.00	\$ 1,734.00	\$ 20,808.00	\$	41,208.0
		25,084	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 7,525.20	\$ 0.35	\$ 8,779.40	\$	16,304.6
		25,064	Electrostatic Disinfection	\$ 0.30	\$ 7,525.20	\$ 0.35	\$ 6,779.40	•	10,304.0
		25,084	(SQ. FT.)	\$ 0.30	\$ 7,525.20	\$ 0.35	\$ 8,779.40	\$	16,304.6
			Total		\$ 356,535.60		\$ 366,977.40	\$	723,513.0
3	Alcohol & Drug Abuse	12	Basic Cleaning	\$ 10,023.00	\$ 120,276.00	\$ 10,223.46	\$ 122,681.52	\$	242,957.
J	EP MILLS CENTER	12	Restrooms	\$ 950.00	\$ 11,400.00	\$ 969.00	\$ 11,628.00	 \$	23,028.
	900 NW 31ST AVENUE	12	Floors	\$ 1,300.00	\$ 15,600.00	\$ 1,326.00	\$ 15,912.00	\$	31,512.0
	Fort Lauderdale, Fl.33311	Hourly	Porter (325Hrs./Month)	<u>\$ 26.00</u>	<u>\$ 101,400.00</u>	\$ <u>26.52</u>	<u>\$ 103,428.00</u>	\$	204,828.
		17,825	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 5,347.50	\$ 0.35	\$ 6,238.75	\$	11,586.
		1 1	Windows Air Quality	\$ 15,000.00 \$ 8,000.00	\$ 15,000.00 \$ 8,000.00	\$ 15,300.00 \$ 8,160.00	\$ 15,300.00 \$ 8,160.00	\$ \$	30,300.0 16,160.0
		12	Cleaning Supplies	\$ 2,000,00	\$ 24,000,00	\$ 2,040,00	\$ 24,480,00	\$	48,480.0
		12	Paper Products	\$ 2,000.00	\$ 25,200.00	\$ 2,040.00	\$ 25,704.00	\$ \$	50,904.0
		12	Carpet Cleaning - Deep	\$ 2,100.00	\$ 25,200.00	\$ 2,142.00	\$ 25,704.00	*	50,904.0
		17,825	(SQ. FT.)	\$ 0.30	\$ 5,347.50	\$ 0.35	\$ 6,238.75	\$	11,586.
			Electrostatic Disinfection						
		17,825	(SQ. FT.) Total	\$ 0.30	\$ 5,347.50 \$ 336,918.50	\$ 0.35	\$ 6,238.75 \$ 346,009.77	\$ \$	11,586.: 682,928.:
			1000		\$ 000,0 TO.00		\$ 6 10,000.11	<u> </u>	002,020.
4	Nancy J Cotterman Center	12	Basic Cleaning	\$ 4,000.00	\$ 48,000.00	\$ 4,080.00	\$ 48,960.00	\$	96,960.0
	400 North East 4th Street	12	Restrooms	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16,968.0
	Fort Lauderdale, Fl. 33301	12 10,643	Floors Pressure Cleaning (SQ. FT.)	\$ 800.00 \$ 0.30	\$ 9,600.00	\$ 816.00 \$ 0.35	\$ 9,792.00 \$ 3,725.05	\$ \$	19,392.0 6,917.9
		10,043	Windows	\$ 5,500.00	\$ 3,192.90 \$ 5,500.00	\$ 5,610.00	\$ 5,610.00	Ф	11,110.
		1	Air Quality	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$	2,020.
		12	Cleaning Supplies	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16,968.
		12	Paper Products	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$	21,816.
		10,643	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 3,192.90	\$ 0.35	\$ 3,725.05	\$	6,917.
		10,043	Electrostatic Disinfection	\$ 0.50	Ψ 0,102.00	\$ 0.00	Ψ 3,723.00	Φ	0,517.

Janitorial Service	s - Price	Sheets - Larg	je Fac	iliti	ies - Gr	oup 1 -	Agreem	ent 2 (CB	E Reser	ve)
										, , , , , , , , , , , , , , , , , , ,
5 NJCC Administration	12	Basic Cleaning	\$ 2,82	1.00	\$ 33,852.00	\$ 2,877.42	\$ 34,529.04		\$	68,381.0
408 SE 4th Street	12	Restrooms		0.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00		\$	16,968.0
Fort Lauderdale, FI 33316	12	Floors		0.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00		\$	21,816.0
	900	Pressure Cleaning (SQ. FT.)		0.30	\$ 270.00	\$ 0.35	\$ 315.00		<u> </u>	585.
	1 1	Windows Air Quality	\$ 600	0.00	\$ 600.00 \$ 2,000.00	\$ 612.00 \$ 2,040.00			\$ \$	1,212. 4,040.
	12	Cleaning Supplies		0.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00		\$	14,544.
	12	Paper Products	\$ 80	0.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00		\$	19,392.
	900	Carpet Cleaning - Deep (SQ. FT.)	\$ (0.30	\$ 270.00	\$ 0.35	\$ 315,00		\$	585.
	900	Electrostatic Disinfection (SQ. FT.)	\$ 6	0.30	\$ 270.00	\$ 0.35	\$ 315.00		\$	585.
	900	Total		J.30	\$ 73,262.00	\$ 0.35	\$ 74,846.04		\$	148,108.
	Total (1) - Summary, all sites		_	\$1,291,014.80		\$1,326,002.76		\$	2,617,017.
			Per Ho	ur	Annual	Per Hour	Annual		2 years	
Additional Labor:										
Project Superv	isor	50 hrs.		.26	\$ 963.00	\$ 19.65	 	-		1,945.
Site Superv	isor	50 hrs.	\$ 16	.24	\$ 812.00	\$ 16.56	\$ 828.00	\$		1,640.0
Full Time Service C	rew	50 hrs.	\$ 17	.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,722.
Part Time Service C	rew	50 hrs.	\$ 17	.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,722.0
Porter Day/N	ight	50 hrs.	\$ 19	.00	\$ 950.00	\$ 19.38	\$ 969.00	\$		1,919.0
Emergency Services Labor:										
Project Superv	isor	50 hrs.	\$ 19	.26	\$ 963.00	\$ 19.65	\$ 982.50	\$		1,945.5
Site Superv		50 hrs.		.24	\$ 812.00	\$ 16.56	\$ 828.00	\$		1,640.0
•			F	-						
Full Time Service C Part Time Service C		50 hrs. 50 hrs.		.05	\$ 852.50 \$ 852.50	\$ 17.39 \$ 17.39				1,722.0 1,722.0
Porter Day/N		50 hrs.	F	.00	\$ 950.00	\$ 19.38	\$ 969.00	1		1,919.0
"Pass thru" (Services/Materials)	igit	00 1110.	Ψ 10		\$ 1,000.00	ψ 10.00	\$ 1,000.00			2,000.0
		Total (2)			\$ 9,860.00		\$10,037.00		\$	19,897.
Grand Total - Whole Grou	JD .				\$1,300,874.80		\$1,336,039.76		\$	2.636.914.
(Total 1 + Total 2)					* 1,122,121		**,,,	1		_,
	REGARDLES	THE MINIMUM WAGE S OF THE NUMBER (URRENT BROWARD YES	OF HOUR	LIVII	ORKED, NG WAGE.	IPLOYEES,	ement.			
		NO	+	-		the above s				
			•	-						
NAME OF COMPANY:	Cornet Cleaning Systems I	no								
AUTHORIZED PERSON NAM	1E: Courtney Stephe	ns				-				
AUTHORIZED SIGNATURE:	Courtney Stephe	ns								
		sheet, your firm is ag							ıl.	
AUTHORIZED PERSON TITI	-		p11000 10		o proposar c		5/26/2021			
AUTHORIZED PERSON TITL	_L. Fresiden					. DATE:	312012021			
		MUST BE SIGNED								

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 101l 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; trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 - 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- · Recruit, train, retain employees
- Sprict 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/sanitorial 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
- . Page 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



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 oware of competition status

40ver, 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 (PF\$6300S, 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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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

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 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:

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c. Covenant Living of Florida

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d. Nova Southeastern University

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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

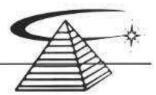
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 5
- · Generator qty 3
- Pressure Washer qty 4
- Wood Sanding Machine qty 1
- Vac Pack qty 15
- · Wet Dry Vacuum aty 11
- Mop qty 30
- · Dust Pan aty 50
- · Wheel Cart aty 30
- Floor Sign qty 60
- Vacuum Cleaner Commercial qty 60
- · Floor Machine aty 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.



Comet Cleaning Systems Inc. email: cometcleaningsystems@gmail.com

phone: 954-793-2442

3.5 Company Training



Employee Safety Manual Comet Cleaning Systems, Inc.

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

Provided by: The Insurance Exchange

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Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, impleyees will be safeguerded through training, prevision of appropriate work surroundings, and procedures that feater protection of health and safety. All work excellented by Camet Cleaning Systems, Inc. Systems are projects will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employed will be deemed more important than

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

We value our employees not only as employees but also as human beings entired 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 hexards encountered on the job. All appelents/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 faderal, state, Jacob, and company policies and procedures. Policie to comply with these policies may result in disciplinary actions.

Respecting this. Comet Cleaning Systems, Inc. will make every reasonable offers to gravide a safe and healthful workplace that is free from any recognised or known potential baserds. Additionally, Comet Cleaning Systems, Inc. substitute to these enhanceds:

- 1. All accidents are preventable through implementation of offective Safety and Health Control policies and programs.
- 2. Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimises flumon suffering, promotes better working conditions for
 everyone, holds Comet Cleaning Systems. Inc. in higher regard with customers, and increases productively. This is
 why Comet Cleaning Systems. Inc. will comply with all acfety and hoelth regulations which apply to the course and
 accept of operations.
- Management is responsible for providing the sofest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to effecting and providing all of the resources needed to promote and effectively implement this settly policy.
- Employees are responsible for following safe work procises and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are conceived.
- Menagement and supervisors of Comet Cleaning Systems, Inc. will set an examplery example with good officudes
 and strong commitment to sefety and health in the merkelese. Toward this and, Management must menter
 company sefety and health performance, working anythormant and conditions to ensure that program objectives
 are achieved.
- 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 existences and to prevent accidents and injuries.

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

Page 2

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 ampleyment, 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 form the approved safe practices and procedures that apply to their work. Before beginning special work or now assignments, an employee should review applicable and appropriate safety If an employee has any questions about how a task should be done safely, he or she is under instruction WOT 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 attaction with his or her supervisor, on employee still his 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 a unsofe, or that he or she think a likely to couse injury or a health risk to Plarmatives or others. Page 4

Employee Safety Handbook

Employee Safety Rules

- Conduct: Heracology procincing locks, stell are forbidden. Employees are required to work in an injury-free
 mininer displaying accepted levels of believer. Conduct that places the employee or others at risk, or which
 threetens or infimidates others, is forbidden.
- Drugs and Alcohol: Use and/or passession of illegal drugs or elected on company property or on company time are ferbidden. Reporting for work while under the influence of illegal drugs or elected is forbidden.
- Housekeeping: The following cross must remain clear of obstructions:
 Arsles/exits
- Fire extinguishers and emergency equipment
 All electrical breakers, controls, and switches
 Eye weah/sofety showers

You are responsible to keep your work area deen and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any dries/spills immediately, and putting equipment and tools over you are finished with them.

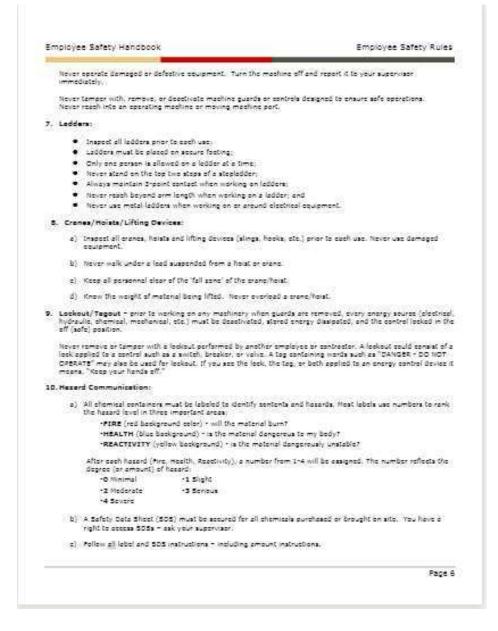
- Injury Reporting: All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation banefits. After each medical appointment resulting from a work-related injury, you must contest your supervisor to discuss 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 dector's care while she/he remains productive. Employees are required to return to work immediately upon release.
- 5. Personal Protective Equipment (PPE): Inspect PFE prior to each use. Do not use damaged PFE. You are required to maintain and keep PPE clean.
 - Sofety Glasses must be morn at all times in designated gross 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 long, welding fielmet, gloves, and sleeves are required for welders at all times.
 - e). Reservators only employees trained and authorized to use reservators are allowed to do so.
 - Hidering Protection is required in creas where noise exposure is more than 900EA (650EA if you already have experienced a ficering less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

 - Porklifts.
 - Machine and power tools, Paint sprayers,

 - Welders, and
 Cranes/holsts

When operating meetings do not wear loose dething, long heir should be tied up and back, remove jewelry, and sleeves should other be relied all the way up, or all the way down.

Page 5



Employee Safety Handbook

Return to Work Program

It is our goal to prevent werk-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a werk-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 assure the certified possible recovery and return to work.

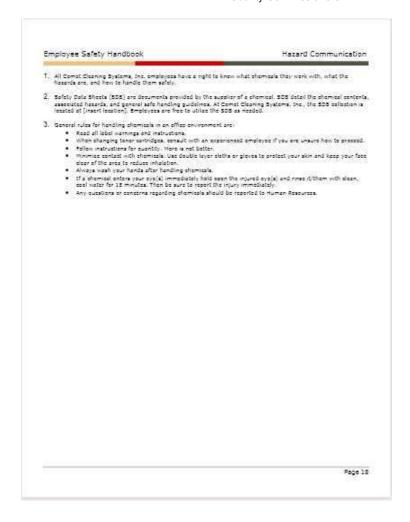
Comet Cleaning Systems, Inc. has a workers' companisation gragner available for employees who have suffered workrelated injuries. The program's administrator will determine, based upon their guidelines, whether you are aliquible for wage lass or moderal expanses under that program.

Comet Cleaning Systems, the wants to provide meaningful work activity for all employees who become unable to perform all, or partions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty mark. The Setunn to Work program is temperary, to exceed an impedial.

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-socident drug screen is not performed the same day as the injury, the employee will only be performed 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 socking treatment and obtain a Return to Work Evoluation form, Reportless of the choice of physicians, the Return to Work form must be completed for each precitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs overy 30 days) while you are temporarily unable to work in your regular job capacity. Transitional is light duty work beyond sixty (60) days, up to a meanimum of six (6) months, will be eyelusted on a case-by-case Bests.
- If you are unable to return to your regular job, but are copable 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 disquelification for contain employee benefits and, in some cases, be a
 basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us
 informed on a viscoly basis of their status, failure to do so will result in a radiation in banefits evaluable and
 discipline, us 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 Agmity Medical Leave Act (PMLA) program. For this purpose, you need to complete a formly Medical Leave Request form and submit it to the Human Resources Department. You must also have your practicener 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 FNLA must return to light duty or regular work if at all possible. If
 you are unable to return to any swafeble work, your job position may be filled after a reseasable time. When able
 to do so, you will be entitled to return to a suitable position, if evaluable 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 especific of returning to full duty. Permanent, restrictions will be evaluated on a case-by-reast basis and relate to the performance of essential job functions. No permanent light duty considers 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 called all you have problems or concerns, please contact your Job
 Site Foreman and the human Assources Cooperiment.

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Employee Safety Handbook Office Safety & Security Office Safety: 1. Never leave file drawers open, or open multiple file drawers at once. 3. Do not store frequently used objects above shoulder height or below knee height. 4. Never reach into office mechines without turning them off and unplugging them if possible. 5. Keep your work area fros of trig hazards such as storage in walkyays, cords across dislos, and damaged floor Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool to provide stability. 1. Never use defective or broken equipment. Report these grablems to your supervisor. Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your car. Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor. 3. When parking, remove all valuables from sight and look car doors. 4. Do not enter an elevator can if you are concerned about other riders; instead, wait for the next cor. Reep all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building. Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (funch, meetings, etc.). If you are working alone and are in the office before or after regular business flours, on weekends, or holidays, observe these additional guidelines. So sure doors door and look after you. Turn on lights as you make through the building. Always be exerc of the classet telephone (do not heatest to cell 911 if you feel threatened). Be suite that someone at home knows that you are at work and is expecting you to check in by a specified time. As you keeps the office, be sure to turn off all courpment, lights, etc.; after use. Wespens, including firearms, knives with blodes longer than two inches, bow/errow, pepper agray (mace, tear gas), and clubs, are not allowed on Cemet Cleaning Systems, Inc. property. Page 19

Employee Safety Handbook

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate herasament of our jebt applicants, employees, clients, guests, vendors, customers, or persons deing Dusiness with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's race, color, sex, religion, notional origin, age, potsonable solute, veteran status, or handlesg is a violation of this policy and will be treated as a disaplinary matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual fevers and other verbal, graphic, or physical conduct of a sexual network.

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.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
- noture when:

 Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's

employment;

- Submission to enrelection 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 affect of substantially interfering with an individual's work performance or process an individuality, health, or affective warring antiformance.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degreeing verbal comments about another individual or ha/for appearance;
- The display of sequelly suggestive pictures or objects in any workplace location including transmission or display up computer.
- Any sexually effensive or abusive physical conduct;
- The taking of or the refusel to take any personnel action besett on an employee's submission to or referrel of sexual overtures; and

assues overwhee, and

— Displaying defeors of foling jokes that relate to an individual's age, rose, gender, color, religion, national origin, disability, or sexual orientation.

Hereasment of our employees in connection with their work by non-remployees may also be a violation of this policy. Any employee who becomes aware of any flareasment of an employee by a non-remployee alloudy report such flareasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any con-remployee.

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

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

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

Retailation of any kind against an employed who reports a suspected insident of sexual horesament is prohibited. An employed who violates this policy or retailates against an employed in any may will be subject to disciplinary action up to and including termination.

Page 20

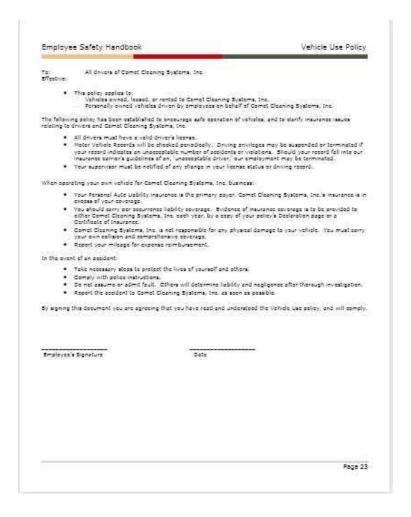
Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related acadent resulting in scrious injury or the death of an employee presents significant emotionel challenges for management. Fellowing are same guidelines, which may reduce the effects on fellow simpleyees and minimize the imposet from regulators, such as 0.54A.

- Se prepared to talk to local police officials, district attorney investigators, careners, and OSHA compliance
 afficers. Se exister that police and district atteneys as needled criminal investigations be tracibled but do not
 appealed to reffer unablotted opinions. Information, or Thornes, Also be prepared for cardicate from local news
 modile. Cansult with legal advastra if in doubt. (Operate under the casalmation that OSHA will investigate. Take
 stops to be sure that your chiefer facility as a prepared in a pessible.)
- Fefalities and incidents resulting in three or more employees receiving inpotent hespitalization must be reported within 8 hours to the closest OSHA area office. If ofter hours, the incident can be reported to OSHA et: 1-800-321-6742
- House regressriative of your company contect the employed's next of kin to inform her/him of the
 oreumstences, if pessible, this contect should be made in param. Offer to provide transportation and/or other
 support. (For example, providing an Comot Cloning Systems, the representative at the heaptol will convey
 the company is concern).
- 4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone
- Rander sofe any Kecards protect by the accident scene. (i.e. material that may fell, leaking chemicals, etc.).
 Rapp off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
- Conduct on initial investigation. If equipment and/or duties directly involved in the accident are duplicated classifiers in the company, take immediate steps to assure that there will be no refocurrence of the decident.
- Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as sone) numbers, license along numbers, etc.
- 5. Follow Comet Cleaning Systems, Inc.'s procedure for bloodbarne pethogens in cleaning any bedity fluid spills.
- 9. Consider meeting with employees in small groups to discuss, in general terms:
- This serious accident that occurred.
 This of the necessary stops were taken to sere for the person involved.
 This of the necessary stops were taken to sere for the person involved.
 This of omatopica will be kept informed.
 The availability of the Employee Assistance Program (EAP) (if applicable).
 Provide oncouragement and request that employees work safety.
- Request your supervisors be alert for ampleyees who may not be paying full attention to their jobs and thereby joogending their own safety. During these discussions, do not discuss fault, discipline, cointens, etc.
 If your company has a physician on contract, have him/her follow the case.

Emp	sloyee Safety Handbook	Bloodborne Pathogens
	flood and other bodily fluids can carry pathogons, which a	re appeblic of cousing discuses in others. This includes
2 5	ictouse we connot tell by looking at a person if they are in recoultans following an illness or injury when bodily fluids	fosted with a pathogonic discoso, we must take are released.
3. 1	n the event of a person leaving bodily fluids, atoy away fro tay close to the divingured person to support him/her, just	n the area and wern others to also do so. You can still be sure to stay out of contact any beging fluids.
4. 1	ndhe event that you find spilled bodily fluids, a syringe, o Rempt closh up by yourself. Call Human Resources (mine	other medically contaminated materials, do not distally for instructions.
		Page 2





- 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

Covered Employer: Comet Cleaning Syst	tems INC			_
Address 1773 N State RD 7 STE 101 I	I, Lauderhill, FL 33313			_
Local Contact Courtney Stephens	E-Mail Address: Come	etcleaningsystems	a gmail.com	_
Address 1773 N State RD 7 STE 101	I, Lauderhill, FL 33313			_
Contract				_
Amount				
Using Agency Served Solicitation				
No and Title				_
By signing below lihereby certify that the cover	ed employees listed below inlease theck to	ne)		
Receive a minimum pay of \$	per hour and are provided health be		per hour.	
7	= 1/1		partious	
Receive a minimum pay of \$ 17	.05 per hour and are not provided health	I benefits:		
Provide names of hourly employees and their i	ob classifications providing covered services	for the above reference	red contract	
infine // A/ // Joh Class	Aor B Name	Job Class	A or B	56
our mey Stepher) Project	+ making	200000		
10 CONSTITUTE ASSO	do media			
Mitchell Strottel Obilit	4 Conteol		2 0	
	Sch Additional sheets in the format above, if reeded			
Courtney Stephens aftest that(Print Name)	of Comet Cleaning System		nereby	
(1) I have the authority to sign this notarized the Vendor certifies that it shall a). Pay all employees working on this contra with wage rates and provisions of the Liv b). Provide the applicable living wage statem required by the Living Wage Ordinance .cl. (IF APPLICABLE) if health care benefits plan as described in Section 027, 6899 (1	coproject, who are covered by the Living Was ring Wage Ordinance; lent regarding wage rates with the employee as amended, and are provided under "A" above, the health can 12(b)(4). Floods Statutes, as amended. As a edifficing Statute has been registered and	ge Ordinance, as ame is firstpaycheck or dire	nded, in accordanced to accordance of the contract of the cont	95 95
the undersigned affirms that the reference the elements required by the statute as a Signature SWORN TO AND SUBSCRIBED BEFOR	austry / Dy	Tale /	nos rost	

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURL	Y RATE (UNBURDENED)
Project Manager or Equivalent	Hour	\$	19.00
Assistant Project Manager or Equivalent	Hour	s	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	s	-
	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 MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENE
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	\$
	Hour	s
	Hour	\$

Comet Cleaning Systems Inc. Vendor Name

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 **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

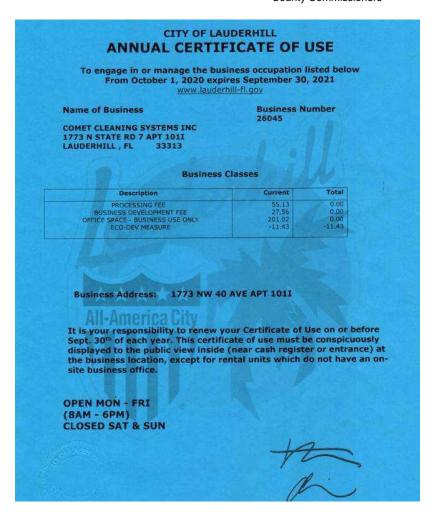
Uwner Name: COURTNEY STEPHENS

Business Location: 1773 N STATE RD 7 STE 101 I

State/County/Cert/Reg:
LAUDERHILL

Business Phone: 954-793-2442

-	For Yending 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	



DERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW, THIS CERTIFICATE OR NOUANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INVESTIGATION OF REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. AMORPH OF THE CHARGE AND	Southeast Insurance Agency 500 15 University Drive Sulta K 500 1	-	_			CATE OF LIA			ANCE	05/1	3/2021	
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BROWARD	
EFFER OF SCHOOLS AND	

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 PRBME 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	10	
Address: 1773	3 State Rd 7 STE 101 I	City: Lauderhill	State: FL Zip: 33313
	resentative: Courtney Stephens		Phone: 954-793-2

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
- 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.
- 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	NAICS1	CBE Contract Amount ²	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.

her to Date: 5/4/2021 Title: President Bidder/Offeror Authorized Representative Signature Journy Stope Title: President 05/04/2021

ror does not receive award of the prime contract, any and all representations in this Lutter of Intent and Allimetion shall be

Rev.: June 2018 Compliance Form No. 004

Visit Census gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as cossible.

closely as possible.

² To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

	Janitorial Services - Pri				ar 1		-,	
ЕМ				Yea	ar 1 I	Yea	ar 2	
10.	FACILITY LOCATION	<u>Annual</u>		Unit		Unit		Two Year
		Frequency	Annual Process	Price	Annual	Price	Annual	Total
1	West Government Center Annex	12	Basic Cleaning	\$ 23,000.00	\$ 276,000.00	\$ 23,460.00	\$ 281,520.00	\$ 557,520.0
	One N. University Drive	12	Restrooms	\$ 4,000.00	\$ 48,000.00	\$ 4,080.00	\$ 48,960.00	\$ 96,960.0
	PLANTATION, FL 33324	12	Floors	\$ 7,000.00	\$ 84,000.00	\$ 7,140.00	\$ 85,680.00	\$ 169,680.0
			Pressure Cleaning					
		41,837	(SQ. FT.)	\$ 0.30	\$ 12,551.10	\$ 0.35	\$ 14,642.95	\$ 27,194.0
		1	Windows	\$ 20,000.00	\$ 20,000.00	\$ 20,400.00	\$ 20,400.00	\$ 40,400.0
		1	Air Quality	\$ 12,000.00	\$ 12,000.00	\$ 12,240.00	\$ 12,240.00	\$ 24,240.0
		12	Cleaning Supplies	\$ 2,000.00	\$ 24,000.00	\$ 2,040.00	\$ 24,480.00	\$ 48,480.0
		12	Paper Products	\$ 2,200.00	\$ 26,400.00	\$ 2,244.00	\$ 26,928.00	\$ 53,328.0
		41,827	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	¢ 12 549 10	\$ 0.35	¢ 44 620 45	¢ 07 407 i
		41,827	Electrostatic	\$ 0.30	\$ 12,548.10	\$ 0.35	\$ 14,639.45	\$ 27,187.5
			Disinfection (SQ.					
		41,827	FT.)	\$ 0.30	\$ 12,548.10	\$ 0.35	\$ 14,639.45	\$ 27,187.
		11,027	Tota		\$ 528,047.30	Ψ 0.00	\$ 544,129.85	\$1,072,177.
2	West Regional Courthouse	12	Basic Cleaning	\$ 10,237.00	\$ 122,844.00	\$ 10,441.74	\$ 125,300.88	\$ 248,144.
	100 N. Pine Island Road	12	Restrooms	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ 19,392.
	Plantation, FL	12	Floors	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.
	, -		Pressure Cleaning	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,,
		13,842	(SQ. FT.)	\$ 0.30	\$ 4,152.60	\$ 0.35	\$ 4,844.70	\$ 8,997.
		1	Windows	\$ 12,000.00	\$ 12,000.00	\$ 12,240.00	\$ 12,240.00	\$ 24,240.
		1	Air Quality	\$ 3,000.00	\$ 3,000.00	\$ 3,060.00	\$ 3,060.00	\$ 6,060.
		12	Cleaning Supplies	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.
		12	Paper Products	\$ 1,300.00	\$ 15,600.00	\$ 1,326.00	\$ 15,912.00	\$ 31,512.
			Carpet Cleaning -					
		13,842	Deep (SQ. FT.)	\$ 0.30	\$ 4,152.60	\$ 0.35	\$ 4,844.70	\$ 8,997.
			Electrostatic					
			Disinfection (SQ.					
		13,842	FT.)	\$ 0.30	\$ 4,152.60	\$ 0.35	\$ 4,844.70	\$ 8,997.3
			Tota		\$ 201,901.80		\$ 207,766.98	\$ 409,668.
•	FACILITIES MAINTENANCE DISTRICT	12	Dania Olamaian	C 4 500 00	L # 40,000,00	L	f 40 200 00	E 20 200
3	FACILITIES MAINTENANCE DISTRICT (200 N. PINE ISLAND ROAD	12	Basic Cleaning Restrooms	\$ 1,500.00 \$ 400.00	\$ 18,000.00 \$ 4,800.00	\$ 1,530.00 \$ 408.00	\$ 18,360.00 \$ 4,896.00	\$ 36,360. \$ 9,696.
	PLANTATION, FL	12	Floors	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$ 9,096. \$ 16,968.
	FLANTATION, I L		Pressure Cleaning	\$ 700.00	\$ 0,400.00	\$ 714.00	\$ 0,500.00	ψ 10, 3 00.
		868	(SQ. FT.)	\$ 0.30	\$ 260.40	\$ 0.35	\$ 303.80	\$ 564.
		1	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1.020.00	\$ 1,020.00	\$ 2,020.
		1	Air Quality	\$ 600.00	\$ 600.00	\$ 612.00	\$ 612.00	\$ 1,212.
		12	Cleaning Supplies	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,848.
		12	Paper Products	\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,272.
			Carpet Cleaning -	, , , , , , , ,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	,	,
		868	Deep (SQ. FT.)	\$ 0.30	\$ 260.40	\$ 0.35	\$ 303.80	\$ 564.
			Electrostatic					
			Disinfection (SQ.					
		868	FT.)	\$ 0.30	\$ 260.40	\$ 0.35	\$ 303.80	\$ 564.
			Tota	I	\$ 39,581.20		\$ 40,487.40	\$ 80,068.
4	EMERGENCY OPERATIONS CENTER	12	Basic Cleaning	\$ 10,237.00	\$ 122,844.00	\$ 10,441.74	\$ 125,300.88	\$ 248,144.
	8601 BROWARD BLVD	12	Restrooms	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664.
	PLANTATION, FL 33324	12	Floors	\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18,360.00	\$ 36,360.
		44.000	Pressure Cleaning					0.015
		14,000	(SQ. FT.)	\$ 0.30	\$ 4,200.00	\$ 0.35	\$ 4,900.00	\$ 9,100.
		1	Windows	\$ 8,000.00	\$ 8,000.00	\$ 8,160.00	\$ 8,160.00	\$ 16,160.
		1	Air Quality	\$ 5,000.00	\$ 5,000.00	\$ 5,100.00	\$ 5,100.00	\$ 10,100.
		12	Cleaning Supplies	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$ 26,664
		12	Paper Products Carpet Cleaning -	\$ 1,300.00	\$ 15,600.00	\$ 1,326.00	\$ 15,912.00	\$ 31,512
		14,000	Deep (SQ. FT.)	\$ 0.30	\$ 4,200.00	\$ 0.35	\$ 4,900.00	\$ 9,100
		14,000	Electrostatic	\$ 0.30	φ 4,200.00	φ 0.35	φ 4,900.00	⊅ 9,100
			Disinfection (SQ.					
		14,000	FT.)	\$ 0.30	\$ 4,200.00	\$ 0.35	\$ 4,900.00	\$ 9,100.
		. 1,000	Tota		\$ 208,444.00	¥ 0.00	\$ 214,460.88	\$ 422,904

				Yea	ar 1		Ye	ar 2	
WEST REGIONAL MASS TRANSIT	12	Basic Cleaning	\$ 1	,500.00	\$ 18,000.00	\$	1,530.00	\$ 18,360.00	\$ 36,3
100 N Pine Island Road	12	Restrooms	\$	200.00	\$ 2,400.00	\$	204.00	\$ 2,448.00	\$ 4,8
Plantation, FL	12	Floors	\$	300.00	\$ 3,600.00	\$	306.00	\$ 3,672.00	\$ 7,2
	140	Pressure Cleaning (SQ. FT.)	\$	0.30	\$ 42.00	9	0.35	\$ 49.00	\$
	1	Windows	\$	800.00	\$ 800.00	\$	816.00	\$ 816.00	\$ 1,6
	1	Air Quality	\$	900.00	\$ 900.00	\$	918.00	\$ 918.00	\$ 1,8
	12	Cleaning Supplies	\$	300.00	\$ 3,600.00	\$	306.00	\$ 3,672.00	\$ 7,2
	12	Paper Products	\$	400.00	\$ 4,800.00	\$	408.00	\$ 4,896.00	\$ 9,6
	140	Carpet Cleaning - Deep (SQ. FT.) Electrostatic	\$	0.30	\$ 42.00	\$	0.35	\$ 49.00	\$
	140	Disinfection (SQ.	\$	0.30	\$ 42.00	9	0.35	\$ 49.00	\$
		Total	Ť	0.00	\$ 34,226.00	,	0.00	\$ 34,929.00	\$ 69,1
	Total (1) - S	ummary, all sites			\$1,012,200.30			\$1,041,774.11	\$2.053.9
	- Ctur (1) - C	ammary, am entee						, , ,	ΨΣ,000,0
				Yea				ar 2	
			Per	Hour	Annual	Pe	r Hour	Annual	2 yea
Additional Labor:		E0 l	¢	10.00	Ф 000.00	¢	10.05	¢ 000.50	¢ 40
Project Supervisor		50 hrs.	\$	19.26	\$ 963.00	\$	19.65	\$ 982.50	\$ 1,9
Site Supervisor		50 hrs. 50hrs	\$	16.24	\$ 812.00	\$	16.56	\$ 828.00	\$ 1,6
Full Time Service Crew			\$	17.05	\$ 852.50	\$	17.39	\$ 869.50	\$ 1,7
Part Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	\$ 869.50	\$ 1,72
Porter Day/Night Emergency Services Labor:		50 hrs.	\$	19.00	\$ 950.00	\$	19.38	\$ 969.00	\$ 1,9
Project Supervisor		50 hrs.	\$	19.26	\$ 963.00	\$	19.65	\$ 982,50	\$ 1,94
Site Supervisor		50 hrs.	\$	16.24	\$ 812.00	\$	16.56	\$ 828.00	\$ 1,64
Full Time Service Crew Part Time Service Crew		50 hrs. 50 hrs.	\$ \$	17.05 17.05	\$ 852.50 \$ 852.50	\$	17.39 17.39	\$ 869.50 \$ 869.50	\$ 1,72 \$ 1,72
Porter Day/Night		50 hrs.	\$	19.00	\$ 950.00	\$	19.38	\$ 969.00	\$ 1,72
"Pass thru" (Services/Materials)		00 1113.	Ψ	15.00	\$ 1,000.00	Ψ	10.00	\$ 1,000.00	\$ 2,00
,									
		Total (2)			\$ 9,860.00			\$10,037.00	\$ 19,8
Grand Total - Whole Group					\$1,022,060.30			\$1,051,811.11	\$2,073,8
(Total 1 + Total 2)									
	RDLESS C	F THE NUMBER	OF HO	OURS V	VORKED,	/IPLC	YEES,		
WILL BE	THE CURI	RENT BROWARD		NIY LIV					
		YES	X		Agree to the				
		NO			Disagree to	tne a	bove s	atement.	
NAME OF COMPANY: cor	net Cleaning Systems In	С							
AUTHORIZED PERSON NAME: _ca	ourtney Stephen	s							
AUTHORIZED SIGNATURE: cc	ourtney Stephen	s							
By signing this proposal shee	t, your firm	is agreeing to the	e term	s and	conditions o	f the	invitatio	on for propos	sal.
All buildings listed in the	=								
-	President	-	-				DATE:	-	

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 101l 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; trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 -- 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- . Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Sprict 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/sanitorial 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
- . Page 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



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 oware of competition status

40ver, 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 (PF\$6300S, 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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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

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.

DP 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 U	SS NIMITZ and
supervised the fuels department pump-rooms on USS NIMITZ and USS F	ORESTALL.

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 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

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Organization/Firm Nam	e providing reference MAN PA	e 88			
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Name of Referenced P	lofe Minuter	naupress.	Com Cor	ntact Phone 9	54-695-
Contract No	Date Services	Provided: to		Project An	nount
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b. Local Management

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c. Covenant Living of Florida

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d. Nova Southeastern University

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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

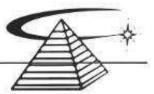
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 5
- · Generator qty 3
- Pressure Washer qty 4
- Wood Sanding Machine qty 1
- Vac Pack qty 15
- · Wet Dry Vacuum aty 11
- Mop qty 30
- · Dust Pan aty 50
- · Wheel Cart qty 30
- Floor Sign qty 60
- Vacuum Cleaner Commercial qty 60
- · Floor Machine aty 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.



Comet Cleaning Systems Inc. email: cometcleaningsystems@gmail.com

phone: 954-793-2442

3.5 Company Training



Employee Safety Manual Comet Cleaning Systems, Inc.

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

Provided by: The Insurance Exchange

Legal Disablement to waste of this form employed the fibre of the process of the control of the

Employee Safety Handbook

Preface

Compt Cleaning Systems, the, recognises that our people drive the business. As the most entirel resource, employees will be safegueded through training, provision of appropriate work surroundings, and procedures that feater protestion of fleetith and safety. All work expedicted by Compt Cleaning Systems, Inc. I sampleyers will take into account the intent of this pokey. We duty, no matter what its perceived result, will be deemed more important their employee fleetith and safety.

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

We value our employees not only as employees but also as human beings entired 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 hexards encountered on the job. All appelents/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 faderal, state, Jacob, and company policies and procedures. Policie to comply with these policies may result in disciplinary actions.

Respecting this. Comet Cleaning Systems, Inc. will make every reasonable offers to gravide a safe and healthful workplace that is free from any recognised or known potential baserds. Additionally, Comet Cleaning Systems, Inc. substitute to these enhanceds:

- 1. All accidents are preventable through implementation of offective Safety and Health Control policies and programs.
- 2. Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimises flumon suffering, promotes better working conditions for
 everyone, holds Comet Cleaning Systems. Inc. in higher regard with customers, and increases productively. This is
 why Comet Cleaning Systems. Inc. will comply with all acfety and hoelth regulations which apply to the course and
 accept of operations.
- 4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Comet Clearing Systems, Inc. is committed to allocating and providing all of the resources needed to premote and officializely implement this safety pickey.
- Employees are responsible for following safe work procises and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are conceived.
- Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good officudes
 and strong commitment to sefety and health in the merkelese. Toward this and, Management must menter
 company sefety and health performance, working anythormant and conditions to ensure that program objectives
 are achieved.
- 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 existences and to prevent accidents and injuries.

Everyone of Comet Cleaning Systems, Inc. must be involved and committed to sofety. This must be a team effort, Together, we can prevent accelents and injunes. Together, we can keep each other sofe 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 ampleyment, 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 form the approved safe practices and procedures that apply to their work. Before beginning special work or now assignments, an employee should review applicable and appropriate safety If an employee has any questions about how a task should be done safely, he or she is under instruction WOT 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 attaction with his or her supervisor, on employee still his 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 a unsofe, or that he or she think a likely to couse injury or a health risk to Plarmatives or others. Page 4

Employee Safety Handbook

Employee Safety Rules

- Conduct: Heracology procincing locks, stell are forbidden. Employees are required to work in an injury-free
 mininer displaying accepted levels of believer. Conduct that places the employee or others at risk, or which
 threetens or infimidates others, is forbidden.
- Drugs and Alcohol: Use and/or passession of illegal drugs or elected on company property or on company time are ferbidden. Reporting for work while under the influence of illegal drugs or elected is forbidden.
- Housekeeping: The following cross must remain clear of obstructions:
 Arsles/exits
- Fire extinguishers and emergency equipment
 All electrical breakers, controls, and switches
 Eye weah/sofety showers

You are responsible to keep your work area deen and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any dries/spills immediately, and putting equipment and tools over you are finished with them.

- 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 banefits. After each medical appointment resulting from a work-related injury, you must contest 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 dector's care while she/he remains
- 5. Personal Protective Equipment (PPE): Inspect PFE prior to each use. Do not use damaged PFE, You are required to maintain and keep PPE clean.
 - Sofety Glasses must be morn at all times in designated gross in this facility.

productive. Employees are required to return to work immediately upon release.

- 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 long, welding fielmet, gloves, and sleeves are required for welders at all times.
- e). Reservators only employees trained and authorized to use reservators are allowed to do so.
- Hidering Protection is required in creas where noise exposure is more than 900EA (650EA if you already have experienced a ficering less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

 - Porklifts.
 - Machine and power tools.

 - Welders, and
 Cranes/holsts

When operating meetines, do not wear loose clothing, long heir should be field up and back, remove joinefry, and slooves should either be relied 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 Nover tempor with, remove, or descrive to machine guards or controls designed to chause sefe operations. Never reach into an operating mediane or moving mediane part. · Inspect all ladders prior to each use: Ladders must be placed on secure feeting; . Only one person is allowed on a ledder at a time: Never stand on the top two staps of a stepladder; 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. S. Crones/Hoists/Lifting Devices: e) Inspect off crones, heists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged b). Never walk under a load auspended from a houst or evene. c). Keep all personnel elear of the 'fall same' of the grane/heist. d) Know the weight of motorial Being lifted. Never everload a cross/hoist. Lockout/Tegout - prior to working on any machinery when guerds are removed, every energy source (electrical, hydraule, chemical, mechanical, ste.) must be descriveted, stered energy dissipated, and the control locked in the eff (safe) position. Never remove or Camper with a lockout performed by another employee or contractor. A lockout could conset of a lock applied to a central such as a switch, breaker, or volve. A tag containing words such as "DANGER - DC NOT CREATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it moons, "Koop your hands off All eliemical containers must be labeled to identify contents and flacerds. Most labels use numbers to rank the hezard level in three important areas; *FIRE (red background color) - will the material burn? -HEALTH (blue bookground) - is the material dangerous to my body? REACTIVITY (yellow background) - is the material dangerously unstable? After each hexard (Fire, Health, Repotivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hexard: -O Minimal -1 Shight ·2 Mederate 13 Serious ·4 Severe b) A Safety Data Sheet (\$55) must be accured for all chemicals purchased or brought on site. You have a right to occess 505s - ask your supervisor e) Follow all label and 505 instructions - including amount instructions. Page 6

Employee Safety Handbook

Return to Work Program

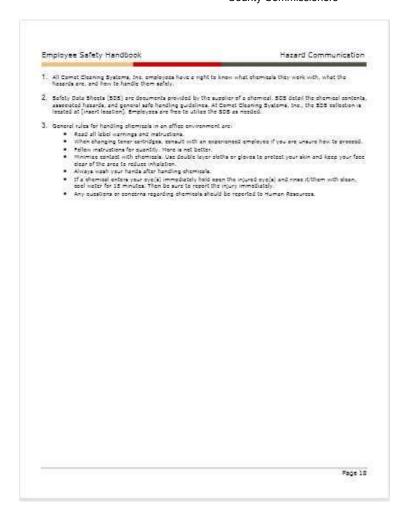
It is our goal to prevent werk-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a werk-related condition. We believe that such absences cost both Comet Cleaning Systems, inc. and its employees. We want our injured employees to get the best possible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

Comet Cleaning Systems, Inc. has a workers' companisation gragram available for employees who have suffered workrelated injuries. The program's administrator will determine, based upon their guidelines, whether you are aliquble for wage lasts or moderal expanses under that program.

Comet Cleaning Systems, the wants to provide meaningful work activity for all employees who become unable to perform all, or partions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty mark. The Setunn to Work program is temperary, to exceed an impedial.

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-socident drug screen is not performed the same day as the injury, the employee will only be peld 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 socking treatment and obtain a Return to Work Evoluation form, Reportless of the choice of physicians, the Return to Work form must be completed for each precitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs
 overy 30 days, while you are temporarily unable to work in your regular job capacity. Transitional is light duty
 work beyond sixty (60) days, up to a meanimum of six (6) months, will be eyelusted on a case-by-case Bests.
- 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'
 companied on program, and may result in disquelification for perfoin program conficts and, in some cases, be a
 basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us
 informed on a viscoly basis of their status, failure to do so will result in a radiation in banefits evaluable and
 discipline, us 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 Agmity Medical Leave Act (PMLA) program. For this purpose, you need to complete a formly Medical Leave Request form and submit it to the Human Resources Department. You must also have your practicener 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 jet position may be filled after a reasonable time. When able
 to do so, you will be outsided to return to a suitable position, if evaluable and enhanced 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 easible of returning to full duty. Permanent restrictions will be evaluated on a cear-by-deer basis and relate to the performance of essential job functions. No sermanent light duty positions will be excepted.
- Cooperate with our Olind-party administrator, and provide accurate and complete information as seen as possible so
 that you recover all benefits to which you are entitled. If you have problems or concerns, please contact your Job
 Site Foremen and the human Assources Cooperation().



Employee Safety Handbook Office Safety & Security Office Safety: 1. Never leave file drawers open, or open multiple file drawers at once. 3. Do not store frequently used objects above shoulder height or below knee height. 4. Never reach into office mechines without turning them off and unplugging them if possible. 5. Keep your work area fros of trig hazards such as storage in walkyays, cords across dislos, and damaged floor Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool to provide stability. 1. Never use defective or broken equipment. Report these problems to your supervisor. Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your car. Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor. 3. When parking, remove all valuables from sight and look car doors. 4. Do not enter an elevator can if you are concerned about other riders; instead, wait for the next cor. Reep all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building. Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (funch, meetings, etc.). If you are working alone and are in the office before or after regular business flours, on weekends, or holidays, observe these additional guidelines. So sure doors door and look after you. Turn on lights as you make through the building. Always be exerc of the classet telephone (do not heatest to cell 911 if you feel threatened). Be suite that someone at home knows that you are at work and is expecting you to check in by a specified time. As you keeps the office, be sure to turn off all courpment, lights, etc.; after use. Wespens, including firearms, knives with blodes lenger than two inches, bow/errow, pepper agray (mace, tear gas), and clubs, are not allowed on Cemet Cleaning Systems, Inc. property.

Employee Safety Handbook

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate herasament of our jebt applicants, employees, clients, guests, vendors, customers, or persons deing Dusiness with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's race, color, sex, religion, notional origin, age, potsonable solute, veteran status, or handlesg is a violation of this policy and will be treated as a disaplinary matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual fevers and other verbal, graphic, or physical conduct of a sexual network.

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.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
- noture when:

 Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's

- employment;

 Submission to enrelection of such conduct by an individual (a used as a factor in decisions affecting that individual's employment; or

 Such conduct has the purpose or affect of substantially interfering with an individual's work performance or process an individuality, health, or affective warring antiformance.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degreeing verbal comments about another individual or ha/for appearance;
- The display of sequelly suggestive pictures or objects in any workplace location including transmission or display up computer.
- Any accually effensive or abusive physical conduct;
- The taking of or the refusel to take any personnel action besett on an employee's submission to or referrel of sexual overtures; and

assues overwhee, and

— Displaying defeors of foling jokes that relate to an individual's age, rose, gender, color, religion, national origin, disability, or sexual orientation.

Hereasment of our employees in connection with their work by non-remployees may also be a violation of this policy. Any employee who becomes aware of any flareasment of an employee by a non-remployee alloudy report such flareasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any con-remployee.

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

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

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

Retailation of any kind against an employed who reports a suspected insident of sexual horesament is prohibited. An employed who violates this policy or retailates against an employed in any may will be subject to disciplinary action up to and including termination.

Employee Safety Handbook

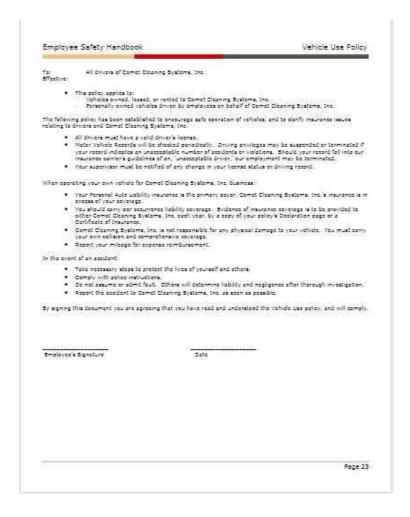
Considerations Following a Serious Industrial Accident

Any work-related acadent resulting in scrious injury or the death of an employee presents significant emotionel challenges for management. Fellowing are same guidelines, which may reduce the effects on fellow smalleyees and minimize the imposet from regulators, such as 0.54A.

- Se prepared to talk to jesel police officials, district attency investigators, coroners, and OSHA compliance
 officers. So exister that police and district attencys as needled criminal investigations. Se trackful but do not
 appealed to reffer unablotide opinions, information, or Thomas, Also be prepared for cardicate from local news
 modile. Consult with legal advastra if in doubt. (Operate under the casalmation that OSHA will investigate. Take
 stops to be sure that your chiefer feeling via as prepared for a possible.)
- Fefalities and incidents resulting in three or more employees receiving inpotent hespitalization must be reported within 8 hours to the closest OSHA area office. If ofter hours, the incident can be reported to OSHA et: 1-800-321-6742
- House regressriative of your company contect the employed's next of kin to inform her/him of the
 oreumstences, if pessible, this contect should be made in param. Offer to provide transportation and/or other
 support. (For example, providing an Comot Cloning Systems, the representative at the heaptol will convey
 the company is concern).
- 4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone
- Rander sofe any Kecards protect by the accident scene. (i.e. material that may fell, leaking chemicals, etc.).
 Rapp off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
- Conduct on initial investigation. If equipment and/or duties directly involved in the accident are duplicated classifiers in the company, take immediate steps to assure that there will be no refocurrence of the decident.
- Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as sone) numbers, license along numbers, etc.
- 5. Follow Comet Cleaning Systems, Inc.'s procedure for bleodbarne pethogens in cleaning any bedity fluid spills.
- 9. Consider meeting with employees in small groups to discuss, in general terms:

 - This serious accident that occurred.
 This of the necessary stops were taken to sere for the person involved.
 This of the necessary stops were taken to sere for the person involved.
 This of omatopica will be kept informed.
 The availability of the Employee Assistance Program (EAP) (if applicable).
 Provide oncouragement and request that employees work safety.
- Request your supervisors be alert for ampleyees who may not be paying full attention to their jobs and thereby joogending their own safety. During these discussions, do not discuss fault, discipline, cointens, etc.
 If your company has a physician on contract, have him/her follow the case.

Er	nployee Safety Handbook	Sloodborne Pathogen
1-	Sleed and other badily fluids can carry pathogens, which HTV, which leads to AIDS and hepatitis.	are capable of causing discuses in others. This includes
2	Secouse we cannot tell by looking at a person if they are precoutions following an illness or injury when bodily fluid	infected with a pathogenic discose, we must take is one released.
3.	In the event of a person lesing bodily fluids, stay away fracey close to the ill/injured across to support him/her, ju	om the area and warn others to also do se. You can still at be sure to stay out of contact any bodily fluids.
4	In the event that you find spilled bedily fluids, a syringe, attempt close up by yourself. Cell Human Resources imm	or other medically contaminated materials, do not edilately for instructions.
_		Page 3





- 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

The completed and signed form the Vendor must submit within responsive for failure to fully comp signed form(s) in BidSync.	three business by within stated t	days of County's	request. Vendor may	be deemed non-
Covered Employer Comet Cleaning	Systems INC			
Address: 1773 N State RD 7 STE	101 I, Lauderhill	FL 33313		
ocal Contact: Courtney Stephens		E-Mail Address	cometcleaningsystems	@gmail.com
Address 1773 N State RD 7 STE	101 I, Lauderhil		от в при в настрои в	and Management and a second
Contract		0		
Amount				
Jsing Agency				
Served Solicitation				
Vo. and Title:				
By signing below thereby centify that the	novered employees	listed helow inlease	check one)	
			ealth benefits valued at \$	perhour
Receive a minimum pay of \$	= 374			permou
Receive a minimum pay of \$	17.05 per ho	our and are not provide	ed health benefits	
	e a la lace ata and france		and any facility should inform to	and combined
Provide names of hourly employees and				
	ass A or B	Name	Job Class	A or B
TOP DANISTURNES ASS	S FROM Marion	ak-		
CANN STOPHEN SLY	Paus medi	7		
	114 Butes			
Course Charles	(Attich Additional sh	eets in the format above.		
Courtney Stephens aftest that(Print Name)	of	Comet Cleaning		hereby
11470-2140-2140-2140-2140-2140-21		FF F DEED 1 D. W.	mpany)	
(1) I have the authority to sign this not the Vendor coeffies that it shall. a) Pay all employees working on this with wage races and provisions of the secure of the vendor of the secure of the vendor of the ven	contractiproject, whose Living Vilage Ordi tatement resparation more as amended, a refine are provided useful are appended.	are covered by the Li nance, wage rates with the er and nater 'A' above the be	ving Wage Ordinance, as ame nployee's first paycheck or din	ect deposit receipt as
20.21		1	Iffany B Arce	
STATE OF Floyd A COUNTY OF DROWN ACC (Public)	Do	Committee Committee	mmission # HH 7467 paine Expires 06-06-2024 d Through - Cynanotany stida - Notary Public ren. 06/08/2024	

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED		
Project Manager or Equivalent	Hour	\$	19.00	
Assistant Project Manager or Equivalent	Hour	s	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	\$	2	

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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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	\$
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES - FACILITIES MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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

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	\$ <u>16.48</u>
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ <u>15.25</u>
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$
	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 **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

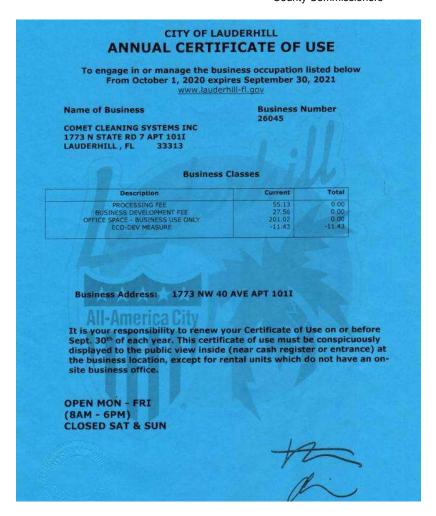
Uwner Name: COURTNEY STEPHENS

Business Location: 1773 N STATE RD 7 STE 101 I

State/County/Cert/Reg:
LAUDERHILL

Business Phone: 954-793-2442

	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		



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BROWARD	
FLORIDA	
SPRICE OF SCHOOLS AND SPRICE BUSINESS.	

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.: BLD21	21632P1			
Project Title: Janitorial	Services - County Facilities			
Bidder/Offeror Name: C	omet Cleaning Systems INC			
Address: 1773 State Rd	7 STE 101 I	City:	Lauderhill	State: FL Zip: 33313
Authorized Representative:	Courtney Stephens			Phone: 954-793-244

Authorized Representative: Courtney Stephens CBE Firm/Supplier Name: Action Group MGMT, LLC
Address: 7971 Riviera Blvd, Suite 205 _City: Miramar __State: FL Zip: 33023 Phone: 954-288-1105 Authorized Representative: Freddy Castillo

- 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
- 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.
- 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	NAICS1	CBE Contract Amount ²	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.

her to Date: 5/4/2021 _Title: President Bidder/Offeror Authorized Representative Date: 05/04/2021 Signature Journy Stope Title: President

ror does not receive award of the prime contract, any and all representations in this Lutter of Intent and Allimetion shall be

Rev.: June 2018 Compliance Form No. 004

¹ Visit <u>Census.gov</u> and select <u>NAICS</u> to search and identify the correct codes. Match type of work with NAICS code as

closely as possible.

² To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.



	<u> </u>	1 11000	T TICE Office	13 - Lai	ge i acii	III	Oup 3 - Ag	reement 4 (CBE Reserve)	
				Ye	ar 1	Yea	ar 2		
TEM NO.	FACILITY LOCATION	Annual		Unit		Unit		Two Year	
		Frequency	Annual Process	Price	Annual	Price	Annual	Total	
1	PUBLIC SAFETY BUILDING	12	Basic Cleaning	\$ 23,625.00	\$ 283,500.00	\$ 24,094.50	\$ 289,134.00	\$	572,634.
	2601 W. BROWARD BLVD.	12	Restrooms	\$ 4,000.00	\$ 48,000.00	\$ 4,080.00	\$ 48,960.00	\$	96,960.
	FT. LAUDERDALE, FL 33311	12	Floors	\$ 5,000.00	\$ 60,000.00	\$ 5,100.00	\$ 61,200.00	\$	121,200.
			Pressure Cleaning						
		51,400	(SQ. FT.)	\$ 0.30	\$ 15,420.00	\$ 0.35	\$ 17,990.00	<u>\$</u>	33,410
		1	Windows Air Qua l ity	\$ 10,000.00 \$ 16,000.00	\$ 10,000.00 \$ 16,000.00	\$ 10,200.00 \$ 16,320.00	\$ 10,200.00 \$ 16,320.00		20,200 32,320
		12	Cleaning Supplies	\$ 3,000.00	\$ 36,000.00	\$ 3,060.00	\$ 36,720.00		72,720
		12	Paper Products	\$ 3,500.00	\$ 42,000.00	\$ 3,570.00	\$ 42,840.00	<u> </u>	84,840
		12	Carpet Cleaning -	ψ 5,500.00	ψ 42,000.00	\$ 0,070.00	Ψ 42,040.00	•	04,040
		51,400	Deep (SQ. FT.)	\$ 0.30	\$ 15,420.00	\$ 0.35	\$ 17,990.00	\$	33,410.
			Electrostatic						
		51,400	Disinfection (SQ. FT.)	\$ 0.30	\$ 15,420.00	\$ 0.35	\$ 17,990.00	\$	33,410
			Total		\$541,760.00		\$ 559,344.00	\$	1,101,104
2	B.S.O. DISTRICT STATION #5	12	Basic Cleaning	\$ 9.000.00	\$ 108,000.00	\$ 9,180.00	\$110,160.00	\$	218,160.
2	2601 W. BROWARD BLVD.	12	Restrooms	\$ 800,00	\$ 9,600,00	\$ 9,160.00	\$ 9,792,00	 \$	19,392
	FT. LAUDERDALE, FL 33311	12	Floors	\$ 900.00	\$ 10,800,00	\$ 918.00	\$ 11,016.00		21,816
	11. B.OBERBALE, 12 00011		Pressure Cleaning	Ψ 500.00	ψ 10,000.00	Ψ 510.00	Ψ 11,010.00	•	21,010.
		24,000	(SQ. FT.)	\$ 0.30	\$ 7,200.00	\$ 0.35	\$ 8,400.00	\$	15,600
		1	Windows	\$ 9,000.00	\$ 9,000.00	\$ 9,180.00	\$ 9,180.00	\$	18,180.
		1	Air Quality	\$ 3,000.00	\$ 3,000.00	\$ 3,060.00	\$ 3,060.00	\$	6,060
		12	Cleaning Supplies	\$ 1,000.00	\$ 12,000.00	\$ 1,020.00	\$ 12,240.00	\$	24,240
		12	Paper Products	\$ 1,300.00	\$ 15,600,00	\$ 1,326.00	\$ 15,912.00	\$	31,512
		24,000	Carpet Cleaning - Deep (SQ, FT.)	\$ 0.30	\$ 7,200,00	\$ 0.35	\$ 8,400.00	\$	15,600
			Electrostatic						
		24,000	Disinfection (SQ. FT.) Total	\$ 0.30	\$ 7,200.00 \$ 189,600.00	\$ 0.35	\$ 8,400.00 \$ 196,560.00	\$ \$	15,600. 386.160.
			10.01		\$ 100,000.00		\$ 100,000.00	Ψ	000,100
3	BSO UNIFORM SERVICE CENTER	12	Basic Cleaning	\$ 3,000,00	\$ 36,000.00	\$ 3,060.00	\$ 36,720.00	\$	72,720
	143 NW 25 TERRACE	12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$	9,696
	FT. LAUDERDALE, FL 33311	12	Floors	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$	12,120
			Pressure Cleaning						
		6,800	(SQ. FT.)	\$ 0.30	\$ 2,040.00	\$ 0.35	\$ 2,380.00	\$	4,420
		1	Windows	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$	4,040
		1	Air Quality	\$ 1,300.00	\$ 1,300.00	\$ 1,326.00	\$ 1,326.00	\$	2,626
		12 12	Cleaning Supplies Paper Products	\$ 700.00 \$ 800.00	\$ 8,400.00 \$ 9,600.00	\$ 714.00 \$ 816.00	\$ 8,568.00 \$ 9,792.00	\$ \$	16,968 19,392
		12	Carpet Cleaning -	\$ 800.00	\$ 9,000.00	\$ 810.00	\$ 9,792.00	•	19,392
		6,800	Deep (SQ. FT.)	\$ 0.30	\$ 2,040.00	\$ 0.35	\$ 2,380.00	\$	4,420
			Electrostatic					Ψ	
		6,800	Disinfection (SQ. FT.) Total	\$ 0.30	\$ 2,040.00 \$ 74,220.00	\$ 0.35	\$ 2,380.00 \$ 76,602.00	\$ \$	4,420 150,822
			Total		\$ 74,220.00		\$ 76,602.00		150,822
4	BSO DEFENSIVE TACTICS BUILDING	12	Basic Cleaning	\$ 3,900.00	\$ 46,800.00	\$ 3,978.00	\$ 47,736.00	\$	94,536
	2601 W BROWARD BLVD.	12	Restrooms	\$ 600,00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,544
	FORT LAUDERDALE, FL 33311	12	Floors	700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16,968
		8,000	Pressure Cleaning (SQ. FT.)	¢ 0.00	e 2 400 00		¢ 2 900 00	6	E 000
			(SQ.FI.) Windows	\$ 0.30 \$ 4,000.00	\$ 2,400.00 \$ 4,000.00	\$ 0.35 \$ 4,080.00	\$ 2,800.00 \$ 4,080.00	\$	5,200 8,080
		1 1	windows Air Qua l ity	\$ 4,000.00	\$ 4,000.00	\$ 4,080.00	\$ 4,080.00 \$ 1,938.00	\$ \$	3,838
		12	Cleaning Supplies	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$ \$	19,392
		12	Paper Products	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$ \$	21,816
			Carpet Cleaning -						
		8,000	Deep (SQ. FT.)	\$ 0.30	\$ 2,400.00	\$ 0.35	\$ 2,800.00	\$	5,20
			Electrostatic						
		8,000	Disinfection (SQ. FT.)	\$ 0.30	\$ 2,400.00	\$ 0.35	\$ 2,800.00	\$	5,20
			Total		\$ 95,900.00		\$ 98,874.00	\$	194,77

BSO TECHNOLOGY SERVICE CENT 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311								
2601 W. BROWARD BLVD.					ļ			
		Basic Cleaning	\$ 3,900.00	\$ 46,800.00	\$ 3,978.00	\$ 47,736.00	\$	94,5
FT, LAUDERDALE, FL 33311	12	Restrooms	\$ 600.00		\$ 612.00	\$ 7,344.00	\$	14,5
	12	Floors Pressure Cleaning	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16,9
	8,000	(SQ. FT.)	\$ 0.30	\$ 2,400,00	\$ 0.35	\$ 2,800.00	\$	5,2
	1	Windows	\$ 4,000.00		\$ 4,080.00	\$ 4,080.00	\$	8,0
	1 12	Air Quality Cleaning Supplies	\$ 1,900.00 \$ 800.00		\$ 1,938.00 \$ 816.00	\$ 1,938.00 \$ 9,792.00	\$ \$	3,8 19,3
	12	Paper Products	\$ 900.00		\$ 918.00	\$ 11,016.00	\$	21,8
	8,000	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 2,400.00	\$ 0.35	\$ 2,800.00	\$	5,2
	8,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30		\$ 0.35	\$ 2,800.00	\$	5,2
		Total		\$ 95,900.00		\$ 98,874.00	\$	194,7
	Total (1) -	Summary, all sites		\$ 997,380.00		\$1,030,254.00	\$	2,027,6
•			Ye	ear 1		ar 2		
			Per Hour	Annual	Per Hour	Annual	2 years	
Additional Labor:								
Project Supervi		50 hrs.	\$ 19.26		\$ 19.65		'	1,9
Site Supervi		50 hrs.	\$ 16.24		\$ 16.56			1,6
Full Time Service Cr		50 hrs.	\$ 17.05		\$ 19.05	\$ 952.50		1,8
Part Time Service Cr		50 hrs.	\$ 17.05	+	\$ 19.05	\$ 952.50		1,8
Porter Day/Ni	ght	50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$	1,9
Emergency Services Labor:								
Project Supervi		50 hrs.	\$ 19.26		\$ 19.65	 		1,94
Site Supervi		50 hrs.	\$ 16.24	+	\$ 16.56	 		1,6
Full Time Service Cr		50 hrs.	\$ 17.05		\$ 19.05	\$ 952.50	· ·	1,8
Part Time Service Cr		50 hrs.	\$ 17.05		\$ 19.05	\$ 952.50		1,8
Porter Day/Ni	ght	50 hrs.	\$ 19.00		\$ 19.38			1,9
"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$	2,0
		Total (2)		\$ 9,860.00		\$10,369.00	\$	20,2
		Total (2)		\$ 9,860.00		\$10,369.00	\$	20,2
Grand Total - Whole Grou	•			\$1,007,240.00		\$1,040,623.00	\$	2,047,8
(Total 1 + Total 2)								
F	REGARDLESS	HE MINIMUM WAGI OF THE NUMBER (OF HOURS	WORKED,	MPLOYEES,			
WIL	L BE THE CUI	RRENT BROWARD YES			e above stat			
		NO NO	^		the above state			
NAME OF COMPANY:			l	I Disagree to	the above a	tatementi		
AUTHORIZED PERSON NAM	Countries Stoppe				-			
AOTHORIZED I EROOK WAIII	Courtney Stephe	5115			-			
AUTHORIZED SIGNATURE:	Courtney Stephe	ens						
	By signing thi	s proposal sheet, y	our firm is	agreeing to th	- ne terms and	conditions	of the invitation for proposal.	
	All bui l di	ngs listed in the gr	oup must b	e priced for t	his proposal	sheet to be	determined responsive.	
AUTHORIZED PERSON TITL	E: President	t			DATE:	5/26/2021		

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 101l 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; trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 -- 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- . Maintain a safe and sound environment for my clients
- · Recruit, train, retain employees
- Sprict 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/sanitorial 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
- . Rood damage and mildew control

EDUCATION

DECEMBER 2005

ATI, AUTO MECHAINIC

WORK ON GAR 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



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 oware of competition status

40ver, 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 (PF\$6300S, 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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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

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 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

I L ON MINE	Ven	dor Reference \	erification Fo	rm	
Broward County Solicit	ation No. and Title:				
RFP No. BLD2121632	P1, Janitorial Services -	County Facilities	Š.		
Reference for:					
Organization/Firm Nam	me providing reference MAN Pg	288	Refe	erence date:	
Contact Email	RIA MEDIN	[A	0-	ntact Phone 4	Ku ree
Name of Referenced P	roject MINUTEL	naugress.	com	333317.5345.65	154-695-
Contract No.	Date Services	Provided:		Project An	nount
		to			
Vendor's role in Project.	Prime Vendor	Subconsultant/S	Subcontractor		
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Description of services	s provided by Vendor:				
Please rate your expe	rience with the	Needs Improvement	Satisfactory	Excellent	Not Applicable
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b. Local Management

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c. Covenant Living of Florida

d. Nova Southeastern University

F L D R I D A	Vend	ior Reference \	Verification Fo	cm:	
Broward County Solicitation I		On a Francis	e e		
RFP No. BLD2121632P1, Ja Reference for:	Initional Services 4	County Facilities			
Organization/Firm Name pro-	victing reference				
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Contact Name: /_/A/ I)4	ELN N	Refe	erence pate:	
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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

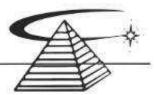
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 5
- · Generator qty 3
- Pressure Washer qty 4
- Wood Sanding Machine qty 1
- Vac Pack aty 15
- · Wet Dry Vacuum aty 11
- Mop qty 30
- · Dust Pan aty 50
- · Wheel Cart qty 30
- Floor Sign qty 60
- Vacuum Cleaner Commercial qty 60
- · Floor Machine aty 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.



Comet Cleaning Systems Inc. email: cometcleaningsystems@gmail.com

phone: 954-793-2442

3.5 Company Training



Employee Safety Manual Comet Cleaning Systems, Inc.

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

Provided by: The Insurance Exchange

Legal Disablement to waste of this form employed the fibre of the process of the control of the

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, impleyees will be safeguerded through training, prevision of appropriate work surroundings, and procedures that feater protection of health and safety. All work excellented by Camet Cleaning Systems, Inc. Systems are projects will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employed will be deemed more important than

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

We value our employees not only as employees but also as human beings entired 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 hexards encountered on the job. All appelents/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 faderal, state, Jacob, and company policies and procedures. Policie to comply with these policies may result in disciplinary actions.

Acapesting this. Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognised or known potential baserds. Additionally, Comet Cleaning Systems, Inc. substrikes to these enhanceds:

- 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.
- Accident prevention is good business. It minimises flumon suffering, promotes better working conditions for
 everyone, holds Comet Cleaning Systems. Inc. in higher regard with customers, and increases productively. This is
 why Comet Cleaning Systems. Inc. will comply with all acfety and hoelth regulations which apply to the course and
 accept of operations.
- Management is responsible for providing the sofest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to effecting and providing all of the resources needed to promote and effectively implement this settly policy.
- Employees are responsible for following safe work procises and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are conceived.
- Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good officudes
 and strong commitment to sefety and health in the merkelese. Toward this and, Management must menter
 company sefety and health performance, working anythormant and conditions to ensure that program objectives
 are achieved.
- 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 existences and to prevent accidents and injuries.

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

Page 2

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 ampleyment, 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 form the approved safe practices and procedures that apply to their work. Before beginning special work or now assignments, an employee should review applicable and appropriate safety If an employee has any questions about how a task should be done safely, he or she is under instruction WOT 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 attaction with his or her supervisor, on employee still his 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 a unsofe, or that he or she think a likely to couse injury or a health risk to Plarmatives or others. Page 4

Employee Safety Handbook

Employee Safety Rules

- Conduct: Heracology procincil jokes, stell are forbidden. Employees are required to work in an injury-free
 mininer displaying accepted levels of believer. Conduct that places the employee or others at risk, or which
 threetens or infimidates others, is forbidden.
- Drugs and Alcohol: Use and/or passession of illegal drugs or elected on company property or on company time are ferbidden. Reporting for work while under the influence of illegal drugs or elected is forbidden.
- Housekeeping: The following cross must remain clear of obstructions:
 Arsles/exits

 - Pire extinguishers and emergency equipment
 All electrical breakers, controls, and switches
 Eye weak/sofety showers

You are responsible to keep your work area deen and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any dries/spills immediately, and putting equipment and tools over you are finished with them.

- 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 banefits. After each medical appointment resulting from a work-related injury, you must contest 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 dector's care while she/he remains
- productive. Employees are required to return to work immediately upon release. 5. Personal Protective Equipment (PPE): Inspect PFE prior to each use. Do not use damaged PFE, You are
 - required to maintain and keep PPE clean.

Sofety Glasses - must be morn at all times in designated gross 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 long, welding fielmet, gloves, and sleeves are required for welders at all times.
- e). Reservators only employees trained and authorized to use reservators are allowed to do so.
- Hidering Protection is required in creas where noise exposure is more than 900EA (650EA if you already have experienced a ficering less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

 - Porklifts.
 - Machine and power tools, Paint sprayers,

 - Welders, and
 Cranes/holsts

When operating meetings do not wear loose dething, long heir should be tied up and back, remove jewelry, and sleeves should other be relied all the way up, or all the way down.

Page 5

Employee Safety Handbook Employee Safety Rules Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor Nover tempor with, remove, or descrive to machine guards or controls designed to chause sefe operations. Never reach into an operating mediane or moving mediane part. · Inspect all ladders prior to each use: Ladders must be placed on secure feeting; . Only one person is allowed on a ledder at a time: Never stand on the top two staps of a stepladder; 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. S. Crones/Hoists/Lifting Devices: e) Inspect off crones, heists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged b). Never walk under a load auspended from a houst or evene. c). Keep all personnel elear of the 'fall same' of the grane/heist. d) Know the weight of motorial Being lifted. Never everload a cross/hoist. Lockout/Tegout - prior to working on any machinery when guerds are removed, every energy source (electrical, hydraule, chemical, mechanical, ste.) must be descriveted, stered energy dissipated, and the control locked in the eff (safe) position. Never remove or Camper with a lockout performed by another employee or contractor. A lockout could conset of a lock applied to a central such as a switch, breaker, or volve. A tag containing words such as "DANGER + DC NOT CREATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it moons, "Koop your hands off All eliemical containers must be labeled to identify contents and flacerds. Most labels use numbers to rank
the hexard level in three important areas; *FIRE (red background color) - will the material burn? -HEALTH (blue bookground) - is the material dangerous to my body? REACTIVITY (yellow background) - is the material dangerously unstable? After each flacand (Fire, Health, Resolvity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of flacand: -O Minimal -1 Shight ·2 Mederate 13 Scripus ·4 Severe b). A Safety Data Sheet (\$55) must be accured for all chemicals purchased or brought on site. You have a right to occess 505s - ask your supervisor e) Follow all label and 505 instructions - including amount instructions. Page 6

Employee Safety Handbook

Return to Work Program

It is our goal to prevent werk-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a werk-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 assure the certifiest possible recovery and return to work.

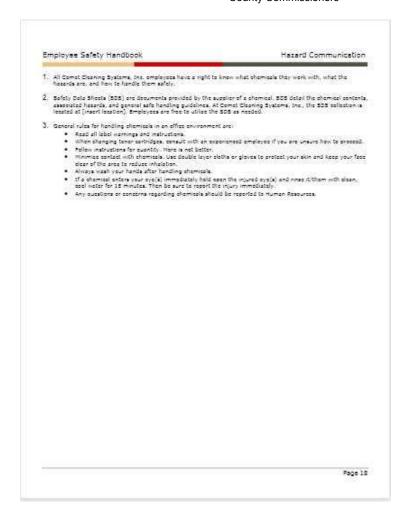
Comet Cleaning Systems, Inc. has a workers' companisation gragram available for employees who have suffered workrelated injuries. The program's administrator will determine, based upon their guidelines, whether you are aliquble for wage lass or moderal expanses under that program.

Comet Cleaning Systems, the wants to provide meaningful work activity for all employees who become unable to perform all, or partitions, of their regular work assignment. Thus, we have implemented a Return to work program, which includes transitional or light duty mark. The Setunn to Work program is temperary, to exceed to exceed the martitle.

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-socident drug screen is not performed the same day as the injury, the employee will only be performed 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 socking treatment and obtain a Return to Work Evoluation form, Reportless of the choice of physicians, the Return to Work form must be completed for each precitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs
 overy 30 days, while you are temporarily unable to work in your regular job capacity. Transitional is light duty
 work beyond sixty (60) days, up to a meanimum of six (6) months, will be eyelusted on a case-by-case Bests.
- If you are unable to return to your regular job, but are copable 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' comparation program, and may result in disqualification for contain employed benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us
 informed on a viscoly basis of their status, failure to do so will result in a radiation in banefits evaluable and
 discipline, us 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 ("MCA) 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 eximplete both the
 Return to Work Evaluation form and Return to Work Resulat.) Physician's Authorization form.
- Employees who are not eligible for leave under FNLA must return to light duty or regular work if at all possible. If
 you are unable to return to any swafeble work, your job position may be filled after a reseasable time. When able
 to do so, you will be entitled to return to a suitable position, if evaluable 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 eagable of returning to full duty. Permanent, restrictions will be evaluated on a case-by-case basis and relate to the performance of case-full job functions. No examinant light duty considers will be created.
- Cooperate with our third-party administrator, and provide accurate and complete information as seen as possible so
 that you recover all benefits to which you are entitled. If you have problems or concerns, please contact your Job
 Site Personal and the Numan Resources Cooperation().

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Employee Safety Handbook Office Safety & Security Office Safety: 1. Never leave file drawers open, or open multiple file drawers at once. 3. Do not store frequently used objects above shoulder height or below knee height. 4. Never reach into office mechines without turning them off and unplugging them if possible. 5. Keep your work area fros of trig hazards such as storage in walkyays, cords across dislos, and damaged floor Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool to provide stability. 1. Never use defective or broken equipment. Report these grablems to your supervisor. Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your car. Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor. 3. When parking, remove all valuables from sight and look car doors. 4. Do not enter an elevator can if you are concerned about other riders; instead, wait for the next cor. Reep all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building. Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (funch, meetings, etc.). If you are working alone and are in the office before or after regular business flours, on weekends, or holidays, observe these additional guidelines. So sure doors dose and look after you. Turn on lights as you make through the building. Always be exerc of the classet telephone (do not heatest to cell 911 if you feel threatened). Be suite that someone at home knows that you are at work and is expecting you to check in by a specified time. As you keeps the office, be sure to turn off all courpment, lights, etc.; after use. Wespens, including firearms, knives with blodes lenger than two inches, bow/errow, pepper agray (mace, tear gas), and clubs, are not allowed on Cemet Cleaning Systems, Inc. property.

Page 19

Employee Safety Handbook

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate herasament of our jebt applicants, employees, clients, guests, vendors, customers, or persons deing Dusiness with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's race, color, sex, religion, notional origin, age, potsonable solute, veteran status, or handlesg is a violation of this policy and will be treated as a disaplinary matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual fevers and other verbal, graphic, or physical conduct of a sexual network.

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.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
- noture when:

 Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's
- employment;

 Submission to enrelection of such conduct by an individual (a used as a factor in decisions affecting that individual's employment; or

 Such conduct has the purpose or affect of substantially interfering with an individual's work performance or process an individuality, health, or affective warring antiformance.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degreeing verbal comments about another individual or ha/for appearance;
- The display of sequelly suggestive pictures or objects in any workplace location including transmission or display up computer.
- Any accually effensive or abusive physical conduct;
- The taking of or the refusel to take any personnel action besett on an employee's submission to or referrel of sexual overtures; and

assues overwhee, and

Displaying defeors on felling jokes that relate to an individual's age, rose, gender, color, religion, national origin, disability, or sexual ententation.

Hereasment of our employees in connection with their work by non-remployees may also be a violation of this policy. Any employee who becomes aware of any flareasment of an employee by a non-remployee alloudy report such flareasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any con-remployee.

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

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

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

Retailation of any kind against an employed who reports a suspected insident of sexual horesament is prohibited. An employed who violates this policy or retailates against an employed in any may will be subject to disciplinary action up to and including termination.

Page 20

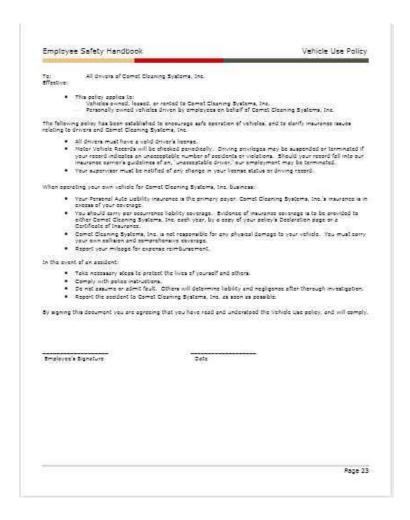
Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related acadent resulting in socious injury or the death of an employee presents significant emotionel challenges for management. Fellowing are some guidelines, which may reduce the effects on fellow employees and minimize the imposet from regulators, such as DSFA.

- Se prepared to talk to jesel police officials, district attency investigators, coroners, and OSHA compliance
 officers. So exister that police and district attencys as needled criminal investigations. Se trackful but do not
 appealed or office massilated opinions, information, or Thomass, Also be prepared for cardicate from local news
 modile. Consult with legal advastra if in doubt. (Operate under the casalmation that OSHA will investigate. Take
 stops to be sure that your chiefer feeling via as prepared in a pessible.)
- Fefalities and incidents resulting in three or more employees receiving inpotent hespitalization must be reported within 8 hours to the closest OSHA area office. If ofter hours, the incident can be reported to OSHA et: 1-800-321-6742
- House regressriative of your company contect the employed's next of kin to inform her/him of the
 oreumstences, if pessible, this contect should be made in param. Offer to provide transportation and/or other
 support. (For example, providing an Comot Cloning Systems, the representative at the heaptol will convey
 the company is concern).
- 4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone
- Rander sofe any Kecards protect by the accident scene. (i.e. material that may fell, leaking chemicals, etc.).
 Rapp off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
- Conduct on initial investigation. If equipment and/or duties directly involved in the accident are duplicated classifiers in the company, take immediate steps to assure that there will be no refocurrence of the decident.
- Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as sone) numbers, license along numbers, etc.
- 5. Follow Comet Cleaning Systems, Inc.'s procedure for bloodbarne pethogens in cleaning any bedity fluid spills.
- 9. Consider meeting with employees in small groups to discuss, in general terms:
- This serious accident that occurred.
 This of the necessary stops were taken to sere for the person involved.
 This of the necessary stops were taken to sere for the person involved.
 This of omatopica will be kept informed.
 The availability of the Employee Assistance Program (EAP) (if applicable).
 Provide oncouragement and request that employees work safety.
- Request your supervisors be alert for ampleyees who may not be paying full attention to their jobs and thereby joogending their own safety. During these discussions, do not discuss fault, discipline, cointens, etc.
 If your company has a physician on contract, have him/her follow the case.

Er	nployee Safety Handbook	Bloodborne Pathogens
į.	Sleed and other body fluids can carry pathogons, which or HZV, which leads to AIDS and hapatitis.	c capable of cousing discoses in others. This includes
2.	Secouse we cannot tell by looking at a person if they are in precoutions following on illness or injury when bodily fluids	fected with a pathogenic discose, we must take one released.
3.	In the event of a person leaving bodily fluids, stay away from stay close to the illyinjured acts on to support him/her, just	the area and warn others to also do so. You can still be sure to stay out of contact any bodily fluids.
4.	In the event that you find spilled bodily fluids, a syringe, or attempt close up by yourself. Call Human Resources (mime)	other medically contaminated motorials, do not lately for instructions.
		Page 23





- 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

The completed and signed form should the Vendor must submit within three responsive for failure to fully comply will signed form(s) in BidSync.	business days of County's a thin stated timeframes. Vendor	submittal. If not provid request. Vendor may	be deemed n	on-
Covered Emptoyer Comet Cleaning System	CONTRACTOR AND ADDRESS OF THE PARTY OF THE P			_
Address 1773 N State RD 7 STE 101 I.	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW		#200700 92 000000	_
Local Contact: Courtney Stephens Address: 1773 N State RD 7 STE 1011		cometcleaningsystems	a gmail.com	_
Contract				_
Amount				
Using Agency				
Served: Solicitation No and Title:				_
By signing below thereby certify that the covers A Receive a minimum pay of \$ B Receive a minimum pay of \$ 1 \] Provide names of hourly employees and their is	per hour and are provided hes	eith benefits valued at \$ health benefits	per hour	===
Note that the state of the stat	A or B Name Property St. Pro-In- Ch Additions sheets in the format above, if in	Job Class	A or B	52
Courtney Stephens	of Comet Cleaning S	ystems INC	hereby	
attest that(Print Name)	(Com	pany)	100000000000000000000000000000000000000	
(1) I have the authority to sign this notational the Verdor correlities that shall all applies of the shall all applies of the shall applies of the shall applies of the Lief Protection of the Lief Protection of the Lief Protection of the Shall applies of the Sh	deproject who are covered by the Livit no Walago Ordinance, enthegating wage rates with the emp enthegating wage rates with the emp in provided under "A" above, the hoal (2)(b)(4) Pronta Statutes, as ownender of Pi	ng Wage Ordinance, as ame sloyee's first paycheck or dire	nded, in accordant act deposit receipt andard health beni	on as
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JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURI	Y RATE (UNBURDENED)
Project Manager or Equivalent	Hour	\$	19.00
Assistant Project Manager or Equivalent	Hour	s	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	\$	2

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	\$
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES - FACILITIES MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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	\$ <u>16.48</u>
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ <u>15.25</u>
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$
	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 **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

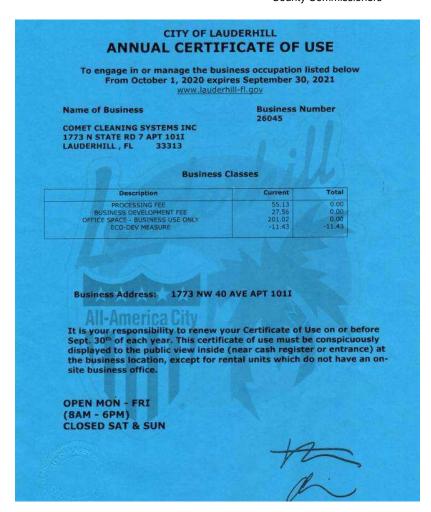
Uwner Name: COURTNEY STEPHENS

Business Location: 1773 N STATE RD 7 STE 101 I

State/County/Cert/Reg:
LAUDERHILL

Business Phone: 954-793-2442

	Number of Machin		Vending Business Onl	Vending Type	6	
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



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BROWARD	
EFFER OF SCHOOLS AND	

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: 954-793-24

CBE Firm/Supplier Name: Action Group MGMT, LL	С	
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
- 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.
- 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	NAICS1	CBE Contract Amount ²	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.

her to Date: 5/4/2021 Title: President Bidder/Offeror Authorized Representative Date: 05/04/2021 Signature Journy Stope Title: President

ror does not receive award of the prime contract, any and all representations in this Lutter of Intent and Allimetion shall be

Rev.: June 2018 Compliance Form No. 004

Visit Census gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as cossible.

closely as possible.

2 To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

Office of Economic and Small Business Development 115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674 • TTY 954-357-5664 This Certificate is Awarded to: **ACTION GROUP MGMT LLC** As set forth in the Broward County Business Opportunity Act of 2012, the certification requirements have been met for: County Business Enterprise (CBE) Small Business Enterprise (SBE) Anniversary Date: January 30th The Office of Economic and Small Business Development must be notified within 30 days of any material changes in the business which may affect ownership and control Failure to do so may result in the revocation of this certificate and/or imposition of other sanctions.

A Service of the Broward County Board of County Commissioners

ITEM NO.				Ye.	ar 1	l Ye	ar 2		
	FACILITY LOCATION	<u>Annual</u>		Unit		Unit		Two	Year
		<u>Frequency</u>	Annual Process	Price	Annual	Price	Annual	To	tal
1	MASS TRANSIT NORTH	12	Basic Cleaning	\$ 6,300.00	\$ 75,600.00	\$ 6,426.00	\$ 77,112.00	\$	152,71
	3201 Copans Rd	12	Restrooms	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16,96
	POMPANO BEACH, FL	12	Floors	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$	19,39
			Porter (450 per						
		Hourly	month)	\$ 26.00	\$140,400.00	\$ 26.52	\$143,208.00	\$	283,60
		•	Pressure Cleaning		* * * * * * * * * * * * * * * * * * * *	,	*		
		17,500	(SQ. FT.)	\$ 0.30	\$ 5,250.00	\$ 0.35	\$ 6,125.00	\$	11,3
		1	Windows	\$ 1,500.00	\$ 1,500.00	\$ 1,530.00	\$ 1.530.00	\$	3.0
		1	Air Quality	\$ 3,000.00	\$ 3,000.00	\$ 3,060.00	\$ 3,060.00	\$ \$	6,0
		12	Cleaning Supplies	\$ 1,500.00	\$ 18,000.00	\$ 1,530.00	\$ 18.360.00	\$ \$	36,3
		12	Paper Products	\$ 1,700.00	\$ 10,000.00	\$ 1,734.00	\$ 20,808.00	\$	41,2
		12	Carpet Cleaning -	\$ 1,700.00	\$ 20,400.00	\$ 1,734.00	\$ 20,000.00	Ψ	41,2
		47.500	Deep (SQ. FT.)		A 5 050 00		0.0405.00	•	44.0
		17,500		\$ 0.30	\$ 5,250.00	\$ 0.35	\$ 6,125.00	\$	11,3
			Electrostatic						
			Disinfection (SQ.	l					
		17,500	FT.)	\$ 0.30	\$ 5,250.00	\$ 0.35	\$ 6,125.00	\$	11,3
			Total		\$292,650.00		\$300,813.00	\$	593,4
						-			
2	MASS TRANSIT SOUTH	12	Basic Cleaning	\$ 4,700.00	\$ 56,400.00	\$ 4,794.00	\$ 57,528.00	\$	113,9
	5440 Ravenswood Rd	12	Restrooms	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,5
	FT. LAUDERDALE. FL	12	Floors	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16.9
			Porter (450 per	¥ 100.00	Ψ 0,400.00	¥ 713.50	\$ 5,000.00	Ψ	10,0
		Hourly	month)	\$ 26.00	\$140,400.00	\$ 26.52	\$ 143,208.00	\$	283,6
		1.00.1,	Pressure Cleaning	\$ 20.00	\$ 140,400.00	\$ 20.02	\$ 143,200.00	Ψ	200,0
		10,450	(SQ. FT.)		¢ 2.425.00	A 0.25	₾ 2.0E7.E0	\$	6.7
				\$ 0.30	\$ 3,135.00	\$ 0.35	\$ 3,657.50		
		1	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$	2,0
		1	Air Quality	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$	4,0
		12	Cleaning Supplies	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,5
		12	Paper Products	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16,9
			Carpet Cleaning -						
		10,450	Deep (SQ. FT.)	\$ 0.30	\$ 3,135.00	\$ 0.35	\$ 3,657.50	\$	6,7
			Electrostatic	·					
			Disinfection (SQ.						
		10,450	FT.)	\$ 0.30	\$ 3,135.00	\$ 0.35	\$ 3,657.50	\$	6,7
			Total		\$240,405.00		\$246,592.50	\$	486,9
3	MASS TRANSIT	12	Basic Cleaning	\$ 2,362.00	\$ 28,344.00	\$ 2,409.24	\$ 28,910.88	\$	57,2
	Lauderhill Mass Trans.	12	Restrooms	\$ 700.00	\$ 8,400.00	\$ 714.00	\$ 8,568.00	\$	16,9
	1359 NW 40th Avenue	12	Floors	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$	19,3
	Lauderhill, FL. 33310		Porter (1095 per		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•	
	Edddorffin, i Ei ooo io	Hourly	month)	A 00.00	0.044.040.00	0.50	0.040.470.00	•	000.4
		riourly	•	\$ 26.00	\$341,640.00	\$ 26.52	\$348,472.80	\$	690,1
		0.050	Pressure Cleaning	l					
		2,953	(SQ. FT.)	\$ 0.30	\$ 885.90	\$ 0.35	\$ 1,033.55	\$	1,9
		1	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$	2,0
		1	Air Quality	\$ 1,200.00	\$ 1,200.00	\$ 1,224.00	\$ 1,224.00	\$	2,4
		12	Cleaning Supplies	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$	12,1
		12	Paper Products	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,5
			Carpet Cleaning -						
		2,953	Deep (SQ. FT.)	\$ 0.30	\$ 885.90	\$ 0.35	\$ 1,033.55	\$	1,9
		,	Electrostatic		i				,-
			Disinfection (SQ.	1	1	I			
		2,953	FT.)	\$ 0.30	\$ 885,90	\$ 0.35	\$ 1,033.55	\$	1,9
		•	Total		\$406,041.70		\$414,552.33	\$	820,5
	MASS TRANSIT	12	Basic Cleaning	\$ 1,575.00	\$ 18,900.00	\$ 1,606.50	\$ 19,278.00	\$	38,1
4		12	Restrooms	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$	12,1
4	LAUDERHILL MASS TRANS		Floors	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,5
4	LAUDERHILL MASS TRANS.	1/		\$ 550.00	Ψ 1,200.00	₩ 01Z.00	Ψ 1,0-14.00	φ	14,0
4	LAUDERHILL MASS TRANS. 4221 NW 12th Street	12	Proceure Cleaning	I	1	\$ 0.35	\$ 441.00	\$	
4	4221 NW 12th Street		Pressure Cleaning	d 0.00				. 8	8
4		1,260	(SQ. FT.)	\$ 0.30	\$ 378.00				
4	4221 NW 12th Street	1,260 1	(SQ. FT.) Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$	
4	4221 NW 12th Street	1,260 1 1	(SQ. FT.) Windows Air Quality	\$ 1,000.00 \$ 800.00	\$ 1,000.00 \$ 800.00	\$ 1,020.00 \$ 816.00	\$ 1,020.00 \$ 816.00	\$ \$	1,6
4	4221 NW 12th Street	1,260 1 1 1	(SQ. FT.) Windows Air Quality Cleaning Supplies	\$ 1,000.00 \$ 800.00 \$ 400.00	\$ 1,000.00 \$ 800.00 \$ 4,800.00	\$ 1,020.00 \$ 816.00 \$ 408.00	\$ 1,020.00	\$ \$ \$	1,6 9,6
4	4221 NW 12th Street	1,260 1 1	(SQ. FT.) Windows Air Quality	\$ 1,000.00 \$ 800.00	\$ 1,000.00 \$ 800.00	\$ 1,020.00 \$ 816.00	\$ 1,020.00 \$ 816.00	\$ \$	1,6 9,6
4	4221 NW 12th Street	1,260 1 1 1	(SQ. FT.) Windows Air Quality Cleaning Supplies Paper Products	\$ 1,000.00 \$ 800.00 \$ 400.00	\$ 1,000.00 \$ 800.00 \$ 4,800.00	\$ 1,020.00 \$ 816.00 \$ 408.00	\$ 1,020.00 \$ 816.00 \$ 4,896.00	\$ \$ \$	1,6 9,6
4	4221 NW 12th Street	1,260 1 1 1 12 12	(SQ. FT.) Windows Air Quality Cleaning Supplies Paper Products Carpet Cleaning -	\$ 1,000.00 \$ 800.00 \$ 400.00 \$ 500.00	\$ 1,000.00 \$ 800.00 \$ 4,800.00 \$ 6,000.00	\$ 1,020.00 \$ 816.00 \$ 408.00 \$ 510.00	\$ 1,020.00 \$ 816.00 \$ 4,896.00 \$ 6,120.00	\$ \$ \$	1,6 9,6 12,1
4	4221 NW 12th Street	1,260 1 1 1	(SQ. FT.) Windows Air Quality Cleaning Supplies Paper Products Carpet Cleaning - Deep (SQ. FT.)	\$ 1,000.00 \$ 800.00 \$ 400.00	\$ 1,000.00 \$ 800.00 \$ 4,800.00	\$ 1,020.00 \$ 816.00 \$ 408.00	\$ 1,020.00 \$ 816.00 \$ 4,896.00	\$ \$ \$	2,02 1,6 9,69 12,12
4	4221 NW 12th Street	1,260 1 1 1 12 12	(SQ. FT.) Windows Air Quality Cleaning Supplies Paper Products Carpet Cleaning - Deep (SQ. FT.) Electrostatic	\$ 1,000.00 \$ 800.00 \$ 400.00 \$ 500.00	\$ 1,000.00 \$ 800.00 \$ 4,800.00 \$ 6,000.00	\$ 1,020.00 \$ 816.00 \$ 408.00 \$ 510.00	\$ 1,020.00 \$ 816.00 \$ 4,896.00 \$ 6,120.00	\$ \$ \$	1,6 9,6 12,1
4	4221 NW 12th Street	1,260 1 1 12 12 1,260	(SQ. FT.) Windows Air Quality Cleaning Supplies Paper Products Carpet Cleaning - Deep (SQ. FT.) Electrostatic Disinfection (SQ.	\$ 1,000.00 \$ 800.00 \$ 400.00 \$ 500.00 \$ 0.30	\$ 1,000.00 \$ 800.00 \$ 4,800.00 \$ 6,000.00 \$ 378.00	\$ 1,020.00 \$ 816.00 \$ 408.00 \$ 510.00 \$ 0.35	\$ 1,020.00 \$ 816.00 \$ 4,896.00 \$ 6,120.00 \$ 441.00	\$ \$ \$ \$	1,6 9,60 12,12
4	4221 NW 12th Street	1,260 1 1 1 12 12	(SQ. FT.) Windows Air Quality Cleaning Supplies Paper Products Carpet Cleaning - Deep (SQ. FT.) Electrostatic Disinfection (SQ. FT.)	\$ 1,000.00 \$ 800.00 \$ 400.00 \$ 500.00 \$ 0.30	\$ 1,000.00 \$ 800.00 \$ 4,800.00 \$ 6,000.00 \$ 378.00	\$ 1,020.00 \$ 816.00 \$ 408.00 \$ 510.00	\$ 1,020.00 \$ 816.00 \$ 4,896.00 \$ 6,120.00 \$ 441.00	\$ \$ \$	1,6' 9,69 12,12 8'
4	4221 NW 12th Street	1,260 1 1 12 12 1,260	(SQ. FT.) Windows Air Quality Cleaning Supplies Paper Products Carpet Cleaning - Deep (SQ. FT.) Electrostatic Disinfection (SQ.	\$ 1,000.00 \$ 800.00 \$ 400.00 \$ 500.00 \$ 0.30	\$ 1,000.00 \$ 800.00 \$ 4,800.00 \$ 6,000.00 \$ 378.00	\$ 1,020.00 \$ 816.00 \$ 408.00 \$ 510.00 \$ 0.35	\$ 1,020.00 \$ 816.00 \$ 4,896.00 \$ 6,120.00 \$ 441.00	\$ \$ \$ \$	1,6 9,6: 12,1:

						ı		
		Per Hour	Annual	Per Hour	Annual		2 year	rs
Additional Labor:								
Project Supervisor	50 hrs.	\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$		1,9
Site Supervisor	50 hrs.	\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$		1,6
Full Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,7
Part Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,7
Porter Day/Night	50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$		1,9
Emergency Services Labor:								
Project Supervisor	50 hrs.	\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$		1,9
Site Supervisor	50 hrs.	\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$		1,6
Full Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,7
Part Time Service Crew	50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,7
Porter Day/Night	50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$		1,9
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$		2,0
	Total (2)		\$ 9,860.00		\$10,037.00		\$	19,8
Grand Total - Whole Group (Total 1 + Total 2)	,,		\$ 994,790.70		\$1,018,911.83		\$	2,013
	,		\$ 994,790.70		\$1,018,911.83		\$	2,013,
(Total 1 + Total 2)		GE TO BE P.		EMPLOYEES			\$	2,013,
(Total 1 + Total 2) NOTE: IT IS AGREED THAT REGARDLE	T THE MINIMUM WA	R OF HOURS	AID TO ALL IS WORKED,				\$	2,013,
(Total 1 + Total 2) NOTE: IT IS AGREED THAT REGARDLE	T THE MINIMUM WA ESS OF THE NUMBEI CURRENT BROWAR	R OF HOURS	AID TO ALL I S WORKED, LIVING WAGI	Ē	5,		\$	2,013,
(Total 1 + Total 2) NOTE: IT IS AGREED THAT REGARDLE	T THE MINIMUM WA ESS OF THE NUMBEI CURRENT BROWAR YES	R OF HOURS D COUNTY I	AID TO ALL IS WORKED, LIVING WAGI	E. e above state	ement.		\$	2,013,
(Total 1 + Total 2) NOTE: IT IS AGREED THAT REGARDLE	T THE MINIMUM WA ESS OF THE NUMBEI CURRENT BROWAR	R OF HOURS D COUNTY I	AID TO ALL IS WORKED, LIVING WAGI	Ē	ement.		\$	2,013,
(Total 1 + Total 2) NOTE: IT IS AGREED THAT REGARDLE	T THE MINIMUM WA ESS OF THE NUMBEI CURRENT BROWAR YES NO	R OF HOURS D COUNTY I	AID TO ALL IS WORKED, LIVING WAGI	E. e above state	ement.		\$	2,013,
(Total 1 + Total 2) NOTE: IT IS AGREED THA REGARDLE WILL BE THE NAME OF COMPANY:	T THE MINIMUM WA ESS OF THE NUMBEI CURRENT BROWAR YES NO	R OF HOURS D COUNTY I	AID TO ALL IS WORKED, LIVING WAGI	E. e above state	ement.		\$	2,013,
(Total 1 + Total 2) NOTE: IT IS AGREED THA REGARDLE WILL BE THE	T THE MINIMUM WA ESS OF THE NUMBEI CURRENT BROWAR YES NO	R OF HOURS D COUNTY I	AID TO ALL IS WORKED, LIVING WAGI	E. e above state	ement.		\$	2,013,
(Total 1 + Total 2) NOTE: IT IS AGREED THA REGARDLE WILL BE THE NAME OF COMPANY:	T THE MINIMUM WA ESS OF THE NUMBEI CURRENT BROWAR YES NO	R OF HOURS D COUNTY I	AID TO ALL IS WORKED, LIVING WAGI	E. e above state	ement.		\$	2,013,
NOTE: IT IS AGREED THA REGARDLE WILL BE THE NAME OF COMPANY: AUTHORIZED PERSON NAME: Courtney Ste AUTHORIZED SIGNATURE: Courtney Ste	T THE MINIMUM WA ESS OF THE NUMBEI CURRENT BROWAR YES NO	R OF HOURS D COUNTY I	AID TO ALL IS WORKED, IVING WAGI	E. above state the above st	ement.		\$	2,013,
NOTE: IT IS AGREED THA REGARDLE WILL BE THE NAME OF COMPANY: Commet Cheaning Synt AUTHORIZED PERSON NAME: Courtney Ste	T THE MINIMUM WA ESS OF THE NUMBEI CURRENT BROWAR YES NO toms Inc	R OF HOURS D COUNTY I X	AID TO ALL IS WORKED, IVING WAGI Agree to the Disagree to	the above state the above st	ement. tatement.	osal.	\$	2,013,

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 101i 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; trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 -- 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- . Maintain a safe and sound environment for my clients
- · Recruit, train, retain employees
- Sprict 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/sanitorial 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
- . Page damage and mildew control

EDUCATION

DECEMBER 2005

ATI, AUTO MECHAINIC

WORK ON GAR 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



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

40ver, 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

Photoshop Illustrator Premiere Pro

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 IPF\$6300S, GBC Eagle 65)
- Worked with bindery equipment such as comb, spiral, and tape machines
 Managed a team of 5 associates

- Manageo a team of 5 associates

COLLIN

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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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

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.

DP 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 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

REP No. BLD2121632P1, Janitorial Services -County Facilities Reference for: Organization/Firm Name providing reference: MINUTE MAN PLESS Contact Name: MARIA MEDINA Reference date Contact Email: Ffor MINUTEMANTESS. Com Contact Phone Name of Referenced Project Contract No. Date Services Provided Project to Vendor's role in Project: Prime Vendor: Subconsultant/Subcontractor	6273
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Name of Referenced Project Contract No. Date Services Provided Project to	954-695-
to	
Vendor's role in Project Prime Vendor Disuborne Heat/Subonstractor	Amount:
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Please rate your experience with the Needs Satisfactory Excellent Improvement	Not Applicable
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b. Accuracy	
c. Deliverables	
2. Vendor's Organization: a. Staff expertise:	
b. Professionalism	
c. Turnover	1.1
3. Timeliness of:	
b. Deliverables	
4 Project completed within budget	
5. Cooperation with:	5005
a. Your Firm b. Subcontractor(s)/Subconsultant(s)	H
	H
c. Regulatory Agency(ies)	

b. Local Management

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c. Covenant Living of Florida

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d. Nova Southeastern University

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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

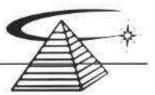
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 5
- · Generator qty 3
- Pressure Washer qty 4
- Wood Sanding Machine qty 1
- Vac Pack qty 15
- · Wet Dry Vacuum aty 11
- Mop aty 30
- · Dust Pan aty 50
- · Wheel Cart aty 30
- Floor Sign aty 60
- Vacuum Cleaner Commercial aty 60
- Floor Machine aty 8
- Wheel Barrel qty 17
- Tile Grout Machine qty 2
- · Blower qty 5
- Bucket gty 40
- Feather Duster qty 70
- High Speed Machines qty 4

COMET CLEANING SYSTEMS INC.



Comet Cleaning Systems Inc. email: cometcleaningsystems@gmail.com

phone: 954-793-2442

3.5 Company Training



Employee Safety Manual Comet Cleaning Systems, Inc.

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

Provided by: The Insurance Exchange

Legal Disablement to waste of this form employed the fibre of the process of the control of the

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, impleyees will be safeguerded through training, prevision of appropriate work surroundings, and procedures that feater protection of health and safety. All work excellented by Camet Cleaning Systems, Inc. Systems are projects will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employed will be deemed more important than

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

We value our employees not only as employees but also as human beings entired 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 Nacords encountered on the job. All appelents/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 faderal, state, Jacob, and company policies and procedures. Policie to comply with these policies may result in disciplinary actions.

Acapesting this. Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognised or known potential baserds. Additionally, Comet Cleaning Systems, Inc. substrikes to these enhanceds:

- 1. All accidents are preventable through implementation of offective Safety and Health Control policies and programs.
- 2. Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimises flumon suffering, promotes better working conditions for
 everyone, holds Comet Cleaning Systems. Inc. in higher regard with customers, and increases productively. This is
 why Comet Cleaning Systems. Inc. will comply with all acfety and hoelth regulations which apply to the course and
 accept of operations.
- Management is responsible for providing the sofest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to effecting and providing all of the resources needed to promote and effectively implement this settly policy.
- Employees are responsible for following safe work procises and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are conceived.
- Menagement and supervisors of Comet Cleaning Systems, Inc. will set an examplery example with good officudes
 and strong commitment to sefety and health in the merkelese. Toward this and, Management must menter
 company sefety and health performance, working anythormant and conditions to ensure that program objectives
 are achieved.
- 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 existences 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, Tagether, we can prevent accelerts and injures. Tagether, we can keep each other safe and healthy in the work that provides our livelihood.

Page 2

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 ampleyment, 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 form the approved safe practices and procedures that apply to their work. Before beginning special work or now assignments, an employee should review applicable and appropriate safety If an employee has any questions about how a task should be done safely, he or she is under instruction WOT 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 attaction with his or her supervisor, on employee still his questions or concerns, he or she is required to contact the Safety Coordinator. NO EMPLOYEE IS EVER REQUIRED to perform work that its or she believes a unsafe, or that he or she think a likely to cause injury or a health risk to Plannatives or others. Page 4

Employee Safety Rules

- Conduct: Heracology procincil jokes, stell are forbidden. Employees are required to work in an injury-free
 mininer displaying accepted levels of believer. Conduct that places the employee or others at risk, or which
 threetens or infimidates others, is forbidden.
- Drugs and Alcohol: Use and/or passession of illegal drugs or elected on company property or on company time are ferbidden. Reporting for work while under the influence of illegal drugs or elected is forbidden.
- Housekeeping: The following cross must remain clear of obstructions:
 Arsles/exits
- Pire extinguishers and emergency equipment
 All electrical breakers, controls, and switches
 Eye weak/sofety showers

You are responsible to keep your work area deen and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any dries/spills immediately, and putting equipment and tools away as you are finished with them.

- 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 banefits. After each medical appointment resulting from a work-related injury, you must contest 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 dector's care while she/he remains
- productive. Employees are required to return to work immediately upon release. 5. Personal Protective Equipment (PPE): Inspect PFE prior to each use. Do not use damaged PFE. You are
 - Sofety Glasses must be more at all times in designated gross 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 long, welding fielmet, gloves, and sleeves are required for welders at all times.
 - e). Reservators only employees trained and authorized to use reservators are allowed to do so.
 - Hidering Protection is required in creas where noise exposure is more than 900EA (650EA if you already have experienced a ficering less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

required to maintain and keep PPE clean.

- Porklifts.
- Machine and power tools, Paint sprayers,

- Welders, and
 Cranes/holsts

When operating meetings do not wear loose dething, long heir should be tied up and back, remove jewelry, and sleeves should other be relied 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 Nover tempor with, remove, or descrive to machine guards or controls designed to chause sefe operations. Never reach into an operating mediane or moving mediane part. . Inspect all ladders prior to each use: Ladders must be placed on secure feeting; . Only one person is allowed on a ledder at a time: Never stand on the top two steps of a stepledder; 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. S. Crones/Hoists/Lifting Devices: e) Inspect off crones, heists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged b). Never walk under a load auspended from a houst or evene. c). Keep all personnel elear of the 'fall same' of the grane/heist. d) Know the weight of motorial Being lifted. Never everload a cross/hoist. Lockout/Tegout - prior to working on any machinery when guerds are removed, every energy source (electrical, hydraule, chemical, mechanical, ste.) must be descriveted, stered energy dissipated, and the control locked in the eff (safe) position. Never remove or Camper with a lockout performed by another employee or contractor. A lockout could conset of a lock applied to a central such as a switch, breaker, or volve. A tag containing words such as "DANGER + DC NOT CREATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it moons, "Koop your hands off All eliemical containers must be labeled to identify contents and flacerds. Most labels use numbers to rank
the hexard level in three important areas; *FIRE (red background color) - will the material burn? -HEALTH (blue bookground) - is the material dangerous to my body? REACTIVITY (yellow background) - is the material dangerously unstable? After each hexard (Fire, Health, Repotivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hexard: -O Minimal -1 Shight ·2 Mederate 13 Scripus ·4 Severe b) A Safety Data Sheet (505) must be secured for all chemicals purchased or brought on site. You have a right to occess 505s - ask your supervisor e) Follow all label and 505 instructions - including amount instructions. Page 6

Return to Work Program

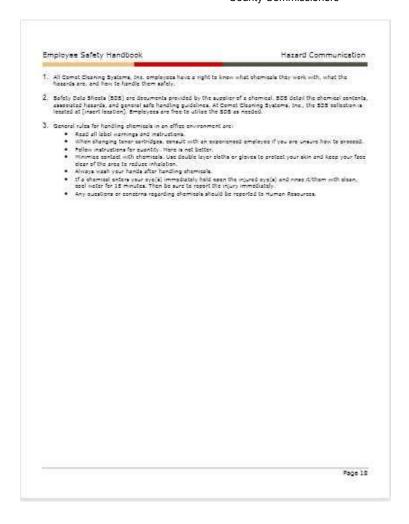
It is our goal to prevent werk-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a werk-related condition. We believe that such absences cost both Comet Cleaning Systems, inc. and its employees. We want our injured employees to get the best possible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

Comet Cleaning Systems, Inc. has a workers' compensation gragner available for employees who have suffered workrelated injuries. The program's administrator will determine, based upon their guidelines, whether you are aliquide for wage lass or motival expanses under that program.

Comet Cleaning Systems, The wants to provide meaningful work activity for all employees who become unable to perform all, or pertians, of their regular work assignment. Thus, we have implemented a Return it work program which includes transitional or light duty, work. The Return to Works program is temperary, not to exceed mortiful Returns to the second of the

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-socident drug screen is not performed the same day as the injury, the employee will only be peld 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 socking treatment and obtain a Return to Work Evoluation form, Reportless of the choice of physicians, the Return to Work form must be completed for each precitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs
 overy 30 days, while you are temporarily unable to work in your regular job capacity. Transitional is light duty
 work beyond sixty (60) days, up to a meanimum of six (6) months, will be eyelusted on a case-by-case Bests.
- If you are unable to return to your regular job, but are copable 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 disquelification for contain employee benefits and, in some cases, be a
 basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us
 informed on a viscoly basis of their status, failure to do so will result in a radiation in banefits evaluable and
 discipline, us 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 ("MCA) 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 eximplete both the
 Return to Work Evaluation form and Return to Work Resulat.) 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 jet position may be filled after a reasonable time. When able
 to do so, you will be outsided 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 easible of returning to full duty. Permanent restrictions will be evaluated on a cear-by-deer basis and relate to the performance of essential job functions. No sermanent light duty positions will be excepted.
- Cooperate with our Olind-party administrator, and provide accurate and complete information as seen as possible so
 that you recover all benefits to which you are entitled. If you have problems or concerns, please contact your Job
 Site Foremen and the human Assources Cooperation().



Office Safety & Security

Office Safety:

- 1. Never leave file drawers open, or open multiple file drawers at once.
- 3. Do not store frequently used objects above shoulder height or below knee height.
- 4. Never reach into office mechines without turning them off and unplugging them if possible.
- 5. Keep your work area fros of trig hazards such as storage in walkyays, cords across dislos, and damaged floor
- Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool
 to provide stability.
- 1. Never use defective or broken equipment. Report these problems to your supervisor.

- Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your car.
- Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor.
- 3. When parking, remove all valuables from sight and look car doors.
- 4. Do not enter an elevator can if you are concerned about other riders; instead, wait for the next cor.
- Reep all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building.
- Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (funch, meetings, etc.).
- If you are working alone and are in the office before or after regular business flours, on weekends, or holidays, observe these additional guidelines.
 So sure doors door and look after you.

 - Turn on lights as you make through the building.
 Always be exerc of the classet telephone (do not heatest to cell 911 if you feel threatened).
 Be suite that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you keeps the office, be sure to turn off all courpment, lights, etc.; after use.
- Wespens, including firearms, knives with blodes lenger than two inches, bow/errow, pepper agray (mace, tear gas), and clubs, are not allowed on Cemet Cleaning Systems, Inc. property.

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate herasament of our jebt applicants, employees, clients, guests, vendors, customers, or persons deing Dusiness with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's race, color, sex, religion, notional origin, age, potsonable Sedus, vectors actus, or handlesg is a violation of this policy and will be treated as a disaplinary matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual fevers and other verbal, graphic, or physical conduct of a sexual network.

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.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
- noture when:

 Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's

- employment;

 Submission to enrelection of such conduct by an individual (a used as a factor in decisions affecting that individual's employment; or

 Such conduct has the purpose or affect of substantially interfering with an individual's work performance or process an individuality, health, or affective warring antiformance.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degreeing verbal comments about another individual or his/fier appearance;
- The display of sequelly suggestive pictures or objects in any workplace location including transmission or display up computer.
- Any accually effensive or abusive physical conduct;
- The taking of or the refusel to take any personnel action besett on an employee's submission to or referrel of sexual overtures; and

assues overwhee, and

Displaying defeors on felling jokes that relate to an individual's age, rose, gender, color, religion, national origin, disability, or sexual ententation.

Hereasment of our employees in connection with their work by non-remployees may also be a violation of this policy. Any employee who becomes aware of any flareasment of an employee by a non-remployee alloudy report such flareasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any con-remployee.

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

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

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

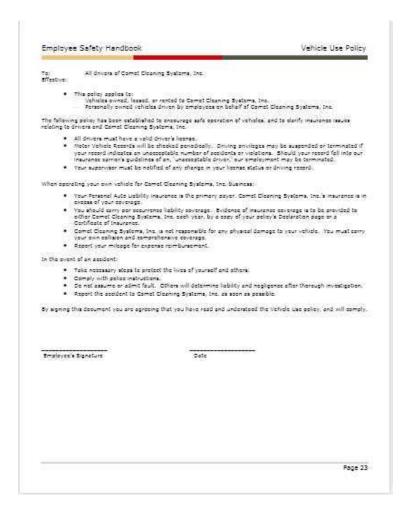
Retailation of any kind against an employed who reports a suspected insident of sexual horesament is prohibited. An employed who violates this policy or retailates against an employed in any may will be subject to disciplinary action up to and including termination.

Considerations Following a Serious Industrial Accident

Any work-related acadent resulting in scrious injury or the death of an employee presents significant emotionel challenges for management. Fellowing are same guidelines, which may reduce the effects on fellow smalleyees and minimize the imposet from regulators, such as 0.54A.

- Se prepared to talk to jesel police officials, district attency investigators, coroners, and OSHA compliance
 officers. So exister that police and district attencys as needled criminal investigations. Se trackful but do not
 appealed to reffer unabloted opinions. Information, or Thomas, Also be prepared for cardicate from local news
 modile. Consult with legal advisors of in doubt. (Operate under the casalmation that OSHA will investigate. Take
 stops to be sure that your chiefer feeling via as prepared for a possible.)
- Fefalities and incidents resulting in three or more employees receiving inpotent hespitalization must be reported within 8 hours to the closest OSHA area office. If ofter hours, the incident can be reported to OSHA et: 1-800-321-6742
- House regressriative of your company contect the employed's next of kin to inform her/him of the
 oreumstences, if pessible, this contect should be made in param. Offer to provide transportation and/or other
 support. (For example, providing an Comot Cloning Systems, the representative at the heaptol will convey
 the company is concern).
- 4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone
- Rander sofe any Kecards protect by the accident scene. (i.e. material that may fell, leaking chemicals, etc.).
 Rapp off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
- Conduct on initial investigation. If equipment and/or duties directly involved in the accident are duplicated classifiers in the company, take immediate steps to assure that there will be no refocurrence of the decident.
- Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as sone) numbers, license along numbers, etc.
- 5. Follow Comet Cleaning Systems, Inc.'s procedure for bleodbarne pethogens in cleaning any bedity fluid spills.
- 9. Consider meeting with employees in small groups to discuss, in general terms:
- This serious accident that occurred.
 This of the necessary stops were taken to sere for the person involved.
 This of the necessary stops were taken to sere for the person involved.
 This of omatopica will be kept informed.
 The availability of the Employee Assistance Program (EAP) (if applicable).
 Provide oncouragement and request that employees work safety.
- Request your supervisors be alert for ampleyees who may not be paying full attention to their jobs and thereby joogending their own safety. During these discussions, do not discuss fault, discipline, cointens, etc.
 If your company has a physician on contract, have him/her follow the case.

Er	nployee Safety Handbook	Sloodborne Pathogens
į.	Sleed and other bodily fluids can carry pathagons, which or HZV, which loads to AIDS and hapatitis.	e capable of couring discrees in others. This includes
2.	Secouse we cannot fell by looking at a person if they are in precoutions following on illness or injury when bodily fluids	footod with a pathogonic diacosc, we must take one released.
3.	In the event of a person lesing bodily fluids, stay away from stay close to the divinjured person to support him/her, just	n the eres and wern others to also do so. You can still be sure to stay out of contact any beging fluids.
4.	In the event that you find spilled bodily fluids; a syringe, or attampt closh up by yourself. Call Human Resources (mine)	other medically contaminated materials, do not listely for instructions.
-		Page 2





- 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

Covered Employer Comet Cleaning Sys		
Address 1773 N State RD 7 STE 101	I, Lauderhill, FL 33313	
Local Contact: Courtney Stephens	E-Mail Address cometcleanin	gsystems@gmail.com
Address 1773 N State RD 7 STE 101	1 I, Lauderhill, FL 33313	
Contract		
Amount Jsing Agency		
Served Solicitation		
No and Title:		
By signing below liberaby certify that the cover	ared employees listed below (please check one)	
Receive a minimum pay of \$	per hour and are provided health benefits value	ed at \$ per hour
8. Acceive a minimum pay of \$ 1	1 6 per hour and are not provided health benefits	
M receive a minutary belong 1	1.05	
Provide names of hourly employees and their	job classifications providing covered services for the abo	ive referenced contract.
Mitchell ShipHot Quili Courtney Stephens	Additions sheets in the format above, if needed) of Comet Cleaning Systems INC	hereby
attest that(Print Name)	(Company)	nereuy
(1) I have the authority to sign this notarized	d compliance affidavit. (2) the following information is tru	e. complete and correct and (3)
the Vendor certifes that it shall a) Pay all emptyees working on this contri- with wage rates and provisions of the Li- b) Provide the applicable living-wage states required by the Living Wage Ordinance of LEAPPLICABLE II the alth come hape fits	mentregarding wage raises with the employee's first pays, as amended, was as a more of the sails care benefit as are provided under "A" above, the health care benefit (12)(b)(4), Florida Statuke, as amended As a principal lood Florida Statuke has been referended and the covered agrended.	nce, as amended, in accordance sheek or direct deposit receipt as
the Vendor certifies that it shall: a) Pay all employees working on this control with wage rates and provisions of the Li- provide the applicable kingwaye state or applicable with the provided of the p	raciproject, who are covered by the Living Wage Ordinary wing Wage Ordinaroce. ment regarded side rakes with the employee's first payor sometimes and side rakes with the employee's first payor sometimes and side rakes and side rakes are sometimes and side rakes are sometimes and side rakes are sometimes and side rakes are mended as a process sometimes and side rakes are sometimes and the covered a part or side rakes are sometimes and the covered a spread of the side rakes are sometimes and the covered a spread of the side rakes are sometimes and the covered a spread of the side rakes are sometimes and the sometimes are sometimes and side rakes are sometimes are sometimes are sometimes are sometimes and side rakes are sometimes are sometimes and side rakes are sometimes and side rakes are sometimes are sometimes are sometimes and side rakes are sometimes are sometimes and side rakes are sometimes are sometimes and side rakes are sometimes are sometimes and si	nce, as amended, in accordance theck or direct deposit receipt as sets the standard health benefit of ordinary the standard health benefit of ordinary of the covered employer, employer's health plan meets all

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURL	Y RATE (UNBURDENED)
Project Manager or Equivalent	Hour	5	19.00
Assistant Project Manager or Equivalent	Hour	s	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
roject Manager or Equivalent ssistant Project Manager or Equivalent uality Control Manager or Equivalent hift Supervisor or Equivalent	Hour	5	13.61
	Hour	s	
	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	\$
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES - FACILITIES MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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

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

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	\$ <u>15.25</u>
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$
	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

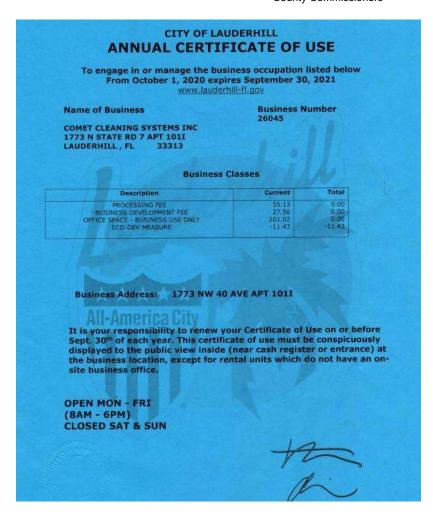
DBA: COMET CLEANING SYSTEMS INC **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

Owner Name: COURTNEY STEPHENS
Business Location: 1773 N STATE RD 7 STE 101 I State/County/Cert/Reg:
LAUDERHILL

Business Phone: 954-793-2442

-		For	Vending Business Only	у		
	Number of Machin	es:		Vending Type	12	
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Callection Cast	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33,00



_			CATE OF LIA					05	(13/2021	
CERTIFICATE DOES NOT AFFIRMAT BELOW, THIS CERTIFICATE OF INSI	JRANG	OR I	NEGATIVELY AMEND, EXT DES NOT CONSTITUTE A	TEND OR	ALTER T	HE COVERA	GE AFFORDED BY TH	E POLI	CIES	
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COMETICALEMINING SYSTEMS, INC THIS IS TO CERTIFY THAT THE POLICIES OF INSUPANCE LISTED BELOW HAVE BEEN INSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITH ISTANDING ANY PERIOD. SINCE SHOWN MAY HAVE BEEN INSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITH ISTANDING ANY PERIOD. SINCE SHOWN MAY HAVE BEEN INSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITH ISTANDING ANY PERIOD. BESTANDER OF SHOWN MAY HAVE BEEN INSUED. TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITH ISTANDING ANY PERIOD. BESTANDING ANY PERIO										
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RTIFICATE HOLDER			(2)	CANCEL	LATION					
Broward County			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFOR THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.							
				ACCOR	DANCE W	TH THE POLIC	Y PROVISIONS.		***	
115 South Andres Avenue				ACCOR	DANCE W	TH THE POLIC			**	
115 South Andres Avenue				ACCOR	DANCE W	TH THE POLIC				

Phone: 954-793-2442

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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.: BLE	2121632P1			
Project Title: Janitor	al Services - County Facilities			
Bidder/Offeror Name:	Comet Cleaning Systems INC			
Address: 1773 State F	td 7 STE 101 I	_ City:	Lauderhill	State: FL Zip; 33313

Authorized Representative: Courtney Stephens CBE Firm/Supplier Name: Action Group MGMT, LLC
Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023 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
- 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.
- 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	NAICS1	CBE Contract Amount ²	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

Authorized Representative: Freddy Castillo

Signature: Date: 5/4/2021 __ Title: President Bidder/Offsero Buthorized Reprobaptative
Signature: Lexing The Title: President Date: 05/04/2021

in the event the bidden/offeror does not receive award of the prime contract, any and all representations in this Lutter of intent and Allimentian shall be not and voict.

Rev.: June 2018 Compliance Form No. 004

¹ Visit <u>Census.gov</u> and select <u>NAICS</u> to search and identify the correct codes. Match type of work with NAICS code as

closely as possible.

² To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.





	rial Services - Price Shee	<u> 9</u> -			ar 1	Yea	•	
					ai i		11 2	
EM NO.	FACILITY LOCATION	<u>Annual</u> Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two Yea Total
1	MEDICAL EXAMINER	12	Basic Cleaning	\$ 2,000.00	\$ 24,000.00	\$ 2,040.00	\$ 24,480.00	\$ 48,48
	5301 S.W. 31ST AVE.	12	Restrooms	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,12
	FORT LAUDERDALE, FL 33312	12	Floors	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,54
			Pressure Cleaning					
		17,000	(SQ. FT.)	\$ 0.30	\$ 5,100.00	\$ 0.35	\$ 5,950.00	\$ 11,05
		1	Windows	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$ 4,04
		1	Air Quality	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,02
		12	Cleaning Supplies	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,69
		12	Paper Products	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,12
			Carpet Cleaning -					
		17,000	Deep (SQ. FT.)	\$ 0.30	\$ 5,100.00	\$ 0.35	\$ 5,950.00	\$ 11,05
			Electrostatic					
		47.000	Disinfection (SQ.					
		17,000	FT.)	\$ 0.30	\$ 5,100.00 \$ 66,300.00	\$ 0.35	\$ 5,950.00 \$ 69,870.00	\$ 11,05 \$ 136,17
			Total		\$ 66,300.00		\$ 69,670.00	\$ 130,170
<u>2</u>	HIGHWAY & BRIDGES	12	Basic Cleaning	\$ 1,200.00	\$ 14,400.00	\$ 1,224.00	\$ 14,688.00	\$ 29,08
_	BUILDING A - ADMINISTRATION	12	Restrooms	\$ 200,00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,84
	1600 BLOUNT ROAD	12	Floors	\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$ 7,27
			Pressure Cleaning					
	POMPANO BEACH, FL 33069	3,500	(SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,27
		1	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,02
		1	Air Quality	\$ 600.00	\$ 600.00	\$ 612.00	\$ 612.00	\$ 1,21
		12	Cleaning Supplies	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,12
		12	Paper Products	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,54
			Carpet Cleaning -					
		3,500	Deep (SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,27
			Electrostatic					
		2 500	Disinfection (SQ. FT.)	\$ 0.30	£ 4.0E0.00	\$ 0.35	£ 4 225 00	\$ 2,27
		3,500	Total		\$ 1,050.00 \$ 38,350.00	\$ 0.35	\$ 1,225.00 \$ 39,579.00	\$ 2,27 \$ 77,92
			Total		\$ 00,000.00		+ 00,070100	V 77,02
<u>3</u>	HIGHWAY & BRIDGES	12	Basic Cleaning	\$ 1,200.00	\$ 14,400.00	\$ 1,224.00	\$ 14,688.00	\$ 29,08
	BUILDING B - ASSEMBLY BLDG.	12	Restrooms	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,84
	1600 BLOUNT ROAD	12	Floors	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$ 9,69
			Pressure Cleaning					
	POMPANO BEACH, FL 33069	3,500	(SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,27
		1	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$ 2,02
		1	Air Quality	\$ 600.00	\$ 600.00	\$ 612.00	\$ 612.00	\$ 1,21
		12	Cleaning Supplies	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,12
		12	Paper Products Carpet Cleaning -	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$ 14,54
		3,500	Deep (SQ. FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,27
		3,300	Electrostatic	\$ 0.50	\$ 1,030.00	φ 0.55	\$ 1,223.00	Ψ 2,27.
			Disinfection (SQ.					
		3,500	FT.)	\$ 0.30	\$ 1,050.00	\$ 0.35	\$ 1,225.00	\$ 2,27
		-,	Total		\$ 39,550.00	,	\$ 40,803.00	\$ 80,35
<u>4</u>	HIGHWAY & BRIDGES	12	Basic Cleaning	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$ 12,12
	BUILDING C - GUARDHOUSE	12	Restrooms	\$ 50.00	\$ 600.00	\$ 51.00	\$ 612.00	\$ 1,21
	1600 BLOUNT ROAD	12	Floors	\$ 60.00	\$ 720.00	\$ 62.00	\$ 744.00	\$ 1,46
	DOMBANO DE ACULEU COCCO	100	Pressure Cleaning					
	POMPANO BEACH, FL 33069	100	(SQ. FT.)	\$ 0.30	\$ 30.00	\$ 0.35	\$ 35.00	\$ 6
		1	Windows	\$ 200.00	\$ 200.00	\$ 204.00	\$ 204.00	\$ 40
		1	Air Quality	\$ 300.00	\$ 300.00 \$ 1,800.00	\$ 306.00	\$ 306.00 \$ 1,836.00	\$ 60
		12 12	Cleaning Supplies	\$ 150.00		\$ 153.00		\$ 3,63
		12	Paper Products	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$ 4,84
			Carpet Cleaning -			,		
		100	Deep (SQ. FT.)	\$ 0.30	\$ 30.00	\$ 0.35	\$ 35.00	\$ 6
			Electrostatic				l	
		100	Disinfection (SQ. FT.)	£ 0.00	e 20.00	ا پریرا	6 3500	e 0
		100		\$ 0.30	\$ 30.00	\$ 0.35	\$ 35.00	\$ 6
			Total		\$ 12,110.00		\$ 12,375.00	\$ 24,48

0	HIGHWAY & BRIDGES	12	Basic Cleaning	\$ '	1,100.00	\$ 13,200.00	\$	1,122.00	\$ 13	3,464.00	\$	26
	BUILDING D - OFFICE TRAILER	12	Restrooms	\$	70.00	\$ 840.00	\$		\$	856.80	\$	
	1600 BLOUNT ROAD	12	Floors	\$	80.00	\$ 960.00	\$		\$	979.20	\$	1
	POMPANO BEACH, FL 33069	966	Pressure Cleaning (SQ. FT.)	\$	0.30	\$ 289.80	;	0.35	\$	338.10	9	\$
	POWPANO BLACH, PL 33009	1	Windows	\$	200.00	\$ 200.00	\$	204.00	\$	204.00		
		1	Air Quality	\$	600.00	\$ 600.00	\$	612.00	\$	612.00	\$	
		12	Cleaning Supplies	\$	150.00	\$ 1,800.00	\$	153.00		,836.00	\$	
		12	Paper Products Carpet Cleaning -	\$	200.00	\$ 2,400.00	\$	204.00	\$ 2	2,448.00	\$	4
		966	Deep (SQ. FT.)	\$	0.30	\$ 289.80		0.35	\$	338.10	9	5
			Electrostatic									
		966	Disinfection (SQ FT.)	\$	0.30	\$ 289.80	;	0.35	S	338.10	9	5
		000	Total		0.00	\$ 20,869.40	·	0.00		,414.30	\$	42
	Т	otal (1) - S	ummary, all sites			\$ 177,179.40			\$ 184	1,041.30	\$	361
				Per	r Hour	Annual	Pe	r Hour	An	nual	2	2 yea
	Additional Labor:											
	Project Supervisor		50 hrs.	\$	19.26	\$ 963.00	\$	19.65		982.50	\$	1,9
	Site Supervisor		50 hrs.	\$	16.24	\$ 812.00	\$	16.56		828.00	\$	1,0
	Full Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	<u> </u>	869.50	\$	1,
	Part Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	<u> </u>	869.50	\$	1,
	Porter Day/Night		50 hrs.	\$	19.00	\$ 950.00	\$	19.38	\$	969.00	\$	1,9
	Emergency Services Labor:						1					
	Project Supervisor		50 hrs.	\$	19.26	\$ 963.00	\$	19.65		982.50	\$	1,9
	Site Supervisor		50 hrs.	\$	16.24	\$ 812.00	\$	16.56		828.00	\$	1,0
	Full Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39		869.50	\$	1,
	Part Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	_	869.50	\$	1,
	Porter Day/Night		50 hrs.	\$	19.00	\$ 950.00	\$	19.38		969.00	\$	1,9
	"Pass thru" (Services/Materials)					\$ 1,000.00			\$ 1,	000.00	\$	2,0
			Total (2)			\$ 9,860.00			\$10,	037.00	\$	19,
	Grand Total - Whole Group					\$187,039.40			\$104	,078.30	¢ :	381,
	(Total 1 + Total 2)					ψ107,009.40			ΨΙση	,070.30	Ψ.	101,
_	(10tal 1 + 10tal 2)											
	NOTE: IT IS AGREE	D THAT T	HE MINIMUM WAG	E TO	BE PA	ID TO ALL E	MPL	OYEES	,			
			OF THE NUMBER			•						
	WILL B	E THE CUI	RRENT BROWARD		JNTY L		-					
			YES	_		Agree to the						
			NO			Disagree to	the a	above s	tatem	ent.		
N	AME OF COMPANY:	et Cleaning Systems In	c				-					
	AUTHORIZED PERSON NAME: co											
	AUTHORIZED SIGNATURE: _ca	urtney Stephe	ns									
	By signing this proposal shee	t, your fir	m is agreeing to th	ne ter	ms and	l conditions	of th	e invitat	tion fo	or prop	osal.	
	All buildings listed in the	group m	ust be priced for t	his pr	oposal	I sheet to be	dete	rmined	respo	onsive.		
	AUTHORIZED PERSON TITLE:	President						DATE:	5/2	6/2021		

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 101i 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
- Solicis new accounts utilizing local business journals, google+ county bids, social media, trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 -- 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- · Recruit, train, retain employees
- Sprict 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/sanitorial 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
- . Page damage and mildew control

EDUCATION

DECEMBER 2005

ATI, AUTO MECHAINIC

WORK ON GAR 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



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 oware of competition status

40ver, 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 (PF\$6300S, 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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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

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.

DP 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 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

	Venc	for Reference \	erification Fo	em	
Broward County Solicits	ation No. and Title:				
RFP No. BLD2121632P	1, Janitorial Services -	County Facilities	e e		
Reference for:					
Organization/Firm Name	e providing reference.	28			
Contact Name:	nia Madia	:4	Refe	erence date:	-
Contact Email:	OR Mulitar	nasspress.	Cam Cor	ntact Phone:	84-695-5
Name of Referenced Pr	oject	myrcis.	1.6	- virone vir	-1 910-
Contract No	Date Services	e voolities.		Project An	nount
· particular constitution of the constitution		to			
Vendor's role in Project.	Prime Vendor	Subconsultant/S	Subcontractor		
Would you use this vendo	or again? Yes	□No			
Description of services	provided by Vendor:				
Please rate your exper	ience with the	Needs	Satisfactory	Excellent	Not
referenced Vendor:	NAME OF TAXABLE PARTY.	Improvement	X000000000000	Se Medimental II	Applicable
 Vendor's Quality or a. Responsive 	f Service				
b Accuracy					
c Deliverables					
 Deliverables Vendor's Organiza 					
c. Deliverables 2. Vendor's Organiza a. Staff expertis b. Professionalis	e	8	8		8
c. Deliverables 2. Vendor's Organiza a. Staff expertis	e				
c. Deliverables 2. Vendor's Organiza a. Staff expertis b. Professionali c. Turnover 3. Timeliness of	e				
c. Deliverables 2. Vendor's Organiza a. Staff expertis b. Professionals c. Turnover	e				
c. Deliverables 2. Vendor's Organiza a. Staff expertis b. Professionali c. Turnover 3. Timeliness of a. Project b. Deliverables	e sm				
c. Deliverables 2. Vendor's Organiza a. Staff experts b. Professionals c. Turnover 3. Timeliness of a. Project b. Deliverables 4. Project completed	e sm				
c. Deliverables 2. Vendor's Organiza a. Staff expertis b. Professionali c. Turnover 3. Timeliness of a. Project b. Deliverables	e sm				
c. Deliverables 2. Vendor's Organiza a. Staff expertis b. Professionalis c. Turnover 3. Timeliness of a. Project b. Deliverables 4. Project completed v. 5. Cooperation with: a. Your Firm b. Subcontractor	e sm within budget r(s)/Subconsultant(s)				
c. Deliverables 2. Vendor's Organiza a. Staff expertis b. Professionalis c. Turnover 3. Timeliness of a. Project b. Deliverables 4. Project completed of 5. Cooperation with: a. Your Firm	e sm within budget r(s)/Subconsultant(s)				
c. Deliverables 2. Vendor's Organiza a. Staff expertis b. Professionalis c. Turnover 3. Timeliness of a. Project b. Deliverables 4. Project completed of 5. Cooperation with: a. Your Firm b. Subcontractor c. Regulatory Ag	e sm within budget r(s)/Subconsultant(s) gency(ies)				
c. Deliverables 2. Vendor's Organiza a. Staff expertis b. Professionalis c. Turnover 3. Timeliness of a. Project b. Deliverables 4. Project completed v. 5. Cooperation with: a. Your Firm b. Subcontractor	e sm within budget r(s)/Subconsultant(s) gency(ies)				

b. Local Management

	ference for: ganization/Firm Name gro					
Un		Talle or condition to				
		violing reservance.	48 - 12 (1) 2080	- 1		
	LOCAL	11/AN	ACTEM	ent		
Co	ntact Name: RNU ()	ad Ch	Adha	Refe	erence date:	
Cor	ntact Email Chadhoo	placalmana	gement. u	S Cor	stact Phone	30-R53-
Nar	me of Referenced Project	*	0			
Cor	ntract No.	Date Services	Provided:		Project Ar	nount:
			to			
Ven	dor's rale in Project:	rime Vendor	Subconsultant/S	Subcontractor		
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c. Covenant Living of Florida

d. Nova Southeastern University

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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

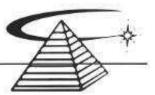
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 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 aty 50
- · Wheel Cart aty 30
- Floor Sign aty 60
- Vacuum Cleaner Commercial qty 60
- Floor Machine aty 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.



Comet Cleaning Systems Inc. email: cometcleaningsystems@gmail.com

phone: 954-793-2442

3.5 Company Training



Employee Safety Manual Comet Cleaning Systems, Inc.

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

Provided by: The Insurance Exchange

Logal Statistmen to water of this form employed benilbook.
The materials presented remainars for general inference only. Rideral, state or local lavar, or includes a commitmence may receive the addition of position, among the addition of position, among the commitment of making price in the addition of position, among the additional position, and or may receive a refer to a used only an guidar and ensure that executions of modified without the advice of legal contest. These materials are in creating, threating, which is not the committee of the contest of the residency legal contest on other appeals and company to the disappeal of the contesting or other appeals and competent professional service. If legal contest in other appeals the contesting of the conte

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, impleyees will be safeguerded through training, prevision of appropriate work surroundings, and procedures that feater protection of health and safety. All work excellented by Camet Cleaning Systems, Inc. Systems are projects will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employed will be deemed more important than

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

We value our employees not only as employees but also as human beings entired 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 hexards encountered on the job. All appelents/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 faderal, state, Jacob, and company policies and procedures. Policie to comply with these policies may result in disciplinary actions.

Respecting this. Comet Cleaning Systems, Inc. will make every reasonable offers to gravide a safe and healthful workplace that is free from any recognised or known potential baserds. Additionally, Comet Cleaning Systems, Inc. substitute to these enhanceds:

- 1. All accidents are preventable through implementation of offective Safety and Health Control policies and programs.
- 2. Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimises flumon suffering, promotes better working conditions for
 everyone, holds Comet Cleaning Systems. Inc. in higher regard with customers, and increases productively. This is
 why Comet Cleaning Systems. Inc. will comply with all acfety and hoelth regulations which apply to the course and
 accept of operations.
- Management is responsible for providing the sofest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to effecting and providing all of the resources needed to promote and effectively implement this settly policy.
- Employees are responsible for following safe work procises and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are conceived.
- Menagement and supervisors of Comet Cleaning Systems, Inc. will set an examplery example with good officudes
 and strong commitment to sefety and health in the merkelese. Toward this and, Management must menter
 company sefety and health performance, working anythormant and conditions to ensure that program objectives
 are achieved.
- 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 existences and to prevent accidents and injuries.

Everyone of Comet Cleaning Systems, Inc. must be involved and committed to sofety. This must be a team effort, Together, we can prevent accelerts and injures. Together, we can keep each other sofe 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 ampleyment, 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 form 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 If an employee has any questions about how a task should be done safely, he or she is under instruction WOT 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 attaction with his or her supervisor, on employee still his 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 a unsafe, or that he or she think a likely to cause injury or a health risk to themselves or others. Page 4

Employee Safety Handbook

Employee Safety Rules

- Conduct: Heracology procincing locks, stell are forbidden. Employees are required to work in an injury-free
 mininer displaying accepted levels of believer. Conduct that places the employee or others at risk, or which
 threetens or infimidates others, is forbidden.
- Drugs and Alcohol: Use and/or passession of illegal drugs or elected on company property or on company time are ferbidden. Reporting for work while under the influence of illegal drugs or elected is forbidden.
- Housekeeping: The following cross must remain clear of obstructions:
 Arsles/exits
- Pire extinguishers and emergency equipment
 All electrical breakers, controls, and switches
 Eye weak/sofety showers

You are responsible to keep your work area deen and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any dries/spills immediately, and putting equipment and tools over you are finished with them.

- 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 banefits. After each medical appointment resulting from a work-related injury, you must contest 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 dector's care while she/he remains
- productive. Employees are required to return to work immediately upon release. 5. Personal Protective Equipment (PPE): Inspect PFE prior to each use. Do not use damaged PFE, You are
 - required to maintain and keep PPE clean.

Sofety Glasses - must be morn at all times in designated gross 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 long, welding fielmet, gloves, and sleeves are required for welders at all times.
- e). Reservators only employees trained and authorized to use reservators are allowed to do so.
- Hidering Protection is required in creas where noise exposure is more than 900EA (650EA if you already have experienced a ficering less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

 - Porklifts.
 - Machine and power tools, Paint sprayers,

 - Welders, and
 Cranes/holsts

When operating machines, do not wear losse clothing, long heir should be tied up and back, remove jewelry, and sleeves should either be relied 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 Nover tempor with, remove, or descrive to machine guards or controls designed to chause sefe operations. Never reach into an operating mediane or moving mediane part. . Inspect all ladders prior to each use: Ladders must be placed on secure feeting; . Only one person is allowed on a ledder at a time: Never stand on the top two steps of a stepledder; 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. S. Crones/Hoists/Lifting Devices: e) Inspect off crones, heists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged b). Never walk under a load auspended from a houst or evene. c). Keep all personnel elear of the 'fall same' of the grane/heist. d) Know the weight of motorial Being lifted. Never everload a cross/hoist. Lockout/Tegout - prior to working on any machinery when guerds are removed, every energy source (electrical, hydraule, chemical, mechanical, ste.) must be descriveted, stered energy dissipated, and the control locked in the eff (safe) position. Never remove or Camper with a lockout performed by another employee or contractor. A lockout could conset of a lock applied to a central such as a switch, breaker, or volve. A tag containing words such as "DANGER + DC NOT CREARE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it moons, "Koop your hands off All eliemical containers must be labeled to identify contents and flacerds. Most labels use numbers to rank
the hexard level in three important areas; *FIRE (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 hexard (Fire, Health, Repotivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hexard: -O Minimal -1 Shight ·2 Mederate 13 Scripus ·4 Severe b) A Safety Data Sheet (505) must be secured for all chemicals purchased or brought on site. You have a right to occess 505s - ask your supervisor e) Follow all label and 505 instructions - including amount instructions. Page 6

Employee Safety Handbook

Return to Work Program

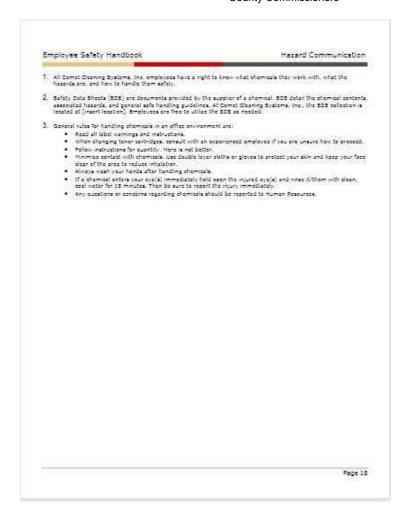
It is our goal to prevent werk-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a werk-related condition. We believe that such absences cost both Comet Cleaning Systems, inc. and its employees. We want our injured employees to get the best possible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

Comet Cleaning Systems, Inc. has a workers' companisation gragner available for employees who have suffered workrelated injuries. The program's administrator will determine, based upon their guidelines, whether you are aligible for wage lass or moderal expanses under that program.

Comet Cleaning Systems, the wants to provide meaningful work activity for all employees who become unable to perform all, or partitions, of their regular work assignment. Thus, we have implemented a Return to work program, which includes transitional or light duty mark. The Seturn to Work program is temperary, not to exceed morthly

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-socident 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 socking treatment and obtain a Return to Work Evoluation form, Reportless of the choice of physicians, the Return to Work form must be completed for each precitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs overy 30 days) while you are temporarily unable to work in your regular job cobesty. Transitional is light duty work beyond sixty (60) days, up to a meanimum of six (6) months, will be cyclusted on a coser-by-rose Bests.
- If you are unable to return to your regular job, but are copable 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 contain employed benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us
 informed on a viscoly basis of their status, failure to do so will result in a radiation in banefits evaluable and
 discipline, us 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 ("MCA) 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 eximplete both the
 Return to Work Evaluation form and Return to Work Resulat.) 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 outsided 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 easible of returning to full duty. Permanent restrictions will be evaluated on a cear-by-deer basis and relate to the performance of essential job functions. No sermanent light duty positions will be excepted.
- Cooperate with our Olind-party administrator, and provide accurate and complete information as seen as possible so
 that you recover all benefits to which you are entitled. If you have problems or concerns, please contact your Job
 Site Foremen and the human Assources Cooperation().



Employee Safety Handbook Office Safety & Security Office Safety: 1. Never leave file drawers open, or open multiple file drawers at once. 3. Do not store frequently used objects above shoulder height or below knee height. 4. Never reach into office mechines without turning them off and unplugging them if possible. 5. Keep your work area fros of trig hazards such as storage in walkyays, cords across dislos, and damaged floor

- Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool
 to provide stability.
- 1. Never use defective or broken equipment. Report these grablems to your supervisor.

- Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your car.
- Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor.
- 3. When parking, remove all valuables from sight and look car doors.
- 4. Do not enter an elevator can if you are concerned about other riders; instead, west for the next cor.
- Reep all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building.
- Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (funch, meetings, etc.).
- If you are working alone and are in the office before or after regular business flours, on weekends, or holidays, observe these additional guidelines.
 So sure doors dose and look after you.

 - Turn on lights as you make through the building.
 Always be exerc of the classet telephone (do not heatest to cell 911 if you feel threatened).
 Be suite that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you keeps the office, be sure to turn off all courpment, lights, etc.; after use.
- Wespens, including firearms, knives with blodes lenger than two inches, bow/errow, pepper agray (mace, tear gas), and clubs, are not allowed on Cemet Cleaning Systems, Inc. property.

Employee Safety Handbook

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate herasament of our jebt applicants, employees, clients, guests, vendors, customers, or persons deing Dusiness with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's race, color, sex, religion, notional origin, age, potsonable Sedus, vectors actus, or handlesg is a violation of this policy and will be treated as a disapplinary matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual fevers and other verbal, graphic, or physical conduct of a sexual network.

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.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
- noture when:

 Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's

- employment;

 Submission to enrelection of such conduct by an individual (a used as a factor in decisions affecting that individual's employment; or

 Such conduct has the purpose or affect of substantially interfering with an individual's work performance or process an individuality, health, or affective warring antiformance.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degreeing verbal comments about another individual or ha/for appearance;
- The display of sequelly suggestive pictures or objects in any workplace location including transmission or display up computer.
- Any sexually effensive or abusive physical conduct;
- The taking of or the refusel to take any personnel action besett on an employee's submission to or referrel of sexual overtures; and

assues overwhee, and

Displaying defeors on felling jokes that relate to an individual's age, rose, gender, color, religion, national origin, disability, or sexual ententation.

Hereasment of our employees in connection with their work by non-remployees may also be a violation of this policy. Any employee who becomes aware of any flareasment of an employee by a non-remployee alloudy report such flareasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any con-remployee.

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

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

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

Retailation of any kind against an employed who reports a suspected insident of sexual horesament is prohibited. An employed who violates this policy or retailates against an employed in any may will be subject to disciplinary action up to and including termination.

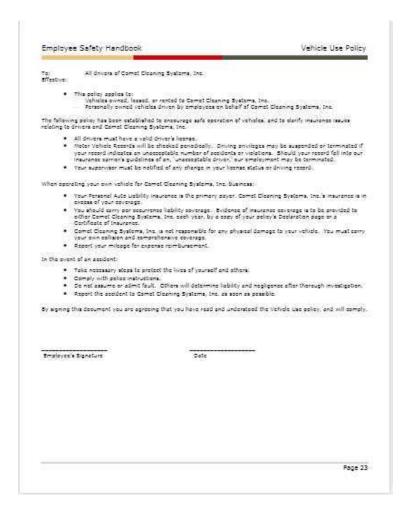
Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-valeted codent-resulting in serious injury or the death of an employee presents significant emotional challenges for management. Pollowing are some guidelines, which may reduce the effects on fellow employees and minimise the impact from regulators, and as officers.

In present the less to severe that collect and distinct distincts entering investigations, and 05thA compliance officers, 5c every that collect and distinct distincts content in white patients as the other based on the secondary of the casual investigation. Secondary in the legislation of the casual models. Consult in 6th legislations of industrial for contest for contest from load new models. Consult in 6th legislations of industrial for contest from load new models. Consult in 6th legislations of the casual report of the casual for contest for the casual for contest for the casual report of the casual repor

Er	nployee Safety Handbook	Bloodborne Pathogens
i.	Sleed and other body fluids can carry pathogons, which or HZV, which leads to AIDS and hapatitis.	c capable of cousing discoses in others. This includes
2.	Secouse we cannot tell by looking at a person if they are in precoutions following on illness or injury when bodily fluids	fected with a pathogenic discose, we must take one released.
3.	In the event of a person leaving bodily fluids, stay away from stay close to the illyinjured acts on to support him/her, just	the area and warn others to also do so. You can still be sure to stay out of contact any bodily fluids.
4.	In the event that you find spilled bodily fluids, a syringe, or attempt close up by yourself. Call Human Resources (mime)	other medically contaminated motorials, do not lately for instructions.
		Page 23





- 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

	ems INC		
Address 1773 N State RD 7 STE 101 I	, Lauderhill, FL 33313		
Local Contact: Courtney Stephens	E-Mail Address	cometcleaningsystems	@gmail.com
Address 1773 N State RD 7 STE 101			St. Manual Control
Contract			
Amount			
Using Agency			
Served Solicitation No and Title:			
by signing below thereby certify that the cover Receive a minimum pay of \$ Receive a minimum pay of \$ The certification is a significant of the cover Receive a minimum pay of \$ The certification is a significant of the cover The certification is a significant of the cover The certification is a significant of the certification of the certification is a significant of the certification of the certification is a significant of the certification of the certificati	per hour and are not provided to	ealth benefits valued at \$	per hour.
Provide names of hourly employees and their it	b classifications providing covered s	services for the above reference	red contract
Nyme + CLass Clop Class	A or B Name	Job Class	A or 8
TOO DOOR (Charles) I Ke John	t-making		
PAININ Shoother SUPPRIN	Si media		
Mitchell StopHot Quelit	Buteol		200
Courtney Stephens	ich Addenna abeets nithe format above. Comet Cleaning		
attest that/Print Name)		mpany)	hereby
(1) I have the authority to sign this notarized the Vendor confirms shall shall all Pay all employees working on this contract with wage rates and provisions of the Lucies and CFF APPL/CARE. If finestin care benefits plan as described in Section 027, 89991 the undersigned affirms half are reference the elements required by the datum. as a Signature of the CFF APPL/CARE of the CFF APPL/C	objroyect, who are covered by the Lift rig Village Ordinancous certiflegarding wingle raises with the en- erithegarding wingle raises with the en- size provided under 'A' above, the he (2)(b)(4) (Forcid Statutes, as and od PiChta Statute has been rightened principal.)	ving Wage Ordinance, as ame nployee's first paycheck or dire	nded, in accordance ect deposit receipt as andard health benefit
20.21	AND T	Many B Arce	

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURL	Y RATE (UNBURDENED)
Project Manager or Equivalent	Hour	\$	19.00
Assistant Project Manager or Equivalent	Hour	s	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	s	-
	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 (UNBURDENE				
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 MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURLY RATE UNBURDENE				
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	\$ <u>15.25</u>				
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05				
Janitorial Worker or Equivalent	Hour	\$				
	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 **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

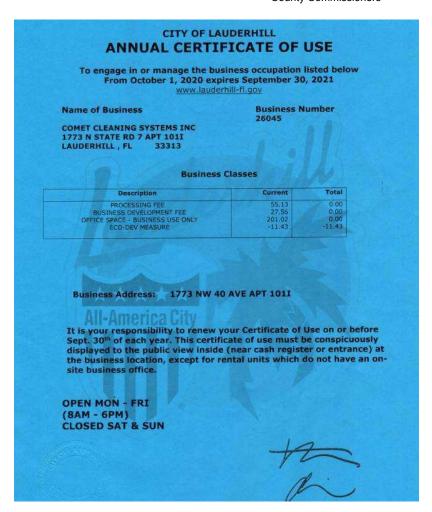
Uwner Name: COURTNEY STEPHENS

Business Location: 1773 N STATE RD 7 STE 101 I

State/County/Cert/Reg:
LAUDERHILL

Business Phone: 954-793-2442

	For Yending 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		



	_			CATE OF LI					05/	13/2021	
B	IIS CERTIFICATE IS ISSUED AS A M ERTIFICATE DOES NOT AFFIRMATIV ELOW. THIS CERTIFICATE OF INSU EPRESENTATIVE OR PRODUCER, A	/ELY	OR I	NEGATIVELY AMEND, E DES NOT CONSTITUTE	KTEND	OR ALTER T	HE COVERA	GE AFFORDED BY TH	IE POLI	CIES	
th	PORTANT: If the certificate holder is an o terms and conditions of the policy, cert rtificate holder in lieu of such enderseme	ain p	dicies						he		
	DUCER	and st			CONTA	CT					
	thoast Insurance Agency				PHONE	o, Ext): (954) lss: mex.t	680-2255	FAX IANG, Me	. 100	1) 680-3206	
	1 S University Drive Suita K				E-MAIL	be DIEX.	ulcini@seinsfls		g (00	17 000 010	
	ie, FL 33328				Marketta		SURER(8) AFFOR	DING COVERAGE		NAIC #	
		x (9	54) 6	90-3208	INSUR	ERA: Mesa	Underwriters :	Specialty Insurance Corr	pany		
Ä	RED				INSUR	IRB:		27 10	VI 30		
10	MET CLEANING SYSTEMS, INC				INSUR						
7	N State RD 7 suite # 101I				INSUR	70000					
LH	derhill			FL 33313	INSUR	25.02					
01	VERAGES CER	TIFIC	ATE	NUMBER:	SHOUR	ENTI	2012-02-02-02-02	REVISION NUMBER:			
IN CH	HIS IS TO CERTIFY THAT THE POLICIES O DICATED. NOTWITHSTANDING ANY RE- ERTIFICATE MAY BE ISSUED OR MAY PE ICLUSIONS AND CONDITIONS OF SUCH:	RTAIN	MEN	T, TERM OR CONDITION OF INSURANCE AFFORDED B	ANY O	ONTRACT OR OLICIES DESC	OTHER DOCU RIBED HEREI	MENT WITH RESPECT TO	D WHICH	THIS	
R	TYPE OF INSURANCE	ADD	SUBR	POLICY NUMBER		POLICY EFF	POLICY EXP	LIN	TS:		
	COMMERCIAL GENERAL LIABILITY CLANSMADE COCUR					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,	EACH DCCURRENCE DAMAGE TO RENTED PREMISES (Ea cotumpion)		00.000,000	
			ш	40.00 TEACHTONICTS		D6/15/2020		MED EXP (Any one person)			
		N		QQVMU-K			06/15/2021	PERSONAL & ADVINUORY		1,000,000.00 2,000,000.00 1,000,000.00	
	GENT AGGREGATE LIMIT APPLIES PER:						1	GENERAL AGGREGATE	\$ 2,0		
	□ POLICY □ PRO- □ OTHER							PRODUCTS - COMPION AGO	\$ 1.0		
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	6		
	ANY AUTO							BOOKLY INJURY (Per person)	1.3		
	ALL OWNED SCHEDULED AUTOS NON-OWNED							BODILY INJURY (Per accident PROPERTY DAMAGE (Per accident)	n s		
	HIRED AUTOS AUTOS							(Per accident)	9		
	UNBRELLA LIAB DOCCUE							EACH OCCURRENCE	s		
	EXCESS LIAB CLAMS-MODE							AGGREGATE	3		
	DED RETENTION \$								s		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N							STATUTE DER			
	ANY PROPRIETOR PARTNERS SECUTIVE OFFICER MEMBER EXCLUDED?	N/A						ELL EACH ACCIDENT	3		
	(Mendatory in NH) If the describe under							EL DISEASE - EA EMPLOY			
	DÉSCRIPTION OF OPERATIONS below		Н				_	E.L. DISEASE - POLICY LIMIT	\$		
	PIRTON DE ORGENTIONS (LOCATIONS LAGRA	ecer.	(Amr-	6 Acopt (p) Additional Descrip-	he teh-	ula itanan con-	e le mendend				
54	CRIPTION OF OPERATIONS / LOCATIONS / VEH	CLES	(Attes	h ACORD 191, Additional Rema	ks Sched	ule, if mare spac	e is required)				
EF	RTIFICATE HOLDER				CAN	CELLATION					
	Broward County 115 South Andres Avenue				THE	EXPIRATION	DATE THERE	ESCRIBED POLICIES BE OF, NOTICE WILL BE DEL LY PROVISIONS.	CANCEL	LED BEFOR IN	
	Ft. Lauderdale, FL 33301				AUTHO	RIZED REPRESI	ENTATIVE		-		
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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 Fac	cilities							
Bidder/Offeror	Name: Comet Cleaning Syste	ems 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 Phone: 954-288-1105 Authorized Representative: Freddy Castillo

- 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
- 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.
- 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	NAICS1	CBE Contract Amount ²	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: Date: 5/4/2021 __ Title: President Bidder/Offsero Buthorized Reprobaptative
Signature: Lexing The Title: President Date: 05/04/2021

in the event the bidden/offeror does not receive award of the prime contract, any and all representations in this Lutter of intent and Allimentian shall be not and void.

Rev.: June 2018 Compliance Form No. 004

¹ Visit <u>Census.gov</u> and select <u>NAICS</u> to search and identify the correct codes. Match type of work with NAICS code as

closely as possible.

² To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.



					Ye	ear 1		Yea	ar 2		
M NO.	FACILITY LOCATION	Annual			Jnit			Unit		١,	wo Year
	PACIENT ECCATION	Frequency	Annual Process			Annual			Ammunal	, <i>'</i>	Total
1	NORTH REGIONAL COURTHOUSE	12	Basic Cleaning		Price ,500.00	\$ 66,000.00		Price 5,610.00	Annual \$67,320.00	\$	133,320
	1600 HILLSBORO BLVD.	12	Restrooms		400.00	\$ 4,800.00		408.00	\$ 4,896.00	φ	
	DEERFIELD BEACH, FL 33442	12	Floors		600.00	\$ 7,200.00		612.00	\$ 7,344.00	\$	
			Pressure Cleaning								
		32,766	(SQ. FT.)	\$		\$ 9,829.80		\$ 0.35	\$11,468.10	\$	
		1	Windows		00.000,	\$ 12,000.00		2,240.00	\$12,240.00	\$	
		1 12	Air Quality Cleaning Supplies		,000.000	\$ 3,000.00 \$ 12,000.00	_	3,060.00 1,020.00	\$ 3,060.00 \$12,240.00	\$	
		12	Paper Products		,300.00	\$ 15,600.00		1,326.00	\$15,912.00	\$	
			Carpet Cleaning -		,	* ***,****	Ť	,	* /		
		32,766	Deep (SQ. FT.)	\$	0.30	\$ 9,829.80		\$ 0.35	\$11,468.10	\$	21,297
			Electrostatic								
		32,766	Disinfection (SQ FT.)	\$	0.30	\$ 9,829.80		\$ 0.35	\$11,468.10	 	21,297
		32,700	Total		0.50	\$ 150,089.40		Ψ 0.00	\$157,416.30	\$	307,505
		Total (1) - Sเ	ımmary, all sites			\$ 150,089.40			\$157,416.30	\$	307,505
				<u> </u>		l	_	1			_
	Additional Labor:			Pei	r Hour	Annual	Pe	er Hour	Annual		2 years
	Project Supervisor		50 hrs.	\$	19.26	\$ 963.00	\$	19.65	\$ 982.50	\$	1,945.
	, ,		50 hrs.	\$			_			\$	
	Site Supervisor			⊢ `	16.24	\$ 812.00	\$	16.56	· ·		1,640.
	Full Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	\$ 869.50	\$	1,722.
	Part Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	\$ 869.50	\$	1,722.
	Porter Day/Night		50 hrs.	\$	19.00	\$ 950.00	\$	19.38	\$ 969.00	\$	1,919.
	Emergency Services Labor:										
	Project Supervisor		50 hrs.	\$	19.26	\$ 963.00	\$	19.65	\$ 982.50	\$	1,945.
	Site Supervisor		50 hrs.	\$	16.24	\$ 812.00	\$	16.56	\$ 828.00	\$	1,640.
	Full Time Service Crew		50 hrs.	\$	17.05		\$	17.39	\$ 869.50	\$	•
				<u> </u>			_				1,722.
	Part Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	\$ 869.50	\$	1,722.
	Porter Day/Night		50 hrs.	\$	19.00	\$ 950.00	\$	19.38	\$ 969.00	\$	1,919.
	"Pass thru" (Services/Materials)					\$ 1,000.00			\$1,000.00	\$	2,000
			r								
			Total (2)			\$ 9,860.00			\$10,037.00	\$	19,897.
	Grand Total - Whole Group					\$159,949.40			\$167,453.30	Q	327,402.
	Grand Total - Whole Group					\$109,949.40			\$167,455.50	Ψ	327,402.
	(T-4-14 : T-4-10)										
	(Total 1 + Total 2) NOTE: IT IS AGREED	THAT THE MI	NIMI IM WAGE TO) BE	DAID	TO ALL EME	21.0	VEES			
			HE NUMBER OF I					, i LLO,			
	WILL BE T	HE CURREN	T BROWARD CO	UNT	Y LIVII	NG WAGE.					
			YES	Х		Agree to the	e ak	ove sta	atement.		
			NO			Disagree to	the	above	statement		
N/	AME OF COMPANY:	Comet Cleaning Systems Inc									
	AUTHORIZED PERSON NAME:	Courtney Stephens	3								
	AUTHODIZED CIONATURE										
	-	courtney Stephens						lassia et	6		
	By signing this proposal sheet, y								-		I.
	All buildings listed in the gr AUTHORIZED PERSON TITLE:	roup must be President	e pricea for this p	ropo	sai sh	ieet to be de			esponsive 5/26/2021	•	
	AUTHORIZED FERSON TITLE:	riesiueiit						DAIE:	3/20/2021		

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 101l 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, trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 - 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound-invironment for my clients
- Recruit, train, retain employees
- Sprict 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 uphoistery 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



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

40ver, 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



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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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

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.

DP 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 L	JSS 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 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

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	D. Professionalism				
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b. Local Management

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d. Nova Southeastern University

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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

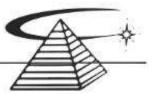
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 11
- Mop qty 30
- · Dust Pan aty 50
- · Wheel Cart aty 30
- Floor Sign aty 60
- Vacuum Cleaner Commercial qty 60
- · Floor Machine aty 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.



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

Logal Statistment to waste of this form employee fleribleok.
The materials presented hards are for general inference only. Faderal, state or local laws, or included procumenance may require the addition of posities, among the addition of posities, among the description of the description

Preface

Compt Cleaning Systems, the, recognises that our people drive the business. As the most entired resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that feater protection of health and safety. All work conducted by Compt Cleaning Systems, Inc. 9 projects will take into account the intent of this pokey. No duty, no matter what its perceived result, will be deemed more important than employer. Notificated software.

Compt 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 previding a safe working environment for all employees.

We value our employees not only as employees but also as human beings entired 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 hozards encountered on the job. All appelents/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 faderal, 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 healthful workplace that is free from any recognized or known potential hospids. Additionally, Comet Cleaning Systems, Inc. substrikes to these enhanceds:

- 1. All accidents are preventable through implementation of offective Safety and Health Control policies and programs.
- 2. Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes humon 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
 acope of operations.
- Management is responsible for providing the safest possible workplace for Employees. Consequently,
 management of Comet Clearing Systems, Inc. is committed to alleasting and providing all of the resources needed
 to promote and effectively implement this softly policy.
- Employees are responsible for following safe work proclees and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
- Menagement and supervisors of Comet Cicering Systems, Inc. will set an examplery example with good attitudes
 and strong commitment to sefety and health in the workplace. Toward this and, Management must monitor
 company sefety and health performance, working anvironment and conditions to ensure that program objectives
 are achieved.
- Our sefety 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 sefety existences and to prevent accidents and injuries.

Everyone of Comet Cleaning Systems, Inc. must be involved and committed to sofety. This must be a team effort, Together, we can prevent academis and injunes. Together, we can keep each other sofe and healthy in the work that provides our livelihood.

Page 2

Employee Safety Responsibilities Employee Safety Handbook The primary responsibility of the employees of Comet Cleaning Systems, Inc. is to perform his or her duties in a soft manner in order to prevent injury to themselves and others. As a condition of amployment, employees MUST become familiar with, observe, and obey Comet Cleaning Systems, Inc.'s rules and catablished policies for health, safety, and preventing injuries while at work. Additionally, employees MUST form 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 If an employee has any questions about how a task should be done safely, he or she is under instruction MOT 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, on 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 a unsafe, or that he or she think is likely to couse injury or a health risk to Chamadiyas or others. Page 4

Employee Safety Rules

- Conduct: Horsepley, "precised jokes," etc., are ferbidden. Employees are required to work in an injury-free manner displaying accepted levels of believier. Conduct that places the employee or others at risk, or which threatens or infimidates others, is ferbidden.
- Drugs and Alcohol: Use and/or possession of flogal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of flogal drugs or alcohol is forbidden.
- Housekseping: The following cross must remain clear of obstructions
 Aisles/cnits

- Fire extinguishers and emergency equipment
 All electrical brookers, controls, and switches
 Eye weak/safety showers

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

- 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 contest 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.
 - Trensitional work is meant to allow the injured employee to heal under a dector'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 democed PPE. You are required to maintain and keep PPE clean.
 - a) Sefety Glesses must be seen 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 wern when handling chemicals,
 - d) Welding appropriate filter lens, welding fielmet, gloves, and sleeves are required for welders at all times.
 - c). 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 9005A (\$505A if you already have experienced a hearing less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

 - Porklifts.
 - Machine and power tools.

 - Welders, and
 Crands/heists

When operating machines: do not wear losse clothing, long heir should be tied up and back, remove jewelry, and sleeves should either be relied all the way up, or all the way down.

Page 5

Employee Safety Handbook Employee Safety Rules Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor Never temper with, remove, or descrive te machine guards or controls designed to ensure sofe operations. Never reach into an operating mediane or moving mediane part. · Inspect all ladders prior to each use: Ladders must be placed on secure feeting; . Only one person is allowed on a ledder of a time; Never stand on the top two steps of a stepladder; 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. e) Inspect all eranes, haists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged b). Never walk under a load auspended from a horst or crane. c). Keep all personnel clear of the 'fall sane' of the prone/heist. d) Know the weight of motorial Being lifted. Never everload a cross/holat. Lockout/Tegout - prior to working on any machinery when guerds are removed, every energy source (electrical, hydraule, chemical, mechanical, etc.) must be descrivated, stered energy dissipated, and the control locked in the eff (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 central such as a switch, breaker, or volve. A tag containing words such as "DANGER - DC NOT GREATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it moons, "Koop your hands off, All chemical containers must be labeled to identify centents and hexards. Most labels use numbers to rank the hexard level in three important areas; *FIRE (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 hexard (Fire, Health, Resolvity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hexard: -0 Minimal ·1 Slight ·2 Mederate +3 Serious -4 Severe b) A Safety Data Sheet (SDS) must be accured for all chemicals purchased or brought on site. You have a right to occess SOSs - ask your supervisor. e) Follow all label and 505 instructions - including amount instructions. Page 6

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, the, and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the carriest possible recovery and return to work.

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

Compt Cleaning Systems, Inc. wents 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 temperary, not to exceed monthly more. The Return to Work program is temperary, not to exceed monthly more.

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-socident drug screen is not performed the same day as the injury, the employee will only be peld 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 socking treatment and obtain a Return to Work Evoluation form, Reperficus of the choice of physicians, the Return to Work form must be completed for each prectitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs overy 30 days) while you are temporarily unable to work in your regular job cobestly. Transitional or light duty work beyond sixty (60) days, up to a meanimum of six (6) months, will be eyelusted on a coser-by-rose basis.
- If you are unable to return to your regular job, but are copable 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 disquelification for certain employee benefits and, in some cases, be a
 basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us informed on a weekly basis of their status, failure to do so will result in a radiation in banefits evailable 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 (PMLA) 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 practicener complete both the
 Return to World Evaluation form and Return to World Request / Physician's Authorization form.
- Employees who are not eligible for leave under FNLA must return to light duty or regular work if at all passible. If
 you are unable to return to any available work, your job position may be filled after a reseasable 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 an a case-by-case basis and relate to the performance of essential jab functions. No
 permanent liabit duty resistions will be created.
- Cooperate with our filind-party administrator and provide accurate and complete information as soon as possible so
 that you recover all benefits to which you are entitled. If you have problems or concerns, please contact your Job
 Site Foremen and the human Resources Cooperation().

Page 17

Employee Safety Handbook

1. All Comot Cleaning Systems, the employees have a right to know what chemicals they work with, what the hazerds are, and how to handle (them safety.)

2. Safety total Sheets (SSS) are documents arrevided by the supplier of a chemical. SSS detail the chamical candents, assessed hazerds, and general aris handling guidelines. At Comet Cleaning Systems, the, the SSS callestion is leasted at Jinear liceation), Employees are fire to white the SSS anesded.

3. Seneral rules for handling chemicals in on office conveniencent of a calles and changing chamicals in on office survivonments for a called an experienced employees if you are unsure how to proceed.

• Italian instructions for quantify. More in not better.

• When the called a fire thermicals. Use double layer bettle or gloves to protect your skin and keep your force does of the are storedule institution.

• Julyaya wash your hands after handling chemicals.

• If a chemical center your cyclic jurnedulately held open the injured cyclis) and rines (Ithem with clean, ideal institute for 15 moutes. Then be sure to report the injury immediately.

• Any aussilors or construit reporting chemicals should be reported to Human Resources.

Office Safety & Security

Office Safety:

- 1. Never leave file drawers open, or open multiple file drawers at once.
- 3. Do not store frequently used objects above shoulder height or below knee height.
- 4. Never reach into office mechines without turning them off and unplugging them if possible.
- 5. Reep your work area from of this flazords such as storage in walkways, cords across stales, and demaged floor
- Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool
 to provide stability.
- T. Never use defective or broken equipment. Report these grablems to your supervisor.

- Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your ser.
- Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor.
- 3. When parking, remove all valuables from sight and look car doors.
- 4. Do not enter an elevator car if you are concerned about other riders; instead, west for the next cor.
- Recg all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building.
- Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (lunch, meetings, etc.).
- If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines.
 So sure doors close and look after you.

 - Turn on lights as you make through the building.
 Always be exerc of the classal telephone (do not healtete to cell 91) if you feel threatened).
 So sure that someone at home knows that you are of work and is expecting you to check in by a specified time.
 - As you leave the office, be sure to turn off all courpment, lights, etc.; after use.
- Wespons, including firearms, knives with blodes langer than two inches, bow/errow, papper spray (mace, tear
 gos), and clubs, are not allowed on Comet Cleaning Systems, Inc. property.

Page 19

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not telerate harasament of our jeb applicants, employees, clients, guests, vendors, customers, or persons deing business with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's rece, color, sex, religion, national origin, age, polisonable status, veteran status, or handiceg is a viableton of this policy and will be treated as a disapplinery matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, 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 native.

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

Sexual harassment, one type of prohibited harassment. Has been defined according to Comet Cleaning Systems. Inc.

- 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 arrejection of such conduct by an individual is used as a factor in decisions effecting that
 individual's employment; or
- Individual's employment, or Such conduct has the purpose or effect of substantially interfering with an individual's work genformance or process an interrolleting, hostile, or offensive working environment.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or acqual orientation;
- . Explicit or degrading verbal comments about another individual or his/fier 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 beset on an employee's submission to or referral of sexual overtures; and
- Displaying cortisons or telling jokes that relate to an individual's age, race, gender, ester, religion, national engin, disability, or sexual eneratation.

Hereasment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any hareasment of an employee by a non-employee allouid report such floreasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.

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

- Tell the haresser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
- Report the incident immediately to your augminisor/manager, the site Human Resources representative, or the Employee Relations Department.
 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 foresament.

Refeliation of any kind against an employee who reports a suspected incident of sexual horesament is prohibited. An employee who violates this policy or refeliates against an employee in any may will be subject to disciplinary action up to and including termination.

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Considerations Following a Serious Industrial Accident

Any work-related acadent resulting in scrious injury or the death of an employee presents significant emotional challenges for management. Fellowing are same guidelines, which may reduce the effects on fellow amployees and minimize the improci from regulators, such as 0.54A.

- 1. Se prepared to talk to local police officials, district attorney investigators, careners, and OSHA compliance officers. Se exister that police and district atteneys can conduct criminal investigations. Se trivially but do not appeared for order analysis of internation, or theories. Also be prepared for cardicate from local news modile. Consult with local advisors of in doubt. (Operate under the casulmation that OSHA will investigate. Take stops to be sure tiled your entire facility is as prepared for a possible.)
- Fefalities and incidents resulting in three or more employees receiving inpotent hespitalization must be reported within 8 hours to the closest OSHA area office. If ofter hours, the incident can be reported to OSHA et: 1-800-321-6742
- How a regressriative of your company contact the ampleyed's next of kin to inform her/him of the
 creumstences. If pessible, this contact should be made in person. Offer to provide transportation and/or other
 support. (For example, providing an Camet Cleaning Systems, Inc. representative at the heaptel will convey
 the campany's concern).
- 4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone
- Rander safe any Kecards proofed by the accident scene. (i.e. material that may fell, leaking chemicals, etc.).
 Rapp off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
- Conduct on initial investigation. If equipment and/or duties directly involved in the acadent are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the acadent.
- Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as sonal 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:
- The serious accident that occurred.
 That of the necessary stops were taken to care for the person involved.
 That on accident invastigation is being performed.
 That all employees will be kept informed.
 The availability of the Employee Assistance Program (EAP) (if applicable).
 Provide encouragement and request that employees work safely.
- Request your supervisors be alert for amployees 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.
 If your company has a physician on contract, have him/her follow the case.

Er	mployee Safety Handbook	Bloodborne Pathogen
1.	Slood and other bodily fluids can carry pathogons, which are capel HEV, which leads to AIDS and happtitis.	ble of cousing discesses in others. This includes
2.	Secouse we connet tell by looking at a person if they are infected precoutions following on illness or injury when bodily fluids are reli	with a pathogenic discose, we must take secol.
3.	In the event of a person lesing boddy fluids, stay away from the a stay close to the M/Injured person to support him/her, just be sur-	
4.	In the event that you find spilled bodily fluids, a syringe, or other attempt about up by yourself. Call Human Resources immediately!	medically contaminated materials, do not for instructions.
-		Page 3





- 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

Covered Employer: Comet Cleaning S	vstems INC		
Address 1773 N State RD 7 STE 10	The second secon		
Local Contact: Courtney Stephens	E-Mail Add	ress: cometcleaningsystems	@gmail.com
Address 1773 N State RD 7 STE I	01 I, Lauderhill, FL 33313		
Contract			
Amount			
Using Agency			
Served Solicitation			
No. and Title:			
By signing below thereby certify that the co	vered employees listed below (plea	ase check one)	
A. Receive a minimum pay of \$	per hour and are provid	ied health benefits valued at\$	per hour
B. Receive a minimum pay of \$ 1	11,05 per hour and are not pro	ovided health benefits	
Provide names of hourly employees and the	일 [12] 이번 [1] 이번 일 [1] [1] [1] [1] [1]		
Name to Chepthas Jobstan	ss AorB Name	Job Class	B 10 A
TORDANSSTEPHS ASSE	FROM MANAGE		
TAININ STORMS SUR	reus: media		
mitchell Strottel Qui	lity Control		
C. Charles	(Attach Additional sheets in the format alt		
Courtney Stephens affest that(Print Name)	of Comet Clean	(Company)	nereby
Transference (1970) (1970) (1970)			U 72 TODS
 I have the authority to sign this notari, the Vendor certifies that it shall. 	zed compliance affidavit. (2) the foli	lowing information is true, complete	e and correct and (3)
a) Pay all employees working on this co-	ntractiproject, who are covered by th	te Living Wage Ordinance, as ame	nded in accordance
with wage rates and provisions of the b) Provide the applicable livingwage sto	Living Wage Ordinance; Memor) regarding wage rates with the	e employee's first naycheck or dire	ed deposit receipt as
required by the Living Wago Ordinaria	ce as amended and		
c) (IF APPLICABLE) If health care bene	fits are provided under "A" above, th	se health care benefit meets the sta	e covered employer
nian as described in Section 527 889	named Windows Clash do have have und	ewed and the covered employer's	health plan meets all
plan as described in Section 627 689 the undersigned affirms that the refer	enceuriorale distributes destribut		
plan as described in Section 627-689 the undersigned affirms that the refer the elements required by the statute.	as agrended	1 ,	
plan as described in Section 627 689 the undersigned affirms that the refer the elements required by the statute.	as agrenogo	1	7 .
plan as described in Section 627 689 the undersigned affirms that the refer	as agrenogo	The Till I	7.04
plan as described in Section 627 895 the undersigned affirms that the refer the elements required by the statute. Signal	as spending the	1	nor Post
plan as described in Section 627 689 the undersigned affirms that the refer the elements required by the statute.	as spending the	1	w. Post
plan as described in Section 627, 768 the undersigned affirms that the refer the elements required by the statute. Signal SWORM TO AND SUBSCRIBED BEH	as spending the	1	nor Post
plan as described in Section 627 895 the undersigned affirms that the refer the elements required by the statute. Signal	as spending the	Store Title To	nor Post
plan as described in Section 027 898 the undersigned affirms that the refer the elements required by the statute. Signal SWORM TO AND SUBSCRIBED BEF	as an enorge	Title Title	nor Post
plan as described in Section 027 768 the undersigned affirms that the refer the elements required by the statute. Signal SWORN TO AND SUBSCRIBED BEF 20.21 STATE OF Floyd A	BE ME this 15 day of M.	Tillen S Arca Ti	nor Post
plan as described in Section 027 898 the undersigned affirms that the refer the elements required by the statute. Signal SWORM TO AND SUBSCRIBED BEF	BE ME this 15 day of M.	Tiffany B Arce Commission 8 HH 7667 Commission 8 HH 7667	nor Post
plan as described in Section 027 768 the undersigned affirms that the refer the elements required by the statute. Signal SWORN TO AND SUBSCRIBED BEF 20.21 STATE OF Floyd A	as appendig	Tillian B Arca Commission # HH 7467 rommission Expires 69-68-2014 product Trough - Condition Florida - Viroley Politic	nor Post
plan as described in Section 027 768 the undersigned affirms fraither enten the elements required by the statute. Signal SWORN TO AND SUBSCRIBED BEILD STATE OF FLOYING A	on an enough	Tillian B Arca Commission # HH 7467 rommission Expires 69-68-2014 product Trough - Condition Florida - Viroley Politic	nor Post

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENE		
Project Manager or Equivalent	Hour	\$	19.00	
Assistant Project Manager or Equivalent	Hour	s	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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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	\$
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES - FACILITIES MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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

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

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	\$
Janitorial Worker or Equivalent	Hour	\$
	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 **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

Owner Name: COURTNEY STEPHENS

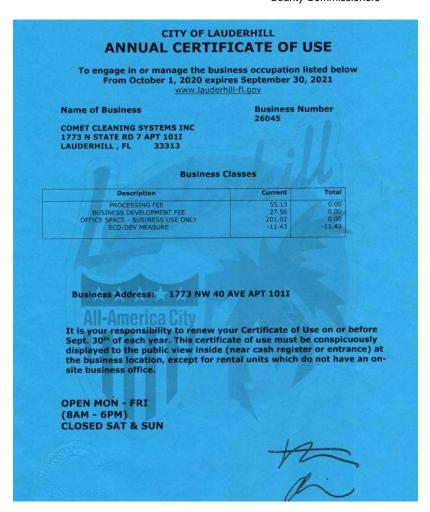
Business Location: 1773 N STATE RD 7 STE 101 I

LAUDERHILL

State/County/Cert/Reg:

Business Phone: 954-793-2442

Tax Amount	For Yending Business Only Number of Machines: Vending Type:							
	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		



				CATE OF L					05	(13/2021
BR	HIS CERTIFICATE IS ISSUED AS A IN ERTIFICATE DOES NOT AFFIRMATI BELOW. THIS CERTIFICATE OF INSU EPRESENTATIVE OR PRODUCER, A MPORTANT: If the certificate holder to an	VELY IRAN	OR I	IEGATIVELY AMEND, E DES NOT CONSTITUTE ERTIFICATE HOLDER.	A CONT	OR ALTER T	HE COVERA VEEN THE IS	GE AFFORDED BY TH SUING INSURER(S), A	IE POLI	CIES
U	to terms and conditions of the policy, cer ertificate holder in lieu of such endorsem	tain p	olicies						he	
	DUCER				CONTA	CT				
	itheast Insurance Agency				PHONE		680-2255	FAX INC. No.	. 105	4) 680-3206
	11 S University Drive Suita K				E-MAIL	V	ulcini@seinsfls	1 \$2.21.03	g (60	7) 000 02.00
	rie. FL 33328				ADDRE			RDING COVERAGE		NAIC #
		ax (9	54) 6	90-3208	INSUR			Specialty Insurance Corr	nany	rouc e
	JRED				INSUR			opound meaning con	pen g	
	MET CLEANING SYSTEMS, INC				INSUR	0.0000				
					INSUR	2000000				
7	3 N State RD 7 suite # 101I				INSUR					
auderhill FL 33313				INSUR	0.000					
0	VERAGES CEI	RTIFI	CATE	NUMBER:			1550 - 5020	REVISION NUMBER:	or con	
100	HIS IS TO CERTIFY THAT THE POLICIES IDICATED, NOTWITHSTANDING ANY RE ERTIFICATE MAY BE ISSUED OR MAY PE XCLUSIONS AND CONDITIONS OF SUCH	RTAIN POLIC	EMEN I, THE DIES. I	F, TERM OR CONDITION O INSURANCE AFFORDED I IMITS SHOWN MAY HAVE	F ANY C	ONTRACT OR OLICIES DESC	OTHER DOCU	MENT WITH RESPECT TO	D WHICH	THIS
R	TYPE OF INSURANCE	ADDU	SUBR	POLICY NUMBER		POLICY EFF (NRADDYYYY)	POLICY EXP	LIM	TS:	
_	COMMERCIAL GENERAL LIABILITY	mork	- mark	T GOOD TO SHOULD BE A		(-Jesse 11)	opposit (11)	EACH DOCURRENCE		00.000,000
	☐ CLAIMS-MADE 🗹 OCCUR							DAMAGE TO RENTED PREMISES (Ea coturismos)	ş 10	00.000,0
		1000		22.22.00			enemano.	MED EXP (Any one person)	\$ 5,0	00.00
		N		QQVMU-K		06/15/2020	06/15/2021	PERSONAL & ADVINUORY		
	GENT AGGREGATE LIMIT APPLIES PER:	1						GENERAL AGGREGATE	\$ 2,000,000.00	
	POLICY PRO: Loc						PRODUCTS - COMPIOP AGE			
	☐ OTHER								\$	
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	s	
	ANY AUTO							BOOKLY INJURY (Per person)	\$	
	ALLOWNED SCHEDULED AUTOS NON-OWNED						1	BODILY INJURY (Per acciden	n s	
	HIRED AUTOS NON-OWNED							PROPERTY DAMAGE (Per accident)	S	
								HARORE REVIEW	9	
	UMBRELLA LIAB COCUR							EACH OCCURRENCE	s	
	EXCESS LIAB CLAMS-MADE							AGGREGATE	\$	
	The Council of Council						- 1		S	
	☐ DED ☐ RETENTION \$							PER OTH		
_	WORKERS COMPENSATION AND EMPLOYERS' LIABBITY VIN						1	E.L. EACH ACCIDENT	8	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PARTNERS EXECUTIVE.	N/A								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PRARTHER EXECUTIVE OFFICER IN EMBER EXCLUDED?	N/A						EL DISEASE - EA EMPLOY	5	
_	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PARTNERS EXECUTIVE.	N/A						EL DISEASE - EA EMPLOY EL DISEASE - POLICY LIMI	5	
_	VIORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRETORPARTHER EXECUTIVE OFFICER MEMBER EXCLUDED? (Rendstory in NH) If you, describe under	N/A							5	
	VIORGERS COMPENSATION AND EMPLOYERS LUBBULTY ANY PROPRETTURNAMINDRESSECUTIVE Opensation in Encountery (Symmission in Encountery) (Fyew, describe unite) DESCRIPTION OF OPENATIONS below	1990							5	
5	VIORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRETORPARTHER EXECUTIVE OFFICER MEMBER EXCLUDED? (Rendstory in NH) If you, describe under	1990	(Attac	h AGORD 191, Additional Rema	arks Sohed	ule, ifenare spac	e is required)		5	
5	VIORGERS COMPENSATION AND EMPLOYERS LUBBULTY ANY PROPRETTURNAMINDRESSECUTIVE Opensation in Encountery (Symmission in Encountery) (Fyew, describe unite) DESCRIPTION OF OPENATIONS below	1990	(Attac	n ACORD 181, Additional Rem	erks Sched	ule, if more spac	e is required)		5	
15	VIORGERS COMPENSATION AND EMPLOYERS LUBBULTY ANY PROPRETTURNAMINDRESSECUTIVE TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF T	1990	(Attac	n ACORD 101, Additional Remi	erks Sched	ule, if more spac	e is required)		5	
	VIORGERS COMPENSATION AND EMPLOYERS LUBBULTY ANY PROPRETTURNAMINDRESSECUTIVE TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF T	1990	(Attac	n ACORD 101, Additional Remi	arks Sched	ule, if more spac	e is required)		5	
	VIORGERS COMPENSATION AND EMPLOYERS LUBBULTY ANY PROPRETTURNAMINDRESSECUTIVE TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF T	1990	(Attac	n ACORD 181, Additional Rem	arks Sched	ule, if more spac	e is required)		5	
:5	VIORGERS COMPENSATION AND EMPLOYERS LUBBULTY ANY PROPRETTURNAMINDRESSECUTIVE TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF T	1990	(Attac	a ACORD 101, Additional Remi	erks Sohed	ule, if more spac	e is required)		5	
	VIORGERS COMPENSATION AND EMPLOYERS LUBBULTY ANY PROPRETTURNAMINDRESSECUTIVE TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF THE CONTROL OF THE CONTROL TO THE CONTROL OF T	1990	(Attac	s ACORD 181, Additional Remi		ule, if charx space	e is required)		5	
	I VIONERIE SOMETHIATION V / N AND BRACH OFFICE LABORITY TO AND BRACH OFFICE AND BRACH OFFIC	1990	(Attac	n ACORD 181, Additional Remi	CAN	CELLATION		EL DISEASE - POLICY LIMI	# S	
	I VIOLENIES COMPINATIONS / VIA AND REMOVINES LUMBELITY PROPERTIES OFFICIENCE REMOVE REMOVED RE	1990	(Attac	n ACORD 161, Additional Remi	CANC	CELLATION OF	THE ABOVE D	EL DISEASE - POLICY LIMI	E S	LED BEFOR
	I VIONIDES COMPINATIONS / Y I N AND BRECHTS LABOURT MERCELUTION OFFICENCE AND	1990	(Attac	n ACORD 181, Additional Remi	CANC	CELLATION OULD ANY OF	THE ABOVE D	EL DISEASE - POLICY LIMI	E S	LED BEFOR
	I VIOLENES COMPINATION V / N AND REMOVED LIMBELT OFFICENCE VIOLENCE OFFICENCE REMOVED REMOVED REMOVED FROM THE PROPERTY OF	1990	(Attac	s ACORD 161, Additional Rem	CANC	CELLATION OULD ANY OF	THE ABOVE D	EL DISEASE - POLICY LIMI ESCRIBED POLICIES BE OF, NOTICE WILL BE DEL	E S	LED BEFOR
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	I VIOLENES COMPINATION V / N AND REMOVED LIMBELT OFFICENCE VIOLENCE OFFICENCE REMOVED REMOVED REMOVED FROM THE PROPERTY OF	1990	(Attac	b ACORD 181, Additional Rem	CANO SHC THE ACC	CELLATION OULD ANY OF EXPIRATION CORDANCE WI	THE ABOVE D DATE THEREI TH THE POLIC	EL DISEASE - POLICY LIMI ESCRIBED POLICIES BE OF, NOTICE WILL BE DEL	E S	LED BEFOR

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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 IN	C	
Addrage: 1773 State Rd 7 STE 101 I	City Lauderhill	State: FL Zin: 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 Phone: 954-288-1105 Authorized Representative: Freddy Castillo

- 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
- 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.
- 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	NAICS1	CBE Contract Amount ²	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.

her to Date: 5/4/2021 _Title: President Bidder/Offgror Buthorized Reproductative
Signature: Title: President Date: 05/04/2021

ror does not receive award of the prime contract, any and all representations in this Letter of Intent and Allimetion shall be

Rev.: June 2018 Compliance Form No. 004

¹ Visit Census.gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as

closely as possible.

To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

Janitorial Services - Price Sheets - Small Facilities - Group 1 - Agreement 8 (SBE Reserve Goal)

				Yea	r 1	Yea	ar 2		
TEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two To	
1	2nd Avenue Warehouse	12	Basic Cleaning	\$ 3,000.00	\$36,000.00	\$ 3,060.00	\$ 36,720.00	\$	72,720.
	515 <u>/</u> 519/529 S.W 2ND AVE.	12	Restrooms	\$ 200.00	\$2,400.00	\$ 204.00	\$ 2,448.00	\$	4,848.
	FT. LAUDERDALE, FL	12	Floors	\$ 600.00	\$7,200.00	\$ 612.00	\$ 7,344.00	\$	14,544.
			Pressure						
		30,000	Cleaning (SQ.			A 0.05	A 40 500 00		40.500
			FT.) Windows	\$ 0.30 \$ 3,000.00	\$9,000.00	\$ 0.35 \$ 3,060.00	\$ 10,500.00 \$ 3,060.00	\$ \$	19,500
		1 1	Air Quality	\$ 2,000.00	\$3,000.00 \$2,000.00	\$ 3,060.00	\$ 2,040,00	\$	6,060 4,040
		12	Cleaning Supplies	\$ 1,100.00	\$13,200.00	\$ 1,122.00	\$ 13,464.00	\$	26,664
		12	Paper Products	\$ 1,200.00	\$14,400.00	\$ 1,224.00	\$ 14,688.00	\$	29,088
		30,000	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$9,000.00	\$ 0.35	\$ 10,500.00	\$	19,500
		30,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$9,000.00	\$ 0.35	\$ 10,500.00	\$	19,500
		30,000	Total	ψ 0.00	\$105,200.00	ψ 0.00	\$ 111,264.00	\$	216,464
4	PUBLIC DEFENDERS 412 S.E. 6th Street	12 12	Basic Cleaning Restrooms	\$ 1,500.00 \$ 200.00	\$18,000.00 \$2,400.00	\$ 1,530.00 \$ 204.00	\$ 18,360.00 \$ 2,448.00	\$ \$	36,36 4,84
	Fort Lauderdale, Fl. 33301	12	Floors	\$ 600.00	\$7,200.00	\$ 612.00	\$ 7,344.00		14,54
		8,000 1 1 1	Pressure Cleaning (SQ. FT.) Windows Air Quality Cleaning Supplies	\$ 0.30 \$ 1,500.00 \$ 700.00 \$ 1,000.00	\$2,400.00 \$1,500.00 \$700.00 \$12,000.00	\$ 0.35 \$ 1,530.00 \$ 714.00 \$ 1,020.00	\$ 2,800.00 \$ 1,530.00 \$ 714.00 \$ 12,240.00	\$ \$ \$	5,200 3,030 1,414 24,240
		12	Paper Products	\$ 12,000.00	\$144,000.00	\$ 12,240.00	\$ 146,880.00	\$	290,880
		8,000	Carpet Cleaning - Deep (SQ. FT.) Electrostatic Disinfection (SQ.	\$ 0.30	\$2,400.00	\$ 0.35	\$ 2,800.00	\$	5,20
		8,000	FT.)	\$ 0.30	\$2,400.00	\$ 0.35	\$ 2,800.00	\$	5,200
		0,000	Total	ψ 0.50	\$193,000.00	Ψ 0.00	\$ 197,916.00	\$	390,910
		40	,						
5	STATE ATTORNEY, OFFICE OF THE	12 12	Basic Cleaning	\$ 1,687.00	\$20,244.00	\$ 1,720.74	\$ 20,648.88	\$	40,89
	16 S.E 6th STREET	12	Restrooms Floors	\$ 700.00	\$8,400.00	\$ 714.00	\$ 8,568.00	\$ \$	16,96
	FT LAUDERDALE, FL		Pressure Cleaning (SQ.	\$ 1,000.00	\$12,000.00	\$ 1,020.00	\$ 12,240.00	•	24,24
		7,500	FT.)	\$ 0.30	\$2,250.00	\$ 0.35	\$ 2,625.00	\$	4,87
		1	Windows	\$ 1,300.00	\$1,300.00	\$ 1,326.00	\$ 1,326.00	\$	2,626
		1 12	Air Quality	\$ 1,000.00	\$1,000.00	\$ 1,020.00 \$ 816.00	\$ 1,020.00 \$ 9,792.00	<u>\$</u>	2,020
		12 12	Cleaning Supplies Paper Products	\$ 950.00	\$9,600.00	\$ 816.00 \$ 969.00	\$ 9,792.00 \$ 11,628.00	\$	23,02
		7,500	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$2,250.00	\$ 0.35	\$ 2,625.00	\$	4,87
		7,500	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$2,250.00	\$ 0.35	\$ 2,625.00	\$	4,87
		. ,000	Total	÷ 0.50	\$70,694.00	÷ 5.50	\$ 73,097.88	\$	143,79

			(SBE Res			J. J. J.	1 - Agr		J
6	64th Street Warehouse	12	Basic Cleaning	\$ 800.00	\$9,600.00	\$ 816.00	\$ 9,792.00	\$	19,392
6	1081 NW 64th Street	12	Restrooms	\$ 500.00	\$6,000.00	\$ 510.00	\$ 6,120.00	\$	12,120
	Ft. Lauderdale, FL.	12	Floors	\$ 700.00	\$8,400.00	\$ 714.00	\$ 8,568.00	\$	16,968
	rt. Lauderdale, r L.	12	Pressure	¥ 700.00	\$0,400.00	\$ 714.00	\$ 0,000.00	Ψ	10,300
			Cleaning (SQ.						
		3,000	FT.)	\$ 0.30	\$ 900.00	\$ 0.35	\$ 1,050.00	\$	1,950
		1	Windows	\$ 1,000.00	\$1,000.00	\$ 1,020.00	\$ 1,020.00	\$	2,020
		1	Air Quality	\$ 400.00	\$ 400.00	\$ 408.00	\$ 408.00	\$	808
		12	Cleaning Supplies	\$ 300.00	\$3,600.00	\$ 306.00	\$ 3,672.00	\$	7,27
		12	Paper Products	\$ 450.00	\$5,400.00	\$ 459.00	\$ 5,508.00	\$	10,90
			Carpet Cleaning -						
		3,000	Deep (SQ. FT.)	\$ 0.30	\$ 900.00	\$ 0.35	\$ 1,050.00	\$	1,950
		-,	Electrostatic				.,	*	
			Disinfection (SQ.						
		3,000	FT.)	\$ 0.30	\$ 900.00	\$ 0.35	\$ 1,050.00	\$	1,95
			Total		\$37,100.00		\$ 38,238.00	\$	75,33
_	North Camilly Syspens Contar	12	Dania Cleaning	¢ 1500.00	\$18,000.00	£ 1.520.00	¢ 19 260 00	e	26.26
7	North Family Success Center		Basic Cleaning	\$ 1,500.00		\$ 1,530.00	\$ 18,360.00	\$	36,36
	2011 NW 3rd Avenue	12	Restrooms	\$ 400.00	\$4,800.00	\$ 408.00	\$ 4,896.00	\$	9,69
	Pompano Beach, FL	12	Floors Pressure	\$ 600.00	\$7,200.00	\$ 612.00	\$ 7,344.00	\$	14,54
			Cleaning (SQ.						
		3,500	FT.)	\$ 0.30	\$1,050.00	\$ 0.35	\$ 1,225.00	\$	2,27
		1	Windows	\$ 1,000.00	\$1,000.00	\$ 1,020.00	\$ 1,020.00	\$	2,02
		1	Air Quality	\$ 700.00	\$ 700.00	\$ 714.00	\$ 714.00	\$	1,41
		12	Cleaning Supplies	\$ 600.00	\$7,200.00	\$ 612.00	\$ 7,344.00	\$	14,54
		12	Paper Products	\$ 700.00	\$8,400.00	\$ 714.00	\$ 8,568.00	\$	16,96
		3,500	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$1,050.00	\$ 0.35	\$ 1,225.00	\$	2,27
		0,000	Electrostatic	Ψ 0.00	Ψ1,000.00	Ψ 0.00	V 1,220.00	Ψ	2,21
			Disinfection (SQ.						
		3,500	FT.)	\$ 0.30	\$1,050.00	\$ 0.35	\$ 1,225.00	\$	2,27
			Total		\$50,450.00		\$ 51,921.00	\$	102,37
8	EMPLOYEE ASSISTANCE PROGRAM	12	Basic Cleaning	\$ 800.00	\$9,600.00	\$ 816.00	\$ 9,792.00	\$	19,39
	540 NE 4st	12	Restrooms	\$ 100.00	\$1,200.00	\$ 102.00	\$ 1,224.00	\$	2,42
	Fort Lauderdale, FL 33301	12	Floors	\$ 200.00	\$2,400.00	\$ 204.00	\$ 2,448.00	\$	4,84
			Pressure	,	7-1,	,	, _,,,,,,,,,	*	.,,
			Cleaning (SQ.						
		900	FT.)	\$ 0.30	\$ 270.00	\$ 0.35	\$ 315.00	\$	58
		1	Windows	\$ 1,000.00	\$1,000.00	\$ 1,020.00	\$ 1,020.00	\$	2,02
		1	Air Quality	\$ 500.00	\$ 500.00	\$ 510.00	\$ 510.00	\$	1,010
		12	Cleaning Supplies	\$ 400.00	\$4,800.00	\$ 408.00	\$ 4,896.00	\$	9,69
		12	Paper Products	\$ 500.00	\$6,000.00	\$ 510.00	\$ 6,120.00	\$	12,120
			Carpet Cleaning -						
		900	Deep (SQ. FT.)	\$ 0.30	\$ 270.00	\$ 0.35	\$ 315.00	\$	58
			Electrostatic						
			Disinfection (SQ.					_	
		900	FT.)	\$ 0.30	\$ 270.00	\$ 0.35	\$ 315.00	\$	58

Janitorial Services - Price Sheets - Small Facilities - Group 1 - Agreement 8 (SBE Reserve Goal)

					Year 1		Year 2			
I NO.	FACILITY LOCATION	<u>Annual</u>	Ī	Unit		Unit		Ī	Two Year	
		<u>Frequency</u>	Annual Process	Price	Annual	Price	Annual		Total	
Α	Additional Labor:		1							
	Project Supervisor		50 hrs.	\$ 19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$	1,94	
	Site Supervisor		50 hrs.	\$ 16.24		-	\$ 828.00	\$	1,64	
	Full Time Service Crew		50 hrs.	\$ 17.05		\$ 17.39	\$ 869.50	\$	1,72	
	Part Time Service Crew		50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,72	
	Porter Day/Night		50 hrs.	\$ 19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$	1,91	
E	Emergency Services Labor:									
	Project Supervisor		50 hrs.	\$ 19.26	_	\$ 19.65	\$ 982.50	\$	1,94	
	Site Supervisor		50 hrs.	\$ 16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$	1,64	
	Full Time Service Crew		50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,72	
	Part Time Service Crew		50 hrs.	\$ 17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$	1,72	
	Porter Day/Night		50 hrs.	\$ 19.00		\$ 19.38	\$ 969.00	\$	1,91	
""	Pass thru" (Services/Materials)		-		\$1,000.00		\$ 1,000.00	\$	2,00	
,										
			Total (2)		\$9,860.00		\$10,037.00		\$ 19,89	
(Grand Total - Whole Group Total 1 + Total 2)		Total (2)		\$9,860.00 \$15,860.00		\$10,037.00 \$16,157.00			
(Grand Total - Whole Group Total 1 + Total 2) NOTE: IT IS AGREED T	HAT THE N	ı	E TO BE PAI	\$15,860.00	EMPLOYEE :	\$ 16,157.00		,	
(Total 1 + Total 2) NOTE: IT IS AGREED TI REGARD	LESS OF 1	ı	OF HOURS V	\$15,860.00 D TO ALL I		\$ 16,157.00		,	
(Total 1 + Total 2) NOTE: IT IS AGREED TI REGARD	LESS OF 1	IINIMUM WAGE	OF HOURS V	\$15,860.00 D TO ALL I VORKED, /ING WAG		\$ 16,157.00		,	
(Total 1 + Total 2) NOTE: IT IS AGREED TI REGARD	LESS OF 1	IINIMUM WAGE THE NUMBER O	OF HOURS V	D TO ALL I VORKED, /ING WAGI	Ε.	\$ 16,157.00 S,			
(NOTE: IT IS AGREED TI REGARD WILL BE TH	LESS OF 1	IINIMUM WAGE THE NUMBER O IT BROWARD (OF HOURS V	D TO ALL I VORKED, /ING WAGI	E. he above sta	\$ 16,157.00 S,		,	
()	NOTE: IT IS AGREED TI REGARD WILL BE TH	OLESS OF T	IINIMUM WAGE THE NUMBER O T BROWARD O YES NO	OF HOURS V	D TO ALL I VORKED, /ING WAGI	E. he above sta	\$ 16,157.00 S,			

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

DATE: 5/26/2021

AUTHORIZED PERSON TITLE: President

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 101l 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
- Solicis new accounts utilizing local business journals, google+ county bids, social media, trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 -- 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- · Recruit, train, retain employees
- Splicit 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/sanitorial 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 felationship 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
- . Page damage and mildew control

EDUCATION

DECEMBER 2005

ATI, AUTO MECHAINIC

WORK ON GAR 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



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 demas

*Identify emerging markets and market shifts while being fully aware of competition status

40ver, 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

Photoshop Illustrator Premiere Pro

OfficeDepot Max Boca Raton, FL

July 2013 - December 2017 Capy and Print Supervisor

- Worked with large format laminators, photo printer and plotters (HP T3500, Canon IPF\$6300S, GBC Eagle 65)
- Worked with bindery equipment such as comb, spiral, and tape machines
 Managed a team of 5 associates

COLLINA

Acrobat DC

InDesign

SOFTWARE

After Effects

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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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

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.

DP 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 L	JSS 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 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

DED No. DI DOMONOSO	ation No. and Title:				
RFP NO. BLUZ 12 10321	1, Janitorial Services	County Facilities	68		
Reference for:					
Organization/Firm Nam	e providing reference MAN PA	e 88			
Contact Name: Ma	RIA Medin	iA	- 100	rence date:	35/
Name of Referenced P	lope MINUTEL	naupress.	Com Cor	ntact Phone 9	154-695-
Contract No.	Date Services	Provided: to		Project An	nount
Vendor's role in Project.	Prime Vendor	Subconsultant/S	Subcontractor		
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a. Staff expertis b. Professional c. Turnover Timeliness of a. Project b. Deliverables Project completed Cooperation with: a. Your Firm	within budget (s)/Subconsultant(s)				

b. Local Management

	ference for:					
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	ganization/Firm Name prov	noing reference.	Section 12 (1) 2021	- 1		
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Cor	ntact Email Chadhaa	placalmana	gement. u	S Cor	ntact Phone	30-R53-
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			to			
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2.	Responsive Accuracy Deliverables Vendor's Organization Staff expertise Professionalism Turnover	ice				
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c. Covenant Living of Florida

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79	agua	tion/Firm Name pro	viding reference:	05	7		
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d. Nova Southeastern University

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Reference for:	710000000000000000000000000000000000000			· * * * * * * * * * * * * * * * * * * *
Organization/Firm Name provid		Wives	itu	
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Name of Referenced Project	e Nova Edu	Cor	ntact Phone G	54-262-319
Contract No.	Date Services Provided: to		Project An	nount.
Vendor's role in Project Prin	ne Vendor Subconsultant	Subcontractor		
Would you use this vendor again	? TYes TNo			
Description of services provide	hand hand			
W 1				
Please rate your experience w referenced Vendor:	rith the Needs Improvement	Satisfactory	Excellent	Not Applicable
 Vendor's Quality of Service 	9		provi	-
 Responsive Accuracy 	H		H	
c. Deliverables	H		H	-
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 Staff expertise 				-
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3 Timeliness of: a. Project b. Deliverables 4. Project completed within bit 5 Cooperation with: a. Your Firm b. Subcontractor(s)/Sub	consultant(s)			

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

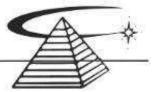
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 5
- Generator aty 3
- · Pressure Washer aty 4
- Wood Sanding Machine qty 1
- Vac Pack qty 15
- Wet Dry Vacuum qty 11
- Mop qty 30
- Dust Pan qty 50Wheel Cart qty 30
- Floor Sign qty 60
- Vacuum Cleaner Commercial qty 60
- Floor Machine aty 8
- Wheel Barrel qty 17
- Tile Grout Machine qty 2
- · Blower qty 5
- Bucket qty 40
- · Feather Duster aty 70
- High Speed Machines qty 4

COMET CLEANING SYSTEMS INC.



Comet Cleaning Systems Inc. email: cometcleaningsystems@gmail.com

phone: 954-793-2442

3.5 Company Training



Employee Safety Manual Comet Cleaning Systems, Inc.

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

Provided by: The Insurance Exchange

Legal Disablement to waste of this form employed the fibre of the process of the control of the

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, impleyees will be safeguerded through training, prevision of appropriate work surroundings, and procedures that feater protection of health and safety. All work excellented by Camet Cleaning Systems, Inc. Systems are projects will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employed will be deemed more important than

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

We value our employees not only as employees but also as human beings entired 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 hexards encountered on the job. All appelents/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 faderal, state, Jacob, and company policies and procedures. Policie to comply with these policies may result in disciplinary actions.

Acapesting this. Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognised or known potential baserds. Additionally, Comet Cleaning Systems, Inc. substrikes to these enhanceds:

- 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.
- Accident prevention is good business. It minimises flumon suffering, promotes better working conditions for
 everyone, holds Comet Cleaning Systems. Inc. in higher regard with customers, and increases productively. This is
 why Comet Cleaning Systems. Inc. will comply with all acfety and hoelth regulations which apply to the course and
 accept of operations.
- Management is responsible for providing the sofest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to effecting and providing all of the resources needed to promote and effectively implement this settly policy.
- Employees are responsible for following safe work procises and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are conceived.
- Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good officudes
 and strong commitment to sefety and health in the merkelese. Toward this and, Management must menter
 company sefety and health performance, working anythormant and conditions to ensure that program objectives
 are achieved.
- 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 existences and to prevent accidents and injuries.

Everyone of Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort, Together, we can prevent accidents and injunes. 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 ampleyment, 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 form the approved safe practices and procedures that apply to their work. Before beginning special work or now assignments, an employee should review applicable and appropriate safety If an employee has any questions about how a task should be done safely, he or she is under instruction WOT 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 attaction with his or her supervisor, on employee still his questions or concerns, he or she is required to contact the Safety Coordinator. NO EMPLOYEE IS EVER REQUIRED to perform work that its or she believes a unsafe, or that he or she think a likely to cause injury or a health risk to Plannatives or others. Page 4

Employee Safety Rules

- Conduct: Heracology procincing locks, stell are forbidden. Employees are required to work in an injury-free
 mininer displaying accepted levels of believer. Conduct that places the employee or others at risk, or which
 threetens or infimidates others, is forbidden.
- Drugs and Alcohol: Use and/or passession of illegal drugs or elected on company property or on company time are ferbidden. Reporting for work while under the influence of illegal drugs or elected is forbidden.
- Housekeeping: The following cross must remain clear of obstructions:
 Arsles/exits
- Fire extinguishers and emergency equipment
 All electrical breakers, controls, and switches
 Eye weah/sofety showers

You are responsible to keep your work area deen and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any dries/spills immediately, and putting equipment and tools away as you are finished with them.

- 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 banefits. After each medical appointment resulting from a work-related injury, you must contest 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 dector's care while she/he remains
- productive. Employees are required to return to work immediately upon release. 5. Personal Protective Equipment (PPE): Inspect PFE prior to each use. Do not use damaged PFE, You are
- required to maintain and keep PPE clean.
 - Sofety Glasses must be morn at all times in designated gross 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 long, welding fielmet, gloves, and sleeves are required for welders at all times.
 - e). Reservators only employees trained and authorized to use reservators are allowed to do so.
 - Hidering Protection is required in creas where noise exposure is more than 900EA (650EA if you already have experienced a ficering less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

 - Porklifts.
 - Machine and power tools.

 - Welders, and
 Cranes/holsts

When operating meetings do not wear loose dething, long heir should be tied up and back, remove jewelry, and sleeves should other be relied 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 Nover tempor with, remove, or descrive to machine guards or controls designed to chause sefe operations. Never reach into an operating mediane or moving mediane part. · Inspect all ladders prior to each use: Ladders must be placed on secure feeting; . Only one person is allowed on a ledder at a time: Never stand on the top two steps of a stepledder; 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. S. Crones/Hoists/Lifting Devices: e) Inspect off crones, heists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged b). Never walk under a load auspended from a houst or evene. c). Keep all personnel elear of the 'fall same' of the grane/heist. d) Know the weight of motorial Being lifted. Never everload a cross/hoist. Lockout/Tegout - prior to working on any machinery when guerds are removed, every energy source (electrical, hydraule, chemical, mechanical, ste.) must be descrivated, stered energy dissipated, and the control locked in the eff (safe) position. Never remove or Camper with a lockout performed by another employee or contractor. A lockout could conset of a lock applied to a central such as a switch, breaker, or volve. A tag containing words such as "DANGER + DC NOT CREATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it moons, "Koop your hands off All eliemical containers must be labeled to identify contents and flacerds. Most labels use numbers to rank the hezard level in three important areas; *FIRE (red background color) - will the material burn? -HEALTH (blue bookground) - is the material dangerous to my body? REACTIVITY (yellow background) - is the material dangerously unstable? After each hexard (Fire, Health, Repotivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hexard: -O Minimal -1 Shight ·2 Mederate 13 Serious ·4 Severe b) A Safety Data Sheet (505) must be secured for all chemicals purchased or brought on site. You have a right to occess 505s - ask your supervisor e) Follow all label and 505 instructions - including amount instructions. Page 6

Return to Work Program

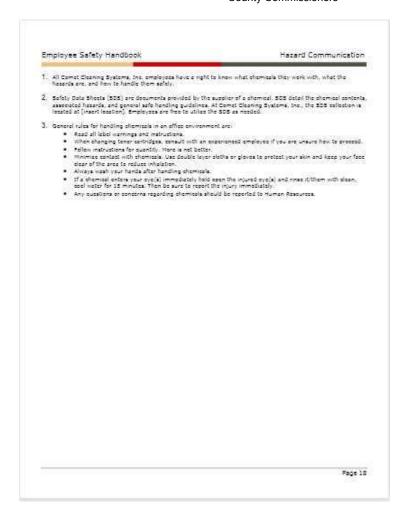
It is our goal to prevent werk-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a werk-related condition. We believe that such absences cost both Comet Cleaning Systems, inc. and its employees. We want our injured employees to get the best possible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

Comet Cleaning Systems, Inc. has a workers' companisation gragram available for employees who have suffered workrelated injuries. The program's administrator will determine, based upon their guidelines, whether you are aliquble for wage lass or moderal expanses under that program.

Comet Cleaning Systems, the wants to provide meaningful work activity for all employees who become unable to perform all, or partisons, 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 temperary, be asset to exceed the modella.

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-socident 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 socking treatment and obtain a Return to Work Evoluation form, Reportless of the choice of physicians, the Return to Work form must be completed for each precitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs
 overy 30 days, while you are temporarily unable to work in your regular job capacity. Transitional is light duty
 work beyond sixty (60) days, up to a meanimum of six (6) months, will be eyelusted on a case-by-case Bests.
- If you are unable to return to your regular job, but are copable 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 disquelification for contain employee benefits and, in some cases, be a
 basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us
 informed on a viscoly basis of their status, failure to do so will result in a radiation in banefits evaluable and
 discipline, us 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 ("MCA) 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 eximplete both the
 Return to Work Evaluation form and Return to Work Resulat.) Physician's Authorization form.
- Employees who are not eligible for leave under FNLA must return to light duty or regular work if at all passible. 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 outsided 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 an a case by-case deals and relate to the performance of essential job functions. No
 assembler liabit duty restricts as III be created.
- Cooperate with our third-party administrator and provide occurate and complete information as soon as possible so
 that you receive all benefits to which you are called, if you have problems or concerns, please contact your Job
 Site Foreman and the human Resources Coperiment.



Office Safety & Security

Office Safety:

- 1. Never leave file drawers open, or open multiple file drawers at once.
- 3. Do not store frequently used objects above shoulder height or below knee height.
- 4. Never reach into office mechines without turning them off and unplugging them if possible.
- 5. Keep your work area fros of trig hazards such as storage in walkyays, cords across dislos, and damaged floor
- Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool
 to provide stability.
- 1. Never use defective or broken equipment. Report these grablems to your supervisor.

- Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your car.
- Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor.
- 3. When parking, remove all valuables from sight and look car doors.
- 4. Do not enter an elevator can if you are concerned about other riders; instead, wait for the next cor.
- Reep all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building.
- Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (funch, meetings, etc.).
- If you are working alone and are in the office before or after regular business flours, on weekends, or holidays, observe these additional guidelines.
 So sure doors dose and look after you.

 - Turn on lights as you make through the building.
 Always be exerc of the classet telephone (do not heatest to cell 911 if you feel threatened).
 Be suite that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you keeps the office, be sure to turn off all courpment, lights, etc.; after use.
- Wespens, including firearms, knives with blodes lenger than two inches, bow/errow, pepper agray (mace, tear gas), and clubs, are not allowed on Cemet Cleaning Systems, Inc. property.

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate herasament of our jebt applicants, employees, clients, guests, vendors, customers, or persons deing Dusiness with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's race, color, sex, religion, notional origin, age, potsonable solute, veteran status, or handlesg is a violation of this policy and will be treated as a disaplinary matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual fevers and other verbal, graphic, or physical conduct of a sexual network.

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.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
- noture when:

 Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's

- employment;

 Submission to enrelection of such conduct by an individual (a used as a factor in decisions affecting that individual's employment; or

 Such conduct has the purpose or affect of substantially interfering with an individual's work performance or process an individuality, health, or affective warring antiformance.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degreeing verbal comments about another individual or ha/for appearance;
- The display of sequelly suggestive pictures or objects in any workplace location including transmission or display up computer.
- Any accually effensive or abusive physical conduct;
- The taking of or the refusel to take any personnel action besett on an employee's submission to or referrel of sexual overtures; and

assues overwhee, and

— Displaying defeors of foling jokes that relate to an individual's age, rose, gender, color, religion, national origin, disability, or sexual orientation.

Hereasment of our employees in connection with their work by non-remployees may also be a violation of this policy. Any employee who becomes aware of any flareasment of an employee by a non-remployee alloudy report such flareasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any con-remployee.

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

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

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

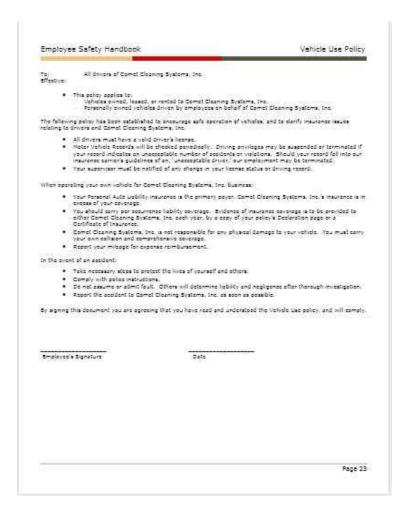
Retailation of any kind against an employed who reports a suspected insident of sexual horesament is prohibited. An employed who violates this policy or retailates against an employed in any may will be subject to disciplinary action up to and including termination.

Considerations Following a Serious Industrial Accident

Any work-related acadent resulting in sorious injury or the death of an employee presents significant emotionel challenges for management. Fellowing are same guidelines, which may reduce the effects on fellow simpleyees and minimize the imposet from regulators, such as 0.54A.

- Se prepared to talk to local police officials, district attorney investigators, careners, and OSHA compliance
 afficers. Se exister that police and district atteneys as needled criminal investigations be tracibled but do not
 appealed to reffer unablotted opinions. Information, or Thornes, Also be prepared for cardicate from local news
 modile. Cansult with legal advastra if in doubt. (Operate under the casalmation that OSHA will investigate. Take
 stops to be sure that your chiefer feeling via as prepared.
- Fefalities and incidents resulting in three or more employees receiving inpotent hespitalization must be reported within 8 hours to the closest OSHA area office. If ofter hours, the incident can be reported to OSHA et: 1-800-321-6742
- House regressriative of your company contect the employed's next of kin to inform her/him of the
 oreumstences, if pessible, this contect should be made in param. Offer to provide transportation and/or other
 support. (For example, providing an Comot Cloning Systems, the representative at the heaptol will convey
 the company is concern).
- 4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone
- Rander sofe any Kecards protect by the accident scene. (i.e. material that may fell, leaking chemicals, etc.).
 Rapp off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
- Conduct on initial investigation. If equipment and/or duties directly involved in the accident are duplicated classifiers in the company, take immediate steps to assure that there will be no refocurrence of the decident.
- Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as sone) numbers, license along numbers, etc.
- 5. Follow Comet Cleaning Systems, Inc.'s procedure for bloodbarne pethogens in cleaning any bedity fluid spills.
- 9. Consider meeting with employees in small groups to discuss, in general terms:
- This serious accident that occurred.
 This of the necessary stops were taken to sere for the person involved.
 This of the necessary stops were taken to sere for the person involved.
 This of omatopica will be kept informed.
 The availability of the Employee Assistance Program (EAP) (if applicable).
 Provide oncouragement and request that employees work safety.
- Request your supervisors be alert for ampleyees who may not be paying full attention to their jobs and thereby joogending their own safety. During these discussions, do not discuss fault, discipline, cointens, etc.
 If your company has a physician on contract, have him/her follow the case.

Er	nployee Safety Handbook	Bloodborne Pathogens
i.	Sleed and other body fluids can carry pathogons, which or HZV, which leads to AIDS and hapatitis.	c capable of cousing discoses in others. This includes
2.	Secouse we cannot tell by looking at a person if they are in precoutions following on illness or injury when bodily fluids	fected with a pathogenic discose, we must take one released.
3.	In the event of a person leaving bodily fluids, stay away from stay close to the illyinjured acts on to support him/her, just	the area and warn others to also do so. You can still be sure to stay out of contect any bodily fluids.
4.	In the event that you find spilled bodily fluids, a syringe, or attempt close up by yourself. Call Human Resources (mime)	other medically contaminated motorials, do not lately for instructions.
		Page 23





- 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

Covered Employer: Comet Cleaning Syste	PIC		d the completed,
LANGE STOLL BOY SOME TOLL			
Address 1773 N State RD 7 STE 101 I,	THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED IN COLUMN TWO IN COLUM		
local Contact Courtney Stephens		cometcleaningsystems	gmail.com
Address 1773 N State RD 7 STE 101 L	Lauderhill, PL 33313		
Contract			
Amount Jsing Agency			
Served Solicitation			
Vo and Title			
dy signing below thereby certify that the coveres Receive a minimum pay of \$ Receive a minimum pay of \$ 1.	per hour and are not provided to	esith benefits valued at \$	per hour
You'de names of hourly employees and their job	classifications providing covered	services for the above referenc	ed contract
lythe & OLall Clop Class	Aor B Name	Job Class	AorB
pur mey her no reoper	- mapley	501201712	
Talval Shorethe Siveres	media		
Mitchell Strottel Quility	Buteol		
	ch Additional sheets in the formal above, i		
Courtney Stephens aftest that(Print Name)	of Comet Cleaning	mpany)	hereby
(1) I have the authority to sign this notarized of the Wendorcenflesh that it had all a). Pay all employees working on this contract with wage rates and provisions of the Limit by Provide the applicable Inving wage stateme required by the Limit by Provision of the Limit by the Contract of the Limit by the Contract of	Sproject, who are covered by the Li g Wage Ordinance. Integrating wage cales with the en Integrating wage	wing Wage Ordinance, as ame inployee's first paycheck or dire saith, care benefit meets the sta sted. As a principal officer of this d and the covered employer's to the covered employer's Title.	nded in accordance ct deposit receipt as
	Series 1	Fiffany B Arce mmission # HH 7467 esion Expires 06-08-2024	

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED			
Project Manager or Equivalent	Hour	\$	19.00		
Assistant Project Manager or Equivalent	Hour	s	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 MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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

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	\$
	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 **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

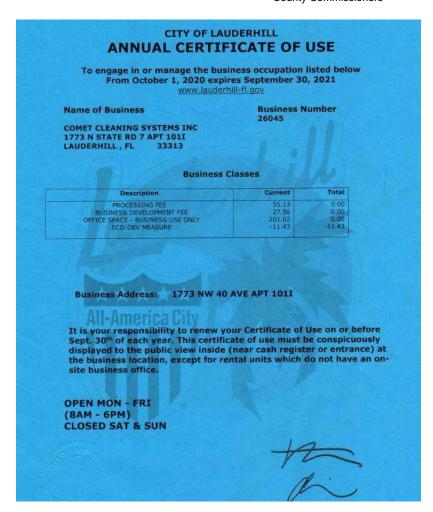
Uwner Name: COURTNEY STEPHENS

Business Location: 1773 N STATE RD 7 STE 101 I

State/County/Cert/Reg:
LAUDERHILL

Business Phone: 954-793-2442

1	Lower Dates		Vending Business Onl	y Vending Type		
Tax Amount	Number of Machin 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



	_			CATE OF LI					05/	13/2021
B	IIS CERTIFICATE IS ISSUED AS A M ERTIFICATE DOES NOT AFFIRMATIV ELOW. THIS CERTIFICATE OF INSU EPRESENTATIVE OR PRODUCER, A	/ELY	OR I	NEGATIVELY AMEND, E DES NOT CONSTITUTE	KTEND	OR ALTER T	HE COVERA	GE AFFORDED BY TH	IE POLI	CIES
th	PORTANT: If the certificate holder is an o terms and conditions of the policy, cert rtificate holder in lieu of such enderseme	ain p	dicies						he	
	DUCER	and st			CONTA	CT				
	thoast Insurance Agency				PHONE	o, Ext): (954) lss: mex.t	680-2255	FAX IANG, Me	. 100	1) 680-3206
	1 S University Drive Suita K				E-MAIL	be DIEX.	ulcini@seinsfls		g (00	17 000 010
	ie, FL 33328				Marketta		SURER(8) AFFOR	DING COVERAGE		NAIC #
		x (9	54) 6	90-3208	INSUR	ERA: Mesa	Underwriters :	Specialty Insurance Corr	pany	
Ä	RED				INSUR	IRB:		27 10	VI 30	
10	MET CLEANING SYSTEMS, INC				INSUR					
7	N State RD 7 suite # 101I				INSUR	70000				
LH	derhill			FL 33313	INSUR	25.02				
01	VERAGES CER	TIFIC	ATE	NUMBER:	SHOUR	ENTI	2012-02-02-02-02	REVISION NUMBER:		
IN CH	HIS IS TO CERTIFY THAT THE POLICIES O DICATED. NOTWITHSTANDING ANY RE- ERTIFICATE MAY BE ISSUED OR MAY PE ICLUSIONS AND CONDITIONS OF SUCH	RTAIN	MEN	T, TERM OR CONDITION OF INSURANCE AFFORDED B	ANY O	ONTRACT OR OLICIES DESC	OTHER DOCU RIBED HEREI	MENT WITH RESPECT TO	D WHICH	THIS
R	TYPE OF INSURANCE	ADD	SUBR	POLICY NUMBER		POLICY EFF	POLICY EXP	LIN	TS:	
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			ш	40.00 TEACHTONICTS			150000000000000000000000000000000000000	MED EXP (Any one person)	\$ 5,0	
		N		QQVMU-K	06/15/2020	06/15/2021	PERSONAL & ADVINUORY			
	GENT AGGREGATE LIMIT APPLIES PER:					1	GENERAL AGGREGATE	\$ 2,000,000.00		
	□ POLICY □ PRO- □ OTHER						PRODUCTS - COMPION AGO	\$ 1.0	\$ 1,000,000.00 S	
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	ANY AUTO							BOOKLY INJURY (Per person)	1.3	
	ALL OWNED SCHEDULED AUTOS NON-OWNED							BODILY INJURY (Per accident PROPERTY DAMAGE (Per accident)	n s	
	HIRED AUTOS AUTOS							(Per accident)	9	
	UNBRELLA LIAB DOCCUR							EACH OCCURRENCE	s	
	EXCESS LIAB CLAMS-MODE							AGGREGATE	3	
	DED RETENTION \$								s	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N							STATUTE DER		
	ANY PROPRIETOR PARTNERS SECUTIVE OFFICER MEMBER EXCLUDED?	N/A						ELL EACH ACCIDENT	3	
	(Mendatory in NH) If the describe under							EL DISEASE - EA EMPLOY		
	DÉSCRIPTION OF OPERATIONS below		Н				_	E.L. DISEASE - POLICY LIMIT	\$	
	PIRTON DE ORGENTIONS (LOCATIONS LAGRA	ecer.	(Amr-	6 Acopt (p) Additional Descrip-	he teh-	ula itanan con-	e le mendend			
54	CRIPTION OF OPERATIONS / LOCATIONS / VEH	CLES	(Attes	h ACORD 181, Additional Rema	ks Sched	ule, if mare spac	e is required)			
EF	RTIFICATE HOLDER				CAN	CELLATION				
	Broward County 115 South Andres Avenue				THE	EXPIRATION	DATE THERE	ESCRIBED POLICIES BE OF, NOTICE WILL BE DEL LY PROVISIONS.	CANCEL	LED BEFOR IN
	Ft. Lauderdale, FL 33301				AUTHO	RIZED REPRESI	ENTATIVE		-	
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Device	OF 95	ENDO	IC AN	II.

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	BLD	2121632P1	
Project Title:	Janitori	al Services - County Facilities	
Bidder/Offeror	Name:	Comet Cleaning Systems INC	

_Chy._Lauderhill Address: 1773 State Rd 7 STE 101 I __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 Phone: 954-288-1105 Authorized Representative: Freddy Castillo

- 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
- 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.
- 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	NAICS1	CBE Contract Amount ²	CBE Percent Total Project	
Administration, government compliance, reporting, supplies	541611,423850		20	%
				%
				%

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

head to Date: 5/4/2021 __ Title: President Bidder/Offgror Buthorized Reproductative
Signature: Title: President Date: 05/04/2021

in the event the bidden/offeror does not receive award of the prime contract, any and all representations in this Lutter of intent and Allimetrian shall be not and voict.

Rev.: June 2018 Compliance Form No. 004

¹ Visit <u>Census.gov</u> and select <u>NAICS</u> to search and identify the correct codes. Match type of work with NAICS code as

closely as possible.

² To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

BidSync



				Yea	ar 1	Yea	ar 2		
TEN NO		Annual		Unit		Unit		Two Year	
NO	FACILITY LOCATION	Annual Frequency	Annual Process	Price	Annual	Price	Annual	rwo rear Total	
1	BIC LANDFILL / North Transfer Station	12	Basic Cleaning	\$ 1,000,00	\$ 12.000.00	\$ 1,020,00	\$ 12,240.00	\$	24,240,0
	2780 N. Powerline Road	12	Restrooms	\$ 150.00	\$ 1,800.00	\$ 153.00	\$ 1,836.00	 \$	3,636.0
	Pompano Beach, FL 33069	12	Floors	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$	4,848.0
			Pressure Cleaning						
		800	(SQ. FT.)	\$ 0.30	\$ 240.00	\$ 0.35	\$ 280.00	\$	520.0
		1	Windows	\$ 500.00	\$ 500.00	\$ 510.00	\$ 510.00	\$	1,010.0
		1	Air Quality	\$ 500.00	\$ 500.00	\$ 510.00	\$ 510.00	\$	1,010.0
		12	Cleaning Supplies	\$ 300.00	\$ 3,600.00	\$ 306,00	\$ 3,672.00	\$	7,272.0
		12	Paper Products	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$	9,696.0
		800	Carpet Cleaning - Deep (SQ, FT.)	\$ 0.30	\$ 240.00	\$ 0.35	\$ 280.00	\$	520.0
		000	Electrostatic	ų 0.50	Ψ 240.00	Ψ 0.00	Ψ 200.00	Ψ	320.0
		800	Disinfection (SQ. FT.)	\$ 0.30	\$ 240.00	\$ 0.35	\$ 280.00	\$	520.0
		000	Total	\$ 0.30	\$ 26,320.00	\$ 0.35	\$ 26.952.00	\$ \$	53,272.0
			7000		\$ 20,020.00		\$ 20,002.00	V	00,272.0
2	HOUSING & COMMUNITY DEVELOPMENT	12	Basic Cleaning	\$ 2,250.00	\$ 27,000.00	\$ 2,295.00	\$ 27,540.00	\$	54,540.0
	110 NE 3rd street/	12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$	9,696.0
	120 NE 3rd street	12	Floors	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,544.0
			Pressure Cleaning						
	Fort Lauderdale, FL 33011	8,969	(SQ. FT.)	\$ 0.30	\$ 2,690.70	\$ 0.35	\$ 3,139.15	\$	5,829.8
		1	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$	2,020.0
		1	Air Quality	\$ 900.00	\$ 900.00	\$ 918.00	\$ 918.00	\$	1,818.0
		12	Cleaning Supplies	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,544.0
		12	Paper Products Carpet Cleaning -	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$	21,816.0
		8,969	Deep (SQ. FT.)	\$ 0.30	\$ 2,690.70	\$ 0.35	\$ 3,139,15	\$	5,829.8
			Electrostatic						
		0.000	Disinfection (SQ. FT.)		6 0 004 70		0.400.05	•	5.040.0
		8,939	Total	\$ 0.30	\$ 2,681.70 \$ 66,963.10	\$ 0.35	\$ 3,128.65 \$ 69,484.95	<u> </u>	5,810.35 136,448.05
			rotar		Ψ 00,000.10		ψ 03,404,33	<u> </u>	130,440,00
3	South Family Success	12	Basic Cleaning	\$ 2,250.00	\$ 27,000.00	\$ 2,295.00	\$ 27,540.00	\$	54,540.00
	4735 SW 18TH STREET	12	Restrooms	\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	\$	7,272.00
	HOLLYWOOD, FL 33023	12	Floors	\$ 500.00	\$ 6,000.00	\$ 510.00	\$ 6,120.00	\$	12,120.00
			Pressure Cleaning						
		6,500	(SQ. FT.)	\$ 0.30	\$ 1,950.00	\$ 0.35	\$ 2,275.00	\$	4,225.0
		1	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$	2,020.0
		1	Air Quality	\$ 1,100.00	\$ 1,100.00	\$ 1,122.00	\$ 1,122.00	\$	2,222.0
		12	Cleaning Supplies	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$	19,392.0
		12	Paper Products	\$ 1,100.00	\$ 13,200.00	\$ 1,122.00	\$ 13,464.00	\$	26,664.0
		6,500	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 1,950.00	\$ 0.35	\$ 2,275.00	\$	4,225.0
			Electrostatic						
		6,500	Disinfection (SQ. FT.)	\$ 0.30	\$ 1,950.00	\$ 0.35	\$ 2,275.00	\$	4.225.0
		0,000	Total	Ų 0.50	\$ 67,350.00	ų 0.00	\$ 69,555.00		136,905.0

		_				d	Agreement 9	,	
			Ye	ar 1	Ye	ar 2			
		Pe	er Hour	Annual	Per Hour	Annual		2 years	
Additional Labor:								·	
Project Supervisor	50 hrs.	\$	19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$		1,94
Site Supervisor	50 hrs.	\$	16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$		1,64
Full Time Service Crew	50 hrs.	\$	17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,7:
Part Time Service Crew	50 hrs.	\$	17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,7:
Porter Day/Night	50 hrs.	\$	19.00	\$ 950.00	\$ 19.38	\$ 969.00	\$		1,9
Emergency Services Labor:									
Project Supervisor	50 hrs.	\$	19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$		1,9
Site Supervisor	50 hrs.	\$	16.24	\$ 812.00	\$ 16.56	\$ 828.00	\$		1,6
Full Time Service Crew	50 hrs.	\$	17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,7
Part Time Service Crew	50 hrs.	\$	17.05	\$ 852.50	\$ 17.39	\$ 869.50	\$		1,7
Porter Day/Night	50 hrs.	\$	19.00	\$ 950,00	\$ 19.38	\$ 969.00	\$		1,9
Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$		2,0
	Total (2	2)		\$ 9,860.00		\$10,037.00		\$	19,8
Grand Total - Whole Group (Total 1 + Total 2)	Total (ź	2)		\$ 9,860.00 \$170,493.10		\$10,037.00 \$176,028.95		\$	19,89 346,5
(Total 1 + Total 2) NOTE: IT IS AGREED THAT REGARDLES	THE MINIMUM WAG S OF THE NUMBER URRENT BROWARI	GE TO	OURS V	\$170,493.10 D TO ALL EN VORKED, /ING WAGE.		\$176,028.95		•	
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(Total 1 + Total 2) NOTE: IT IS AGREED THAT REGARDLES WILL BE THE CI NAME OF COMPANY: AUTHORIZED PERSON NAME: Courtney: AUTHORIZED SIGNATURE: Courtney:	THE MINIMUM WAG S OF THE NUMBER URRENT BROWARI YE NG Systema Its	GE TO R OF H D COU S X	OURS V	\$170,493.10 D TO ALL EN VORKED, 'ING WAGE. Agree to the Disagree to	above state	\$176,028.95		\$	
(Total 1 + Total 2) NOTE: IT IS AGREED THAT REGARDLES WILL BE THE COMPANY: NAME OF COMPANY: AUTHORIZED PERSON NAME: Courtney: By signing thi	THE MINIMUM WAG S OF THE NUMBER URRENT BROWARI YE NO Stephens Stephens Stephens	GE TO R OF H D COU S X D	OURS V	\$170,493.10 D TO ALL EN WORKED, //ING WAGE. Agree to the Disagree to	above state the above s	\$176,028.95 ement. tatement.	the invitation for pro	\$ oposal.	
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(Total 1 + Total 2) NOTE: IT IS AGREED THAT REGARDLES WILL BE THE COMPANY: NAME OF COMPANY: AUTHORIZED PERSON NAME: Courtney: By signing thi	THE MINIMUM WAG S OF THE NUMBER URRENT BROWARI YE NO Stephens Stephens Stephens is proposal sheet, y ings listed in the gro	GE TO R OF H D COU S X D	OURS V	\$170,493.10 D TO ALL EN WORKED, //ING WAGE. Agree to the Disagree to	above state the above so terms and co	\$176,028.95 ement. tatement.		\$ oposal.	

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 101l 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
- Solicis new accounts utilizing local business journals, google+ county bids, social media, trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 -- 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- . Maintain a safe and sound environment for my clients
- · Recruit, train, retain employees
- Sprict 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/sanitorial 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
- . Rood damage and mildew control

EDUCATION

DECEMBER 2005

ATI, AUTO MECHAINIC

WORK ON GAR 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



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 oware of competition status

40ver, 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 (PF\$6300S, 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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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

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.

DP 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 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

REP No. BLD2121632P1, Janitorial Services - County Facilities Reference for: Organization/Firm Name providing reference: MINUTEMAN FLASS Contact Name: Maria Medinia Reference date Contact Email Fflore Minutemangless. Com Contact Phone Name of Referenced Project Contract No. Date Services Provided: Project to Vendor's role in Project: Prime Vendor	62733
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b. Accuracy	
c. Deliverables	
2. Vendor's Organization: a. Staff expertise	
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4 Project completed within budget	
5. Cooperation with:	200
a. Your Firm	H
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c. Regulatory Agency(ies)	

b. Local Management

	P No. BLD2121632P1, Jani	witer pervises -	Courty Facilities	Ę		
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c. Covenant Living of Florida

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d. Nova Southeastern University

Broward County Solicitation No RFP No. BLD2121632P1, Janit		is.		
Reference for:	710000000000000000000000000000000000000			· * * * * * * * * * * * * * * * * * * *
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Vendor's role in Project Prin	ne Vendor Subconsultant	Subcontractor		
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Description of services provide	hand hand			
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Please rate your experience w referenced Vendor:	rith the Needs Improvement	Satisfactory	Excellent	Not Applicable
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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

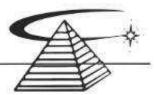
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 5
- · Generator qty 3
- Pressure Washer qty 4
- Wood Sanding Machine qty 1
- Vac Pack aty 15
- · Wet Dry Vacuum aty 11
- Mop qty 30
- · Dust Pan aty 50
- · Wheel Cart aty 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.



Comet Cleaning Systems Inc. email: cometcleaningsystems@gmail.com

phone: 954-793-2442

3.5 Company Training



Employee Safety Manual Comet Cleaning Systems, Inc.

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

Provided by: The Insurance Exchange

Legal Disablement to waste of this form employed the fibre of the process of the control of the

Employee Safety Handbook

Preface

Compt Cleaning Systems, the, recognizes that our people drive the business. As the most critical resource, employees will be safequarded through training, provision of appropriate work surroundings, and procedures that feater protection of health and safety. All work excellents by Compt Cleaning Systems, Inc. I sampleyers will take into account the intent of this policy. We duty, no matter what its perceived result, will be deemed more important than employee shelfs and safety.

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

We value our employees not only as employees but also as human beings entired 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 Nacords encountered on the job. All appelents/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 faderal, state, Jacob, and company policies and procedures. Policie to comply with these policies may result in disciplinary actions.

Respecting this. Comet Cleaning Systems, Inc. will make every reasonable offers to gravide a safe and healthful workplace that is free from any recognised or known potential baserds. Additionally, Comet Cleaning Systems, Inc. substitute to these enhanceds:

- 1. All accidents are preventable through implementation of offective Safety and Health Control policies and programs.
- 2. Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimises flumon suffering, promotes better working conditions for
 everyone, holds Comet Cleaning Systems. Inc. in higher regard with customers, and increases productively. This is
 why Comet Cleaning Systems. Inc. will comply with all acfety and hoelth regulations which apply to the course and
 accept of operations.
- Management is responsible for providing the sofest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to ellecating and providing all of the resources needed to promote and officially implement this sofety policy.
- Employees are responsible for following safe work procises and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are conceived.
- Menagement and supervisors of Comet Cleaning Systems, Inc. will set an examplery example with good officudes
 and strong commitment to sefety and health in the merkelese. Toward this and, Management must menter
 company sefety and health performance, working anythormant and conditions to ensure that program objectives
 are achieved.
- 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 existences and to prevent accidents and injuries.

Everyone of Comet Cleaning Systems, Inc. must be involved and committed to sofety. This must be a team effort, Together, we can prevent accelerts and injures. Together, we can keep each other sofe 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 ampleyment, 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 form 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 If an employee has any questions about how a task should be done safely, he or she is under instruction WOT 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 attaction with his or her supervisor, on employee still his 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 a unsafe, or that he or she think a likely to cause injury or a health risk to themselves or others. Page 4

Employee Safety Handbook

Employee Safety Rules

- Conduct: Heracology procincil jokes, stell are forbidden. Employees are required to work in an injury-free
 mininer displaying accepted levels of believer. Conduct that places the employee or others at risk, or which
 threatens or infimidates others, is forbidden.
- Drugs and Alcohol: Use and/or passession of illegal drugs or elected on company property or on company time are ferbidden. Reporting for work while under the influence of illegal drugs or elected is forbidden.
- Housekeeping: The following cross must remain clear of obstructions:
 Arsles/exits

 - Pire extinguishers and emergency equipment
 All electrical breakers, controls, and switches
 Eye weak/sofety showers

You are responsible to keep your work area deen and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any dries/spills immediately, and putting equipment and tools over you are finished with them.

- 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 banefits. After each medical appointment resulting from a work-related injury, you must contest 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 dector's care while she/he remains
- productive. Employees are required to return to work immediately upon release. 5. Personal Protective Equipment (PPE): Inspect PFE prior to each use. Do not use damaged PFE, You are
- required to maintain and keep PPE clean.
 - Sofety Glasses must be morn at all times in designated gross in this facility.
 - b) Hard Hats + must be worn at all times in designated areas.
 - a) Glaves work glaves 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 long, welding fielmet, gloves, and sleeves are required for welders at all times.
 - e). Reservators only employees trained and authorized to use reservators are allowed to do so.
 - Hidering Protection is required in creas where noise exposure is more than 900EA (650EA if you already have experienced a ficering less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

 - Porklifts.
 - Machine and power tools, Paint sprayers,

 - Welders, and
 Cranes/holsts

When operating machines, do not wear losse clothing, long heir should be tied up and back, remove jewelry, and sleeves should either be relied 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 Nover tempor with, remove, or descrive to machine guards or controls designed to chause sefe operations. Never reach into an operating mediane or moving mediane part. · Inspect all ladders prior to each use: Ladders must be placed on secure feeting; . Only one person is allowed on a ledder at a time: Never stand on the top two steps of a stepledder; 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. S. Crones/Hoists/Lifting Devices: e) Inspect off crones, heists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged b). Never walk under a load auspended from a houst or evene. c). Keep all personnel elear of the 'fall same' of the grane/heist. d) Know the weight of motorial Being lifted. Never everload a cross/hoist. Lockout/Tegout - prior to working on any machinery when guerds are removed, every energy source (electrical, hydraule, chemical, mechanical, ste.) must be descrivated, stered energy dissipated, and the control locked in the eff (safe) position. Never remove or Camper with a lockout performed by another employee or contractor. A lockout could conset of a lock applied to a central such as a switch, breaker, or volve. A tag containing words such as "DANGER + DC NOT CREARE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it moons, "Koop your hands off All eliemical containers must be labeled to identify contents and flacerds. Most labels use numbers to rank
the hexard level in three important areas; *FIRE (red background color) - will the material burn? -HEALTH (blue bookground) - is the material dangerous to my body? REACTIVITY (yellow background) - is the material dangerously unstable? After each hexard (Fire, Health, Repotivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hexard: -O Minimal -1 Shight ·2 Mederate 13 Scripus ·4 Severe b) A Safety Data Sheet (505) must be secured for all chemicals purchased or brought on site. You have a right to occess 505s - ask your supervisor e) Follow all label and 505 instructions - including amount instructions. Page 6

Employee Safety Handbook

Return to Work Program

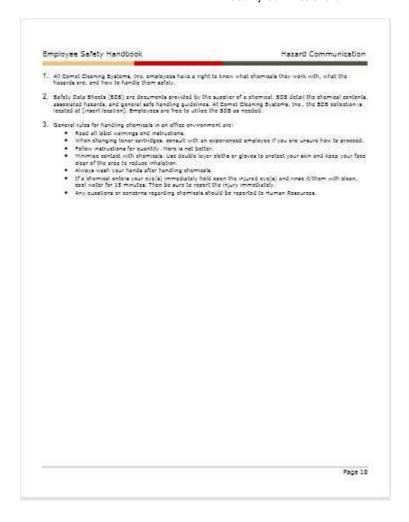
It is our goal to prevent werk-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a werk-related condition. We believe that such absences cost both Comet Cleaning Systems, inc. and its employees. We want our injured employees to get the best possible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

Comet Cleaning Systems, Inc. has a workers' companisation gragner available for employees who have suffered workrelated injuries. The program's administrator will determine, based upon their guidelines, whether you are aligible for wage lass or motionic expanses under that program.

Comet Cleaning Systems, the wants to provide meaningful work activity for all employees who become unable to perform all, or partions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty mark. The Setunn to Work program is temperary, to exceed an impedial.

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-socident drug screen is not performed the same day as the injury, the employee will only be peld 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 modes! treatment is adupte, the injured employee must advise their supervisor that they are speking treatment and obtain a Return to Work Evoluation form, Reportless of the choice of physicians, the Return to Work form must be completed for each prectitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs overy 30 days) while you are temporarily unable to work in your regular job capacity. Transitional is light duty work beyond sixty (60) days, up to a meanimum of six (6) months, will be eyelusted on a case-by-case Bests.
- If you are unable to nature 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'
 compansation program, and may result in disquelification for perfoin program benefits and, in some cases, be a
 basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us
 informed on a viscoly basis of their status, failure to do so will result in a radiation in banefits evaluable and
 discipline, us 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 ("MCA) 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 eximplete both the
 Return to Work Evaluation form and Return to Work Resulat.) Physician's Authorization form.
- Employees who are not eligible for leave under FNLA must return to light duty or regular work if at all passible. If
 you are unable to return to any available work, your job position may be filled after a researable time. When able
 to do so, you will be entitled to return to a autable position, if evaluable and enhancement 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 an a case by-case deals and relate to the performance of essential job functions. No
 assembler liabit duty restricts at III 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 called, if you have problems or concerns, please contact your Job
 Site Foreman and the human Assures Coperiment.



Employee Safety Handbook Office Safety:

Office Safety & Security

- 1. Never leave file drawers open, or open multiple file drawers at once.
- 3. Do not store frequently used objects above shoulder height or below knee height.
- 4. Never reach into office mechines without turning them off and unplugging them if possible.
- 5. Keep your work area fros of trig hazards such as storage in walkyays, cords across dislos, and damaged floor
- Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool
 to provide stability.
- 1. Never use defective or broken equipment. Report these problems to your supervisor.

- Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your car.
- Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor.
- 3. When parking, remove all valuables from sight and look car doors.
- 4. Do not enter an elevator can if you are concerned about other riders; instead, wait for the next cor.
- Reep all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building.
- Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (funch, meetings, etc.).
- If you are working alone and are in the office before or after regular business flours, on weekends, or holidays, observe these additional guidelines.
 So sure doors door and look after you.

 - Turn on lights as you make through the building.
 Always be exerc of the classet telephone (do not heatest to cell 911 if you feel threatened).
 Be suite that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you keeps the office, be sure to turn off all courpment, lights, etc.; after use.
- Wespens, including firearms, knives with blodes longer than two inches, bow/errow, pepper agray (mace, tear gas), and clubs, are not allowed on Cemet Cleaning Systems, Inc. property.

Employee Safety Handbook

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate herasament of our jebt applicants, employees, clients, guests, vendors, customers, or persons deing Dusiness with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's race, color, sex, religion, notional origin, age, potsonable Sedus, vectors actus, or handlesg is a violation of this policy and will be treated as a disaplinary matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual fevers and other verbal, graphic, or physical conduct of a sexual network.

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.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
- noture when:

 Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's

employment;

- Submission to enrelection 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 affect of substantially interfering with an individual's work performance or process an individuality, health, or affective warring antiformance.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degreeing verbal comments about another individual or ha/for appearance;
- The display of sequelly suggestive pictures or objects in any workplace location including transmission or display up computer.
- Any accually effensive or abusive physical conduct;
- The taking of or the refusel to take any personnel action besett on an employee's submission to or referrel of sexual overtures; and

assues overwhee, and

— Displaying defeors of foling jokes that relate to an individual's age, rose, gender, color, religion, national origin, disability, or sexual orientation.

Hereasment of our employees in connection with their work by non-remployees may also be a violation of this policy. Any employee who becomes aware of any flareasment of an employee by a non-remployee alloudy report such flareasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any con-remployee.

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

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

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

Retailation of any kind against an employed who reports a suspected insident of sexual horesament is prohibited. An employed who violates this policy or retailates against an employed in any may will be subject to disciplinary action up to and including termination.

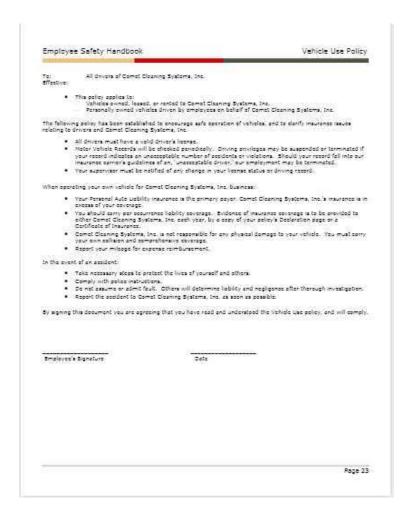
Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related acadent resulting in scrious injury or the death of an employee presents significant emotionel challenges for management. Fellowing are same guidelines, which may reduce the effects on fellow smalleyees and minimize the imposet from regulators, such as DSFA.

- Se prepared to talk to jesel police officials, district attency investigators, coroners, and OSHA compliance
 officers. So exister that police and district attencys as needled criminal investigations. Se trackful but do not
 appealed or office massilated opinions, information, or Thomass, Also be prepared for cardicate from local news
 modile. Consult with legal advastra if in doubt. (Operate under the casalmation that OSHA will investigate. Take
 stops to be sure that your chiefer feeling via as prepared in a pessible.)
- Fefalities and incidents resulting in three or more employees receiving inpotent hespitalization must be reported within 8 hours to the closest OSHA area office. If ofter hours, the incident can be reported to OSHA et: 1-800-321-6742
- House regressriative of your company contect the employed's next of kin to inform her/him of the
 oreumstences, if pessible, this contect should be made in param. Offer to provide transportation and/or other
 support. (For example, providing an Comot Cloning Systems, the representative at the heaptol will convey
 the company is concern).
- 4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone
- Rander sofe any Kecards protect by the accident scene. (i.e. material that may fell, leaking chemicals, etc.).
 Rapp off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
- Conduct on initial investigation. If equipment and/or duties directly involved in the accident are duplicated classifiers in the company, take immediate steps to assure that there will be no refocurrence of the decident.
- Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as sone) numbers, license alone numbers, etc.
- 5. Follow Comet Cleaning Systems, Inc.'s procedure for bleodbarne pethogens in cleaning any bedity fluid spills.
- 9. Consider meeting with employees in small groups to discuss, in general terms:
- This serious accident that occurred.
 This of the necessary stops were taken to sere for the person involved.
 This of the necessary stops were taken to sere for the person involved.
 This of omatopica will be kept informed.
 The availability of the Employee Assistance Program (EAP) (if applicable).
 Provide oncouragement and request that employees work safety.
- Request your supervisors be alert for ampleyees who may not be paying full attention to their jobs and thereby joogending their own safety. During these discussions, do not discuss fault, discipline, cointens, etc.
 If your company has a physician on contract, have him/her follow the case.

Er	nployee Safety Handbook	Bloodborne Pathogens
į.	Sleed and other bodily fluids can carry pathogons, which a HZV, which loads to AIDS and hopetitis.	re capable of cousing discuses in others. This includes
2	Secouse we cannot tell by looking at a person if they are in precoutions following an illness or injury within bodily fluids	footod with a pathogonic diacoso, no must take are released.
3.	In the event of a person lesing bodily fluids, stay away from stay close to the ill/injured person to support him/her, just	m the area and wern others to also do so. You can still be sure to stay out of contact any bodily fluids.
4.	In the event that you find spilled bodily fluids, a syringe, a attempt close up by yourself. Call Human Resources imme	rother medically contaminated materials, do not distoly for instructions.
-		Page 21





- 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

	tems INC	
Address 1773 N State RD 7 STE 101	I, Lauderhill, FL 33313	
Local Contact Courtney Stephens	E-Mail Address: cometcleanin	gsystems@gmail.com
Address 1773 N State RD 7 STE 101	I, Lauderhill, FL 33313	
Contract		
Amount		
Using Agency Served: Solicitation		
No and Title		
Su paning helpsy liberally notify that the cover	red employees listed below (please check one)	
A Receive a minimum pay of \$	per hour and are provided health benefits valu	ed at \$ per hour.
=	274	
Receive a minimum pay of \$ \	1.05 per hour and are not provided health benefits	
Provide names of hourly employees and their	ob classifications providing covered services for the abi	ove referenced contract
Name & OV 11 C Job Class	, Apr B Name Job	Class A or B
(our hey) tepho) they	T MANY	2000
Talvin Shrother Superior	usi media	
Mitchell Shottel Quili	4 Buteol	
Courtney Stephens	fich Additional aboots in the format above, it resided Comet Cleaning Systems INC	
attest that(Print Name)	of (Company)	hereby
the Vendor certifies that it shall: a) Pay all employees working on this contra wh wage rates and provisions of the Lis b) Provide the applicable inving wage states c) (In APPLICABLE) if heading wage states plan as described in Section 627 6692 (this elements required by the statute, as	ment regarding wage raises with the employee's first pays as amended, and as amended, and are provided under "A" above, the health care benefit and provided under "A" above, the health care benefit and provided under "A" as meneded As a principal podyfforty a Statute has been reviewed and the covered and redd. **Country of the country of the covered and the cover	nce, as amended, in accordance check or direct deposit receipt as meets the standard health benefit
SIGNAL SUBSCRIBED BEFOR	RE ME this 1.5 day for MAY	

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURI	Y RATE (UNBURDENED)
Project Manager or Equivalent	Hour	\$	19.00
Assistant Project Manager or Equivalent	Hour	s	16.00
Quality Control Manager or Equivalent	Hour	s	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	s	
	Hour	\$	2

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 MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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

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

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	\$ <u>15.25</u>
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$
	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

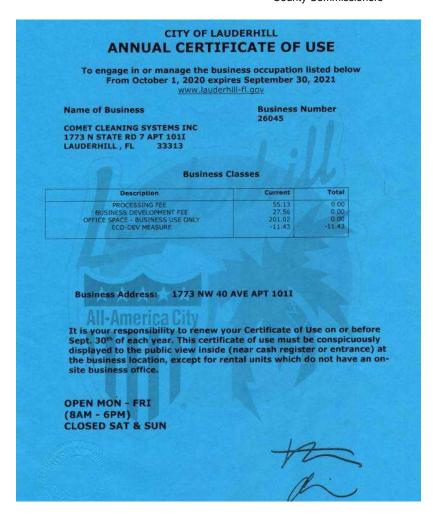
DBA: COMET CLEANING SYSTEMS INC **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

Owner Name: COURTNEY STEPHENS
Business Location: 1773 N STATE RD 7 STE 101 I State/County/Cert/Reg:
LAUDERHILL

Business Phone: 954-793-2442

-		For	For Vending Business Only				
	Number of Machin	1861	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	



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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: 954-793-244

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
- 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.
- 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	NAICS1	CBE Contract Amount ²	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.

her to Date: 5/4/2021 Title: President Bidder/Offsfor Buthorized Reposesptative
Signature: Exchang By Title: President Date: 05/04/2021

ror does not receive award of the prime contract, any and all representations in this Lutter of Intent and Allimetion shall be

Rev.: June 2018 Compliance Form No. 004

Visit Census gov and select NAICS to search and identify the correct codes. Match type of work with NAICS code as closely as cossible.

closely as possible.

2 To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

				Yea	ır 1		ar 2		
M NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two Year Total	-
1	FLEET SERVICES # 3	12	Basic Cleaning	\$ 1,350.00	\$ 16,200.00		\$ 16,524.00	\$	32,724
	1600 N.W. 30 TH AVE.	12	Restrooms	\$ 150,00	\$ 1,800,00	\$ 153,00	\$ 1,836,00	\$	3,636
	POMPANO BEACH, FL 33069	12	Floors	\$ 200.00	\$ 2,400.00	\$ 204.00	\$ 2,448.00	\$	4,848
		2,771	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 831,30	\$ 0.35	\$ 969.85	\$	1,801
		1	Windows	\$ 1,000.00	\$ 1,000.00	\$ 1,020.00	\$ 1,020.00	\$	2,020
		1	Air Quality	\$ 700.00	\$ 700.00	\$ 714.00	\$ 714.00	\$	1,414
		12	Cleaning Supplies	\$ 300.00	\$ 3,600.00	\$ 306.00	\$ 3,672.00	**************************************	7,27
		12	Paper Products	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$	9,69
			Carpet Cleaning - Deep (SQ.	·				·	
		2,771	FT.)	\$ 0.30	\$ 831.30	\$ 0.35	\$ 969.85	\$	1,80
			Electrostatic Disinfection (SQ.						
		2,771	FT.)	\$ 0.30	\$ 831.30	\$ 0.35	\$ 969.85	\$	1,80
			Total		\$ 32,993.90		\$ 34,019.55	\$	67,0°
2	FAMILY SUCCESS CENTER NORTHWEST	12	Basic Cleaning	\$ 4,500.00	\$ 54,000.00	\$ 4,590.00	\$ 55,080.00	\$	109,08
	10077 NW 29th Street	12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$	9,6
	Coral Springs, Fl. 33065	12	Floors	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,5
									•
		13,680	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 4,104.00	\$ 0.35	\$ 4,788.00	\$	8,8
		1	Windows	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00	\$	4,0
		1	Air Quality	\$ 2,500.00	\$ 2,500.00	\$ 2,550.00	\$ 2,550.00	\$	5,0
		12	Cleaning Supplies	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$	19,3
		12	Paper Products	\$ 950.00	\$ 11,400.00	\$ 969.00	\$ 11,628.00	\$	23,0
		13,680	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 4,104.00	\$ 0.35	\$ 4,788.00	\$	8,8
		10,000	Electrostatic Disinfection (SQ.	Ψ 0.50	Ψ 4,104.00	Ψ 0.55	Ψ 4,700.00	Ψ	0,0
		13,680	FT.)	\$ 0.30	\$ 4,104.00	\$ 0.35	\$ 4,788.00	\$	8,8
			Total		\$103,812.00		\$107,694.00	\$	211,5
3	REVENUE COLLECTION/ AUTO TAG	12	Basic Cleaning	\$ 2,700.00	\$ 32,400.00	\$ 2,754.00	\$ 33,048.00	\$	65,4
	1800 NW 66 Avenue	12	Restrooms	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,5
	Plantation, FL	12	Floors	\$ 800.00	\$ 9,600.00	\$ 814.00	\$ 9,768.00	\$	19,3
		40.005	D 01 : (00 FT)						
		16,225	Pressure Cleaning (SQ. FT.) Windows	\$ 0.30 \$ 2.000.00	\$ 4,867.50 \$ 2.000.00	\$ 0.35 \$ 2,040.00	\$ 5,678.75 \$ 2,040.00	\$	10,5 4,0
		1 1	Air Quality	\$ 2,000.00	\$ 2,000.00	\$ 2,040.00	\$ 1,326.00	\$ \$	2,6
		12	Cleaning Supplies	\$ 1,000.00	\$ 12,000.00	\$ 1,020.00	\$ 12,240.00	- \$	24,2
		12	Paper Products	\$ 1,200.00	\$ 14,400.00	\$ 1,224.00	\$ 14,688.00	<u>Ψ</u>	29,0
			Carpet Cleaning - Deep (SQ.	* 1,=1111	,	* -,	* ,	•	
		16,225	FT.)	\$ 0.30	\$ 4,867.50	\$ 0.35	\$ 5,678.75	\$	10,5
		16,225	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 4,867.50	\$ 0.35	\$ 5,678.75	\$	10,5
		10,223	Total		\$ 93,502.50	Ψ 0.55	\$ 97,490.25	**************************************	190,9
4	OFFICE OF JUSTICE SERVICES	12	Basic Cleaning	\$ 2,250.00	\$ 27,000.00	\$ 2,295.00	\$ 27,540.00	\$	54,5
	624 NW 15 Way	12	Restrooms	\$ 400.00	\$ 4,800.00	\$ 408.00	\$ 4,896.00	\$	9,6
	Fort Lauderdale, FL 33311	12	Floors	\$ 600.00	\$ 7,200.00	\$ 612.00	\$ 7,344.00	\$	14,5
		4,920	Pressure Cleaning (SQ. FT.)	\$ 0.30	\$ 1,476.00	\$ 0.35	\$ 1,722.00	\$	3,1
		1	Windows	\$ 1,200.00	\$ 1,200.00	\$ 1,224.00	\$ 1,224.00	\$	2,4
		1	Air Quality	\$ 1,200.00	\$ 1,200.00	\$ 1,224.00	\$ 1,224.00	\$	2,42
		12	Cleaning Supplies	\$ 800.00	\$ 9,600.00	\$ 816.00	\$ 9,792.00	\$	19,3
		12	Paper Products Carpet Cleaning - Deep (SQ.	\$ 900.00	\$ 10,800.00	\$ 918.00	\$ 11,016.00	\$	21,8
		4,920	FT.)	\$ 0.30	\$ 1,476.00	\$ 0.35	\$ 1,722.00	\$	3,1
		4.000	Electrostatic Disinfection (SQ.	A 000		A 00-		•	
		4,920	FT.)	\$ 0.30	\$ 1,476.00	\$ 0.35	\$ 1,722.00	\$	3,19
			Total		\$ 66,228.00		\$ 68,202.00	\$	134,4

								1		
A delikion al II ale an			Pe	er Hour	Annual	Per Hour	Annual		2 years	
Additional Labor: Project Superviso	or.	50 hrs.	\$	19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$		1,9
Site Superviso		50 hrs.	\$	16.24	\$ 903.00	\$ 16.56	1	\$		1,0
Full Time Service Crev		50 hrs.	\$	17.05	\$ 852,50	\$ 17.39		\$		1,7
Part Time Service Crev		50 hrs.	\$	17.05	\$ 852.50	\$ 17.39	1	\$		1,
Porter Day/Nigh		50 hrs.	\$	19.00	\$ 950.00	\$ 19.38				1,9
Emergency Services Labor:		00 1110.	ů	10.00	Ψ 300.00	ψ 10.00	φ 000.00	Ψ		','
Project Superviso	or	50 hrs.	\$	19.26	\$ 963.00	\$ 19.65	\$ 982.50	\$		1,9
Site Superviso		50 hrs.	s	16.24	\$ 812.00	\$ 16.56		\$		1,6
Full Time Service Crev		50 hrs.	\$	17.50	\$ 875.00	\$ 17.39		\$		1,7
Part Time Service Crev	w	50 hrs.	\$	17.05	\$ 852.50	\$ 17.39		\$		1,7
Porter Day/Nigh	ht	50 hrs.	\$	19.00	\$ 950.00	\$ 19.38		\$		1,9
"Pass thru" (Services/Materials)					\$ 1,000.00		\$ 1,000.00	\$		2,0
	_									
		Total	(2)		\$9,882.50		\$10,037.00	<u> </u>	\$	19,9
Grand Total - Whole Group (Total 1 + Total 2)				Yea	\$306,418.90		\$317,442.80		\$	623
(Total 1 + Total 2) NOTE: IT IS AGRE REG	GARDLESS OF T	INIMUM WAGE TO I	BE PAID) TO ALI	\$306,418.90 _ EMPLOYE				\$	623
(Total 1 + Total 2) NOTE: IT IS AGRE REG	GARDLESS OF T	INIMUM WAGE TO I HE NUMBER OF HO IT BROWARD COUI	BE PAIC) TO ALI	\$306,418.90 _ EMPLOYE , GE.	ES,	\$317,442.80		\$	623
(Total 1 + Total 2) NOTE: IT IS AGRE REG	GARDLESS OF T	INIMUM WAGE TO I HE NUMBER OF HO IT BROWARD COUI	BE PAIC OURS W NTY LIV) TO ALI	\$306,418.90 EMPLOYE , GE. Agree to th	ES, e above st	\$317,442.80 atement.		\$	623,
(Total 1 + Total 2) NOTE: IT IS AGRE REG	GARDLESS OF T	INIMUM WAGE TO I HE NUMBER OF HO IT BROWARD COUI	BE PAIC) TO ALI	\$306,418.90 EMPLOYE , GE. Agree to th	ES, e above st	\$317,442.80		\$	623
(Total 1 + Total 2) NOTE: IT IS AGRE REC WILL I	GARDLESS OF T BE THE CURREN	INIMUM WAGE TO I HE NUMBER OF HO IT BROWARD COUI	BE PAIC OURS W NTY LIV) TO ALI	\$306,418.90 EMPLOYE , GE. Agree to th	ES, e above st	\$317,442.80 atement.		\$	623.
(Total 1 + Total 2) NOTE: IT IS AGRE REC WILL I	GARDLESS OF T	INIMUM WAGE TO I HE NUMBER OF HO IT BROWARD COUI	BE PAIC OURS W NTY LIV) TO ALI	\$306,418.90 EMPLOYE , GE. Agree to th	ES, e above st	\$317,442.80 atement.		\$	623,
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(Total 1 + Total 2) NOTE: IT IS AGRE REC WILL I	GARDLESS OF T BE THE CURREN Committee Committ	INIMUM WAGE TO I HE NUMBER OF HO IT BROWARD COUI	BE PAIC OURS W NTY LIV) TO ALI	\$306,418.90 EMPLOYE , GE. Agree to th	ES, e above st	\$317,442.80		\$	623
(Total 1 + Total 2) NOTE: IT IS AGRE REC WILL I	GARDLESS OF T BE THE CURREN Commet Cleaning Systems Inc. Courtney Stephens	INIMUM WAGE TO I HE NUMBER OF HO IT BROWARD COUI	BE PAIC OURS W NTY LIV) TO ALI	\$306,418.90 EMPLOYE , GE. Agree to th	ES, e above st	\$317,442.80		\$	623.
(Total 1 + Total 2) NOTE: IT IS AGRE REC WILL I NAME OF COMPANY: AUTHORIZED PERSON NAME: AUTHORIZED SIGNATURE:	GARDLESS OF T BE THE CURREN Comment Cleaning Systems Inc. Courtney Stephens Courtney Stephens	INIMUM WAGE TO I HE NUMBER OF HO IT BROWARD COUI Y	BE PAIC OURS W NTY LIV ES X NO	O TO ALI	\$306,418.90 - EMPLOYE , GE. Agree to th	e above st	\$317,442.80 atement.	pposal.	\$	623,
(Total 1 + Total 2) NOTE: IT IS AGRE REG WILL I NAME OF COMPANY: AUTHORIZED PERSON NAME: AUTHORIZED SIGNATURE: By signing this pro	Courtney Stephens Courtney Stephens Courtney Stephens Courtney Stephens	INIMUM WAGE TO I HE NUMBER OF HO IT BROWARD COUI Y	BE PAIC OURS W NTY LIV ES X NO	O TO ALI	\$306,418.90 - EMPLOYE , GE. Agree to th Disagree to	e above sto the above	atement.	•	\$	623

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 101i 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.
- Solicis new accounts utilizing local business journals, google+ county bids, social media; trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 -- 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- Recruit, train, retain employees
- Sprict 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/sanitorial 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 felationship with potential and existing customers for maximum results.
- Ensure staff compliance and usage of products and equipment as required by OSHA regulations.
- · Carpet and uphoistery 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
- . Rood 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



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 oware of competition status

40ver, 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 (PF\$6300S, 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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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.

DP 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 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

HARLES CONTRACTOR AND ADDRESS OF THE PARTY O	Vene	dor Reference \	Verification Fo	cm	
Broward County Solicita	ition No. and Title:				
RFP No. BLD2121632P	1, Janitorial Services -	County Facilities	63		
Reference for:					1
Organization/Firm Name	man Pg	288	Del		
Contact Finail	RIA MEDIN	14		erence date:	
Name of Referenced Pro	of Minuter	naugoress.	Com	naci Priorie o	154-695-
Contract No.	Date Services	Provided: to		Project An	nount
Vendor's role in Project.	Prime Vendor	Subconsultant/S	Subcontractor		
Would you use this vendo	or again? Yes	∏No			
Please rate your exper referenced Vendor: 1. Vendor's Quality of		Needs Improvement	Satisfactory	Excellent	Not Applicable
	CONTRICTE	grandy.		and the same of	1000
Responsive Accuracy Deliverables					
a. Responsive b. Accuracy	e				
Responsive Accuracy Deliverables Vendor's Organizal Staff expertis Professionalis	e				
a. Responsive b. Accuracy c. Deliverables 2. Vendor's Organizal a. Staff expertis b. Professionals c. Turnover 3. Timeliness of a. Project	e sm				
a. Responsive b. Accuracy c. Deliverables 2 Vendor's Organizal a. Staff expertis b. Professionals c. Turnover 3 Timeliness of a. Project b. Deliverables 4 Project completed v 5 Cooperation with: a. Your Firm	e sm within budget r(s)/Subconsultant(s)				
a. Responsive b. Accuracy c. Deliverables 2. Vendor's Organizal a. Staff experiti b. Professionals c. Turnover 3. Timeliness of: a. Project b. Deliverables 4. Project completed v. 5. Cooperation with: a. Your Firm b. Subcontractor	e am within budget r(s)/Subconsultant(s) pency(ies)				

b. Local Management

	ference for:					
On	and the second of the second o	THE PARTY OF THE P				
	ganization/Firm Name prov	noing reference.	Section 12 (1) 2021	- 1		
-	LOCAL	11/AN	ACYCIM	ent		
Julian.	ntact Name: RNU (V	ad Ch	ANGA	Refe	erence date:	
Cor	ntact Email Chadhaa	placalmana	gement. u	S Cor	ntact Phone	30-R53-
Nar	me of Referenced Project:	4	0			
Cor	ntract No.	Date Services	Provided:		Project Ar	nount:
			to			
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c. Covenant Living of Florida

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d. Nova Southeastern University

RFP No. BLD2121632P1, Janitoria	d Title: I Services -County Facilitie	8		
Reference for:				
Organization/Firm Name providing.	A CONTRACTOR OF THE PROPERTY O	Wivees	itu	
Contact Name: LINDA		Refe	erence date:	
Name of Referenced Project	Nova Edu	Cor	ntact Phone G	54-262-319
Contract No. Dat	te Services Provided:		Project Ar	nount.
Vendor's role in Project. ☐ Prime V	3750	Subcontractor		
Would you use this vendor again?	□Yes □No	30000HiteCit		
Description of services provided b				
bostington of outlood provided a	,			
Please rate your experience with referenced Vendor:	the Needs	Satisfactory	Excellent	Not Applicable
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a. Project b. Deliverables 4. Project completed within budge 5. Cooperation with: a. Your Firm b. Subcontractor(s)/Subcontractor(s)	sultant(s)	8		B

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

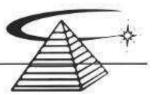
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 5
- · Generator qty 3
- Pressure Washer qty 4
- Wood Sanding Machine qty 1
- Vac Pack qty 15
- · Wet Dry Vacuum aty 11
- Mop qty 30
- · Dust Pan aty 50
- · Wheel Cart aty 30
- Floor Sign qty 60
- Vacuum Cleaner Commercial aty 60
- · Floor Machine aty 8
- · Wheel Barrel aty 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.



Comet Cleaning Systems Inc. email: cometcleaningsystems@gmail.com

phone: 954-793-2442

3.5 Company Training



Employee Safety Manual Comet Cleaning Systems, Inc.

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

Provided by: The Insurance Exchange

Legal Disablement to waste of this form employed the fibre of the process of the control of the

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, impleyees will be safeguerded through training, prevision of appropriate work surroundings, and procedures that feater protection of health and safety. All work excellented by Camet Cleaning Systems, Inc. Systems are projects will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employed will be deemed more important than

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

We value our employees not only as employees but also as human beings entired 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 hexards encountered on the job. All appelents/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 faderal, state, Jacob, and company policies and procedures. Policie to comply with these policies may result in disciplinary actions.

Acapesting this. Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognised or known potential baserds. Additionally, Comet Cleaning Systems, Inc. substrikes to these enhanceds:

- 1. All accidents are preventable through implementation of offective Safety and Health Control policies and programs.
- 2. Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimises flumon suffering, promotes better working conditions for
 everyone, holds Comet Cleaning Systems. Inc. in higher regard with customers, and increases productively. This is
 why Comet Cleaning Systems. Inc. will comply with all acfety and hoelth regulations which apply to the course and
 accept of operations.
- Management is responsible for providing the sofest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to effecting and providing all of the resources needed to promote and effectively implement this settly policy.
- Employees are responsible for following safe work procises and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are conceived.
- Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good officudes
 and strong commitment to sefety and health in the merkelese. Toward this and, Management must menter
 company sefety and health performance, working anythormant and conditions to ensure that program objectives
 are achieved.
- 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 existences and to prevent accidents and injuries.

Everyone of Comet Cleaning Systems, Inc. must be involved and committed to sofety. This must be a team effort, Together, we can prevent accelents and injunes. Together, we can keep each other sofe 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 ampleyment, 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 form the approved safe practices and procedures that apply to their work. Before beginning special work or now assignments, an employee should review applicable and appropriate safety If an employee has any questions about how a task should be done safely, he or she is under instruction WOT 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 attaction with his or her supervisor, on employee still his 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 a unsofe, or that he or she think a likely to couse injury or a health risk to Plarmatives or others. Page 4

Employee Safety Rules

- Conduct: Heracology procincing locks, stell are forbidden. Employees are required to work in an injury-free
 mininer displaying accepted levels of believer. Conduct that places the employee or others at risk, or which
 threetens or infimidates others, is forbidden.
- Drugs and Alcohol: Use and/or passession of illegal drugs or elected on company property or on company time are ferbidden. Reporting for work while under the influence of illegal drugs or elected is forbidden.
- Housekeeping: The following cross must remain clear of obstructions:
 Arsles/exits
- Pire extinguishers and emergency equipment
 All electrical breakers, controls, and switches
 Eye weah/sofety showers

You are responsible to keep your work area deen and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any dries/spills immediately, and putting equipment and tools over you are finished with them.

- 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 banefits. After each medical appointment resulting from a work-related injury, you must contest 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 dector's care while she/he remains
- 5. Personal Protective Equipment (PPE): Inspect PFE prior to each use. Do not use damaged PFE, You are required to maintain and keep PPE clean.
 - Sofety Glasses must be morn at all times in designated gross in this facility.

productive. Employees are required to return to work immediately upon release.

- 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 long, welding fielmet, gloves, and sleeves are required for welders at all times.
- e). Reservators only employees trained and authorized to use reservators are allowed to do so.
- Hidering Protection is required in creas where noise exposure is more than 900EA (650EA if you already have experienced a ficering less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

 - Porklifts.
 - Machine and power tools, Paint sprayers,

 - Welders, and
 Cranes/holsts

When operating meetings do not wear loose dething, long heir should be tied up and back, remove jewelry, and sleeves should other be relied 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 Nover tempor with, remove, or descrive to machine guards or controls designed to chause sefe operations. Never reach into an operating mediane or moving mediane part. · Inspect all ladders prior to each use: Ladders must be placed on secure feeting; . Only one person is allowed on a ledder at a time: Never stand on the top two steps of a stepledder; 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. S. Crones/Hoists/Lifting Devices: e) Inspect off crones, heists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged b). Never walk under a load auspended from a houst or evene. c). Keep all personnel elear of the 'fall same' of the grane/heist. d) Know the weight of motorial Being lifted. Never everload a cross/hoist. Lockout/Tegout - prior to working on any machinery when guerds are removed, every energy source (electrical, hydraule, chemical, mechanical, ste.) must be descriveted, stered energy dissipated, and the control locked in the eff (safe) position. Never remove or Camper with a lockout performed by another employee or contractor. A lockout could conset of a lock applied to a central such as a switch, breaker, or volve. A tag containing words such as "DANGER + DC NOT CREATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it moons, "Koop your hands off All eliemical containers must be labeled to identify contents and flacerds. Most labels use numbers to rank the hezard level in three important areas; *FIRE (red background color) - will the material burn? -HEALTH (blue bookground) - is the material dangerous to my body? REACTIVITY (yellow background) - is the material dangerously unstable? After each hexard (Fire, Health, Repotivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hexard: -O Minimal -1 Shight ·2 Mederate 13 Scripus ·4 Severe b) A Safety Data Sheet (505) must be secured for all chemicals purchased or brought on site. You have a right to occess 505s - ask your supervisor e) Follow all label and 505 instructions - including amount instructions. Page 6

Return to Work Program

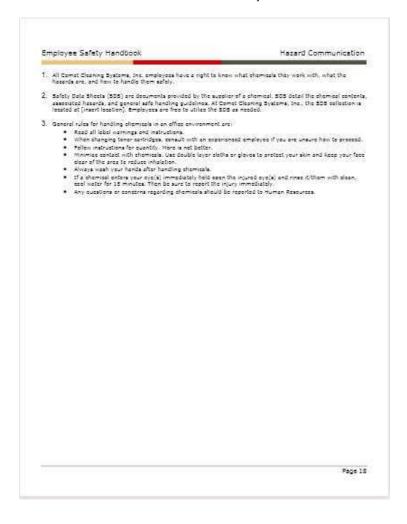
It is our goal to prevent werk-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a werk-related condition. We believe that such absences cost both Comet Cleaning Systems, inc. and its employees. We want our injured employees to get the best possible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

Comet Cleaning Systems, Inc. has a workers' companisation gragram available for employees who have suffered workrelated injuries. The program's administrator will determine, based upon their guidelines, whether you are aliquble for wage lasts or moderal expanses under that program.

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

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-socident drug screen is not performed the same day as the injury, the employee will only be peld 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 socking treatment and obtain a Return to Work Evoluation form, Reportless of the choice of physicians, the Return to Work form must be completed for each precitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs
 overy 30 days, while you are temporarily unable to work in your regular job capacity. Transitional is light duty
 work beyond sixty (60) days, up to a meanimum of six (6) months, will be eyelusted on a case-by-case Bests.
- If you are unable to return to your regular job, but are copable 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 contain employed benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us
 informed on a viscoly basis of their status, failure to do so will result in a radiation in banefits evaluable and
 discipline, us 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 ("MCA) 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 eximplete both the
 Return to Work Evaluation form and Return to Work Resulat.) Physician's Authorization form.
- Employees who are not eligible for leave under FNLA must return to light duty or regular work if at all passible. If
 you are unable to return to any available work, your job position may be filled after a researable time. When able
 to do so, you will be entitled to return to a autable position, if evaluable and enhancement 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 an a case by-case deals and relate to the performance of essential job functions. No
 assembled light duty restricts at III be created.
- Cooperate with our Olind-party administrator, and provide accurate and complete information as seen as possible so
 that you recover all benefits to which you are entitled. If you have problems or concerns, please contact your Job
 Site Foremen and the human Assources Cooperation().



Office Safety & Security

Office Safety:

- 1. Never leave file drawers open, or open multiple file drawers at once.
- 3. Do not store frequently used objects above shoulder height or below knee height.
- 4. Never reach into office mechines without turning them off and unplugging them if possible.
- 5. Keep your work area fros of trig hazards such as storage in walkyays, cords across dislos, and damaged floor
- Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool
 to provide stability.
- 1. Never use defective or broken equipment. Report these problems to your supervisor.

- Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your car.
- Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor.
- 3. When parking, remove all valuables from sight and look car doors.
- 4. Do not enter an elevator can if you are concerned about other riders; instead, wait for the next cor.
- Reep all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building.
- Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (funch, meetings, etc.).
- If you are working alone and are in the office before or after regular business flours, on weekends, or holidays, observe these additional guidelines.
 So sure doors dose and look after you.

 - Turn on lights as you make through the building.
 Always be exerc of the classet telephone (do not heatest to cell 911 if you feel threatened).
 Be suite that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you keeps the office, be sure to turn off all courpment, lights, etc.; after use.
- Wespens, including firearms, knives with blodes longer than two inches, bow/errow, pepper agray (mace, tear gas), and clubs, are not allowed on Cemet Cleaning Systems, Inc. property.

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate herasament of our jebt applicants, employees, clients, guests, vendors, customers, or persons deing Dusiness with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's race, color, sex, religion, notional origin, age, potsonable Sedus, vectors actus, or handlesg is a violation of this policy and will be treated as a disaplinary matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual fevers and other verbal, graphic, or physical conduct of a sexual network.

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.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
- noture when:

 Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's

employment;

- Submission to enrelection of such conduct by an individual (a used as a factor in decisions affecting that individual's employment; or

- Such conduct has the purpose or affect of substantially interfering with an individual's work performance or process an individuality, health, or affective warring antiformance.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- . Explicit or degreeing verbal comments about another individual or his/her appearance;
- The display of sequelly suggestive pictures or objects in any workplace location including transmission or display up computer.
- Any sexually effensive or abusive physical conduct;
- The taking of or the refusel to take any personnel action besett on an employee's submission to or referrel of sexual overtures; and

assues overwhee, and

Displaying defeors on felling jokes that relate to an individual's age, rose, gender, color, religion, national origin, disability, or sexual ententation.

Hereasment of our employees in connection with their work by non-remployees may also be a violation of this policy. Any employee who becomes aware of any flareasment of an employee by a non-remployee alloudy report such flareasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any con-remployee.

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

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

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

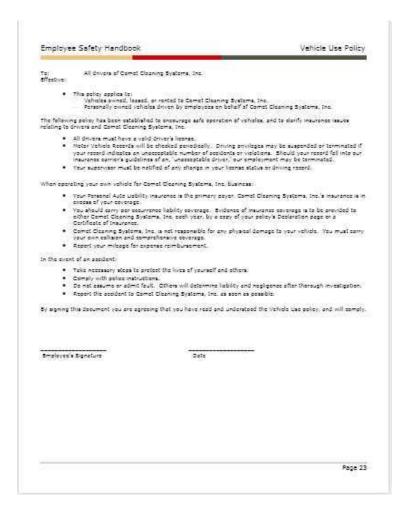
Retailation of any kind against an employed who reports a suspected insident of sexual horesament is prohibited. An employed who violates this policy or retailates against an employed in any may will be subject to disciplinary action up to and including termination.

Considerations Following a Serious Industrial Accident

Any work-related acadent resulting in sorious injury or the death of an employee presents significant emotionel challenges for management. Fellowing are some guidelines, which may reduce the effects on fellow employees and minimize the imposet from regulators, such as DSPA.

- Se prepared to talk to jocal police officials, district attorney investigators, preners, and OSHA compliance
 officers. Se ewirer that police and district atteneys aim conduct oriminal investigations, be truthful but do not
 appealed or offer unablated opinions; information, or Theories. Also be prepared for cardicate from local news
 medio. Consult with legal advisors of in doubt. (Operate under the exalimation that OSHA will investigate. Take
 stops to be sure that your exfect feeling via as prepared.
- Fefalities and incidents resulting in three or more employees receiving inpotent hespitalization must be reported within 8 hours to the closest OSHA area office. If ofter hours, the incident can be reported to OSHA et: 1-800-321-6742
- House regressriative of your company contect the employed's next of kin to inform her/him of the
 oreumstences, if pessible, this contect should be made in param. Offer to provide transportation and/or other
 support. (For example, providing an Comot Cloning Systems, the representative at the heaptol will convey
 the company is concern).
- 4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone
- Rander sofe any Kecards proceed by the accident scene. (i.e. material that may fell, leaking chemicals, etc.).
 Rapp off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
- Conduct on initial investigation. If equipment and/or duties directly involved in the accident are duplicated classifiers in the company, take immediate steps to assure that there will be no refocurrence of the decident.
- Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as sone) numbers, license along numbers, etc.
- 5. Follow Comet Cleaning Systems, Inc.'s procedure for bloodbarne pethogens in cleaning any bedity fluid spills.
- 9. Consider meeting with employees in small groups to discuss, in general terms:
- This serious accident that occurred.
 This of the necessary stops were taken to sere for the person involved.
 This of the necessary stops were taken to sere for the person involved.
 This of omatopica will be kept informed.
 The availability of the Employee Assistance Program (EAP) (if applicable).
 Provide oncouragement and request that employees work safety.
- Request your supervisors be alert for ampleyees who may not be paying full attention to their jobs and thereby joogending their own safety. During these discussions, do not discuss fault, discipline, cointens, etc.
 If your company has a physician on contract, have him/her follow the case.

Er	nployee Safety Handbook	Bloodborne Pathogens
1	Sleed and other bodily fluids can carry pethagons, which or HEV, which loads to AIDS and hopelitis.	e capable of causing discuses in others. This includes
2	Secouse we cannot fell by looking at a person if they are in precoultons following an illness or injury when bodily fluids	fected with a pethogonic discose, we must take one released.
3.	In the event of a person lesing bodily fluids, stay away from stay close to the ill/injured person to support him/her, just	m the erea and wern others to also do so. You can still be sure to stay out of contact any beging fluids.
4.	In the event that you find spilled boddy fluids, a syringe, or attempt closh up by yourself. Call Human Resources imme	other medically contaminated materials, do not distely for instructions.
-		Page 21





- 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

	tems INC	
Address 1773 N State RD 7 STE 101	I, Lauderhill, FL 33313	
Local Contact Courtney Stephens	E-Mail Address: cometcleanin	gsystems@gmail.com
Address 1773 N State RD 7 STE 101	I, Lauderhill, FL 33313	
Contract		
Amount		
Using Agency Served: Solicitation		
No and Title		
Su paning helpsy liberally notify that the cover	red employees listed below (please check one)	
A Receive a minimum pay of \$	per hour and are provided health benefits valu	ed at \$ per hour.
=	274	
Receive a minimum pay of \$ \	1.05 per hour and are not provided health benefits	
Provide names of hourly employees and their	ob classifications providing covered services for the abi	ove referenced contract
Name & OV 11 C Job Class	, Apr B Name Job	Class A or B
(our hey) tepho) they	T MANY	2000
Talvin Shrother Superior	usi media	
Mitchell Shottel Quili	4 Buteol	
Courtney Stephens	fich Additional aboots in the format above, it resided Comet Cleaning Systems INC	
attest that(Print Name)	of (Company)	hereby
the Vendor certifies that it shall: a) Pay all employees working on this contra wh wage rates and provisions of the Lis b) Provide the applicable inving wage states c) (In APPLICABLE) if heading wage states plan as described in Section 627 6692 (this elements required by the statute, as	ment regarding wage raises with the employee's first pays as amended, and as amended, and are provided under "A" above, the health care benefit and provided under "A" above, the health care benefit along from the provided under "A" as principal pody FioTyle Statute has been reviewed and the covered and redd. **The provided under the provided under the covered and	nce, as amended, in accordance check or direct deposit receipt as meets the standard health benefit
SIGNAL SUBSCRIBED BEFOR	RE ME this 1.5 day for MAY	

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURI	Y RATE (UNBURDENED)
Project Manager or Equivalent	Hour	\$	19.00
Assistant Project Manager or Equivalent	Hour	s	16.00
Quality Control Manager or Equivalent	Hour	s	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	s	
	Hour	\$	2

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 MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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

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	\$ <u>15.25</u>
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$
	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 **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

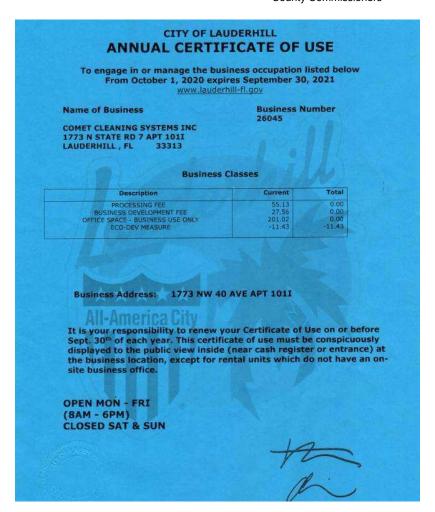
Uwner Name: COURTNEY STEPHENS

Business Location: 1773 N STATE RD 7 STE 101 I

State/County/Cert/Reg:
LAUDERHILL

Business Phone: 954-793-2442

	Number of Machin		Vending Business Onl	Vending Type	6	
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



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			06/15/2020	06/15/2021	DAMAGE TO RENTED PREMISES (Ea cotumpion)			
4 6	28/20085	7.00			MED EXP (Any one person)	\$ 5,000.00		
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					AGGREGATE	\$		
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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: 954-793-244

Authorized Representative: Courtney Stephens CBE Firm/Supplier Name: Action Group MGMT, LLC
Address: 7971 Riviera Blvd, Suite 205 City: Miramar State: FL Zip: 33023 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
- 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.
- 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	NAICS1	CBE Contract Amount ²	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

Authorized Representative: Freddy Castillo

Signature: Date: 5/4/2021 __ Title: President Bidder/Offsero Buthorized Reprobaptative
Signature: Lexing The Title: President Date: 05/04/2021

in the event the bidden/offeror does not receive award of the prime contract, any and all representations in this Lutter of intent and Allimentian shall be not and void.

Rev.: June 2018 Compliance Form No. 004

¹ Visit <u>Census.gov</u> and select <u>NAICS</u> to search and identify the correct codes. Match type of work with NAICS code as

closely as possible.

² To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.



				Vo	ar 1	Year		•	
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0.	FACILITY LOCATION	<u>Annual</u>		Unit		Unit		Two Year	
		Frequency	Annual Process	Price	Annual	Price	Annual	Total	
	North Regional		!						
1	Dispatch Center	12	Basic Cleaning		\$ -		\$	<u>\$-</u>	
	4900 Copans Rd, 2nd Fl	12	Restrooms		\$ -		\$ -	\$-	
	Coconut Creek 33066	12	Floors		\$ -		\$	\$-	
		Hourly	Porter (325Hrs./Month)	<u>\$ 26.00</u>	\$101,400.00	\$ 26.52	\$103,428.00	\$	204,82
		3,752	Pressure Cleaning (SQ. FT.)		\$ -		\$- -	\$ -	
		4	Windows-		\$ -		\$	\$ -	
		<u>4</u>	Air Quality	\$3,600.00	\$14,400.00	\$ 3,672.00	\$14,688.00	\$	29,08
		12	Cleaning Supplies	\$1,500.00	\$18,000.00	\$ 1,530.00	\$18,360.00	\$	36,36
		12	Paper Products	\$2,000.00	\$24,000.00	\$ 2,040.00	\$24,480.00	\$	48,48
		3,752	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.30	\$ 1,125.60	\$ 0.35	\$1,313.20	\$	2,43
			Electrostatic Disinfection (SQ.						
		3,752	FT.) Total	\$ 0.30	\$ 1,125.60	\$ 0.35	\$1,313.20	\$	2,43
			Total		\$160,051.20		\$163,582.40	\$	323,63
	South Regional								
2	Dispatch Center	12	Basic Cleaning		\$ -		\$	\$ -	
	6057 SW 198 Terrace	12	Restrooms		\$ -		\$	\$	
	Pembroke Pines 33332	12	Floors		\$ -		\$- -	\$-	
		Hourly	Porter (325Hrs./Month)	\$ 26,00	\$101,400.00	\$ 26.52	\$103,428.00	\$	204,82
		•							
		2,323	Pressure Cleaning (SQ. FT.)		\$ -		\$	\$-	
		4	Windows-		\$ -		\$	\$	
		<u>4</u>	Air Quality	\$2,700.00	\$10,800.00	\$ 2,754.00	\$11,016.00	\$	21,81
		12	Cleaning Supplies	\$1,400.00	\$16,800.00	\$ 1,428.00	\$17,136.00	\$	33,93
		12	Paper Products Carpet Cleaning - Deep (SQ.	\$1,900.00	\$22,800.00	\$ 1,938.00	\$23,256.00	\$	46,05
		2,323	FT.)	\$ 0.30	\$ 696.90	\$ 0.35	\$813.05	\$	1,50
			Electrostatic Disinfection (SQ.					_	
		2,323	FT.)	\$ 0.30	\$ 696.90	\$ 0.35	\$813.05	\$	1,50
			Total		\$153,193.80		\$156,462.10	\$	309,65
3	Central Regional Dispatch Center	12	Basic Cleaning		\$ -		\$- -	\$-	
•	10440 W Oakland Park Bld	12	Restrooms		\$ -		\$	\$-	
	Sunrise 33351	12	Floors		\$ -		\$	\$-	
		Hourly	Porter (325Hrs./Month)	\$ 26.00	\$101,400.00	\$ 26.52	\$103,428.00	\$	204,82
		4,464	Pressure Cleaning (SQ. FT.)		\$ -		\$	<u>\$-</u>	
		4	Windows-	# 4 400 00	\$ -	A. 1.100.00	\$	<u>\$-</u>	05.50
		<u>4</u>	Air Quality	\$4,400.00	\$17,600.00	\$ 4,480.00	\$17,920.00	\$ c	35,52
		12	Cleaning Supplies Paper Products	\$1,900.00	\$22,800.00	\$ 1,938.00 \$ 2,244.00		\$ \$	46,05
		12	Carpet Cleaning - Deep (SQ.	\$2,200.00	\$26,400.00	Φ ∠,∠44.0U	\$26,928.00	\$	53,32
		4,464	FT.)	\$ 0.30	\$ 1,339.20	\$ 0.35	\$1,562.40	\$	2,90
		4,464	Electrostatic Disinfection (SQ. FT.)	\$ 0.30	\$ 1,339.20	\$ 0.35	\$1,562.40	\$	2,90
		+,+04	Total	φ 0.30	\$ 1,339.20 \$170,878.40	φ 0.33	\$1,562.40 \$174,656.80	 \$	345,53
					\$110,010.40		ψ 174,050,00	Ψ	

VI										
FACILITY LOCATION	<u>Annual</u>			Unit			Unit		Two Year	
	Frequency	Annual Process		Price	Annual		Price	Annual	Total	
			Р	er Hour	Annual	Pe	er Hour	Annual	2 years	
Additional Labor:										
Project Supervisor		50 hrs.	\$	19.05	\$ 952.50	\$	19.65	\$ 982.50	\$	1,93
Site Supervisor		50 hrs.	\$	16.24	\$ 812.00	\$	16.56	\$ 828.00	\$	1,64
Full Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	\$ 869.50	\$	1,72
Part Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	\$ 869.50	\$	1,72
Porter Day/Night		50 hrs.	\$	19.00	\$ 950.00	\$	19.38	\$ 969.00	\$	1,9
Emergency Services Labor:										
Project Supervisor		50 hrs.	\$	19.26	\$ 963.00	\$	19.65	\$ 982.50	\$	1,94
Site Supervisor		50 hrs.	\$	16.24	\$ 812.00	\$	16.56	\$ 828.00	\$	1,6
Full Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	\$ 869.50	\$	1,7:
Part Time Service Crew		50 hrs.	\$	17.05	\$ 852.50	\$	17.39	\$ 869.50	\$	1,7:
Porter Day/Night		50 hrs.	\$	19.00	\$ 950.00	\$	19.38	\$ 969.00	\$	1,9
"Pass thru" (Services/Materials)		\$1,000.	00		\$ 1,000.00			\$1,000.00	\$	2,0
		Total Group 2	_		\$ 9,849.50			\$10,037.00	\$	19,88
Grand Total - Whole Group (Total 1 + Total 2)					\$493,972.90		\$ -	\$504,738.30	\$	998,7
NOTE: l'	REGAR	THAT THE MINIMUM WAGE RDLESS OF THE NUMBER OF THE CURRENT BROWARD OF	F HO	URS WO	RKED,	YEE	S,			
		YE	_^`		Agree to the a					
		N	O		Disagree to th	e abo	ove statem	nent.		
NAME OF COMPANY:	Cornel Cleaning Systems Inc									
AUTHORIZED PERSON NAME:	Courtney Stephens									
AUTHORIZED SIGNATURE:	Courtney Stephens									
		ning this proposal sheet, you All buildings listed in the group		_	=					
AUTHORIZED PERSON TITLE:	President						DATE:	5/26/2021		

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 101i 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; trace shows and expos
- Cleaning and Maintenance of Multiple 100,000+ Square It building Account

1995 -- 2000

JANITORIAL INDEPENDENT CONTRACTOR, C&M CLEANING

- Maintain a safe and sound environment for my clients
- · Recruit, train, retain employees
- Sprict 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/sanitorial 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
- . Rood damage and mildew control

EDUCATION

DECEMBER 2005

ATI, AUTO MECHAINIC

WORK ON GAR 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



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 oware of competition status

40ver, 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 (PF\$6300S, 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 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 Resolved problems pertaining to applicable programs by business programs. 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 Manger (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

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

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.

DP 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 L	JSS 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 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 Solicita					
RFP No. BLD2121632P		County Facilities	6		
Reference for:					
Organization/Firm Name	providing reference:	27.7324			10
Minute	MAN YA	28S			
Contact Name: Man	DIA Medin			erence date:	-
Name of Referenced Pro	of MINUTEL	naupress.	Com Co	ntact Phone:	154-695-5
Contract No.	Date Services	Provided:	-	Project An	nount:
	0.500 pt 10.0000	to		- Independent	Contract (gr.
Vendor's role in Project	Prime Vendor	Subconsultant/S	Subcontractor		
Would you use this vendo		□No			
Description of services	provided by Vendor:				
Please rate your experi	ience with the	Needs	Satisfactory	Excellent	Not
	CHOC WILL LINE		Agost (General X	Search and in	Applicable
referenced Vendor:		Improvement			editional con-
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b. Local Management

	P No. BLD2121632P1, Jani	witer pervises -	Courty Facilities	Ę		
	ference for:					
Or	ganization/Firm Name provid	ding reference:				
	LOCAL	MAN	ACTEM	ent		
Co	Intact Name: ANU CO	a Ch	adha	Refe	erence date:	
Co	ntact Email Chadhouse	Paralmana	gement.u	c Cor	ntact Phone	37-853-6
Na	me of Referenced Project.		de la			- 000
Co	ntract No.	Date Services	Provided:		Project An	nount:
			to			
Ven	dor's role in Project: Prin	ne Vendor	Subconsultant/S	Subcontractor		
Wou	uld you use this vendor again	12 Fives	□No			
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0.00	engradit of software provide	od by Felidol.				
	ase rate your experience v	with the	Needs	Satisfactory	Excellent	Not
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c. Covenant Living of Florida

DI	260	VARD	Ven	dor Reference \	Verification Fo	rm	
Bro	ward	County Solicitation	No. and Title:				
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	ereno		data a set a se a se				
79	agua	tion/Firm Name pro	viding reference:	05	7		
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		Referenced Project	77717	C CO Printil	COM	7	7-860-4
Cor	tract	No.	Date Services	Provided:		Project An	nount.
				to			
)esc	riptio	use this vendor aga on of services prov	ided by Vendor:	Needs	Satisfactory	Excellent	Not
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Plea refe	ase ra rence Ven	n of services prov ate your experience ad Vendor: dor's Quality of Sen Responsive	ain? Yes	Needs	Satisfactory	Excellent	
Plea refe	ase ra rence Ven a b	on of services prov ite your experience ed Vendor: dor's Quality of Sen	ain? Yes	Needs	Satisfactory	Excellent	
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d. Nova Southeastern University

RFP No. BLD2121632P1, Janitoria	d Title: I Services -County Facilitie	8		
Reference for:				
Organization/Firm Name providing.	A CONTRACTOR OF THE PARTY OF TH	Wivees	itu	
Contact Name: LINDA		Refe	erence date:	
Name of Referenced Project	Nova Edu	Cor	ntact Phone G	54-262-319
Contract No. Dat	te Services Provided:		Project Ar	nount.
Vendor's role in Project. ☐ Prime V	3750	Subcontractor		
Would you use this vendor again?	☐Yes ☐No	30000Ha eciol		
Description of services provided b				
bostington of outlood provided a	,			
Please rate your experience with referenced Vendor:	the Needs	Satisfactory	Excellent	Not Applicable
Vendor's Quality of Service				ET.
Responsive Accuracy	Н		Н	H
c Deliverables		Ō		
2. Vendor's Organization:	П			
 Staff expertise Professionalism 		land.	H	
a. Turnover				
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3. Timeliness of:		H	\exists	H
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a. Project b. Deliverables 4. Project completed within budget	* D		\Box	
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a. Project b. Deliverables 4. Project completed within budge 5. Cooperation with: a. Your Firm b. Subcontractor(s)/Subcontractor(s)		9		8
a. Project b. Deliverables 4. Project completed within budge 5. Cooperation with: a. Your Firm				0 B
a. Project b. Deliverables 4. Project completed within budge 5. Cooperation with: a. Your Firm b. Subcontractor(s)/Subcontractor(s)	sultant(s)	8		B

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

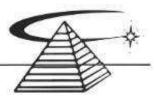
- **3.2 Management and Organization** Comet Cleaning is committed to exceeding the quality standards as set by this contract by working diligently and effectively. We train our staff to look at hard to reach areas to ensure the highest level of sanitation.
- **3.3 Quality Control Program** Comet Cleaning 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 aty 11
- Mop qty 30
- · Dust Pan aty 50
- · Wheel Cart qty 30
- Floor Sign qty 60
- Vacuum Cleaner Commercial qty 60
- · Floor Machine aty 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.



Comet Cleaning Systems Inc. email: cometcleaningsystems@gmail.com

phone: 954-793-2442

3.5 Company Training



Employee Safety Manual Comet Cleaning Systems, Inc.

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

Provided by: The Insurance Exchange

Logal Statistmen to water of this form employed benilbook.
The materials presented remainars for general inference only. Rideral, state or local lavar, or includes a commitmence may receive the addition of position, among the addition of position, among the commitment of making price in the addition of position, among the additional position, and or may receive a commitment of the addition. These materials are intended to be used only as guides and enough not be used, stocked, or modified without the advise of legal covice). These materials are presented, therefore, which the independent of the commitment of the production of the country or continued productions and competency of the control of the con

Employee Safety Handbook

Preface

Comet Cleaning Systems, Inc. recognizes that our people drive the business. As the most critical resource, impleyees will be safeguerded through training, prevision of appropriate work surroundings, and procedures that feater protection of health and safety. All work excellented by Camet Cleaning Systems, Inc. Systems are projects will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employed will be deemed more important than

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

We value our employees not only as employees but also as human beings entired 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 Nacords encountered on the job. All appelents/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 faderal, state, Jacob, and company policies and procedures. Policie to comply with these policies may result in disciplinary actions.

Acapesting this. Comet Cleaning Systems, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognised or known potential baserds. Additionally, Comet Cleaning Systems, Inc. substrikes to these enhanceds:

- 1. All accidents are preventable through implementation of offective Safety and Health Control policies and programs.
- 2. Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimises flumon suffering, promotes better working conditions for
 everyone, holds Comet Cleaning Systems. Inc. in higher regard with customers, and increases productively. This is
 why Comet Cleaning Systems. Inc. will comply with all acfety and hoelth regulations which apply to the course and
 accept of operations.
- Management is responsible for providing the sofest possible workplace for Employees. Consequently, management of Comet Cleaning Systems, Inc. is committed to effecting and providing all of the resources needed to promote and effectively implement this settly policy.
- Employees are responsible for following safe work procises and company rules, and for preventing accidents and injunes. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are conceived.
- Management and supervisors of Comet Cleaning Systems, Inc. will set an exemplary example with good officudes
 and strong commitment to sefety and health in the merkelese. Toward this and, Management must menter
 company sefety and health performance, working anythonoral and conditions to ensure that program objectives
 are achieved.
- 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 existences and to prevent accidents and injuries.

Everyone of Comet Cleaning Systems, Inc. must be involved and committed to safety. This must be a team effort, Together, we can prevent accidents and injunes. 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 ampleyment, 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 form the approved safe practices and procedures that apply to their work. Before beginning special work or now assignments, an employee should review applicable and appropriate safety If an employee has any questions about how a task should be done safely, he or she is under instruction WOT 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 attaction with his or her supervisor, on employee still his 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 a unsofe, or that he or she think a likely to couse injury or a health risk to Plarmatives or others. Page 4 Employee Safety Handbook

Employee Safety Rules

- Conduct: Heracology procincil jokes, stell are forbidden. Employees are required to work in an injury-free
 mininer displaying accepted levels of believer. Conduct that places the employee or others at risk, or which
 threetens or infimidates others, is forbidden.
- Drugs and Alcohol: Use and/or passession of illegal drugs or elected on company property or on company time are ferbidden. Reporting for work while under the influence of illegal drugs or elected is forbidden.
- Housekeeping: The following cross must remain clear of obstructions:
 Arsles/exits
- Fire extinguishers and emergency equipment
 All electrical breakers, controls, and switches
 Eye weah/sofety showers

You are responsible to keep your work area deen and safe. Clean-up several times throughout the day, disposing of tresh and weste in approved containers, wiping up any dries/spills immediately, and putting equipment and tools over you are finished with them.

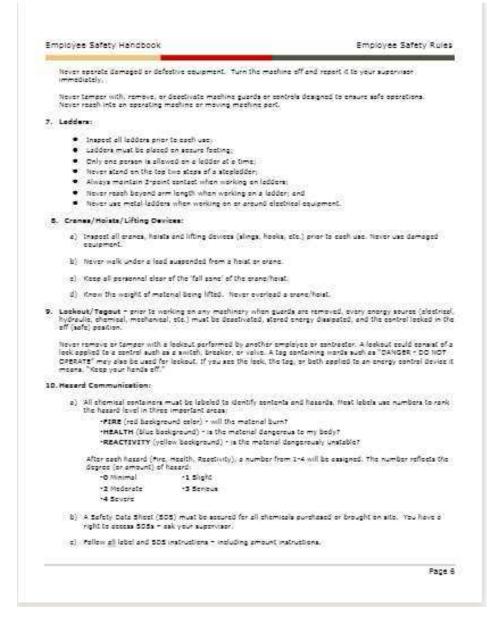
- Injury Reporting: All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation banefits. After each medical appointment resulting from a work-related injury, you must contest your supervisor to discuss 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 dector's care while she/he remains
- productive. Employees are required to return to work immediately upon release. 5. Personal Protective Equipment (PPE): Inspect PFE prior to each use. Do not use damaged PFE. You are
 - Sofety Glasses must be morn at all times in designated gross 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 long, welding fielmet, gloves, and sleeves are required for welders at all times.
 - e). Reservators only employees trained and authorized to use reservators are allowed to do so.
 - Hidering Protection is required in creas where noise exposure is more than 900EA (650EA if you already have experienced a ficering less).
- 6. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:

required to maintain and keep PPE clean.

- Porklifts.
- Machine and power tools.

- Welders, and
 Cranes/holsts

When operating meetines, do not wear loose clothing, long heir should be field up and back, remove joinefry, and slooves should either be relied all the way up, or all the way down.



Employee Safety Handbook

Return to Work Program

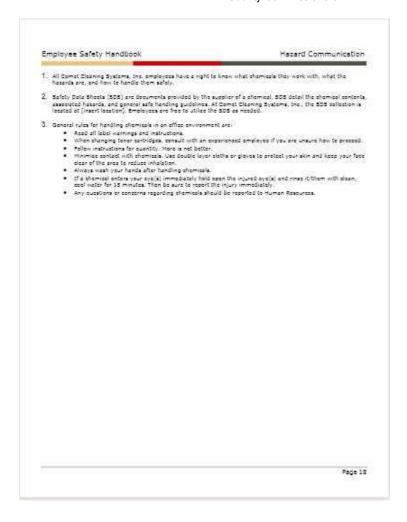
It is our goal to prevent werk-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a werk-related condition. We believe that such absences cost both Comet Cleaning Systems, inc. and its employees. We want our injured employees to get the best possible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

Compt Cleaning Systems, Inc. has a workers' compensation program evailable for employees who have suffered workrelated injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible forwage less or motified expresses under that program.

Comet Cleaning Systems, the wants to provide meaningful work activity for all employees who become unable to perform all, or partions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty mark. The Setunn to Work program is temperary, to exceed an impedia.

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-socident 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 socking treatment and obtain a Return to Work Evoluation form, Reportless of the choice of physicians, the Return to Work form must be completed for each precitioner visit. Comet Cleaning Systems, Inc. will not accept a general note storing 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 programs
 overy 35 days) while you are temporarily unable to work in your regular job capacity. Transitional is light duty,
 work beyond sixty (60) days, up to a meanimum of six (6) months, will be eyeluted on a caser-by-case Bosts.
- If you are unable to return to your regular job, but are copable 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 disquelification for contain employee benefits and, in some cases, be a
 basis for termination.
- Employees who are unable to work and whose obsences Comet Cleaning Systems, Inc. approves must keep us
 informed on a viscoly basis of their status. Failure to do so will result in a reduction in banefits evaluable and
 dissolish, 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 ("MCA) 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 eximplete both the
 Return to Work Evaluation form and Return to Work Resulat.) Physician's Authorization form.
- Employees who are not eligible for leave under FNLA must return to light duty or regular work if at all passible. 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 outsided 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 eagable of returning to full duty. Permanent, restrictions will be evaluated on a case-by-case basis and relate to the performance of easential job functions. No permanent light duty considers will be created.
- Cooperate with our third-party administrator, and provide accurate and complete information as seen as possible so
 that you recover all benefits to which you are entitled. If you have problems or concerns, please contact your Job
 Site Personal and the Numan Resources Cooperation().



Employee Safety Handbook Office Safety & Security Office Safety: 1. Never leave file drawers open, or open multiple file drawers at once. 3. Do not store frequently used objects above shoulder height or below knee height. 4. Never reach into office mechines without turning them off and unplugging them if possible. 5. Keep your work area fros of trig hazards such as storage in walkyays, cords across dislos, and damaged floor Inspect step stools/ledders before use. So sure to keep a stationery object in front of you when using a step stool to provide stability. 1. Never use defective or broken equipment. Report these grablems to your supervisor. Always be owere of your surroundings. Keep your head up and hands out of your peckets while walking to end from your car. Immediately report any auspicious activity or persons to your supervisor and immediately report any that to your supervisor. 3. When parking, remove all valuables from sight and look car doors. 4. Do not enter an elevator can if you are concerned about other riders; instead, wait for the next cor. Reep all valuables (money, purse, jewelry, etc.) out of sight when at your deak. Do not bring large sums of money or other valuables into the building. Secure leptop computers, PDAs, and other small electronic devices before leaving your workspace for extended geneda of time (funch, meetings, etc.). If you are working alone and are in the office before or after regular business flours, on weekends, or holidays, observe these additional guidelines. So sure doors dose and look after you. Turn on lights as you make through the building. Always be exerc of the classet telephone (do not heatest to cell 911 if you feel threatened). Be suite that someone at home knows that you are at work and is expecting you to check in by a specified time. As you keeps the office, be sure to turn off all courpment, lights, etc.; after use. Wespens, including firearms, knives with blodes lenger than two inches, bow/errow, pepper agray (mace, tear gas), and clubs, are not allowed on Cemet Cleaning Systems, Inc. property.

Employee Safety Handbook

Sexual Harassment Policy

Comet Cleaning Systems, Inc. does not tolerate herasament of our jebt applicants, employees, clients, guests, vendors, customers, or persons deing Dusiness with Comet Cleaning Systems, Inc. Any form of herasament related to an employee's race, color, sex, religion, notional origin, age, potsonable Sedus, vectors actus, or handlesg is a violation of this policy and will be treated as a disapplinary matter. For these purposes, the term herasament includes, but is not limited to, alura, jokes, or other verbal, grephic, or physical conduct relating to an individual's race, color, sex, religion, or national origin, sexual advances, requests for sexual fevers and other verbal, graphic, or physical conduct of a sexual network.

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.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual
- noture when:

 Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's

- employment;

 Submission to enrelection of such conduct by an individual (a used as a factor in decisions affecting that individual's employment; or

 Such conduct has the purpose or affect of substantially interfering with an individual's work performance or process an individuality, health, or affective warring antiformance.

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

- . Univelsame sexual firstation, advances, or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degreeing verbal comments about another individual or ha/for appearance;
- The display of sequelly suggestive pictures or objects in any workplace location including transmission or display up computer.
- Any sexually effensive or abusive physical conduct;
- The taking of or the refusel to take any personnel action besett on an employee's submission to or referrel of sexual overtures; and

assues overwhee, and

Displaying defeors on felling jokes that relate to an individual's age, rose, gender, color, religion, national origin, disability, or sexual ententation.

Hereasment of our employees in connection with their work by non-remployees may also be a violation of this policy. Any employee who becomes aware of any flareasment of an employee by a non-remployee alloudy report such flareasment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any con-remployee.

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

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

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

Retailation of any kind against an employed who reports a suspected insident of sexual horesament is prohibited. An employed who violates this policy or retailates against an employed in any may will be subject to disciplinary action up to and including termination.

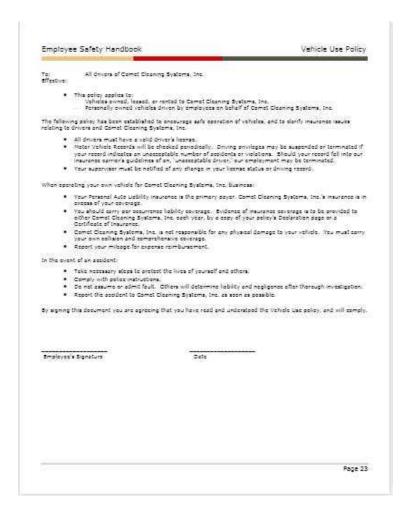
Employee Safety Handbook

Considerations Following a Serious Industrial Accident

Any work-related acadent resulting in scrious injury or the death of an employee presents significant emotionel challenges for management. Fellowing are same guidelines, which may reduce the effects on fellow simpleyees and minimize the imposet from regulators, such as 0.54A.

- Se prepared to talk to local police officials, district attorney investigators, careners, and OSHA compliance
 afficers. Se exister that police and district atteneys as needled criminal investigations be tracibled but do not
 appealed to reffer unablotted opinions. Information, or Thornes, Also be prepared for cardicate from local news
 modile. Cansult with legal advastra if in doubt. (Operate under the casalmation that OSHA will investigate. Take
 stops to be sure that your chiefer feeling via as prepared.
- Fefalities and incidents resulting in three or more employees receiving inpotent hespitalization must be reported within 8 hours to the closest OSHA area office. If ofter hours, the incident can be reported to OSHA et: 1-800-321-6742
- House regressriative of your company contect the employed's next of kin to inform her/him of the
 oreumstences, if pessible, this contect should be made in param. Offer to provide transportation and/or other
 support. (For example, providing an Comot Cloning Systems, the representative at the heaptol will convey
 the company is concern).
- 4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone
- Rander sofe any Kecards protect by the accident scene. (i.e. material that may fell, leaking chemicals, etc.).
 Rapp off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
- Conduct on initial investigation. If equipment and/or duties directly involved in the accident are duplicated
 classifiers in the company, take immediate steps to assure that there will be no refocurrence of the decident.
- Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as sone) numbers, license along numbers, etc.
- 5. Follow Comet Cleaning Systems, Inc.'s procedure for bleodbarne pethogens in cleaning any bedity fluid spills.
- 9. Consider meeting with employees in small groups to discuss, in general terms:
- This serious accident that occurred.
 This of the necessary stops were taken to sere for the person involved.
 This of the necessary stops were taken to sere for the person involved.
 This of omatopica will be kept informed.
 The availability of the Employee Assistance Program (EAP) (if applicable).
 Provide oncouragement and request that employees work safety.
- Request your supervisors be alert for ampleyees who may not be paying full attention to their jobs and thereby joogending their own safety. During these discussions, do not discuss fault, discipline, cointens, etc.
 If your company has a physician on contract, have him/her follow the case.

Er	nployee Safety Handbook	Bloodborne Pathogen
:-	Sleed and other bodily fluids can carry pathogons, which a HDV, which loads to AIDS and hopetitis.	re appeals of couping discuses in others. This includes
2.	Secouse we cannot tell by looking at a person of they are in precoultant following an illness or injury when bodily fluids	rfected with a pathogenic discose, we must take one released.
2.	In the event of a person lesing bodily fluids, stay away from stay close to the ill/injured person to support him/her, just	m the area and warn others to also do so. You can still be sure to stay out of contact any bedily fluids.
4.	In the event that you find spilled boddy fluids, a syringe, a attempt clean up by yourself. Call Human Resources imme	r other medically contaminated materials, do not distally for matriculars.
		Page 2





- 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

Covered Employer: Comet Cleaning Syste	rms INC		
Address 1773 N State RD 7 STE 101 I,			
Local Contact: Courtney Stephens	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	cometcleaningsystems	@email.com
Address 1773 N State RD 7 STE 101 I			of Washington
Contract	***************************************		
Amount			
Using Agency			
Served Solicitation			
By signing below thereby certify that the covere A. Receive a minimum pay of \$ B. Receive a mini	d employees listed below (please of per hour and are provided he 0.5 per hour and are not provide	esith benefits valued at \$	perhour
Provide names of hourly employees and their join	classifications providing covered s	ervices for the above reference	red contract
	Manual Grant Telephone And the Committee of the format above, it		
Courtney Stephens aftest that(Print Name)	of Comet Cleaning	mpany)	hereby
(1) I have the authority to sign this notarized of the Verdor certifiers that I should be a place of the Verdor certifiers that I should be a place of the Verdor certifiers that I should be a place of the Verdor the specifier that it is not so that the Verdor that I should be a place as described in Section 027 0899 (12 the undestrained affirms that the reference the elements required by the statute, as a place of the Verdor that the Verdor t	Sproject, who are covered by the Living Wage Ordinance, in tregarding wage raises with the error provided under "A" above, the her provided under the her provided	wing Wage Ordinance, as ame iployee's first paycheck or dire	nded, in accordance ect deposit receipt as andard health benefit
SWORN TO AND SUBSCRIBED BEFORE	the second secon		

JANITORIAL SERVICES – FACILIITES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURI	Y RATE (UNBURDENED)
Project Manager or Equivalent	Hour	\$	19.00
Assistant Project Manager or Equivalent	Hour	s	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	s	
	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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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	\$
Janitorial Worker or Equivalent	Hour	\$ 13.81
	Hour	\$
	Hour	\$

Vendor Name Comet Cleaning Systems Inc.

JANITORIAL SERVICES - FACILITIES MANAMGEMENT DIVISION **FACILITIES LOCATIONS**

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

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

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

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

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

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	\$ <u>16.48</u>
Quality Control Manager or Equivalent	Hour	\$ 17.52
Shift Supervisor or Equivalent	Hour	\$ <u>15.25</u>
Team Leader/Supervisor or Equivalent	Hour	\$ 15.05
Janitorial Worker or Equivalent	Hour	\$
	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

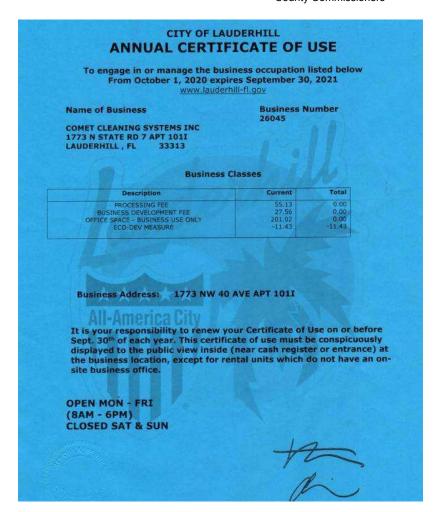
DBA: COMET CLEANING SYSTEMS INC **Business Name:**

Receipt #: 325-282021 CLEANING/JANITORIAL Business Type: (JANITORIAL)

Owner Name: COURTNEY STEPHENS
Business Location: 1773 N STATE RD 7 STE 101 I State/County/Cert/Reg:
LAUDERHILL

Business Phone: 954-793-2442

-		For	Vending Business Only	у		
	Number of Machin	es:		Vending Type	r:	
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Callection Cast	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33,00



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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	o.: BLD2121632P1	
Project Title:	Janitorial Services - County Facilities	
Bidder/Offero	Name: Comet Cleaning Systems INC	

_Chy._Lauderhill Address: 1773 State Rd 7 STE 101 I __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 Phone: 954-288-1105 Authorized Representative: Freddy Castillo

- 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
- By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described helow.
- C. By signing below, the above-named CBE is committing to perform the work described below.
- 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	NAICS1	CBE Contract Amount ²	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.

head to Date: 5/4/2021 _Title: President Bidder/Offgror Buthorized Reproductative
Signature: Title: President Date: 05/04/2021

in the event the bidden/offeror does not receive award of the prime contract, any and all representations in this Lutter of intent and Allimentian shall be not and voict.

Rev.: June 2018 Compliance Form No. 004

¹ Visit <u>Census.gov</u> and select <u>NAICS</u> to search and identify the correct codes. Match type of work with NAICS code as

closely as possible.

² To be provided only when the solicitation requires that bidder/offeror include a dollar amount in its bid/offer.

Office of Economic and Small Business Development
Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 23301 • 954-357-6400 • FAX 954-357-5674 • TTY 954-357-5664

This Certificate is Awarded to:
ACTION GROUP MGMT LLC

As set forth in the Broward County Business
Opportunity Act of 2012; the certification requirements
have been met for:

County Business Enterprise (CBE)
Small Business Enterprise (SBE)
Anniversary Date: January 30th

The Office of Economic and Small Business Development must be notified within 30 days of any material changes in the business which may affect ownership and counce.

Palative to do so may reach in the revocation of this certificate and/or imposition of other structions.

A Service of the Broward County Board of County Commissioners
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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 <u>Purchasing Division website</u> or contact Periscope S2G for submittal instructions.

A. Responsiveness Criteria:

Responsive (Vendor) means a vendor who submits a response to a solicitation that the Director of Purchasing determines meets all requirements of the solicitation. As provided in Section 21.40(a) of the Broward County Procurement Code, a solicitation may only be awarded to a vendor whose submission is responsive to the requirements of the solicitation. The Director of Purchasing shall determine whether submissions are responsive. This determination shall be final and may not be changed by the Evaluation Committee, if one is appointed for the solicitation.

The required information and applicable forms must be submitted with solicitation response, electronically through Periscope SG2 by the due date and time specified in the solicitation. Failure to timely submit may result in Vendor being deemed non-responsive by the Director of Purchasing. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.37(b) of the Broward County Procurement Code.

Below are standard responsiveness criteria; refer to Special Instructions to Vendors, for Additional Responsiveness Criteria requirement(s).

1. Lobbyist Registration Requirement Certification

Refer to Lobbyist Registration Requirement Certification. The completed form should be submitted with the solicitation response. If not submitted within solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may result in Vendor being deemed non-responsive.

2. Addenda

The County reserves the right to amend this solicitation prior to the due date and time specified in the solicitation. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. Vendor must follow the instructions carefully and submit the required information and applicable forms, or acknowledge addendum, electronically through Periscope S2G. It is the Vendor's sole responsibility to monitor the solicitation for any changing information, prior to submitting their solicitation response.

B. Responsibility Criteria:

Responsible (Vendor) means a vendor who is determined to have the capability in all respects to perform fully the requirements of a solicitation, as well as the integrity and reliability that will ensure good faith performance, as provided in Section 21.40(b) of this Code. In accordance with Section 21.40(b) of the Broward County Procurement Code, a solicitation may only be awarded to a vendor who is determined to be responsible to provide the goods or services requested by the solicitation. If a response to a solicitation is submitted by a joint venture, the joint venture will not be eligible to receive an award unless each member of the joint venture is determined to be responsible. A determination of responsibility shall be made only as to those vendors whose submissions have been determined to be responsive.

With respect to RFPs, RLIs, and RFQs, the Evaluation Committee, with assistance of the Purchasing Division and based on information provided by the applicable County Agencies and the Office of the County Attorney, shall determine whether vendors who have submitted responsive submissions are responsible.

Notwithstanding the foregoing, the awarding authority for a solicitation shall have the ultimate authority to determine whether vendors who have submitted responsive submissions are responsible.

When making determinations of responsibility, the Director of Purchasing or the Evaluation Committee (as applicable) may request additional information from any vendor on matters that may affect a vendor's responsibility. The failure of a vendor to provide information requested by the County may result in a determination of non-responsibility. In addition, a vendor may submit information regarding its responsibility; provided, however, that such information shall not be considered if it contradicts or materially alters the information provided by the vendor in its original response to the solicitation.

Failure to provide any of this required information and in the manner required may result in a recommendation by the Director of Purchasing that the Vendor is non-responsible.

Below are standard responsibility criteria; refer to **Special Instructions to Vendors**, for Additional Responsibility Criteria requirement(s).

1. Litigation History

- a. All Vendors are required to disclose to the County all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. Additionally, all Vendors are required to disclose to the County all "material" cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the "material" cases against the principal, during the last three (3) years prior to the solicitation response. A case is considered to be "material" if it relates, in whole or in part, to any of the following:
 - i. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;
 - ii. An allegation of fraud, negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation:
 - iii. A vendor's default, termination, suspension, failure to perform, or improper performance in connection with any contract;
 - iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
 - v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.
- b. For each material case, the Vendor is required to provide all information identified in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- c. The County will consider a Vendor's litigation history information in its review and determination of responsibility.
- d. If the Vendor is a joint venture, the information provided should encompass the joint ventureand each of the entities forming the joint venture.
- e. A vendor is required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor's subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.

f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor's subcontractors/subconsultants litigation history against the County, may result in the Vendor being deemed non-responsive.

2. Financial Information

- a. All Vendors are required to submit the Vendor's financial statements by the due date and time specified in the solicitation, in order to demonstrate the Vendor's financial capabilities. If not submitted with solicitation response, it must be submitted within three business days of County's written request.
- b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements shall be in the form of:
 - i. Balance sheets, income statements and annual reports; or
 - ii. Tax returns; or
 - iii. SEC filings.

If tax returns are submitted, ensure it does not include any personal information (as defined under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response the County.

- c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.
- d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.
- e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to **Standard Instructions to Vendors**, Confidential Material/Public Records and Exemptions for instructions on submitting confidential financial statements. 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. Cone of Silence Requirement Certification
- b. Drug-Free Workplace Certification
- c. Non-Collusion Certification
- d. Public Entities Crimes Certification
- e. Scrutinized Companies List Certification

2. Subcontractors/Subconsultants/Suppliers Requirement

The Vendor shall submit a listing of all subcontractors, subconsultants, and major material suppliers, if any, and the portion of the contract they will perform. Vendors must follow the instructions included on the **Subcontractors/Subconsultants/Suppliers Information** and submit as instructed.

D. Standard Agreement Language Requirements

- 1. The acceptance of or any exceptions taken to the terms and conditions of the County's Agreement shall be considered a part of a Vendor's solicitation response and will be considered by the Evaluation Committee.
- 2. The applicable Agreement terms and conditions for this solicitation are indicated in the Special Instructions to Vendors.

- 3. Vendors are required to review the applicable terms and conditions and submit the Agreement Exception Form. The completed form should be submitted with the solicitation response. If not submitted with solicitation response, it shall be deemed an affirmation by the Vendor that it accepts the contract terms and conditions stated in the solicitation.
- 4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.
- 5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County's terms and conditions may be viewed 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:
 - (Lowest Proposed Price/Vendor's Price) x (Maximum Number of Points for Price) = Price Score
 - d. After completion of scoring, the County may negotiate pricing as in its best interest.
- 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:
 - 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 <u>Committee Appointment</u>.

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.
- 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.

Estimated Contract Amount	Filing Fee
Mandatory Bid Amount up to \$250,000	\$500
\$250,000 - \$500,00	\$1,000
\$500,001 - \$5 million	\$3,000
Over \$5 million	\$5,000

The estimated contract amount shall be the total bid amount offered by the protesting vendor in its response to the solicitation, inclusive of any contract renewals or extensions. If no bid amount was submitted by the protestor, the estimated contract amount shall be the County's estimated contract price for the procurement. The County will accept a filing fee in the form of a money order, certified check, or cashier's check, payable to "Broward County," or other manner of payment approved by the Director of Purchasing.

T. RIGHT TO APPEAL

The protestor may appeal the Director of Purchasing's denial of the protest with respect to the proposed award of a solicitation in accordance with Part XII of the Broward County Procurement Code. Decisions by the Director of Purchasing with respect to the specifications or requirements of a solicitation may only be appealed to the County Administrator or their designee, who shall determine the method, timing, and process of the appeal and whose decision shall be final.

- 1. The appeal must be received by the Director of Purchasing within ten (10) days after the date of the determination being appealed.
- 2. The appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of Part XII of the Broward County Procurement Code.
- Except as otherwise provided by law, the filing of an appeal is an administrative remedy that must be exhausted prior to the filing of any civil action against the County concerning any subject matter that, had an appeal been filed, could have been addressed as part of the appeal.

U. Rejection of Responses

The Director of Purchasing may reject all responses to a solicitation, even when only one response is received, if the Director of Purchasing determines that doing so would be in the best interest of the County; provided, however, that only the Board may reject all responses to a solicitation where the issuance of the solicitation was approved by the Board.

V. Negotiations

Once a ranking is deemed final, the County shall commence contract negotiations with the top-ranked vendor (or, if provided in the solicitation, with multiple top-ranked vendors simultaneously). If the negotiation does not result in mutually satisfactory contract terms within a reasonable time, as determined by the Director of Purchasing, then the Director of Purchasing may terminate negotiations with the applicable vendor and commence (or continue, if the solicitation provided for negotiation with multiple top-ranked vendors) negotiations with the next-ranked vendor(s) or issue a new solicitation, as the Director of Purchasing determines to be in the best interest of the County[FA29] [CC30]. In accordance with Section 286.0113 of the Florida Statutes, and the direction of the Broward County Board of Commissioners, negotiations resulting from Evaluation Committee Meetings are closed. Only County staff and the selected vendor and their team will be present during negotiations.

W. Submittal Instructions:

- 1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. DO NOT INCLUDE any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.
- 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.
- 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.

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 <u>Code of Ordinances</u>, <u>Section 1-74</u>, et seq., provides certain preferences to Local Businesses, Locally Based Businesses, and Locally Based Subsidiaries, and the <u>Broward County Procurement Code</u> 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),
 - 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 exemptfrom business tax receipt requirements),
 - ii. in an area zoned for the conduct of such business.
 - iii. that the Vendor owns or has the legal right to use, and
 - iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to BrowardCounty in connection with the applicable competitive solicitation (as so defined, the "Local Business Location").

If Option 1 selected, indicate Local Business Location:

- ✓ Option 2: The Vendor is both a Local Business and a Locally Based Business as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:
 - A. The Vendor has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitationwas advertised),

- i. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
- ii. in an area zoned for the conduct of such business,
- iii. that the Vendor owns or has the legal right to use, and
- iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation as so defined, the "Local Business Location");
- B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location:
- C. The Vendor's management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;
- D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and
- E. Less than fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the owned, directly or indirectly, by one or more entities with a principal place of business Vendor located outside of Broward County is **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, listedon the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - iii. in an area zoned for the conduct of such business,
 - iv. that the Vendor owns or has the legal right to use, and
 - V. from which the Vendor operates and performs on a day-to-day basis businessthat is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the "Local Business Location");
- B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;
- C. The Vendor's management directs, controls, and coordinates all or 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 aprincipal place of business located outside of Broward County is .

If Option 3 selected, indicate **Local Business Location**:

- Option 4: The Vendor is a joint venture composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list "N/A" if section does not apply. The Vendor further certifies that:
 - A. The proportion of equity interests in the joint venture owned by **Local Business (es)** (each Local Business must comply with all of the requirements stated in Option 1) is % of the total equity interests in the joint venture; and/or
 - B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is % of the total equity interests in 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 thejoint venture.

If Option 4 selected, indicate the Local Business Location(s) (es) on separatesheet.

■ **Option 5:** Vendor is not a Local Business, a Locally Based Business, or a Locally Based Subsidiary, as each term is defined by Section 1-74, Broward County Code of Ordinances.

Required Supporting Documentation (in addition to this form):Option 1 or 2 (Local

Business or **Locally Based Business**):

1. Broward County local business tax receipt.

Option 3 (Locally Based Subsidiary)

- 1. Broward County local business tax receipt.
- 2. Documentation identifying the Vendor's vertical corporate organization and names ofparent entities if the Vendor is a Locally Based Subsidiary.

Option 4 (**joint venture** composed of one or more Local Business(es), Locally Based Business(es), or Locally Based Subsidiary(ies):

- 1. Broward County local business tax receipt(s) for each Local Business(es), Locally Based Business(es), and/or Locally Based Subsidiary(ies).
- 2. Executed joint venture agreement, if the Vendor is a joint venture.
- 3. If joint venture is comprised of one or more Locally Based Subsidiary(ies), submit documentation identifying the vertical corporate organization and parent entitiesname(s) of each Locally Based Subsidiary.

If requested by County (any option):

- 1. Written proof of the Vendor's ownership or right to use the real property at the LocalBusiness Location.
- 2. Additional documentation relating to the parent entities of the Vendor.
- 3. Additional documentation demonstrating the applicable percentage of equity 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 theactivities of the Vendor are directed, controlled, and coordinated.

By submitting this form, the Vendor certifies that if awarded a contract, it is the intent of the Vendor to remain at the Local Business Location address listed below (or another qualifyingLocal Business Location within Broward County) for the duration of the contract term, including any renewals or extensions. (If nonlocal Vendor, leave Local Business Location blank.)

Indicate Local Business Location:

True and Correct Attestations:

Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doingbusiness 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

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 $\frac{1}{2}$ -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).

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 **4** 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

Courtney Stephens	President	Comet Cleaning Systems	05/24/2021
		Inc.	
Authorized Signature/Name	Title	Vendor Name	Date

and attach explanation of its applicability).

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.

✓	
	The following exceptions are taken to the contract terms and conditions state in this soliciation: (use additional forms as needed; separate each Article/ Section number)

There are no exceptions to the contract terms and conditions state in this solicitation; or

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

There are no material cases for this Vendor; or

Material Case(s) are disclosed below:

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.

Is this for a: (check type)	If Yes, name of Parent/Subsidiary/Predecessor:					
Parent, Subsidiary, or	Or No					
Predecessor Firm?	OT NO					
Party						
Case Number, Name,						
and Date Filed						
Name of Court or other						
tribunal						
Type of Case	Bankruptcy Civil Criminal Administrative/Regulatory					
Claim or Cause of Action and						
Brief description of each Count						
Brief description of the Subject						
Matter and Project Involved						
Disposition of Case	Pending Dismissed Dismissed					
(Attach copy of any applicable	Judgment Vendor's Favor Judgment Against Vendor					
Judgment, Settlement	Judgment vendor s ravor — Judgment Agamst vendor —					
Agreement and Satisfaction of						
Judgment.)	If Judgment Against, is Judgment Satisfied? 🔲 Yes 🔲 No					
Opposing Counsel	Name:					
	Email:					
	Telephone Number:					

Vendor Name: Comet Cleaning Systems INC

Revised May 1, 2021

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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 <u>MUST</u> 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 bee	n 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 President 05/24/2021 Authorized Signature/Name Title Date

VOLUME OF PREVIOUS PAYMENTS ATTESTATION FORM FOR JOINT VENTURE

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

If a Joint Venture, the payments paid-to-date by contract provided must encompass the Joint Venture and each of the entities forming the Joint Venture.

Points assigned for Volume of Previous Payments will be based on the amount paid-to-date by contract to the Joint Venture firm **MINUS** all confirmed payments paid-to-date to approved certified CBE firms utilized to obtain the CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date. Amount will then be multiplied by the member firm's equity percentage.

In accordance with Section 21.41(h)(4) and 21.42(d)(3) of the Broward County Procurement Code, the Vendor with the lowest dollar volume of payments previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

The Vendor attests to the following:

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	JV Equity Percent	Prime: Paid to Date	CBE: Paid to Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Grand Total

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

Vendor Name:

Authorized Signature/Name Title Date

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 a	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

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
 - Points Differential: For competitive solicitations in which the Proposals are assigned point totals, after deducting the points awarded for price from the total points awarded to each appliable Proposal, the total points assigned to the CBE Presumptive Awardee: (a) for Proposals that do not exceed Three Million Dollars (\$3,000,000), are not more than ten percent (10%) less than the total points assigned to the highest- ranked responsive and responsible non-CBE; or (b) for Proposals that exceed Three Million Dollars (\$3,000,000), are not more than five percent (5%) less than the total points assigned to the highest-ranked responsive and responsible non-CBE.

If the CBE Presumptive Awardee does not meet the above requirements, as applicable, then the CBE with the next lowest responsive and responsible Bid, or the next highest-ranked responsive and responsible Proposal, as compared to all other CBEs, will be deemed the CBE Presumptive Awardee and awarded the contract if the CBE Presumptive Awardee meets the above requirements, as applicable. If no CBE Presumptive Awardee meets the above requirements, as applicable, the award shall be made to the non-CBE that submits the lowest responsive and responsible Bid, or the highest-ranked responsive and responsible Proposal, provided the Director of Purchasing determines the total amount of the Bid or Proposal is fair and reasonable, unless (a) the Director of Office of Economic and Small Business Development (OESBD) issues a written determination that re-solicitation with modified specifications is likely to result in one or more Bids or Proposals from CBEs that would be eligible to receive the contract award; and (b) the Director of Purchasing issues a written determination that the delay occasioned by re-solicitation would not materially harm the County's interests.

- D. If a non-CBE is awarded the contract because no CBE with capacity to perform the work submits a responsive and responsible Bid or Proposal, or because no CBE meets the applicable requirements stated above, any contract awarded to a non-CBE must include at least a twenty-five percent (25%) CBE goal (unless the CBE goal is waived or otherwise modified by Board action).
- E. It is the Vendor's responsibility to ensure compliance with the CBE requirements and adhere to solicitation deadlines. The Vendor must contact OESBD to verify current CBE status or to obtain CBE certification.
- F. The Work may only be performed by CBEs. The Vendor must perform one hundred percent (100%) of the Work as the prime Vendor or the prime Vendor may subcontract portions of Work to other CBEs. If the prime Vendor intends to subcontract any portion of the Work, the Vendor must complete a Letter of Intent (refer to Section G below).
- G. CBE Program Requirements: Vendor should submit all required forms and information with its solicitation submittal as a matter of responsibility. If the required forms and information are not provided with the Vendor's solicitation submittal, then Vendor must supply therequired 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 besubmitted 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 actas 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 shallconstitute 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 UtilizationReport (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 Vendorunder the contract.

This is also available online at: www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx

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.

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.

2. 3. 4. 5.	Legal business name: Comet Cleaning Systems INC Doing Business As/Fictitious Name (if applicable): N/A Federal Employer I.D. no. (FEIN): 46-5136729 Dun and Bradstreet No.: 021039922 Website address (if applicable): www.cometcleaningsystems.com Principal Place of hydrogen 4773 N State Pd 7 Suite 404 Legal 2015
о.	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
	Telephone no.: 954-793-2442Fax no.:
9.	Type of business (check appropriate box):
	Corporation (specify the state of incorporation): Florida
	Sole Prioprietor
	Limited Liability Company (LLC)
	Limited Partnership
	General Partnership (State and County filled in)
	Other – Specify
10.	List <u>Florida Department of State, Division of Corporations</u> document number (or registration number if fictitious name):
11	P14000025315 List name and title of each principal, owner, officer, and major shareholder:
11.	a) Courtney Stephens President
	b)
	c)
12	d) AUTHORIZED CONTACT(S) FOR YOUR FIRM:
12.	Name: Courtney Stephens
	Title: President
	E-mail: cometcleaningsystems@gmail.com
	Telephone No.: 9547932442
	Name:
	Title:
	E-mail:
13	Telephone No.: 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.
17.	Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries o
	predecessor organizations during the last three years? If yes, specify details in an attached written response.
	✓ No

18.	claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an
19.	attached written response, including contact information for owner and surety. Yes No Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three
20.	(3) years? If yes, specify details in an attached written response. ☐ Yes ✔ No Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached
21.	writtenresponse. Yes No 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 communicationuntil the initial Evaluation or Selection Committee Meeting.
- The vendor understands that they may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (refer to the Coneof Silence Ordinance).
- ☑ The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

Drug-Free Workplace Requirements Certification:

Section 21.23(f) of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

- 1. Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- 2. Establishing a continuing drug-free awareness program to inform its employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The offeror's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 3. Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph1;
- 4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.

- 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 ina 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)

4	The	Vendor	certifies	that this	offer is	s made in	dependently	y and free	from	collusion;	or
----------	-----	--------	-----------	-----------	----------	-----------	-------------	------------	------	------------	----

■ The Vendor is disclosing nam	es of officers or employee	s who have a mater	rial interest in this	procurement and	is in a
position to influence this procu	rement. Vendor must inclu	de 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; andmay 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.

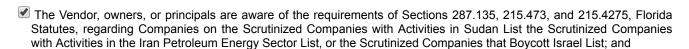
The Vendor hereby certifies that: (check box)

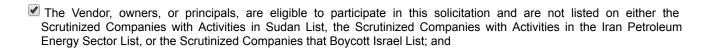
The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in the statutes.

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)





If awarded the Contract, the Vendor, owners, or principals will immediately notify the County in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies withActivities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

Courtney StephensPresident05/24/2021*AUTHORIZED SIGNATURE/NAMETITLEDATE

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).

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

05/24/2021

Vendor Name

Date

Workforce Investment Program Requirements:

- A. In accordance with <u>Broward County Workforce Investment Program</u>, <u>Administrative Code</u>, <u>Section 19.211</u>, <u>the Workforce Investment Program</u> (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 <u>CareerSource Broward</u> (CareerSouce) and their contract partners as a firstsource for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.
- B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the **Workforce Investment Program Certification Form** with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.
- C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:
 - 1. be bound to contractual obligations under the contract;
 - 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 atleast fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
 - 6. obtain a hired worker's written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
 - 7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
 - 8. provide to the County any documents and records demonstrating Vendor's compliance and good faith efforts to comply with the Program;
 - 9. submit to the County an annual report by January 31st and within 30 days of contract completion or expiration; and
 - 10. ensure that all of its subcontractors comply with the requirements of the Program.
- D. Further information about the Program, Vendor's obligations, and the Qualifying New Hire's certification may be obtained on the Office of Economic and Small Business Development website:
 - <u>broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx</u>. 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

The Vendor hereby certifies that: (select one)

1-262, Broward County Code of Ordinances.

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.

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

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

Comet Cleaning Systems INC Vendor Name

President TITLE

05/24/2021 DATE



115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6066 • FAX 954-357-8535

<u>Summary of Vendor Rights_Regarding_Broward_County_Competitive</u> 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).

Broward County Board of County Commissioners www.broward.org

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