

**Bid Tabulation Packet
for
Solicitation BLD2121632P1**

Janitorial Services - County Facilities

Bid Designation: Public



Broward County Board of County Commissioners

Dammel Cleaning Enterprise, Inc.

Bid Contact **David Melendez**
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Address **D/B/A Palm Beach & Broward Building
Maintenance**
2719 Hollywood Blvd., #248
Hollywood, FL 33020

Qualifications **CBE DBE MBE SB**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs
BLD2121632P1--01-01	BLD2121632P1:Janitorial Services - Branch Libraries - Agreement No. 1				No Bids
BLD2121632P1--01-02	BLD2121632P1:Janitorial Services - Large Facilities Group 1 - Agreement No. 2				No Bids
BLD2121632P1--01-03	BLD2121632P1: Janitorial Services - Large Facilities Group 2 - Agreement No. 3	Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost: 85%	First Offer - \$1,794,915.46	1 / lump sum	\$1,794,915.46 Y Y
BLD2121632P1--01-04	BLD2121632P1:Janitorial Services - Large Facilities Group 3 - Agreement No. 4				No Bids
BLD2121632P1--01-05	BLD2121632P1:Janitorial Services - Large Facilities Group 4 - Agreement No. 5				No Bids
BLD2121632P1--01-06	BLD2121632P1:Janitorial Services - Large Facilities Group 5 - Agreement No. 6				No Bids
BLD2121632P1--01-07	BLD2121632P1:Janitorial Services - Large Facilities Group 6 - Agreement No. 7				No Bids

BLD2121632P1--01-08	BLD2121632P1;Janitorial Services - Small Facilities Group 1 - Agreement No. 8	No Bids
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BLD2121632P1--01-09	BLD2121632P1;Janitorial Services - Small Facilities Group 2 - Agreement No. 9	No Bids
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BLD2121632P1--01-10	BLD2121632P1;Janitorial Services - Small Facilities Group 3 - Agreement No. 10	No Bids
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BLD2121632P1--01-11	BLD2121632P1;Janitorial Services - Small Facilities Group 4 - Agreement No. 11	No Bids
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BLD2121632P1--01-12	BLD2121632P1;Janitorial Services - BCJC West Building Bridges 4 & 5 - Agreement No. 12	No Bids
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BLD2121632P1--01-13	BLD2121632P1;Janitorial Services - Port Everglades - Agreement No. 13	No Bids
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BLD2121632P1--01-14	BLD2121632P1;Janitorial Services - 911 Regional Dispatch Centers - Agreement No. 14	No Bids
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Lot Total	\$1,794,915.46
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Dammel Cleaning Enterprise, Inc.

Item: **BLD2121632P1:Janitorial Services - Large Facilities Group 2 - Agreement No. 3**

Attachments

Addendum_No_5_Price_Sheets_BLD2121632P1_Janitorial_Services_-_County_Facilities 1.xlsx

Authority to Conduct Business In Florida.pdf

City County Business Tax Receipts.pdf

Dammel Cleaning Enterprise Safety Manual.doc

Debarment Reinstatement.pdf

Evaluation Criteria.pdf

Insurance Certificate.pdf

Living Wage Ordinance Affidavitt Form.pdf

Local Business Certification.pdf

Quality Assurance Program.pdf

References.pdf

Resumes of Key Personnel.pdf

Supplier Response Form.pdf

Tax Returns 2019 2020.pdf

Training.pdf

Volume of Previous Payments Attestation Form.pdf

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

Item No.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	AFRICAN AMR. LIB. CULTURAL CT. 2680 N.W 6TH STREET FT. LAUDERDALE, FL. 33311	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		Hourly	Porter (373Hrs./Month)		\$ -		\$ -	\$ -
		30,075	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		30,075	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		30,075	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
2	BEACH BRANCH 221 POMPANO BEACH BLVD POMPANO BEACH, FL 33062	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		3,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		3000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		3,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
3	TYRONE BRYANT BRANCH 2230 N.W 21ST AVENUE FORT LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		10,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		10,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		10,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
4	FT. LAUDERDALE BRANCH 1300 E. SUNRISE BLVD FORT LAUDERDALE, FL33304	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		20,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		20,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		20,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

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

5	J M COLLIER CITY BRANCH 2800 N.W 9TH COURT POMPANO BEACH, FL 33069	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		16,584	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		16,584	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		16,584	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

6	CENTURY PLAZA BRANCH 1856A W. HILLSBORO BLVD DEERFIELD BEACH, FL 33442	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		11,682	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		11,682	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		11,682	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

7	CARVER RANCHES BRANCH 4735 SW 18TH STREET HOLLYWOOD, FL 33023	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		10,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		10,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		10,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
8	DANIA BEACH PAUL DEMAYO BRANCH 1 PARK AVENUE EAST DANIA, FL 33004	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		12,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		12,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		12,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

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

9	DEERFIELD BEACH BRANCH 837 E. HILLSBORO BOULEVARD DEERFIELD BEACH, FL 33441	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		15,120	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		15,120	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		15,120	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
10	DAVIE COOPER CITY 4600 S.W 82ND AVE DAVIE FL, 33328	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		10,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		10,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		10,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
11	GALT OCEAN MILE CENTER 3403 GALT OCEAN MILE FORT LAUDERDALE, FL 33308	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		4,900	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		4,900	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		4,900	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two Year Total
12	HOLLYWOOD BEACH CENTER 1301 S. OCEAN DRIVE HOLLYWOOD, FL 33019	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		2,500	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		2,500	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		2,500	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

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

13	HALLANDALE BEACH BRANCH 300 S. FEDERAL HIGHWAY HALLANDALE, FL 33009	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		14,700	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		14,700	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		14,700	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -

Total

14	HOLLYWOOD LIBRARY 2600 Hollywood Blvd Hollywood, FL 33020	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		31,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		31,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		31,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -

Total

15	IMPERIAL POINT BRANCH 5985 N FEDERAL HIGHWAY FORT LAUDERDALE, FL 33308	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		14,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		14,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		14,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -

Total

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
16	LAUDERHILL TOWN CENTER 6399 West Oakland Park Blvd LAUDERHILL, FL 33313	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		10,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		10,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		10,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -
					\$ -		\$ -	\$ -

Total

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

17	LAUDERDALE LAKES BRANCH 3521 NW 43RD AVE LAUDERDALE LAKES, FL 33319	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		7,900	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		7,900	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		7,900	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

18	MIRAMAR BRANCH - EDUCATION CENTER 2050 CIVIC CENTER PLACE MIRAMAR, FL 33025	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		30,181	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		30,181	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		30,181	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

19	MARGATE BRANCH 5810 PARK DRIVE MARGATE, FL 33063	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		15,800	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		15,800	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		15,800	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
20	NORTH LAUDERDALE BRANCH 6901 Kimberly Blvd. N. LAUDERDALE, FL 33068	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		20,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		20,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		20,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

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

21	NORTHWEST REGIONAL LIBRARY 3151 UNIVERSITY DRIVE CORAL SPRINGS, FL 33065	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		Hourly	Porter (238Hrs./Month)		\$ -		\$ -	\$ -
		36,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		36,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		36,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

22	NORTH WEST BRANCH 1580 N.W 3RD AVENUE POMPANO BEACH, FL 33060	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		9,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		9,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		9,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

23	POMPANO BEACH BRANCH 1213 E. ATLANTIC BOULEVARD POMPANO BEACH, FL 33069	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		12,918	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		12,918	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		12,918	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two Year Total
24	RIVERLAND BRANCH 2710 W. DAVIE BLVD FORT LAUDERDALE, FL 33312	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		10,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		10,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		10,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

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

25	STIRLING ROAD LIBRARY 3151 Stirling Road Hollywood, FL 33020	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		20,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		20,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		20,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
26	SUNRISE DAN PEARL 10500 W. OAKLAND PARK BLVD SUNRISE, FL 33351	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		20,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		20,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		20,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
27	SOUTHWEST REGIONAL 16835 SHERIDAN STREET PEMBROKE PINES, FL 33331	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		Hourly	Porter (152Hrs./Month)		\$ -		\$ -	\$ -
		39,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		39,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		39,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
28	TAMARAC BRANCH 8701 W. COMMERCIAL BOULEVARD TAMARAC FL, 33351	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		30,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		30,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		30,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

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

29	WESTON LIBRARY 4205 BONAVENTURE BLVD. Weston, FL 33332	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		Hourly	Porter (115Hrs./Month)		\$ -		\$ -	\$ -
		25,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		25,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		25,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

30	WEST REGIONAL LIBRARY 8601 W. BROWARD BLVD PLANTATION, FL 33324	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		Hourly	Porter (160Hrs./Month)		\$ -		\$ -	\$ -
		39,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		39,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		39,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
31	YOUNG AT ART - MUSEUM AREA 751 SW 121 AVENUE DAVIE, FL 33325	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		Hourly	Porter (243Hrs./Month)		\$ -		\$ -	\$ -
		41,822	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		41,822	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		41,822	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
32	YOUNG AT ART - LIBRARY AREA 751 SW 121 AVENUE DAVIE, FL 33325	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		Hourly	Porter (243Hrs./Month)		\$ -		\$ -	\$ -
		18,178	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		18,178	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		18,178	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

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

33	Lauderhill Central Park Library 3810 NW 11 Place Lauderhill, FL 33311	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		Hourly	Porter (200 Hrs./Month)		\$ -		\$ -	\$ -
		11,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		11,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		11,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
Total (1) - Summary, all sites			\$ -		\$ -	\$ -		

ITEM NO.	<u>FACILITY LOCATION</u>	Annual Frequency	Annual Process	Unit		Unit		Two Year
				Price	Annual	Price	Annual	Total
				Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:								
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:								
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)					\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)					\$ 1,000.00	\$ -	\$ 1,000.00	\$ 2,000.00

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

\$ 1,000.00

\$ 1,000.00

\$ 2,000.00

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

YES

Agree to the above statement.

NO

Disagree to the above statement.

NAME OF COMPANY: _____

AUTHORIZED PERSON NAME: _____

AUTHORIZED SIGNATURE: _____

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

AUTHORIZED PERSON TITLE: _____

DATE: _____

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

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

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit	Annual	Unit	Annual			
				Price		Price				
1	ALCOHOL& DRUG ABUSE - Booher 3275 N.W 99TH WAY CORAL SPRINGS FL, 33065	12	Basic Cleaning		\$ -		\$ -	\$ -		
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		Hourly	Porter (910Hrs./Month)		\$ -		\$ -	\$ -		
		15,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
		15,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -		
		15,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -		
		Total				\$ -		\$ -	\$ -	
		2	Alcohol & Drug Abuse BARC CENTRAL 325 SW 28 STREET FORT LAUDERDALE FL 33315	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
Hourly	Porter (455Hrs./Month)				\$ -		\$ -	\$ -		
25,084	Pressure Cleaning (SQ. FT.)				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
25,084	Carpet Cleaning - Deep (SQ. FT.)				\$ -		\$ -	\$ -		
25,084	Electrostatic Disinfection (SQ. FT.)				\$ -		\$ -	\$ -		
Total					\$ -		\$ -	\$ -		
3	Alcohol & Drug Abuse EP MILLS CENTER 900 NW 31ST AVENUE Fort Lauderdale, FL.33311			12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -		
		Hourly	Porter (325Hrs./Month)		\$ -		\$ -	\$ -		
		17,825	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
		17,825	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -		
		17,825	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -		
		Total				\$ -		\$ -	\$ -	
		4	Nancy J Cotterman Center 400 North East 4th Street Fort Lauderdale, FL. 33301	12	Basic Cleaning		\$ -		\$ -	\$ -
				12	Restrooms		\$ -		\$ -	\$ -
12	Floors				\$ -		\$ -	\$ -		
10,643	Pressure Cleaning (SQ. FT.)				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
10,643	Carpet Cleaning - Deep (SQ. FT.)				\$ -		\$ -	\$ -		
10,643	Electrostatic Disinfection (SQ. FT.)				\$ -		\$ -	\$ -		
Total					\$ -		\$ -	\$ -		

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

5	NJCC Administration 408 SE 4th Street Fort Lauderdale, FL 33316	12 12 12 900 1 1 12 12 900 900	Basic Cleaning Restrooms Floors Pressure Cleaning (SQ. FT.) Windows Air Quality Cleaning Supplies Paper Products Carpet Cleaning - Deep (SQ. FT.) Electrostatic Disinfection (SQ. FT.)	Total	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
Total (1) - Summary, all sites					\$ -	\$ -	\$ -	\$ -
					Per Hour	Annual	Per Hour	Annual
					2 years			
Additional Labor:								
Project Supervisor 50 hrs.					\$ -	\$ -	\$ -	\$ -
Site Supervisor 50 hrs.					\$ -	\$ -	\$ -	\$ -
Full Time Service Crew 50 hrs.					\$ -	\$ -	\$ -	\$ -
Part Time Service Crew 50 hrs.					\$ -	\$ -	\$ -	\$ -
Porter Day/Night 50 hrs.					\$ -	\$ -	\$ -	\$ -
Emergency Services Labor:								
Project Supervisor 50 hrs.					\$ -	\$ -	\$ -	\$ -
Site Supervisor 50 hrs.					\$ -	\$ -	\$ -	\$ -
Full Time Service Crew 50 hrs.					\$ -	\$ -	\$ -	\$ -
Part Time Service Crew 50 hrs.					\$ -	\$ -	\$ -	\$ -
Porter Day/Night 50 hrs.					\$ -	\$ -	\$ -	\$ -
"Pass thru" (Services/Materials)					\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
Total (2)					\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
Grand Total - Whole Group					\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
(Total 1 + Total 2)								
NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.								
					YES			
					NO			
					Agree to the above statement.			
					Disagree to the above statement.			
NAME OF COMPANY: _____								
AUTHORIZED PERSON NAME: _____								
AUTHORIZED SIGNATURE: _____								
By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal. All buildings listed in the group must be priced for this proposal sheet to be determined responsive.								
AUTHORIZED PERSON TITLE: _____					DATE: _____			
THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.								

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

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	West Government Center Annex One N. University Drive PLANTATION, FL 33324	12	Basic Cleaning	\$ 33,577.09	\$ 402,925.08	\$ 33,579.09	\$ 402,949.08	\$ 805,874.16
		12	Restrooms	\$ 1,888.24	\$ 22,658.88	\$ 1,888.24	\$ 22,658.88	\$ 45,317.76
		12	Floors	\$ 8,036.01	\$ 96,432.12	\$ 8,036.01	\$ 96,432.12	\$ 192,864.24
		41,837	Pressure Cleaning (SQ. FT.)	\$ 0.05	\$ 2,091.85	\$ 0.05	\$ 2,091.85	\$ 4,183.70
		1	Windows	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 8,000.00
		1	Air Quality	\$ 2,009.00	\$ 2,009.00	\$ 2,009.00	\$ 2,009.00	\$ 4,018.00
		12	Cleaning Supplies	\$ 912.55	\$ 10,950.60	\$ 912.55	\$ 10,950.60	\$ 21,901.20
		12	Paper Products	\$ 2,734.92	\$ 32,819.04	\$ 2,734.92	\$ 32,819.04	\$ 65,638.08
		41,827	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.27	\$ 11,376.94	\$ 0.27	\$ 11,376.94	\$ 22,753.89
		41,827	Electrostatic Disinfection (SQ. FT.)	\$ 0.38	\$ 15,936.09	\$ 0.38	\$ 15,936.09	\$ 31,872.17
		Total			\$ 601,199.60		\$ 601,223.60	\$ 1,202,423.20
2	West Regional Courthouse 100 N. Pine Island Road Plantation, FL	12	Basic Cleaning	\$ 3,785.03	\$ 45,420.36	\$ 3,785.03	\$ 45,420.36	\$ 90,840.72
		12	Restrooms	\$ 1,845.69	\$ 22,148.28	\$ 1,845.69	\$ 22,148.28	\$ 44,296.56
		12	Floors	\$ 1,939.34	\$ 23,272.08	\$ 1,939.34	\$ 23,272.08	\$ 46,544.16
		13,842	Pressure Cleaning (SQ. FT.)	\$ 0.05	\$ 692.10	\$ 0.05	\$ 692.10	\$ 1,384.20
		1	Windows	\$ 665.66	\$ 665.66	\$ 665.66	\$ 665.66	\$ 1,331.32
		1	Air Quality	\$ 785.49	\$ 785.49	\$ 785.49	\$ 785.49	\$ 1,570.98
		12	Cleaning Supplies	\$ 184.29	\$ 2,211.48	\$ 184.29	\$ 2,211.48	\$ 4,422.96
		12	Paper Products	\$ 443.33	\$ 5,319.96	\$ 443.33	\$ 5,319.96	\$ 10,639.92
		13,842	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.27	\$ 3,765.02	\$ 0.27	\$ 3,765.02	\$ 7,530.05
		13,842	Electrostatic Disinfection (SQ. FT.)	\$ 0.38	\$ 5,273.80	\$ 0.38	\$ 5,273.80	\$ 10,547.60
		Total			\$ 109,554.24		\$ 109,554.24	\$ 219,108.47
3	FACILITIES MAINTENANCE DISTRICT (200 N. PINE ISLAND ROAD PLANTATION, FL	12	Basic Cleaning	\$ 260.00	\$ 3,120.00	\$ 260.00	\$ 3,120.00	\$ 6,240.00
		12	Restrooms	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 1,200.00
		12	Floors	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 1,200.00
		868	Pressure Cleaning (SQ. FT.)	\$ 0.05	\$ 43.40	\$ 0.05	\$ 43.40	\$ 86.80
		1	Windows	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 456.00
		1	Air Quality	\$ -	\$ -	\$ -	\$ -	\$ -
		12	Cleaning Supplies	\$ 54.77	\$ 657.24	\$ 54.77	\$ 657.24	\$ 1,314.48
		12	Paper Products	\$ 109.54	\$ 1,314.48	\$ 109.54	\$ 1,314.48	\$ 2,628.96
		868	Carpet Cleaning - Deep (SQ. FT.)	\$ -	\$ -	\$ -	\$ -	\$ -
		868	Electrostatic Disinfection (SQ. FT.)	\$ 0.38	\$ 332.44	\$ 0.38	\$ 332.44	\$ 664.89
		Total			\$ 6,895.56		\$ 6,895.56	\$ 13,791.13
4	EMERGENCY OPERATIONS CENTER 8601 BROWARD BLVD PLANTATION, FL 33324	12	Basic Cleaning	\$ 6,679.44	\$ 80,153.28	\$ 6,679.44	\$ 80,153.28	\$ 160,306.56
		12	Restrooms	\$ 2,179.86	\$ 26,158.32	\$ 2,179.86	\$ 26,158.32	\$ 52,316.64
		12	Floors	\$ 2,319.27	\$ 27,831.24	\$ 2,319.27	\$ 27,831.24	\$ 55,662.48
		14,000	Pressure Cleaning (SQ. FT.)	\$ 0.05	\$ 700.00	\$ 0.05	\$ 700.00	\$ 1,400.00
		1	Windows	\$ 1,347.72	\$ 1,347.72	\$ 1,347.72	\$ 1,347.72	\$ 2,695.44
		1	Air Quality	\$ 231.96	\$ 231.96	\$ 231.96	\$ 231.96	\$ 463.92
		12	Cleaning Supplies	\$ 283.62	\$ 3,403.44	\$ 283.62	\$ 3,403.44	\$ 6,806.88
		12	Paper Products	\$ 679.26	\$ 8,151.12	\$ 679.26	\$ 8,151.12	\$ 16,302.24
		14,000	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.27	\$ 3,808.00	\$ 0.27	\$ 3,808.00	\$ 7,616.00
		14,000	Electrostatic Disinfection (SQ. FT.)	\$ 0.38	\$ 5,334.00	\$ 0.38	\$ 5,334.00	\$ 10,668.00
		Total			\$ 157,119.08		\$ 157,119.08	\$ 314,238.16

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

			Year 1		Year 2		
5 WEST REGIONAL MASS TRANSIT 100 N Pine Island Road Plantation, FL	12	Basic Cleaning	\$ 225.00	\$ 2,700.00	\$ 225.00	\$ 2,700.00	\$ 5,400.00
	12	Restrooms	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 1,200.00
	12	Floors	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 1,200.00
		Pressure Cleaning					
	140	(SQ. FT.)	\$ 0.05	\$ 7.00	\$ 0.05	\$ 7.00	\$ 14.00
	1	Windows	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 60.00
	1	Air Quality		\$ -		\$ -	\$ -
	12	Cleaning Supplies	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 1,200.00
	12	Paper Products	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 3,600.00
		Carpet Cleaning -					
	140	Deep (SQ. FT.)	\$ -	\$ -	\$ -	\$ -	\$ -
	Electrostatic						
	Disinfection (SQ.						
	FT.)	\$ 0.35	\$ 49.00	\$ 0.35	\$ 49.00	\$ 98.00	
Total				\$ 6,386.00		\$ 6,386.00	\$ 12,772.00
Total (1) - Summary, all sites				\$ 881,154.48		\$ 881,178.48	\$ 1,762,332.96

			Year 1		Year 2	
			Per Hour	Annual	Per Hour	Annual
Additional Labor:						
Project Supervisor	50 hrs.		\$ 20.25	\$ 1,012.50	\$ 20.25	\$ 1,012.50
Site Supervisor	50 hrs.		\$ 19.75	\$ 987.50	\$ 20.00	\$ 1,000.00
Full Time Service Crew	50hrs		\$ 19.60	\$ 980.00	\$ 19.60	\$ 980.00
Part Time Service Crew	50 hrs.		\$ 19.60	\$ 980.00	\$ 19.60	\$ 980.00
Porter Day/Night	50 hrs.		\$ 19.50	\$ 975.00	\$ 19.50	\$ 975.00
Emergency Services Labor:						
Project Supervisor	50 hrs.		\$ 50.00	\$ 2,500.00	\$ 50.00	\$ 2,500.00
Site Supervisor	50 hrs.		\$ 45.00	\$ 2,250.00	\$ 45.00	\$ 2,250.00
Full Time Service Crew	50 hrs.		\$ 38.00	\$ 1,900.00	\$ 38.00	\$ 1,900.00
Part Time Service Crew	50 hrs.		\$ 38.00	\$ 1,900.00	\$ 38.00	\$ 1,900.00
Porter Day/Night	50 hrs.		\$ 36.00	\$ 1,800.00	\$ 36.00	\$ 1,800.00
"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00
Total (2)				\$ 16,285.00		\$ 16,297.50
						\$ 32,582.50

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

\$897,439.48 \$897,475.98 \$1,794,915.46

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

		YES	YES	Agree to the above statement.
		NO		Disagree to the above statement.
NAME OF COMPANY:	Dammel	Cleaning	Enterprise	Inc
AUTHORIZED PERSON NAME:	David	Melendez		
AUTHORIZED SIGNATURE:	David	Melendez		
By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.				
All buildings listed in the group must be priced for this proposal sheet to be determined responsive.				
AUTHORIZED PERSON TITLE:	President		DATE:	May 24, 2021

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

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

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual		
1	PUBLIC SAFETY BUILDING 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -		\$ -
		12	Restrooms		\$ -		\$ -		\$ -
		12	Floors		\$ -		\$ -		\$ -
			Pressure Cleaning (SQ. FT.)						
		51,400			\$ -		\$ -		\$ -
		1	Windows		\$ -		\$ -		\$ -
		1	Air Quality		\$ -		\$ -		\$ -
		12	Cleaning Supplies		\$ -		\$ -		\$ -
		12	Paper Products		\$ -		\$ -		\$ -
			Carpet Cleaning - Deep (SQ. FT.)						
		51,400			\$ -		\$ -		\$ -
			Electrostatic Disinfection (SQ. FT.)						
		51,400			\$ -		\$ -		\$ -
Total					\$ -		\$ -		\$ -
2	B.S.O. DISTRICT STATION #5 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -		\$ -
		12	Restrooms		\$ -		\$ -		\$ -
		12	Floors		\$ -		\$ -		\$ -
			Pressure Cleaning (SQ. FT.)						
		24,000			\$ -		\$ -		\$ -
		1	Windows		\$ -		\$ -		\$ -
		1	Air Quality		\$ -		\$ -		\$ -
		12	Cleaning Supplies		\$ -		\$ -		\$ -
		12	Paper Products		\$ -		\$ -		\$ -
			Carpet Cleaning - Deep (SQ. FT.)						
		24,000			\$ -		\$ -		\$ -
			Electrostatic Disinfection (SQ. FT.)						
		24,000			\$ -		\$ -		\$ -
Total					\$ -		\$ -		\$ -
3	BSO UNIFORM SERVICE CENTER 143 NW 25 TERRACE FT. LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -		\$ -
		12	Restrooms		\$ -		\$ -		\$ -
		12	Floors		\$ -		\$ -		\$ -
			Pressure Cleaning (SQ. FT.)						
		6,800			\$ -		\$ -		\$ -
		1	Windows		\$ -		\$ -		\$ -
		1	Air Quality		\$ -		\$ -		\$ -
		12	Cleaning Supplies		\$ -		\$ -		\$ -
		12	Paper Products		\$ -		\$ -		\$ -
			Carpet Cleaning - Deep (SQ. FT.)						
		6,800			\$ -		\$ -		\$ -
			Disinfection (SQ. FT.)						
		6,800			\$ -		\$ -		\$ -
Total					\$ -		\$ -		\$ -
4	BSO DEFENSIVE TACTICS BUILDING 2601 W BROWARD BLVD. FORT LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -		\$ -
		12	Restrooms		\$ -		\$ -		\$ -
		12	Floors		\$ -		\$ -		\$ -
			Pressure Cleaning (SQ. FT.)						
		8,000			\$ -		\$ -		\$ -
		1	Windows		\$ -		\$ -		\$ -
		1	Air Quality		\$ -		\$ -		\$ -
		12	Cleaning Supplies		\$ -		\$ -		\$ -
		12	Paper Products		\$ -		\$ -		\$ -
			Carpet Cleaning - Deep (SQ. FT.)						
		8,000			\$ -		\$ -		\$ -
			Electrostatic Disinfection (SQ. FT.)						
		8,000			\$ -		\$ -		\$ -
Total					\$ -		\$ -		\$ -

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

5 BSO TECHNOLOGY SERVICE CENTER 2601 W. BROWARD BLVD. FT. LAUDERDALE, FL 33311	12	Basic Cleaning		\$ -		\$ -		\$ -	
	12	Restrooms		\$ -		\$ -		\$ -	
	12	Floors		\$ -		\$ -		\$ -	
	8,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -		\$ -	
	1	Windows		\$ -		\$ -		\$ -	
	1	Air Quality		\$ -		\$ -		\$ -	
	12	Cleaning Supplies		\$ -		\$ -		\$ -	
	12	Paper Products		\$ -		\$ -		\$ -	
	8,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -		\$ -	
	8,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -		\$ -	
	Total			\$ -		\$ -		\$ -	
	Total (1) - Summary, all sites					\$ -		\$ -	\$ -
					Year 1		Year 2		2 years
					Per Hour	Annual	Per Hour	Annual	
Additional Labor:									
Project Supervisor 50 hrs.					\$ -		\$ -		\$ -
Site Supervisor 50 hrs.					\$ -		\$ -		\$ -
Full Time Service Crew 50 hrs.					\$ -		\$ -		\$ -
Part Time Service Crew 50 hrs.					\$ -		\$ -		\$ -
Porter Day/Night 50 hrs.					\$ -		\$ -		\$ -
Emergency Services Labor:									
Project Supervisor 50 hrs.					\$ -		\$ -		\$ -
Site Supervisor 50 hrs.					\$ -		\$ -		\$ -
Full Time Service Crew 50 hrs.					\$ -		\$ -		\$ -
Part Time Service Crew 50 hrs.					\$ -		\$ -		\$ -
Porter Day/Night 50 hrs.					\$ -		\$ -		\$ -
"Pass thru" (Services/Materials)					\$ 1,000.00		\$ 1,000.00		2,000.00
Total (2)					\$ 1,000.00		\$ 1,000.00		\$ 2,000.00
Grand Total - Whole Group (Total 1 + Total 2)					\$ 1,000.00		\$ 1,000.00		\$ 2,000.00
NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.									
					YES	Agree to the above statement.			
					NO	Disagree to the above statement.			
NAME OF COMPANY: _____									
AUTHORIZED PERSON NAME: _____									
AUTHORIZED SIGNATURE: _____									
By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal. All buildings listed in the group must be priced for this proposal sheet to be determined responsive.									
AUTHORIZED PERSON TITLE: _____ DATE: _____									
THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.									

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

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total		
				Unit Price	Annual	Unit Price	Annual			
1	MASS TRANSIT NORTH 3201 Copans Rd. POMPANO BEACH, FL	12	Basic Cleaning		\$ -		\$ -	\$ -		
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		Hourly	Porter (450 per month)		\$ -		\$ -	\$ -		
		17,500	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
		17,500	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -		
		17,500	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -		
		Total			\$ -		\$ -	\$ -		
		2	MASS TRANSIT SOUTH 5440 Ravenswood Rd. FT. LAUDERDALE, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
12	Restrooms				\$ -		\$ -	\$ -		
12	Floors				\$ -		\$ -	\$ -		
Hourly	Porter (450 per month)				\$ -		\$ -	\$ -		
10,450	Pressure Cleaning (SQ. FT.)				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
10,450	Carpet Cleaning - Deep (SQ. FT.)				\$ -		\$ -	\$ -		
10,450	Electrostatic Disinfection (SQ. FT.)				\$ -		\$ -	\$ -		
Total					\$ -		\$ -	\$ -		
3	MASS TRANSIT Lauderhill Mass Trans. 1359 NW 40th Avenue Lauderhill, FL. 33310			12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -		
		12	Floors		\$ -		\$ -	\$ -		
		Hourly	Porter (1095 per month)		\$ -		\$ -	\$ -		
		2,953	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -		
		1	Windows		\$ -		\$ -	\$ -		
		1	Air Quality		\$ -		\$ -	\$ -		
		12	Cleaning Supplies		\$ -		\$ -	\$ -		
		12	Paper Products		\$ -		\$ -	\$ -		
		2,953	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -		
		2,953	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -		
		Total			\$ -		\$ -	\$ -		
		4	MASS TRANSIT LAUDERHILL MASS TRANS. 4221 NW 12th Street Lauderhill, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
12	Restrooms				\$ -		\$ -	\$ -		
12	Floors				\$ -		\$ -	\$ -		
1,260	Pressure Cleaning (SQ. FT.)				\$ -		\$ -	\$ -		
1	Windows				\$ -		\$ -	\$ -		
1	Air Quality				\$ -		\$ -	\$ -		
12	Cleaning Supplies				\$ -		\$ -	\$ -		
12	Paper Products				\$ -		\$ -	\$ -		
1,260	Carpet Cleaning - Deep (SQ. FT.)				\$ -		\$ -	\$ -		
1,260	Electrostatic Disinfection (SQ. FT.)				\$ -		\$ -	\$ -		
Total					\$ -		\$ -	\$ -		
Total (1) - Summary, all sites					\$ -		\$ -	\$ -		

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

		Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:						
Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

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

\$ 1,000.00 \$ 1,000.00 \$ 2,000.00

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

YES

Agree to the above statement.

NO

Disagree to the above statement.

NAME OF COMPANY:

AUTHORIZED PERSON NAME:

AUTHORIZED SIGNATURE:

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.

All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE:

DATE:

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

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

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	MEDICAL EXAMINER 5301 S.W. 31ST AVE. FORT LAUDERDALE, FL 33312	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure Cleaning					
		17,000	(SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning -					
		17,000	Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic					
		17,000	Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
2	HIGHWAY & BRIDGES BUILDING A - ADMINISTRATION 1600 BLOUNT ROAD POMPANO BEACH, FL 33069	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure Cleaning					
		3,500	(SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning -					
		3,500	Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic					
		3,500	Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
3	HIGHWAY & BRIDGES BUILDING B - ASSEMBLY BLDG. 1600 BLOUNT ROAD POMPANO BEACH, FL 33069	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure Cleaning					
		3,500	(SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning -					
		3,500	Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic					
		3,500	Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
4	HIGHWAY & BRIDGES BUILDING C - GUARDHOUSE 1600 BLOUNT ROAD POMPANO BEACH, FL 33069	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure Cleaning					
		100	(SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning -					
		100	Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic					
		100	Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -

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

5	HIGHWAY & BRIDGES	12	Basic Cleaning		\$ -		\$ -	\$ -
	BUILDING D - OFFICE TRAILER	12	Restrooms		\$ -		\$ -	\$ -
	1600 BLOUNT ROAD	12	Floors		\$ -		\$ -	\$ -
			Pressure Cleaning					
	POMPANO BEACH, FL 33069	966	(SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning -					
		966	Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic					
			Disinfection (SQ.					
		966	FT.)		\$ -		\$ -	\$ -
			Total		\$ -		\$ -	\$ -
	Total (1) - Summary, all sites				\$ -		\$ -	\$ -

				Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:								
	Project Supervisor	50 hrs.			\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.			\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.			\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.			\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.			\$ -		\$ -	\$ -
Emergency Services Labor:								
	Project Supervisor	50 hrs.			\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.			\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.			\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.			\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.			\$ -		\$ -	\$ -
	"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$2,000.00
	Total (2)				\$ 1,000.00		\$ 1,000.00	\$2,000.00

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

\$ 1,000.00 \$ 1,000.00 \$2,000.00

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

YES

Agree to the above statement.

NO

Disagree to the above statement.

NAME OF COMPANY: _____

AUTHORIZED PERSON NAME: _____

AUTHORIZED SIGNATURE: _____

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.

All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: _____

DATE: _____

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

Janitorial Services - Price Sheets - Large Facilities - Group 6 - Agreement 7 (CBE Reserve)									
ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual		
1	NORTH REGIONAL COURTHOUSE 1600 HILLSBORO BLVD. DEERFIELD BEACH, FL 33442	12	Basic Cleaning		\$ -		\$ -	\$ -	
		12	Restrooms		\$ -		\$ -	\$ -	
		12	Floors		\$ -		\$ -	\$ -	
		32,766	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -	
		1	Windows		\$ -		\$ -	\$ -	
		12	Air Quality		\$ -		\$ -	\$ -	
		12	Cleaning Supplies		\$ -		\$ -	\$ -	
		12	Paper Products		\$ -		\$ -	\$ -	
		32,766	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -	
		32,766	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -	
		Total				\$ -		\$ -	\$ -
		Total (1) - Summary, all sites					\$ -		\$ -

	Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:					
Project Supervisor	50 hrs.	\$ -		\$ -	\$ -
Site Supervisor	50 hrs.	\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.	\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.	\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.	\$ -		\$ -	\$ -
Emergency Services Labor:					
Project Supervisor	50 hrs.	\$ -		\$ -	\$ -
Site Supervisor	50 hrs.	\$ -		\$ -	\$ -
Full Time Service Crew	50 hrs.	\$ -		\$ -	\$ -
Part Time Service Crew	50 hrs.	\$ -		\$ -	\$ -
Porter Day/Night	50 hrs.	\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

Grand Total - Whole Group	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
----------------------------------	-------------	-------------	-------------

(Total 1 + Total 2)

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

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

NAME OF COMPANY: _____

AUTHORIZED PERSON NAME: _____

AUTHORIZED SIGNATURE: _____

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

AUTHORIZED PERSON TITLE: _____ DATE: _____

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

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

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	2nd Avenue Warehouse 515/519/529 S.W 2ND AVE. FT. LAUDERDALE, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure Cleaning (SQ. FT.)					
		30,000			\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep (SQ. FT.)					
		30,000			\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)					
		30,000			\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
4	PUBLIC DEFENDERS 412 S.E. 6th Street Fort Lauderdale, FL 33301	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure Cleaning (SQ. FT.)					
		8,000			\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep (SQ. FT.)					
		8,000			\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)					
		8,000			\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
5	STATE ATTORNEY, OFFICE OF THE 16 S.E 6th STREET FT LAUDERDALE, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure Cleaning (SQ. FT.)					
		7,500			\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep (SQ. FT.)					
		7,500			\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)					
		7,500			\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -

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

6	64th Street Warehouse 1081 NW 64th Street Ft. Lauderdale, FL.	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure					
			Cleaning (SQ.					
		3,000	FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning					
		3,000	Deep (SQ. FT.)		\$ -		\$ -	\$ -
		3,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
7	North Family Success Center 2011 NW 3rd Avenue Pompano Beach, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure					
			Cleaning (SQ.					
		3,500	FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning					
		3,500	Deep (SQ. FT.)		\$ -		\$ -	\$ -
		3,500	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
8	EMPLOYEE ASSISTANCE PROGRAM 540 NE 4st Fort Lauderdale, FL 33301	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Pressure					
			Cleaning (SQ.					
		900	FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning					
		900	Deep (SQ. FT.)		\$ -		\$ -	\$ -
		900	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -

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

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit		Unit		
				Price	Annual	Price	Annual	
Additional Labor:								
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:								
	Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)					\$1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)					\$1,000.00		\$ 1,000.00	\$ 2,000.00

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

\$1,000.00

\$ 1,000.00

\$ 2,000.00

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

YES

Agree to the above statement.

NO

Disagree to the above statement.

NAME OF COMPANY: _____

AUTHORIZED PERSON NAME: _____

AUTHORIZED SIGNATURE: _____

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

AUTHORIZED PERSON TITLE: _____

DATE: _____

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

Janitorial Services - Price Sheets - Small Facilities - Group 2 - Agreement 9 (SBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total	
				Unit Price	Annual	Unit Price	Annual		
1	BIC LANDFILL / North Transfer Station 2780 N. Powerline Road Pompano Beach, FL 33069	12	Basic Cleaning		\$ -		\$ -	\$	-
		12	Restrooms		\$ -		\$ -	\$	-
		12	Floors		\$ -		\$ -	\$	-
		800	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$	-
		1	Windows		\$ -		\$ -	\$	-
		1	Air Quality		\$ -		\$ -	\$	-
		12	Cleaning Supplies		\$ -		\$ -	\$	-
		12	Paper Products		\$ -		\$ -	\$	-
		800	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$	-
		800	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$	-
			Total		\$ -		\$ -	\$	-
2	HOUSING & COMMUNITY DEVELOPMENT 110 NE 3rd street/ 120 NE 3rd street Fort Lauderdale, FL 33011	12	Basic Cleaning		\$ -		\$ -	\$	-
		12	Restrooms		\$ -		\$ -	\$	-
		12	Floors		\$ -		\$ -	\$	-
		8,969	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$	-
		1	Windows		\$ -		\$ -	\$	-
		1	Air Quality		\$ -		\$ -	\$	-
		12	Cleaning Supplies		\$ -		\$ -	\$	-
		12	Paper Products		\$ -		\$ -	\$	-
		8,969	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$	-
		8,939	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$	-
			Total		\$ -		\$ -	\$	-
3	South Family Success 4735 SW 18TH STREET HOLLYWOOD, FL 33023	12	Basic Cleaning		\$ -		\$ -	\$	-
		12	Restrooms		\$ -		\$ -	\$	-
		12	Floors		\$ -		\$ -	\$	-
		6,500	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$	-
		1	Windows		\$ -		\$ -	\$	-
		1	Air Quality		\$ -		\$ -	\$	-
		12	Cleaning Supplies		\$ -		\$ -	\$	-
		12	Paper Products		\$ -		\$ -	\$	-
		6,500	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$	-
		6,500	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$	-
			Total		\$ -		\$ -	\$	-
Total (1) - Summary, all sites				#REF!	#REF!	#REF!			

Janitorial Services - Price Sheets - Small Facilities - Group 2 - Agreement 9 (SBE Reserve)							
			Year 1		Year 2		
			Per Hour	Annual	Per Hour	Annual	
Additional Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)				\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Grand Total - Whole Group			#REF!	#REF!	#REF!		
(Total 1 + Total 2)							
NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.							
			YES	Agree to the above statement.			
			NO	Disagree to the above statement.			
NAME OF COMPANY:							
AUTHORIZED PERSON NAME:							
AUTHORIZED SIGNATURE:							
By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal. All buildings listed in the group must be priced for this proposal sheet to be determined responsive.							
AUTHORIZED PERSON TITLE:			DATE:				
THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.							

Janitorial Services - Price Sheets - Small Facilities - Group 3 - Agreement 10 (SBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	ANIMAL CONTROL SOUTH 2400 SW 42 STREET FT. LAUDERDALE, FL 33315	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		14,054	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		14,054	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		14,054	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
2	ENVIRONMENTAL PROTECTION & GROWTH MANAGEMENT (LAB) 3245 COLLEGE AVENUE DAVIE, FL 33312	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		10,000	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		10,000	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		10,000	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
3	FMD SOUTH REG MAINT OFFICE 8500 Griffin Road Davie FL, 33328	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		3,600	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		3,600	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		3,600	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
4	FLEET SERVICES # 2 2515 S.W. 4TH AVE FORT LAUDERDALE, FL 33315	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		1,100	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		1,100	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		1,100	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

Janitorial Services - Price Sheets - Small Facilities - Group 3 - Agreement 10 (SBE Reserve)												
5	FLEET SERVICES #8 7101 S.W 205 AVENUE FT. LAUDERDALE, FL 33332	12	Basic Cleaning		\$	-		\$	-	\$	-	
		12	Restrooms		\$	-		\$	-	\$	-	
		12	Floors		\$	-		\$	-	\$	-	
		470	Pressure Cleaning (SQ. FT.)		\$	-		\$	-	\$	-	
		1	Windows		\$	-		\$	-	\$	-	
		1	Air Quality		\$	-		\$	-	\$	-	
		12	Cleaning Supplies		\$	-		\$	-	\$	-	
		12	Paper Products		\$	-		\$	-	\$	-	
		470	Carpet Cleaning - Deep (SQ. FT.)		\$	-		\$	-	\$	-	
		470	Electrostatic Disinfection (SQ. FT.)		\$	-		\$	-	\$	-	
		Total				\$	-		\$	-	\$	-
					Unit Price	Annual	Unit Price	Annual	Two Year Total			
		6	LOW RISE BUILDING (Sched Sect) 2600 SW 4th Avenue Fort Lauderdale, Fl. 33315	12	Basic Cleaning		\$	-		\$	-	\$
12	Restrooms				\$	-		\$	-	\$	-	
12	Floors				\$	-		\$	-	\$	-	
5,000	Pressure Cleaning (SQ. FT.)				\$	-		\$	-	\$	-	
1	Windows				\$	-		\$	-	\$	-	
1	Air Quality				\$	-		\$	-	\$	-	
12	Cleaning Supplies				\$	-		\$	-	\$	-	
12	Paper Products				\$	-		\$	-	\$	-	
5,000	Carpet Cleaning - Deep (SQ. FT.)				\$	-		\$	-	\$	-	
5,000	Electrostatic Disinfection (SQ. FT.)				\$	-		\$	-	\$	-	
Total					\$	-		\$	-	\$	-	
				Unit Price	Annual	Unit Price	Annual	Two Year Total				
7	MOSQUITO CONTROL 1201 WEST AIRPORT ROAD PEMBROKE PINES, FL 33023			12	Basic Cleaning		\$	-		\$	-	\$
		12	Restrooms		\$	-		\$	-	\$	-	
		12	Floors		\$	-		\$	-	\$	-	
		1,200	Pressure Cleaning (SQ. FT.)		\$	-		\$	-	\$	-	
		1	Windows		\$	-		\$	-	\$	-	
		1	Air Quality		\$	-		\$	-	\$	-	
		12	Cleaning Supplies		\$	-		\$	-	\$	-	
		12	Paper Products		\$	-		\$	-	\$	-	
		1,200	Carpet Cleaning - Deep (SQ. FT.)		\$	-		\$	-	\$	-	
		1,200	Electrostatic Disinfection (SQ. FT.)		\$	-		\$	-	\$	-	
		Total				\$	-		\$	-	\$	-
					Unit Price	Annual	Unit Price	Annual	Two Year Total			
		8	LANDFILL 7101 SW 205 AVENUE FT. LAUDERDALE, FL 33332	12	Basic Cleaning		\$	-		\$	-	\$
12	Restrooms				\$	-		\$	-	\$	-	
12	Floors				\$	-		\$	-	\$	-	
11,000	Pressure Cleaning (SQ. FT.)				\$	-		\$	-	\$	-	
1	Windows				\$	-		\$	-	\$	-	
1	Air Quality				\$	-		\$	-	\$	-	
12	Cleaning Supplies				\$	-		\$	-	\$	-	
12	Paper Products				\$	-		\$	-	\$	-	
11,000	Carpet Cleaning - Deep (SQ. FT.)				\$	-		\$	-	\$	-	
11,000	Electrostatic Disinfection (SQ. FT.)				\$	-		\$	-	\$	-	
Total					\$	-		\$	-	\$	-	
				Unit Price	Annual	Unit Price	Annual	Two Year Total				
Total (1) - Summary, all sites					\$	-		\$	-	\$	-	

Janitorial Services - Price Sheets - Small Facilities - Group 3 - Agreement 10 (SBE Reserve)

		Per Hour	Annual	Per Hour	Annual
				2 years	
Additional Labor:					
Project Supervisor	50 hrs.		\$ -	\$ -	\$ -
Site Supervisor	50 hrs.		\$ -	\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -	\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -	\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -	\$ -	\$ -
Emergency Services Labor:					
Project Supervisor	50 hrs.		\$ -	\$ -	\$ -
Site Supervisor	50 hrs.		\$ -	\$ -	\$ -
Full Time Service Crew	50 hrs.		\$ -	\$ -	\$ -
Part Time Service Crew	50 hrs.		\$ -	\$ -	\$ -
Porter Day/Night	50 hrs.		\$ -	\$ -	\$ -
"Pass thru" (Services/Materials)			\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Total (2)			\$ 1,000.00	\$ 1,000.00	\$ 2,000.00

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

\$ -

\$ 1,000.00

\$ 2,000.00

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

YES

Agree to the above statement.

NO

Disagree to the above statement.

NAME OF COMPANY: _____

AUTHORIZED PERSON NAME: _____

AUTHORIZED SIGNATURE: _____

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.

All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: _____

DATE: _____

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

Janitorial Services - Price Sheets - Small Facilities - Group 4 - Agreement 11 (SBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	FLEET SERVICES # 3 1600 N.W. 30 TH AVE. POMPANO BEACH, FL. 33069	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		2,771	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep (SQ. FT.)					
		2,771	FT.)		\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)					
		2,771	FT.)		\$ -		\$ -	\$ -
	Total		\$ -		\$ -	\$ -		
2	FAMILY SUCCESS CENTER NORTHWEST 10077 NW 29th Street Coral Springs, FL. 33065	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		13,680	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep (SQ. FT.)					
		13,680	FT.)		\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)					
		13,680	FT.)		\$ -		\$ -	\$ -
	Total		\$ -		\$ -	\$ -		
3	REVENUE COLLECTION/ AUTO TAG 1800 NW 66 Avenue Plantation, FL	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		16,225	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep (SQ. FT.)					
		16,225	FT.)		\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)					
		16,225	FT.)		\$ -		\$ -	\$ -
	Total		\$ -		\$ -	\$ -		
4	OFFICE OF JUSTICE SERVICES 624 NW 15 Way Fort Lauderdale, FL. 33311	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
		4,920	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
			Carpet Cleaning - Deep (SQ. FT.)					
		4,920	FT.)		\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)					
		4,920	FT.)		\$ -		\$ -	\$ -
	Total		\$ -		\$ -	\$ -		
Total (1) - Summary, all sites					\$ -		\$ -	\$ -

Janitorial Services - Price Sheets - Small Facilities - Group 4 - Agreement 11 (SBE Reserve)

			Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:							
	Project Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Site Supervisor	50 hrs.		\$ -		\$ -	\$ -
	Full Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Part Time Service Crew	50 hrs.		\$ -		\$ -	\$ -
	Porter Day/Night	50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)				\$1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)				\$1,000.00		\$ 1,000.00	\$ 2,000.00
Grand Total - Whole Group (Total 1 + Total 2)			Year 1		Year 2		
			\$1,000.00		\$ 1,000.00		\$ 2,000.00
<p align="center">NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.</p>							
			YES		Agree to the above statement.		
			NO		Disagree to the above statement.		
<p>NAME OF COMPANY: _____</p> <p>AUTHORIZED PERSON NAME: _____</p> <p>AUTHORIZED SIGNATURE: _____</p> <p align="center">By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal. All buildings listed in the group must be priced for this proposal sheet to be determined responsive.</p> <p>AUTHORIZED PERSON TITLE: _____ DATE: _____</p>							
<p align="center">THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.</p>							

Janitorial Services - Price Sheets - BCJC West Building, Bridges 4 & 5 - Agreement 12 (CBE Reserve)								
ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	BCJC West Building Bridge 4 and Bridge 5 201 SE 6 Street Fort Lauderdale, Florida 33301	12	Basic Cleaning		\$ -		\$ -	\$ -
		12	Restrooms		\$ -		\$ -	\$ -
		12	Floors		\$ -		\$ -	\$ -
			Porter (325Hrs./Month)		\$ -		\$ -	\$ -
		34,050	Pressure Cleaning (SQ. FT.)		\$ -		\$ -	\$ -
		1	Windows		\$ -		\$ -	\$ -
		1	Air Quality		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		34,050	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		34,050			\$ -		\$ -	\$ -
			Total		\$ -		\$ -	\$ -
		Total (1) - Summary, all sites					\$ -	
Additional Labor:				Per Hour	Annual	Per Hour	Annual	2 years
Project Supervisor 50 hrs.					\$ -		\$ -	\$ -
Site Supervisor 50 hrs.					\$ -		\$ -	\$ -
Full Time Service Crew 50 hrs.					\$ -		\$ -	\$ -
Part Time Service Crew 50 hrs.					\$ -		\$ -	\$ -
Porter Day/Night 50 hrs.					\$ -		\$ -	\$ -
Emergency Services Labor:								
Project Supervisor 50 hrs.					\$ -		\$ -	\$ -
Site Supervisor 50 hrs.					\$ -		\$ -	\$ -
Full Time Service Crew 50 hrs.					\$ -		\$ -	\$ -
Part Time Service Crew 50 hrs.					\$ -		\$ -	\$ -
Porter Day/Night 50 hrs.					\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)					\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)					\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Grand Total - Whole Group (Total 1 + Total 2)					FALSE		\$ 1,000.00	\$ 2,000.00
NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.								
				YES		Agree to the above statement.		
				NO		Disagree to the above statement.		
NAME OF COMPANY: _____								
AUTHORIZED PERSON NAME: _____								
AUTHORIZED SIGNATURE: _____								
By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal. All buildings listed in the group must be priced for this proposal sheet to be determined responsive.								
AUTHORIZED PERSON TITLE: _____ DATE: _____								
THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.								

Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Year 1		Year 2		Two Year Total
				Unit Price	Annual	Unit Price	Annual	
1	1801 SE 20th Street Ft. Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter					
			(120Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		395	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
2	1800 SE 18th Street Ft. Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter					
			(90Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		746	Carpet Cleaning - Deep (SQ. FT.)					\$ -
			Electrostatic Disinfection (SQ. FT.)					\$ -
Total					\$ -		\$ -	\$ -
3	1800 SE 18th Street Garage Ft. Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter					
			(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		357	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
4	Check point 3 (Restroom Only)	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter					
			(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		41	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -
5	Check point 3 - Booth	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter					
			(30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		24	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
			Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
Total					\$ -		\$ -	\$ -

Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

6	Check point 2 (<u>Restroom Only</u>)	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>41</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>41</u>	Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
7	Check point 2 - Booth	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>24</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>24</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
8	1900 SE 23rd Street, Fort Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>124</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>124</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
9	Berth 8 (<u>Restroom Only</u>)	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>172</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>172</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
10	Berth 13 (<u>Restroom Only</u>)	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>100</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>100</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

11	Gate 13 (Restroom Only)	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>41</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>41</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
12	Gate 13 - Booth	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>24</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>24</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
13	1900 SE 32nd Street, Fort Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (150Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>977</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>977</u>	Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
ITEM NO.	FACILITY LOCATION	<u>Annual Frequency</u>	<u>Annual Process</u>	<u>Unit Price</u>	<u>Annual</u>	<u>Unit Price</u>	<u>Annual</u>	<u>Two Year Total</u>
14	2019 Eller Drive, Fort Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (120Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>1362</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>1362</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
15	2021 Eller Drive, Fort Lauderdale	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>433</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>433</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

16	2025 Eller Drive, Fort Lauderdale	12	Restrooms Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		66	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		66	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
17	2026A Eller Drive, Fort Lauderdale	12	Restrooms Porter (90Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		359	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		359	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two Year Total
18	2026 Eller Drive, Fort Lauderdale	12	Restrooms Porter (90Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		666	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		666	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
19	2200 SE 35th Street, Fort Lauderdale	12	Restrooms Porter (60Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		360	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		360	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
20	Check point 1 (Restroom Only)	12	Restrooms Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		41	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		41	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

21	Check point 1 - Booth	12	Restrooms Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>24</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>24</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
22	Check point 4 (<u>Restroom Only</u>)	12	Restrooms Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>41</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>41</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
23	Check point 4 - Booth	12	Restrooms Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>24</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>24</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
24	Crane- 2050 SE 42nd ST. Ft. Laud	12	Restrooms Porter (120Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>520</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>520</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -
25	Sally Port (<u>Booth</u>)	12	Restrooms Porter (30Hrs./Month)		\$ -		\$ -	\$ -
		Hourly			\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		<u>24</u>	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		<u>24</u>	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

Janitorial Services - Price Sheets - Port Everglades - Agreement 13 (CBE Reserve)

26	Gate 32 (Booth)	12	Restrooms		\$ -		\$ -	\$ -
		Hourly	Porter		\$ -		\$ -	\$ -
		12	Cleaning Supplies		\$ -		\$ -	\$ -
		12	Paper Products		\$ -		\$ -	\$ -
		24	Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -	\$ -
		24	Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -	\$ -
		Total			\$ -		\$ -	\$ -

Total (1) - Summary, all sites

	\$ -		\$ -	\$ -
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FACILITY LOCATION	Annual Frequency	Annual Process	Unit Price	Annual	Unit Price	Annual	Two Year Total
			Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:							
Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
Emergency Services Labor:							
Project Supervisor		50 hrs.		\$ -		\$ -	\$ -
Site Supervisor		50 hrs.		\$ -		\$ -	\$ -
Full Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
Part Time Service Crew		50 hrs.		\$ -		\$ -	\$ -
Porter Day/Night		50 hrs.		\$ -		\$ -	\$ -
"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)				\$ 1,000.00		\$ 1,000.00	\$ 2,000.00

Grand Total - Whole Group

	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
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(Total 1 + Total 2)

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

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

NAME OF COMPANY: _____

AUTHORIZED PERSON NAME: _____

AUTHORIZED SIGNATURE: _____

By signing this proposal sheet, your firm is agreeing to the terms and conditions of the invitation for proposal.

All buildings listed in the group must be priced for this proposal sheet to be determined responsive.

AUTHORIZED PERSON TITLE: _____ DATE: _____

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

Janitorial Services - Price Sheets - 911 Call Centers - Agreement 14 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual		Annual Process	Year 1		Year 2			
		Frequency	Price		Unit	Annual	Unit	Annual	Two Year	
									Total	
1	North Regional Dispatch Center	42		Basic Cleaning		\$ -		\$ -		\$ -
	4900 Copans Rd, 2nd Fl	42		Restrooms		\$ -		\$ -		\$ -
	Coconut Creek 33066	42		Floors		\$ -		\$ -		\$ -
	Hourly			Porter (325Hrs./Month)		\$ -		\$ -		\$ -
		3,752		Pressure Cleaning (SQ. FT.)		\$ -		\$ -		\$ -
		4		Windows-		\$ -		\$ -		\$ -
		3		Air Quality		\$ -		\$ -		\$ -
		12		Cleaning Supplies		\$ -		\$ -		\$ -
		12		Paper Products		\$ -		\$ -		\$ -
				Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -		\$ -
		3,752		Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -		\$ -
		3,752				\$ -		\$ -		\$ -
				Total		\$ -		\$ -		\$ -
	2	South Regional Dispatch Center	42		Basic Cleaning		\$ -		\$ -	
6057 SW 198 Terrace		42		Restrooms		\$ -		\$ -		\$ -
Pembroke Pines 33332		42		Floors		\$ -		\$ -		\$ -
Hourly				Porter (325Hrs./Month)		\$ -		\$ -		\$ -
		2,323		Pressure Cleaning (SQ. FT.)		\$ -		\$ -		\$ -
		4		Windows-		\$ -		\$ -		\$ -
		3		Air Quality		\$ -		\$ -		\$ -
		12		Cleaning Supplies		\$ -		\$ -		\$ -
		12		Paper Products		\$ -		\$ -		\$ -
				Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -		\$ -
		2,323		Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -		\$ -
		2,323				\$ -		\$ -		\$ -
				Total		\$ -		\$ -		\$ -
3		Central Regional Dispatch Center	42		Basic Cleaning		\$ -		\$ -	
	10440 W Oakland Park Bld	42		Restrooms		\$ -		\$ -		\$ -
	Sunrise 33351	42		Floors		\$ -		\$ -		\$ -
	Hourly			Porter (325Hrs./Month)		\$ -		\$ -		\$ -
		4,464		Pressure Cleaning (SQ. FT.)		\$ -		\$ -		\$ -
		4		Windows-		\$ -		\$ -		\$ -
		3		Air Quality		\$ -		\$ -		\$ -
		12		Cleaning Supplies		\$ -		\$ -		\$ -
		12		Paper Products		\$ -		\$ -		\$ -
				Carpet Cleaning - Deep (SQ. FT.)		\$ -		\$ -		\$ -
		4,464		Electrostatic Disinfection (SQ. FT.)		\$ -		\$ -		\$ -
		4,464				\$ -		\$ -		\$ -
				Total		\$ -		\$ -		\$ -
	Total (1) - Summary, all sites						\$ -	\$ -	\$ -	\$ -

Janitorial Services - Price Sheets - 911 Call Centers - Agreement 14 (CBE Reserve)

ITEM NO.	FACILITY LOCATION	Annual Frequency	Annual Process					
				Unit		Unit		Two Year
				Price	Annual	Price	Annual	Total
				Per Hour	Annual	Per Hour	Annual	2 years
	Additional Labor:							
	Project Supervisor	50 hrs.				\$ -	\$	-
	Site Supervisor	50 hrs.				\$ -	\$	-
	Full Time Service Crew	50 hrs.				\$ -	\$	-
	Part Time Service Crew	50 hrs.				\$ -	\$	-
	Porter Day/Night	50 hrs.				\$ -	\$	-
	Emergency Services Labor:							
	Project Supervisor	50 hrs.				\$ -	\$	-
	Site Supervisor	50 hrs.				\$ -	\$	-
	Full Time Service Crew	50 hrs.				\$ -	\$	-
	Part Time Service Crew	50 hrs.				\$ -	\$	-
	Porter Day/Night	50 hrs.				\$ -	\$	-
	"Pass thru" (Services/Materials)		\$1,000.00		\$ 1,000.00	\$1,000.00	\$	2,000.00
		Total Group 2		\$1,000.00		\$1,000.00	\$	2,000.00

Grand Total -
Whole Group

(Total 1 + Total 2)

	\$1,000.00	\$ -	\$1,000.00	\$	2,000.00
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NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES,
REGARDLESS OF THE NUMBER OF HOURS WORKED,
WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

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

NAME OF COMPANY: _____

AUTHORIZED PERSON NAME: _____

AUTHORIZED SIGNATURE: _____

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

AUTHORIZED PERSON TITLE: _____

DATE: _____

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

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, Suite 248
Hollywood, FL, 33020**

**Authority to Conduct Business in
Florida:**

State of Florida

Department of State

I certify from the records of this office that DAMMEL CLEANING ENTERPRISE, INC. is a corporation organized under the laws of the State of Florida, filed on August 4, 2000.

The document number of this corporation is P00000074192.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on February 18, 2021, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eighteenth day of February,
2021*


Secretary of State

Tracking Number: 5840252560CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717**

County & City Business Tax **Receipts**

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

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

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

DBA:
Business Name: PALM BEACH & BROWARD BUILDING
 MAINTENANCE

Receipt #: 325-23010
Business Type: CLEANING/JANITORIAL
 (CLEANING/JANITORIAL)

Owner Name: DAMMEL CLEANING ENT INC
Business Location: 2719 HOLLYWOOD BLVD #248
 HOLLYWOOD
Business Phone: 954-797-9717

Business Opened: 02/27/2001
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals		
		5				
	Number of Machines:		For Vending Business Only		Vending Type:	
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**THIS BECOMES A TAX RECEIPT****WHEN VALIDATED**

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

Mailing Address:

DAMMEL CLEANING ENT INC
 2719 HOLLYWOOD BLVD #248
 HOLLYWOOD, FL 33020

Receipt # WWW-19-00196005
Paid 07/13/2020 33.00

2020 - 2021**BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT**

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

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DBA:
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Rooms Seats Employees Machines Professionals

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Signature			For Vending Business Only			
	Number of Machines:		Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
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Receipt # WWW-19-00196005
Paid 07/13/2020 33.00



2020/2021 LOCAL BUSINESS TAX RECEIPT

Business Name: **DAMMEL CLEANING ENTERPRISE, INC**
DBA: **PALM BEACH & BROWARD BUILDING MAINTENANCE**
Business Location: **2719 HOLLYWOOD BLVD, #248**
Business Category: **SERVICE/OTHER BUSINESS**
Classification: **Janitorial Services**
Tax Basis: **0 - 1 WORKER (OWNER)**

Account Registration #: **B9063238-2021**

Expiration Date: **9/30/2021**

Tax Rate: **\$61.00**

DAMMEL CLEANING ENTERPRISE, INC.
dba
PALM BEACH & BROWARD
BUILDING MAINTENANCE
2719 HOLLYWOOD BLVD, #248
HOLLYWOOD, FL 33020

SAFETY & HEALTH
PLAN MANUAL

Updated May 27, 2021

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POLICY STATEMENT

Palm Beach & Broward Building Maintenance is committed to providing a safe, accident-free, and healthy work environment for everyone. The management of Palm Beach & Broward Building Maintenance assumes the responsibility and is prepared to take the necessary actions to ensure that safety, health rules and practices are followed and to see that effective training programs are employed. Safety should never be sacrificed for production. Safety is an integral part of quality control, cost reduction and job efficiency.

Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management at all levels must address these concerns and take corrective action when warranted. Everyone is obligated to know the safety standards for their area or job, and just as important, to abide by them.

Every supervisor will be held accountable for the safety performance of the employees they supervise. Supervisors must instill a positive attitude and safety awareness in their workers through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers. Our safety policies are based on past experience and current standards, and are also an integral part of the company's personnel policies.

This means that compliance with these policies is a condition of employment and must be taken seriously. Failure to comply with our safety policies is sufficient grounds for disciplinary action or for termination of employment.

The goal of Palm Beach & Broward Building Maintenance is the elimination of accidents and injuries from our operations.

David Melendez, President

GOALS

Safety begins at the top and goes downward throughout the company. The primary goal of Palm Beach & Broward Building Maintenance is to continue operating a profitable business while protecting employees from injuries, illness or harm. This can be achieved in part by delegating responsibility and accountability to all involved in this company's operation.

- Responsibility: Having to answer for activities and results.
- Accountability: The actions taken by management to insure the performance of responsibilities. In other words, to reach our goal of a safe workplace everyone needs to take responsibility and be held accountable.

Benefits of achieving our goals are:

- Minimizing of injuries and accidents
- Minimizing the loss of property and equipment
- Elimination of potential fatalities
- Elimination of potential permanent disabilities
- Elimination of potential OSHA fines
- Reductions in workers' compensation costs
- Reductions in operating costs
- Having the best Safety and Health conditions possible in the workplace.

MANAGEMENT COMMITMENT

The management of Palm Beach & Broward Building Maintenance is committed to the company's safety policy, and to provide direction and motivation by:

- Appointing Luis Guzman as our Safety Coordinator.
- Establishing company safety goals and objectives.
- Developing and implementing a written Safety and Health program.
- Ensuring total commitment to the Safety and Health program.
- Facilitating employees' safety training.
- Establishing responsibilities for management and employees to follow.
- Ensuring that management and employees are held accountable for performance of their safety responsibilities.
- Establishing and enforcing disciplinary procedures for employees.
- Reviewing the Safety and Health program annually, and revising or updating as needed.

ASSIGNMENT OF RESPONSIBILITY

Safety Coordinator

Palm Beach & Broward Building Maintenance has designated Luis Guzman as our Safety Coordinator. The cell phone and office phone numbers to contact Luis Guzman are:

Office: (954) 797-9717

Cell: (561) 214-2002

It is the duty of the Safety Coordinator to assist the Supervisor and all other levels of Management in the initiation, education, and execution of an effective safety program including the following:

- Reviewing the safety program with new employees.
- Following up on recommendations, suggestions, etc., made at Safety Meetings.
- Assisting employees in the execution of safety policies.
- Conducting safety inspections on a periodic basis.
- Addressing existing or potential hazards as needed.
- Preparing accident reports and investigations.
- Maintaining an adequate stock of first aid supplies and other safety equipment to insure their immediate availability.
- Becoming familiar with OSHA regulations and local and state safety codes.
- Emphasizing to employees that accidents create unnecessary personal and financial losses.

Supervisor

It is the responsibility of the Supervisor to establish a work environment that ensures that safety and health is managed in the same manner and with the same degree of emphasis as production, cost, and quality control, by:

- Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment.
- Identifying procedures that could contribute to accidents which can result in injuries and property damage.
- Participating in safety and health related activities, including routinely attending safety meetings, reviews of the facility, and correcting employee behavior that can result in accidents and injuries.
- Spending time with each person hired explaining the safety policies and the hazards of his/her particular work.
- Ensuring that initial orientation of "new hires" is carried out by Luis Guzman.
- Not short-cutting safety for expediency, or allowing workers to do so.

- Enforcing safety rules consistently, and following the company's discipline and enforcement procedures.
- Conducting periodic workplace safety inspections and correcting noted safety violations.

Employee

It is the duty of each and every employee to know the safety rules, and conduct their work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired and receive a copy of the work and safety rules that apply to their work duties.

Employees are encouraged to report any unsafe acts, procedures or conditions they may observe on the job site. Employees are informed they may report these conditions without fear of reprisal or reprimand.

Employee responsibilities include the following:

- Reading, understanding and following safety and health rules and procedures.
- Signing the Policies and Procedures Acknowledgement form.
- Wearing Personal Protective Equipment (PPE) at all times when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by the Supervisor.
- Performing all tasks safely as directed by their Supervisor.
- Reporting ALL injuries, no matter how slight to their Supervisor immediately, and seeking treatment promptly.
- Knowing the location of first aid supplies, firefighting equipment, and other safety devices.
- Attending required safety and health meetings.
- Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures when performing those tasks.
- STOPPING AND ASKING QUESTIONS IF EVER IN DOUBT ABOUT THE SAFETY OF ANY OPERATION

TRAINING AND EDUCATION

Training is an essential component of an effective safety and health program addressing the responsibilities of both management and employees in the workplace. Training is most effective when incorporated into other education on performance requirements and job practices.

Training programs are provided as follows:

- Initially when the safety and health plan is developed or upgraded
- For all new employees before beginning work
- When new equipment, materials, or processes are introduced
- When procedures have been updated or revised
- When incidents/accidents show that safety performance must be improved

Besides the standard training, employees should also be trained in the recognition of hazards – to be able to look at an operation and identify unsafe acts and conditions.

A list of typical hazards employees should be able to recognize may include:

- Fall Hazards; Fall exposures from ladders (straight and step) and any other surface more than 6 feet above the floor.
- Electrical Hazards; Damaged cords, outlets, overloads, extension cords, portable tools (broken casing or damaged wiring), grounding, metal boxes, switches, Ground Fault Circuit Interrupters(GFCI).
- Housekeeping Issues; Exits, walkways, floors, trash, storage of materials (Hazardous and Non-Hazardous), trips/slips, uneven flooring, etc.
- Fire Hazards; Oily-dirty Rags, combustibles, fuel gas cylinders, exits blocked, damaged electrical cords, etc.
- Health Hazards; Loss of hearing from noisy environments, and eye injury due to flying objects, etc.

SAFETY MEETINGS

Employees of Palm Beach & Broward Building Maintenance shall attend and participate in periodic safety meetings. The safety meeting shall be conducted by the Safety Coordinator or the Supervisor. Safety problems that have arisen or that are anticipated shall be discussed along with any other work site or operations topics. The meeting shall be kept a valuable educational experience by:

- Keeping the meetings moving.
- Starting and stopping on time.
- Using illustrated material and demonstrations to make the point.
- Discussing each topic thoroughly, providing handouts if possible.
- Reviewing accidents, injuries, property losses, and “near misses”.

The meetings must be documented using the appropriate form.

OSHA RECORDKEEPING AND INJURY LOG REVIEW

In the event of a fatality (death on the job) or a work related inpatient hospitalization, amputation, or loss of an eye, contact the Safety Coordinator, Luis Guzman. The office and cell-phone numbers are:

Office: (954) 797-9717

Cell: (561) 214-2002

The Safety Coordinator will in turn report fatalities to the OSHA National Emergency Line at (800) 321-OSHA (6742), or the local Regional OSHA Office, within 8 hours after the occurrence. Other reportable conditions noted above will be reported within 24 hours.

Palm Beach & Broward Building Maintenance will inform employees of their right to report work-related injuries and illnesses free from retaliation by posting the required OSHA workplace poster. The company will not deter or discourage employees from reporting; and there will be no retaliation against employees for reporting work-related injuries or illnesses.

If an injury or accident should occur, employees are to report the injury to their Supervisor as soon as possible. A log entry and summary report shall be maintained for every recordable injury and illness. The entry should be done within 7 days after the injury or illness has occurred. The OSHA 300 or equivalent shall be used for the recording.

An OSHA recordable injury or illness is defined as an injury resulting in loss of consciousness, days away from work, days of restricted work, or medical treatment beyond first aid.

First Aid includes:

- Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment); Cleaning, flushing or soaking wounds on the surface of the skin
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.). Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or a cotton swab;

- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- Drinking fluids for relief of heat stress.

An annual summary of recordable injuries and illnesses must be posted at a conspicuous location in the workplace from February 1st to April 30th. It must contain the following information: Calendar year, company name-establishment name, establishment address, certifying signature, title, and date. If no injury or illness occurred in the year, zeroes must be entered on the total line at the bottom of the form. The annual summary will be signed by a Company Official certifying they have examined the log and found it to be accurate.

The OSHA logs will be evaluated by management to determine trends or patterns in injuries in order to appropriately address hazards and implement prevention strategies.

The OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms will be retained for five years following the end of the calendar year that these records cover.

Palm Beach & Broward Building Maintenance is aware of and complies with the following OSHA Rule:

Companies with up to 10 employees are not required to maintain OSHA Logs. They are required to report serious injuries as describe above.

Companies in the construction industries with 11 to 249 employees are may keep paper records and submit electronic records to the Injury Tracking Application shown below.

Companies with 250 or more employees in industries covered by the recordkeeping regulation must submit information electronically to the Injury Tracking Application (ITA) at:

<https://www.osha.gov/injuryreporting/index.html>

The information must be submitted by March 2.

EMERGENCY ACTION PLAN

A wide variety of emergencies may require a job site to be evacuated. These emergencies include fires, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances and workplace violence. It is critical for the safety of all employees to understand the elements of this Emergency Action Plan. Those elements include:

- Maintaining a written copy of this plan in the workplace, readily available for employees to review.
- Evacuation procedures and emergency escape route assignments.
- Procedures to account for all employees after an emergency evacuation have been completed.
- Rescue and medical duties for those employees who are to perform them.
- Means of reporting fires and other emergencies.
- Receiving instruction and training regarding any customer's or General Contractor's Emergency Action policies and procedures.
- Names or job titles of persons who can be contacted for further information or explanation of duties under the plan.

Responsibilities

Management is responsible for seeing that emergency action plans are established and enforced for all potential emergency types; for training employees and supervisors in the proper procedures for those potential emergencies; and conducting drills to ensure all employees understand and follow the evacuation procedures.

Supervisors are responsible for ensuring employees understand and follow proper procedures, evacuate in an orderly and timely manner during an evacuation drill or emergency

Employees are responsible for understanding following company procedures under this emergency action plan. Employees are responsible for reporting emergency situations immediately.

Means of Reporting Fires and Other Emergencies

For each emergency situation, identify the type of employee notification. This may be specific alarms, a public address system, verbal notification system, phone notification, etc. Employees should clearly understand the emergency notification methods and the procedures to take following notification.

Alarms must be audible to all people on the site. The alarm must be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. Each employee shall be trained on the proper means for reporting emergencies, such as manual pull box alarms, public address systems, or telephones. Emergency phone numbers

should be posted on or near telephones, on employees' notice boards, or in other conspicuous locations.

Emergency Evacuation Procedures

For emergency evacuations, the use of site plans or maps that clearly show the emergency escape routes and rally point locations should be included in the plan. All employees must be told what actions they are to take in emergency situations that may occur in the workplace, such as reporting to a designated rally point after evacuation.

Palm Beach & Broward Building Maintenance will designate and train employees to assist in a safe and orderly evacuation of other employees. We will review the emergency action plan with each employee covered by the plan:

- when the plan is developed
- the employee is assigned initially to a job
- when the employee's responsibilities under the plan change
- when the plan is changed.

Whenever we rely on the Emergency Action Plan of a client, employees will be trained on the Client's plan under the same requirements listed above, and will abide by client's re-training frequency requirements.

The plan will be reviewed with employees initially when the plan is developed, whenever the employees' responsibilities under the plan change, and whenever the plan is changed. A copy should be kept where employees can refer to it at convenient times. **A copy of the site plan must be posted in conspicuous areas throughout the site for easy reference.**

Critical Operations Procedures

The employer must list in detail the procedures to be taken by those employees who must remain behind to care for essential site operations until their evacuation becomes absolutely necessary. This may include monitoring site power supplies, water supplies, and other essential services that cannot be shut down for every emergency alarm, and use of fire extinguishers.

Employee Accountability Procedures

The Supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined rally point or tornado shelter and conducting a head count. Each employee must be accounted for. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points and tornado shelters, together with the identities of supervisors and assigned employees who must report to each, is also given in Appendix A.

Rally points have been established for all evacuation routes. These rally points are designated on each emergency evacuation procedure site plan. All supervisors and employees must report to their designated rally points immediately following an evacuation.

Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Rally Point Coordinator or the Emergency Evacuation Coordinator.

The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel.

Employees are to remain at the designated rally point until give the “All Clear” signal has been given by the Emergency Evacuation Coordinator, Fire Marshall or other authority having jurisdiction.

Rescue and Medical Duties

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

Chain of Command

A chain of command should be established to minimize confusion so that employees will have no doubt about who has authority for making decisions. Responsible individuals should be selected to coordinate the work of the emergency response team.

Communications

Emergency communications equipment such as amateur radio systems, public address systems, or portable radio units should be present for notifying employees of the emergency and for contacting local authorities, such as law enforcement officials, private sector charitable groups, and the fire department.

A method of communication also is needed to alert employees of the evacuation or to take other action as required in the plan. It may be necessary to notify other key personnel such as the General Contractor Safety Coordinator during off-duty hours. An updated written list of key personnel should be kept listed in order of priority.

Severe Weather Procedures

In the event of severe weather (i.e. tornado, severe thunderstorms, etc.) identify the methods used to receive emergency information. Resources include, NOAA weather Radio, Emergency alert System, Outdoor Warning Siren System, Cable Television Interrupt System, City Watch System, and an Internal Alarm system. Identify the person(s) or position(s) having the responsibility of monitoring alert and warning devices.

Tornado Watch

The National Weather Service issues a **Tornado Watch** when conditions are present for the formation of a tornado. Tornadoes are *normally* short lived, localized storm systems, which contain high-speed, rotating winds. Tornadoes begin within intense thunderstorms and then develop downwards towards the earth's surface. There may not be a warning prior to a tornado strike due to the spontaneous formation at any location. Depending on its intensity, a tornado's path can be a mile wide and travel ten or more miles before dissipating.

Damage caused by tornadoes includes widespread destruction and power outages, traumatic injuries due to flying debris, and major traffic problems due to destruction of traffic control devices.

Severe Thunderstorm Warning

The National Weather Service issues a **Severe Thunderstorm Warning** when a severe thunderstorm has been spotted either by trained personnel or by radar. These storms consist of heavy rain, lightning, and high winds. These storms can cause flash flooding, localized damage (falling trees, down power lines etc.) and fire resulting from lightning strikes. Driving can be extremely hazardous resulting in increased motor vehicle accidents. Severe thunderstorms can spawn tornadoes with little warning.

Tornado Warning

The National Weather Service issues a Tornado Warning when a tornado has been sighted or spotted by trained personnel or by radar.

Tornadoes are normally short-lived, localized storm systems, which contain high-speed, rotating winds. Tornadoes begin within intense thunderstorms and then develop downwards towards the earth's surface. There may not be a warning prior to a tornado strike due to the spontaneous formation at any location. Depending on its intensity, a tornado's path can be a mile wide and travel ten or more miles before dissipating. *It is also possible for more than one tornado to develop within a single storm so it should not be assumed that all danger has passed once the tornado has passed.*

Damage caused by tornadoes includes widespread destruction and power outages, traumatic injuries due to flying debris, and major traffic problems due to destruction of traffic control devices.

Tornado or Severe Weather Warning:

- When the alert siren sounds, remain calm and avoid panic
- Proceed quickly and safely to area of shelter, NO ONE should leave the building
- Areas of safety - Rooms and corridors on the lowest floor or basement in the innermost part of a building.
- Areas to avoid - Stay clear of windows, corridors with windows, or large, free standing expanses.

- Stay in the shelter area until the severe conditions pass or an “All Clear” message has been transmitted over the emergency broadcast system or local radio or television stations.
- After leaving the shelter area, report to the designated person/phone number to assist in accounting for all employees.
- Be aware of dangerous structural conditions and downed power lines. Report damaged facilities.
- Be alert for fires, gas leaks, and power failures.

There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.

Training

Training and information is critical to the effectiveness of an emergency plan. Some employees will be designated and trained to assist in a safe and orderly evacuation of other employees. All employees should be trained on the following:

- Evacuation Plans
- Alarm Systems
- Reporting procedures for personnel
- Shutdown procedures
- Type of emergencies

Training must be provided at the following times:

Initially, when the plan is developed

For all new employees,

When new equipment, materials, or processes are introduced,

When procedures have been updated or revised,

When exercises show the employee performance must be improved, and

At least annually.

Drills

The General Contractor or Builder may conduct Emergency Drills. If so, the drill should include personnel from all contractors on the site, should be held at random intervals at least annually, and an evaluation of performance should be made immediately after the drill by management and designated employees. When possible, drills should include groups supplying outside services such as fire and police departments. On sites with multiple contractors, the emergency plans should be coordinated with other companies and employees on the site.

The emergency plan should be reviewed periodically and updated to maintain adequate response personnel and program efficiency.

GENERAL SAFETY RULES AND PROCEDURES

- All injuries must be reported to your Supervisor.
- Possession, use, or being under the influence of alcohol or illegal drugs while on company property is strictly prohibited. Violation of this policy is subject to disciplinary action, up to and including termination of employment.
- No employee is expected to undertake a job until that employee has received adequate training.
- All employees shall be trained on the potential hazards that they could be exposed to and how to protect themselves.
- Employees shall exercise Universal Precautions when cleaning blood or other bodily fluids from work sites.
- Any employee working more than 6' above the nearest surface shall be protected by an adequate fall protection system.
- No employee is required to work under conditions which are unsanitary, dangerous or hazardous to their health.
- Only qualified, trained and authorized personnel are permitted to operate powered machinery or construction equipment.
- No machine should be operated without the proper machine guarding in place.
- All hand and power tools and similar equipment, whether provided by the employer or the employee, shall be maintained in a safe condition.
- Employees working in areas where there is a possible danger of head injury, excessive noise exposure, or potential eye and face injury shall be protected by Personal Protection Equipment (PPE) provided by the company including, but not limited to: safety glasses, hearing protection, high visibility safety vests, fall protection harness with lanyard, gloves and respirators.
- Employees on job sites are subject to the Safety Policies and PPE requirements of General Contractor or Builder.
- Use smart lifting techniques. Lift with your legs. Do not bend at the waist for lifting. If weight is too heavy for you, or it exceeds 50 lbs., get assistance or use material handling equipment.
- In the event of an emergency evacuation, meet at your designated gathering point for a head count. Do not leave the property until released by your Supervisor.

Ladders and Step Ladders

- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
- Keep ladder rungs clean and free of grease. Remove dirt or mud buildup from rungs.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- Face the ladder when climbing up or down it.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
- Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
- Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- Do not move a rolling ladder while someone is on it.
- Do not carry items in your hands while climbing up or down a ladder.

Lifting Procedures

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand to an erect position.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

JANITORIAL SAFETY RULES AND PROCEDURES

OFFICE SAFETY

General

- Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.
- Do not kick objects out of your pathway; pick them up or push them out of the way.
- Do not throw matches, cigarettes or other smoking materials into trash baskets.
- Keep floors clear of items such as paper clips, pencils, tacks or staples.
- Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
- Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
- Carry pencils, scissors and other sharp objects with the points down.
- Use a ladder or step stool to retrieve or store items that are located above your head.
- Do not store or leave items on stairways or walkways.
- Do not run on stairs or take more than one step at a time.
- Do not jump from ramps, platforms, ladders or step stools.
- Keep doors in hallways fully open or fully closed.
- Use handrails when ascending or descending stairs or ramps.
- Obey all posted safety and danger signs.

Furniture Use

- Open one file cabinet drawer at a time.
- Close drawers and doors immediately after use.
- Use the handle when closing doors, drawers and files.
- Put heavy files in the bottom drawers of file cabinets.
- Do not tilt the chair you are sitting in on its back two legs.
- Do not stand on furniture to reach high places.

Equipment Use

- Keep the paper cutter handle in the closed/locked position when it is not in use.
- Do not use paper cutting devices if the finger guard is missing.
- Use a staple remover, not your fingers, for removing staples.
- Do not use extension or power cords that have the ground prong removed or broken off.
- Do not use frayed, cut or cracked electrical cords.
- Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.
- Do not connect multiple electrical devices into a single outlet.
- Turn off and unplug office machines before adjusting, lubricating or cleaning them.
- Do not use fans that have excessive vibration, frayed cords or missing guards.
- Do not place floor type fans in walkways, aisles or doorways.

Housekeeping

- Do not place material such as boxes or trash in walkways and passageways.
- Mop up water around drinking fountains, drink dispensing machines and ice machines.
- Do not store or leave items on stairways.
- Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- Straighten or remove rugs and mats that do not lie flat on the floor.

JANITORIAL PERSONNEL

Hazardous Materials

- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
- Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
- Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
- Do not use chemicals from unlabeled containers and unmarked cylinders.
- Always use chemical goggles before handling chemicals labeled "Corrosive" or "Caustic."

Infection Control

- Do not use gloves which are torn, cut or punctured.
- Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.

Housekeeping

- Straighten or remove rugs and mats that do not lie flat on the floor.
- Remove protruding nails or bend them down into the lumber by using a claw hammer.
- Do not use gasoline for cleaning purposes.
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Hand Tool Safety

- Keep the blade of all cutting tools sharp.
- Carry all sharp tools in a sheath or holster.
- Tag worn, damaged or defective tools "Out of Service" and do not use them.

- Do not use a tool if its handle has splinters, burrs, cracks or splits, or if the head of the tool is loose.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- When using knives, shears or other cutting tools, cut in a direction away from your body.
- Do not carry sharp or pointed hand tools such as screwdrivers in your pocket unless the tool or pocket is sheathed.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

Knives/Sharp Instruments

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Cut in the direction away from your body when using knives.
- Store knives in knife blocks or in sheaths after use.
- Do not use knives with dull blades.
- When opening cartons use safety box cutters. Do not cut with the blade extended beyond the guard.
- Do not use knives with broken or loose handles.
- Do not pick up knives by their blades.
- Carry knives with their tips pointed towards the floor.
- Do not carry knives, scissors or other sharp tools in pockets or aprons unless they are first placed in their sheath or holder.

Storeroom Safety

- Use long handled snips when cutting strapping bands away from a shipping container.
- Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
- Stand to the side of the strapping band when cutting it.
- Do not carry sheets of glass under your arm.
- Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
- Do not lift slippery or wet objects; use a hand truck.
- Do not smoke while handling chemicals labeled "Flammable."
- Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
- Do not handle or load any containers of chemicals if their containers are cracked or leaking.
- Store case cutters, Exacto knives or other tools with cutting edges in sheaths when they are not in use.
- Do not leave pallet jack unattended with the load suspended.

Electrical Powered Tools

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from path of drills, saws, grinders, vacuum cleaners, and floor polishers.

- Do not use cords that have splices, exposed wires or cracked or frayed ends.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable."
- Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
- Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not connect multiple electrical tools into a single outlet.
- Do not run extension cords through doorways, through holes in ceilings, walls or floors.
- Do not drive over, drag, step on or place objects on a cord.
- Do not use portable power tools unless they have a color-coded green band taped to the handle. These green labeled tools have Ground Fault Circuit Interrupters incorporated into the plug end of the power cord. The use of these power tools are required when working in older buildings or temporary work locations where the work environment is often damp and the available electrical outlets may not meet our wiring standards.
- Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
- Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
- Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.

ASBESTOS AWARENESS POLICY

It is the policy of Palm Beach & Broward Building Maintenance to avoid working in areas where employees may be exposed to asbestos at levels above the OSHA established PEL. When that is not possible, this section should be followed.

Asbestos materials are used in a variety of building materials including insulation, soundproofing, floor tiles, roofing felts, ceiling tiles, asbestos-cement pipe and sheet, and fire-resistant drywall. Asbestos is also present in sprayed-on materials located on beams, in crawlspaces, and between walls. Severe lung disease can be caused by asbestos, such as asbestosis and/or cancer, through the inhalation of excess quantities of the fiber. It usually takes several years for symptoms of asbestos diseases to become apparent.

Asbestos awareness training is provided for employees whose work activities may contact asbestos containing material (ACM) or presumed asbestos containing material (PACM), but do not disturb the ACM or PACM during their work activities. The training shall be documented. Signs and labels shall identify the material which is present, its location, and appropriate work practices which, if followed, will ensure that asbestos containing material (ACM) and/or presumed asbestos containing material (PACM) will not be disturbed.

The current allowable level of asbestos (PEL) in the air established by the Occupational Safety and Health Standards is .2 fibers per cubic centimeter greater than 5 microns in length in an 8 hour time-weighted average. A short term (excursion) limit of 1.0 fiber per cubic centimeter of air (1 f/cc) as averaged over thirty (30) minutes has also been established.

Any Palm Beach & Broward Building Maintenance employee that is exposed to asbestos fibers in excess of the above specified limits will be notified in writing of the exposure as soon as practical, but not later than five (5) days of the findings.

Control of the exposure to asbestos can take several routes. Substitute another product that will do the same job; use personal protective equipment such as NIOSH-MESA approved respirators; use adequate ventilation equipment before the fibers reach the breathing zone of the workers; practice good housekeeping by removing accumulated and settled dust by HEPA vacuum cleaning; and wet the product to prevent expulsion of the dust into the air that the workers breathe.

To prevent contamination away from the work place, worker clothing should not be laundered at home. The clothing will be handled at the work place where workers are required to change to street clothing and shower facilities are available.

Each employee exposed to airborne concentrations of asbestos fiber in excess of the limits specified above will be provided with medical examination relative to this exposure. The initial medical examination will be given within 30 days of the initial exposure that will include as a minimum a chest roentgenogram, a history to list symptomatology of respiratory disease, and the pulmonary function test to include forced vital capacity (FVC) forced expiratory volume at one second (FEV Sub. 1.0). These employees will also be given annual medical evaluations thereafter.

If employees working immediately adjacent to a Class I asbestos jobs on multi-employer work sites are exposed to asbestos due to the inadequate containment of such job, their employer shall either remove the employees from the area until the enclosure breach is repaired or perform an initial exposure assessment.

Records shall be maintained of all medical examinations administered to employees. These records will be maintained for at least 30 years.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

SCOPE AND APPLICATION

The purpose of this exposure control plan is to eliminate or minimize employee exposure to blood or other potentially infectious materials (OPIM). Other potentially infectious materials include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluid visibly contaminated with blood.

RESPONSIBILITIES

The safety coordinator will oversee the Bloodborne Pathogens Program. These responsibilities include identifying employees who may encounter job related exposures to blood or OPIM, coordinating/identifying engineering and work practice controls, ensuring that training is provided, making arrangements for HBV vaccinations, and maintaining related documentation.

EXPOSURE CONTROL PLAN

This plan is available to all employees and shall be reviewed at least annually or whenever necessary to reflect new or modified tasks, procedures, or technology which affect occupational exposures.

Palm Beach & Broward Building Maintenance solicits input from non-managerial employees responsible for patient care who are potentially exposed to contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls. We annually document the consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposures.

EXPOSURE DETERMINATION

Palm Beach & Broward Building Maintenance has prepared an exposure determination to identify employees with Bloodborne exposures. The exposure determination shall be made without regard to the use of personal protective equipment. The exposure determination will contain the following:

- A list of all job classifications in which all employees in these job classifications have occupational exposure.
- A list of job classifications in which some employees have occupational exposures.
- A list of tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs.

METHODS OF COMPLIANCE

Universal precautions shall be used to prevent contact with blood or OPIM. Under circumstances in which identification of body fluid types is difficult or impossible, all body fluids should be considered potentially infectious materials.

Engineering and work practice controls are used to eliminate or minimize employee exposure. Where occupational exposure occurs after the controls are implemented, personal protective equipment will be used.

The following engineering/work practice controls have been established to eliminate or minimize exposure:

- Hand washing facilities, antiseptic hand cleaner, and/or antiseptic towelettes are provided for immediate use (employees must still wash hands as soon as possible following the use of antiseptic hand cleaner/towelettes).
- Employees must wash their hands immediately after removing gloves or other PPE.
- Employees must wash any other exposed skin with soap and water, or flush mucous membranes with water immediately or as soon as feasibly following contact of body parts with blood or OPIM.
- Contaminated needles or other contaminated sharps shall not be bent, or recapped. The only exception is when the bending, recapping, or needle removal can be accomplished through the use of a mechanical device or a one-handed technique.
- Contaminated sharps must be placed in an appropriate container as soon as possible after use. The sharps container must be puncture resistant, properly labeled or color-coded, and leak proof on the sides and bottom. Reusable sharps that are contaminated with blood or OPIM shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in work areas where blood or OPIM are present.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or OPIM are present.
- All procedures involving blood or OPIM shall be performed in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.
- Mouth pipetting/suctioning of blood or OPIM is prohibited.
- Specimens of blood or OPIM shall be placed in a container which prevents leaking during collection, handling, processing, storage, transport, or shipping. These containers must be labeled or color-coded (see Signs and Label section for details) and closed prior to being stored, transported, or shipped. If the specimen could puncture the container or contamination outside of the primary container occurs, the primary container must be placed within a secondary container that meets the above container requirements.
- Equipment that may be contaminated with blood or OPIM shall be examined prior to shipping or servicing and must be decontaminated as necessary.

PERSONAL PROTECTIVE EQUIPMENT

When there is occupational exposure, the appropriate personal protective equipment (PPE) is provided to our employees at no cost. PPE includes gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. PPE is only considered appropriate if it does not permit blood or OPIM to pass through to the employees' work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes under normal conditions of use.

Palm Beach & Broward Building Maintenance ensures that the employee uses the appropriate PPE and that PPE is readily accessible (in the appropriate sizes) at the worksite or issued to the employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

PPE is cleaned, laundered, and disposed of at no cost to the employee. Any PPE contaminated with blood or OPIM should be removed from the workplace immediately or as soon as feasible. PPE is repaired or replaced at no cost to employees. All PPE must be removed prior to leaving the work area.

Gloves

Gloves will be worn when it can be reasonably anticipated that the employee may have hand contact with blood, OPIM, mucous membranes, and non-intact skin.

Disposal (single use) gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when torn, punctured or when their ability to function as a barrier is compromised. Disposal gloves shall not be washed or decontaminated for re-use.

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Employees working in volunteer blood donation centers are not required to use gloves in all circumstances. However, gloves must be made available to all employees who wish to use them and the use of gloves for phlebotomy should not be discouraged. The use of gloves is required when the employee has cuts, scratches, or other non-intact skins, when the employee judges that hand contamination may occur (for example, when performing phlebotomy on an uncooperative person), and when the employee is receiving training in phlebotomy.

Other PPE

Masks in combination with eye protective devices, such as goggles or glasses with eye shields, or chin length face shields, must be worn whenever splashes, sprays, spatter, or droplets of blood or OPIM may be generated and eye, nose or mouth contamination can be anticipated.

Gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances where gross contamination can be anticipated.

HOUSEKEEPING

The worksite must be maintained in a clean and sanitary condition. We have implemented a written schedule for cleaning and method of decontamination. The appropriate method for decontamination is based upon the location, type of surface to be cleaned, types of contamination, and the tasks and procedures being performed in the area.

All equipment and working surfaces are cleaned and decontaminated after contact with blood or OPIM. Contaminated work surfaces are decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible after any spill of blood or OPIM, and at the end of the work shift if the surface may have been contaminated since the last cleaning. Protective coverings (plastic wrap, foil, and absorbent paper) must be removed or replaced as soon as feasible when they become contaminated or at the end of the shift if the possibility for contamination during the work shift exists.

All bins, pails, or other receptacles intended for reuse that have a reasonable likelihood for becoming contaminated with blood or OPIM shall be inspected and decontaminated on a regularly scheduled basis. They shall be cleaned and decontaminated immediately or as soon as feasible when contaminated.

Broken glassware that may be contaminated must not be picked up directly with the hands. It should be cleaned up using a brush and dustpan, tongs, or forceps.

REGULATED WASTE AND LAUNDRY

Contaminated sharps shall be discarded in a sharps container immediately or as soon as feasible following use. The sharps containers must be closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded. Containers must be located close to the area where the sharps are being used and must be replaced routinely to prevent overfilling. Containers must be kept closed after use and must not be emptied or cleaned in any manner that would expose employees to the risk of percutaneous injury.

Other regulated waste must be placed in containers that are closable and constructed to prevent leakage of fluids during handling, storage, transportation, or shipping. Containers must be labeled or color-coded. If outside contamination of the regulated waste container occurs, it must be placed in a second container that meets the same requirements.

Contaminated laundry should be bagged or containerized at the location of use and should be handled as little as possible. Contaminated laundry should be placed and transported in bags or containers label or color-coded. Container must be leak proof if the contaminated laundry is wet and presents a reasonable likelihood of leakage. Employers handling contaminated laundry must wear gloves and other appropriate personal protective equipment.

SIGNS AND LABELS

Warning labels must be affixed to containers of regulated waste, refrigerator/freezers containing blood or OPIM, and other containers used to store, transport, or ship blood or OPIM. Contaminated equipment must also be labeled and must also state which portions of the equipment remain contaminated.

The labels should be fluorescent orange or orange-red, with lettering and symbols of contrasting colors. The labels must be attached in a manner that prevents their loss or unintentional removal. Red bags or red containers may be substituted for labels. Containers of blood (or blood products) that have been released for clinical use or are placed in labeled containers are exempt from the labeling requirement.

Regulated waste that has been decontaminated does not have to be labeled.

EMPLOYEE TRAINING

Training must be provided to employees with occupation exposure during work hours and at no cost to the employee. The training shall be provided at the time of their initial assignment to job tasks where occupational exposure may occur. Annual training for all employees must be provided within one year of their previous training. Additional training is required when changes or modifications of tasks or procedures affect the employee's occupational exposure. Training material must be appropriate in content and vocabulary to the educational, literacy, and language level of the employees.

The person conducting the training must be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address. The training program must include the following elements:

- An accessible copy of the regulatory standard and an explanation of its contents.
- An explanation of the epidemiology of Bloodborne pathogens and an explanation of the modes of transmission of Bloodborne pathogens.
- An explanation of this exposure control plan and how the employee can obtain a copy of the written plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or OPIM.
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE.
- An explanation of the basis for selection of PPE.
- Information on the hepatitis B vaccination including information on its safety, method of administration, benefits of being vaccinated, and that the vaccination will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.

- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that is provided following an exposure incident.
- An explanation of the signs, labels, and/or color-coding required.
- An opportunity for interactive questions and answers with the person conducting the training session.

HEPATITIS B VACCINATION

Employees who have occupational exposures to blood and OPIM will be offered the hepatitis B vaccination within 10 days of their job assignment (unless the employee has previously received the vaccination series or antibody testing reveals that the employee is immune). The vaccination is available to the employee at no cost including any boosters or antibody testing required.

If the employee declines the vaccination, they must sign the declination statement (Appendix D). The vaccination will still be made available to the employee if they decide to accept the vaccination at a later date.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur; a confidential medical examination and follow-up must be made immediately available to the employee. The examination and follow-up will include the following elements:

- Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
- Identification of the source individual (unless prohibited by local law).
- The source individual's blood shall be tested as soon as feasible after consent (if required under local law) is obtained in order to determine HBV and HIV status. If the source individual is already known to be infected with HBV/HIV, additional testing is not required.
- Results of the source individual's testing must be made available to the exposed employee. The employee shall be informed of applicable laws related to the disclosure of the identity and infectious status of the source individual.
- The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained. If consent is not obtained when the blood is drawn, the blood sample must be preserved for at least 90 days. If within 90 days of the exposure incident the employee elects to have the baseline sample tested, the testing will be done as soon as feasible.
- The employee will be offered post-exposure prophylaxis when medically indicated (as recommended by the US Public Health Service).
- The appropriate counseling and evaluation of reported illnesses will be made available to the employee.

Following an exposure incident, we shall provide the following information to the healthcare professional evaluating an employee:

- A copy of the Bloodborne Pathogens Regulation
- Description of employee's duties as they relate to the exposure incident
- Documentation of the route or routes of exposure and circumstances of exposure
- Results of the source individual's blood testing (if available)
- Medical records relevant to the appropriate treatment including vaccination status

Palm Beach & Broward Building Maintenance shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The written opinion shall be limited to confirming that the employee has been informed of the results of the evaluation and has been told about any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment. All other findings or diagnoses must remain confidential and are not to be included in the written report.

RECORDKEEPING

The employer must establish and maintain medical and training records for each employee with occupational exposures. These records must be available upon request for examination and copying to the subject employee, to anyone having written consent from the subject employee, and to the Director/Assistant Director.

Medical Records

Medical records will be maintained for at least the duration of employment plus 30 years. The medical record for each employee with occupation exposure to blood or OPIM must include the following:

- Name and social security number of the employee.
- A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's availability to receive vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures.
- A copy of information provided to the healthcare profession.
- All medical records must be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside of the workplace except as required by this section or as required by law.

Training Records

Training records shall be maintained for 3 years from the date of training. Employee training records shall include the following information:

- The dates of the training session.
- The contents or a summary of the training sessions.

- The names and qualifications of persons conducting the training.
- The names and job titles of all persons attending the training sessions.

Sharps Injury Log

The employer must establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information on the log must be recorded and maintained in a manner to protect the confidentiality of the injured employee. The sharps log must contain the department or work area where the exposure incident occurred, an explanation of how the injury occurred, and the type and brand of device involved in the incident.

DISCIPLINARY PROGRAM

Palm Beach & Broward Building Maintenance seeks to establish and maintain standards of employee conduct and Supervisor practices which will support and promote safe and effective business operations. These practices include administering corrective action when employee unsafe performance or risky behavior jeopardizes this goal. This policy sets forth general guidelines for a corrective action process aimed to document and correct unsafe employee behavior. A safety violation is defined as not following verbal or written safety procedures, guidelines, rules, engaging in horse play, failure to wear required PPE, abuse of selected PPE, etc. The Supervisor is responsible for the enforcement of this Disciplinary Plan. Physical inspections of work areas must be conducted to ensure compliance with safety rules and policies. Major elements of this policy include:

- Constructive criticism/instruction by the employee's Supervisor to educate and inform employees of appropriate safety performance and behavior.
- Meeting with the employee to discuss the infraction & inform the individual of the rule or procedure that was violated and the corrective action to be taken.
- Informing the employee that continued violation of company safety policies may result in termination.
- Written documentation of disciplinary warnings and corrective action taken.

Depending on the facts and circumstances involved with each situation, the company may choose any corrective action including immediate termination. However, in most circumstances the following steps will be followed:

1. VERBAL WARNING informally documented, by Supervisor or Safety Coordinator for minor infractions of company safety rules. The Supervisor or Safety Coordinator must inform the employee what safety rule or policy was violated and how to correct the problem.
2. WRITTEN WARNING, documented in employee's file. Repeated minor infractions or a more substantial safety infraction requires issuance of a written warning. Every attempt should be made to re-educate the employee on the desired performance. The employee should acknowledge the warning by signing the document before it is placed in their personnel file.
3. SUSPENSION, for three (3) working days if employee fails to appropriately respond or management determines the infraction is sufficiently serious.
4. TERMINATION, for repeated or serious safety infractions.

DRIVING SAFETY

Palm Beach & Broward Building Maintenance recognizes that Driving Safety is an important part of our operation. Getting personnel and materials to job sites is necessary to getting the job done. However, this operation has risks; and exposures to traffic accidents are a serious part of company safety policies and procedures. To reduce the exposure of injury, and even possible fatalities, to company personnel from traffic accidents, the company has instituted the following guidelines:

- Only authorized employees will drive company vehicles.
- All drivers will carry in their possession a current and valid driver's license.
- The driver and all passengers must wear seat belts at all times.
- Do not initiate or answer cell phone calls while driving. If you must make or take a call, pull over and stop the vehicle. No texting while driving.
- Possession or consumption of alcoholic beverages while in a company vehicle will result in termination of employment.
- Exercise defensive driving practices; follow speed laws, be courteous and maintain a safe distance from the vehicle in front of you.
- Use only vehicles that are the correct size and designed for the intended use.
- Vehicles shall be maintained in safe working order. Report any mechanical defects to your Supervisor.
- Drivers must report any accidents or traffic violations to their Supervisor immediately.
- Loads on company pickups and trucks shall be secured and within the manufacturers maximum weight limit.
- In the event of an accident, take the following actions:
 - Call 911 and report the accident and any injuries that have occurred.
 - Call the office and report the accident to company management.
 - Do not admit liability to anyone.
 - Cooperate with investigating law enforcement personnel.
 - Use the accident reporting kit in the glove compartment to document the facts as you know them.

DRUG & ALCOHOL POLICY

Palm Beach & Broward Building Maintenance is a Drug and Alcohol Free Workplace. Any violation of our drug and alcohol policies will result in disciplinary action, up to and including termination of employment.

- Drug and alcohol testing will be conducted pre-employment for all applicants.
- Employees will be tested at random for drug and alcohol use. Random testing will be set up in a fair and unbiased manner.
- If a company official or competent person has determined there is reasonable cause or suspicion that an individual is performing work under the influence, then that individual will be required to submit to a drug and alcohol test
- Possession of non-prescription drugs or any alcoholic beverage is prohibited on company property or company job sites.
- Use of non-prescription drugs or any alcoholic beverage is prohibited on company property or company job sites.
- Being under the influence of non-prescription drugs or any alcoholic beverage is prohibited on company property or company job sites.
- Any employee suffering a work related injury will be tested for drugs and alcohol immediately after the accident.
- Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a job site or in a company facility.

FALL PROTECTION SAFETY POLICY

Palm Beach & Broward Building Maintenance has developed and implemented this Fall Protection Policy to comply with OSHA standards and to prevent injuries or fatalities to our employees. Palm Beach & Broward Building Maintenance will review and evaluate this policy:

- On an annual basis
- When changes occur to 29 CFR, that prompt revision of this document
- When facility operational changes occur that require a revision of this document
- When there is an accident or close-call that relates to this area of safety
- Any time fall protection procedures fail

Effective implementation of this program requires support from all levels of management. This policy will be communicated to all affected personnel. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

The hazards of potential falls at heights of 6 feet and above will be addressed in this document. This instruction describes a systematic approach that will be used to prevent workers from falling. This instruction also lists some of the most common fall hazards, and provides recommendations and guidelines for selecting fall arrest systems.

Employees who fail to follow the safety procedures and protocols identified in this program will be subject to disciplinary action as specified in the company's Discipline Policy. The disciplinary actions taken can include verbal reprimand, written reprimand, or immediate termination based upon the circumstances of the violation.

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the hazard(s) is not possible. This company will evaluate the facilities by department to determine fall hazards. This preliminary evaluation will detail the required steps for protecting employees from fall hazards.

Training.

A training program will be provided for all employees who will be exposed to fall hazards in the work area, and will be conducted by competent personnel. The program will include but will not be limited to:

- A description of fall hazards in the work area
- Evaluation for methods to eliminate fall hazards
- Procedures for using fall prevention and fall arrest systems
- Fall arrest equipment limitations
- Evaluation of total fall distance during fall arrest
- Inspection and storage procedures for fall arrest equipment

Generally, workers will be trained to recognize the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces. Training programs will include elimination, prevention, control and fall arrest systems. It must be ensured that appropriate fall arrest systems are installed, and that employees know how to use them before beginning any work that requires fall protection.

Training will be conducted prior to job assignment. Palm Beach & Broward Building Maintenance will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application and usage is acquired by employees. This standard practice instruction will be provided to, and read by all employees receiving training. The training will include, as a minimum, the following:

- Types of fall protection equipment appropriate for use.
- Recognition of applicable fall hazards associated with the work to be completed and the locations of such.
- Fall arrest anchor point capacity requirements.
- Procedures for removal of fall protection and arrest devices from service for repair or replacement.

All other employees whose work operations are, or may be, in an area where fall protection devices may be utilized, will be instructed to an awareness level concerning hazards associated with fall protection operations.

- Equipment maintenance and inspection requirements.
- Equipment donning and doffing procedures.
- Equipment strengths and limitations

Palm Beach & Broward Building Maintenance will certify that employee training has been accomplished and is kept up to date. The certification will contain each employee's name and dates of training. Training will be conducted by competent personnel:

The titles for documents and materials used for training include:

- Refresher training. This standard practice instruction will be provided to, and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on a semi-annual basis or when the following conditions are met, whichever event occurs sooner.
- Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.
- Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever this employer has reason to believe, that there are deviations from, or inadequacies in, the employee's knowledge or use of fall protection equipment or procedures.

- Whenever a fall protection procedure fails.
- The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

Certification.

The company will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training.

Control Procedures Development.

Once a facility evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention plans will be designed by competent personnel. These competent personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered. The following guidelines will be used when planning work at elevated heights:

- Involve the Safety Coordinator early in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.
- Involve qualified Engineers when load rating of anchorage points must be determined or is in doubt. Required training will be provided as necessary.
- Involve Engineering and Maintenance when anchorage points must be installed.
- The company will use the expertise of fall protection equipment manufacturers as needed.

Procedural Format.

The following format will be followed when developing fall protection procedures. Luis Guzman will be responsible for the implementation of these procedures. The procedures will clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized to control fall hazards, and the means to enforce compliance including, but not limited to, the following:

- A specific statement of the intended use of the procedure.
- Interviews with employees and groups of employees whose work environment includes or may include fall hazards.
- Physical observations of the work environment(s) that involve fall hazards or the potential of such.
- Observations of individuals and their job tasks and work habits that expose them to existing or potential fall hazards.
- The procedures contained in the company fall protection program.
- Specific procedural steps for the use and operation of body harness systems, and other fall protection systems.

- Specific procedural steps for the placement, erection, inspection, maintenance, disassembly and transfer of fall protection systems or devices and the person(s) responsible for them.
- Specific requirements for testing fall protection systems or equipment to determine and verify the effectiveness of the fall protection control measures (not load testing).
- The correct procedures to rescue employees who have fallen.
- The role of each employee in fall protection plans and applicable policies.
- Specific requirements for testing fall protection systems or equipment.

Protective Materials and Hardware.

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the following personnel authorized to evaluate fall protection requirements.

Fall Protection devices will be singularly identified; will be the only devices(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements:

- Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- Capable of withstanding the ultimate load of 5,000 lbs., or 2 times the fall arrest impact load, for the maximum period of time that exposure is expected.
- Standardization within company facilities. Fall protection devices will be standardized whenever possible.

All floor openings, including a stairway, ladderway, hatchway, chute, skylight, pit, and manhole must be guarded by fixed or removable railings, screens, or toeboards. The rule describes the applicable guard for each type of opening.

Every wall, window wall, and chute wall opening from which there is a drop of more than 6 feet must be guarded by one or more protection devices described in the rule. Every temporary wall opening must have adequate guards but these need not be of standard construction.

All open-sided floors, platforms, and runways must be guarded by a railing and, in certain cases, by a toeboard. Guard rails shall be able to withstand at least 200 pounds of force applied in any direction on the top rail.

Fall Protection Systems.

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use.

Palm Beach & Broward Building Maintenance does not utilize site specific fall protection plans like “Controlled Access Zones” or “Safety Monitoring Systems”.

Full Body Harness Systems. A full body harness system consists of a full-body harness, lanyards with energy shock absorbers or retractable fall limiters, all with double-locking snap hooks. Before using a full- body harness system, the supervisor and/or the user must address such issues as:

- Has the user been trained to recognize fall hazards and to use fall arrest systems properly?
- Are all components of the system compatible according to the manufacturer’s instructions?
- Have appropriate anchorage points and attachment techniques been reviewed?
- Has free fall distance been considered so that a worker will not strike a lower surface or object before the fall is arrested?
- Have swing fall hazards been eliminated?
- Have safe methods to retrieve fallen workers been planned?
- Has the full-body harness and all of its components been inspected both before each use and on a regular semi-annual basis?
- Is any of the equipment, including lanyards, connectors, and lifelines, subject to such problems as welding damage, chemical corrosion, or sandblasting operations?

Retractable Lifelines

A properly inspected and maintained retractable fall limiter, when correctly installed and used as part of the fall arrest system, automatically stops a person’s descent in a short distance after the onset of an accidental fall. Retractable fall limiters may be considered when working in areas such as on roofs and scaffolds, or in tanks, towers, vessels, and manholes. Also, retractable fall limiters must be considered when climbing such equipment as vertical fixed ladders. Before using a retractable fall limiter, the supervisor and/or the user must address the following questions:

- Has the user been trained to use a retractable fall limiter correctly?
- Is the retractable fall limiter being used in conjunction with a complete fall arrest system?
- Is the equipment under a regular maintenance program?
- Has the equipment been inspected within the last six months?

Harnesses for general purpose work must be Class III, constructed with a sliding back D-ring. Standard harnesses are suitable for continuous fall protection while climbing, riding, or working on elevated personnel platforms. They are suitable for positioning, fall arrest, and the rescue and evacuation of people who are working at elevated heights.

Guard rails must be installed in any location where there is a possibility of a fall of 6 feet or more. The guard rails shall be 42 inches vertically, from the floor and a 4 inch toe board shall be installed at the edge of the hazard. Typical locations that require guard rails include: Floor Openings, Wall Openings and Open-sided Floors, Platforms, and Runways,

Inspection and Maintenance.

To ensure that fall protection systems are ready and able to perform their required tasks, a program of inspection and maintenance will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

- Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
- All fall protection equipment will be inspected prior to each use for wear, damage and other deterioration and defective components found will be removed from service.
- The user will inspect his/her equipment prior to each use and check the inspection date.
- Any fall protection equipment subjected to a fall or impact load, will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
- Check all equipment for mold, damage, wear, mildew, or distortion.

Hardware

- Ensure that no straps are cut, broken, torn or scraped.
- Special situations such as radiation, electrical conductivity, and chemical effects will be considered.
- Equipment that is damaged or in need of maintenance will be tagged as unusable, and will not be stored in the same area as serviceable equipment.
- A detailed inspection policy will be used for equipment stored for periods exceeding one month.
- Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.
- Guard rails will be sturdy, well anchored and in compliance with Federal and/or local regulations.
- Fall protection equipment, ladders, mobile ladder stands and scaffolding shall meet or exceed the National and/or local regulatory requirements.

Most Common and Most Dangerous Fall Hazards.

The tasks and situations listed below present inherent fall hazards. Give special attention to providing fall prevention and/or fall control for them, remembering that this attention is necessary in the design, engineering, planning, and execution stages of work. Supervisors will give special consideration to fall protection for the following tasks:

- Working from crane booms and tower cranes.
- Working on top of machinery and equipment, such as overhead cranes, furnaces, conveyors and presses.
- Other work that involves fall hazards, such as 'off-chutes' from main piping in duct work or boilers.
- Working on roofs.
- Working over chemical tanks or open pits.
- Working from a fixed or portable ladders, or climbing systems.

- Performing work on water towers, product tanks, silos, pipe racks, presses, and floor pits.
- Working around unguarded edges of work platforms, racking systems and elevated surfaces

Rescue Procedures

Palm Beach & Broward Building Maintenance has adopted a policy of a prompt rescue in the event of a fall if the employee is not able to effectively perform a self-rescue. Our rescue plan includes the following types and circumstances:

Self-Rescue: If the person working at heights has properly selected and used his or her fall protection equipment, 90% of workers will be able to perform a Self-Rescue, which should include these steps:

- Climbing back up to the level from which he fell (from a few inches to 2-3 feet).
- Returning to the floor or ground to be evaluated for possible medical attention per OSHA.
- Removing all components of fall arrest system impacted by the fall event from service and documenting (bag and tag) the components with name, date and activity at time of fall and giving the equipment to management.

Assisted Self-Rescue With Mechanically Aided Hauling/Rope System: If self-rescue is not possible, then an Assisted Self Rescue will be needed. The following guidelines should be used during a mechanically aided rescue:

- The Capital Safety Rollgliss™ R550 or other compliant rescue and descent device will be secured to an anchor that is rated for at least 3,000 lbs.
- The haul line may be swung over or lowered to the fallen worker, who will grab the rescue lifeline snap hook and secure it to the appropriate D-ring on his body support. A positive connection to the D-ring must be verified by one of the rescue team members.
- The rescue team will raise or lower the fallen employee to the appropriate work platform or ground and provide medical aid as required by OSHA.
- Remove all components of fall arrest system impacted by the fall event from service and document (bag and tag) the components with name, date and activity at time of fall and give the equipment to management.

Mechanically Aided *(Unconscious) With Rope Hauling System: If the worker's injuries prevent the worker from attaching to the rescue system, both self-rescue and assisted self-rescue are not options, and a fully Assisted Rescue is necessary:

- The Capital Safety Rollgliss™ R550 or other compliant rescue and descent device will be secured to an anchor that is rated for at least 3,000 lbs.
- A rescue team member must attach the haul line to the worker's fall arrest system. This can be performed by accessing the fallen worker and then attaching the rescue system directly to a D-ring on the worker's harness, or by using a rescue pole for the attachment. The rescue team could also attach a rescue grab to the lanyard or vertical lifeline.
- The rescue team must raise or lower the fallen worker to the appropriate work platform or ground and provide medical aid as required by OSHA.

- Remove all components of fall arrest system impacted by the fall event from service and document (bag and tag) the components with name, date and activity at time of fall and give the equipment to management.

Assisted Rescue With Mechanically Aided Aerial Lift: Another means of performing a fully Assisted Rescue is to use an aerial lift under the following guidelines:

- A rescuer will get into the aerial lift and make sure there is a second fall protection device, such as a shock absorbing lanyard or self-retracting lifeline available for the fallen worker.
- The aerial lift must be maneuvered into position (raised up underneath the fallen worker) so that the rescuer can perform the rescue.
- Attach the second lanyard or self-retracting lifeline in the aerial lift to the fallen worker.
- Disconnect the rescued worker from the impacted fall arrest equipment.
- Lower the worker to the ground and provide medical aid as required by OSHA.
- Remove all components of fall arrest system impacted by the fall event from service and document (bag and tag) the components with name, date and activity at time of fall and give the equipment to management.

Any incident involving a fall will be fully investigated and documented. Any corrective actions or changes in procedures needed to prevent a recurrence will be implemented immediately.

Definitions

Anchorage means a secure point of attachment for lifelines, lanyards or deceleration devices.

Body belt means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

Body harness means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Competent person means a person who is capable of identifying hazardous or dangerous conditions in any personal fall arrest system or any component thereof, as well as in their application and use with related equipment.

Connector means a device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system.

Deceleration device means any mechanism with a maximum length of 3.5 feet, such as a rope grab, rip stitch lanyard, tearing or deforming lanyards, self-retracting lifelines, etc. which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

Energy shock absorber means a device that limits shock-load forces on the body.

Failure means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

Fall arrest system means a system specifically designed to secure, suspend, or assist in retrieving a worker in or from a hazardous work area. The basic components of a fall arrest system include anchorage, anchorage connector, lanyard, shock absorber, harness, and self-locking snap hook.

Free fall means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

Free fall distance means the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall (maximum of 6 feet). This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

Hole means a gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

Lanyard means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline or anchorage.

Leading edge means the edge of a floor roof, or formwork for a floor or other walking/working surface which changes location as additional floor, roof, decking, or formwork sections are placed, formed or constructed. A leading edge is considered to be an unprotected side and edge during periods when it is not actively and continuously under construction.

Lifeline means a component consisting of a flexible line for connection to an anchorage at one end to hang vertically or for connection to anchorages at both ends to stretch horizontally and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Opening means a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, through which employees can fall to a lower level.

Personal fall arrest system means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Positioning device system means a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

Qualified person means one with a recognized degree or professional certificate and extensive knowledge and experience in the subject field who is capable of design, analysis, evaluation and specifications in the subject work, project, or product.

Retractable fall limiter means a fall arrest device that allows free travel without slack rope, but locks instantly when a fall begins.

Rope grab means a deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

Safety-monitoring system means a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Self-retracting fall limiter/lanyard means a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

Snap hook means a connector comprised of a hook-shaped member with a double-locking mechanism that includes a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection.

Toe board means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Walking/Working surface means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

Warning line system means a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area where fall arrest equipment is required.

Work area means that portion of a walking/working surface where job duties are being performed.

FALL PROTECTION CHECKLIST	Yes	No
Have you provided a proper fall protection system in the following areas:		
Sides and edges?		
Leading edges?		
Floor holes/skylights?		
Wall holes?		
The face of formwork and reinforcing steel?		
Ramps, runways, walkways?		
Dangerous equipment below workers?		
Overhand bricklaying and related work?		
Low-slope roof work?		
Steep roof work?		
Precast concrete erection work?		
Residential construction?		
Anywhere there may be falling objects?		
Standards for Protection Systems		
Do the following meet the design, material, and weight-bearing criteria:		
Guardrail systems, including top rails, midrails, screens, mesh, and intermediate vertical members?		
Personal fall arrest systems, including all hardware, webbing, rope or wire rope, and anchorages?		
Positioning device systems?		
Covers?		
Toeboards?		
Canopies?		
Are control lines properly flagged and placed?		
Is mechanical equipment neither used nor stored where safety monitoring systems are in place?		
Where a fall protection plan is used has it been prepared by a qualified person?		
Is a written copy of the plan maintained at the job site?		
Does the plan document why conventional fall protection systems are not sufficient?		
Training		
Do you provide training for all employees who may be exposed to fall hazards?		
Is it conducted by a competent person?		
Do you maintain a written certification record of all employee training?		
Do you provide retraining whenever changing circumstances require it or there is reason to believe an employee does not understand the requirements?		

FIRE PROTECTION/EXTINGUISHERS POLICY

Palm Beach & Broward Building Maintenance provides portable fire extinguishers for employees to use to extinguish incipient fires. The extinguishers are mounted and located so that they are easily identified and readily accessible to employees without subjecting the employees to potential injury.

This policy covers the placement, use, maintenance, and testing of portable fire extinguishers to extinguish incipient fires at the workplace.

Luis Guzman has the responsibility to:

- Develop and revise, when necessary, the Fire Extinguisher Policy
- Provide relevant training to personnel who are authorized to use fire extinguishers.
- Develop and implement a fire extinguisher maintenance and update schedule
- Take corrective action when needed

Portable Fire Extinguisher Use

Portable fire extinguishers are provided for use by designated employees as authorized and trained to use them to fight incipient fires. All other employees must evacuate immediately upon the sounding of a fire alarm or when instructed by authorized personnel.

Selection, Types and Locations of Portable Fire Extinguishers

Selection

Portable fire extinguishers have been selected and distributed at the facility or job site on the basis of the types of anticipated workplace fires and on the size and degree of hazard that would affect their use.

Types and Ratings

Palm Beach & Broward Building Maintenance maintains Underwriters Laboratories or Factory Mutual Laboratories approved extinguishers for the following types of potential fires:

Type A—ordinary combustibles such as wood, cloth, paper, rubber and many plastics

Type B—flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas

Type C—energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances

Type D—combustible metals such as magnesium and potassium (uncommon)

Locations

Portable fire extinguishers are located in or in close proximity to all fire hazard areas. Following is the maximum employee travel distance to any extinguisher in the facility or on the job site:

Type A—75 feet from a hazard area

Type B—50 feet from a hazard area

Type C—Applicable Type A or B distance

Type D—75 feet from the combustible metalworking area

Fire Extinguisher Operating Procedures

Authorized and trained employees will implement the pull-aim-squeeze-sweep (PASS) system for extinguishing incipient fires. Each employee will determine whether he or she is capable of fighting a fire on a case-by-case basis.

Following are the basic required conditions under which an employee may fight an incipient fire:

- The fire is small and at its beginning stage
- Heavy smoke is not present
- An appropriate fire extinguisher is readily available
- There is an unblocked exit immediately available for evacuation

One or more employees are authorized to get hold of the nearest appropriate extinguisher(s), move to a position upwind of the fire if the air is moving, and operate the extinguisher following the PASS procedure:

1. P—Pull the pin located in the extinguisher's handle.
2. A—Aim the nozzle at the base of the fire.
3. S—Squeeze the lever or handle.
4. S—Sweep from side to side at the base of the fire until the fire is out or the canister is empty.

Safety Precautions

Employees will evaluate the risks of fighting an incipient fire before attempting to extinguish it.

Escape if the fire grows.

If employees elect to put out a fire and it grows too large to control, they will immediately escape through the nearest exit, and close—but NEVER LOCK—the door behind them if possible.

Keep away from hazardous substances.

When hazardous substances are involved, smoke and gases released from a fire can be toxic, so employees should never attempt to put out a fire if they have any doubts about their own safety and health. If they have any doubts, employees will evacuate the area and wait for emergency responders who have the proper equipment and are trained in fire-fighting procedures.

Inspection, Maintenance, and Testing

All portable fire extinguishers will be maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

Inspection and Maintenance

The Supervisor will visually inspect all portable fire extinguishers monthly according to the following guidelines:

- Extinguishers must be located in their designated location, secured properly and the proper type for the hazard area.
- Access to extinguishers is not obstructed.
- Extinguishers are examined for obvious physical damage, corrosion, leakage, or clogged nozzles.
- Legible operating instructions are on the extinguisher nameplate facing outward.
- Seals and tamper indicators are not broken or missing.
- Pressure-gauge readings or indicators are in the operable ranges.
- Inspection tags must be initialed and dated

Luis Guzman will conduct a maintenance check at least annually according to the following guidelines:

- Verify monthly inspection checks have been completed.
- Inspect the hose and nozzle for cracks, blockages, or other damage.
- Inspect the extinguisher shell for corrosion, dents, or other damage.

Corrective Actions

Defective extinguishers will be removed, marked or tagged with information about the defect, and placed in a designated location until repair and/or recharging is performed.

The inspector will replace extinguishers when portable fire extinguishers are removed from service for maintenance and recharging.

Annual Servicing

All portable fire extinguishers will be serviced and tag dated annually by a qualified fire extinguisher service company.

Training

Luis Guzman will provide employees authorized to use portable fire extinguishers with an educational program upon initial employment and annually thereafter to familiarize them with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

Employees who have been designated to use firefighting equipment as part of an emergency action plan will be trained in the use of the appropriate equipment.

FIRST AID

Arrangements must be made BEFORE starting the project, to provide for prompt medical response in the event of an emergency.

- In areas where severe bleeding, suffocation, or severe electrical shock can occur, a 3 to 4-minute response time is required
- If medical attention is not available within 4 minutes, then a first aid trained person must be available on the jobsite at all times
- First Aid trained persons shall possess a valid certificate in first aid training obtained from the U.S. Bureau of Mines, the American Red Cross, or equivalent training.
- Sites with a potential of human contact with corrosive materials shall be provided with an Emergency Shower facility.
- An appropriate, weatherproof first aid kit must be on site. It must be checked weekly
- Provisions for an ambulance or alternative transportation must be made in advance. Alternative transportation must:
 - Be suitable for the types of injuries likely and the distance to be traveled.
 - Protect the occupants from the weather.
 - Have a means of communication with the destination Medical Facility.
 - Be able to accommodate a stretcher and an accompanying person if necessary.
- Contact methods must be provided
- Telephone numbers must be posted where 911 is not available.

Palm Beach & Broward Building Maintenance has designated the Supervisor as having adequate training to render first aid in the event of a medical emergency in areas where emergency response time is in excess of 4-min. They will maintain appropriate first aid kits and check them weekly to assure they are properly stocked.

First aid kits shall include appropriate items determined to be adequate for the environment in which they will be used, including bottled solutions for flushing of the eyes.

First aid kits are located at the following locations:

- _____
- _____

Every employee shall be trained in emergency procedures:

- Evacuation plan
- Alarm systems
- Shutdown procedures for equipment
- Types of potential emergencies

It is the responsibility of the Supervisor to review their job sites addressing all potential emergency situations.

GENERAL WASTE MANAGEMENT

Palm Beach & Broward Building Maintenance has developed this plan for control of waste on work sites.

Project wastes, trash, and/or scrap materials will be taken into consideration before work begins

Waste materials will be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.

Employees will be instructed on the proper disposal method for wastes. All construction scrap, slash and trash shall be placed in dumpsters or roll offs immediately. Waste containers will be removed from the site by a waste management service when the containers are full. Removed full containers will be replaced by empty containers. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.

All hazardous chemical waste shall be stored in an appropriate container. When the container is full, the waste shall be removed by a licensed vendor for transportation to an approved disposal facility.

Waste materials will be segregated when there are opportunities for reuse or recycling.

HAND AND POWER TOOL SAFETY

Whether furnished by Palm Beach & Broward Building Maintenance or the employee, tools shall be maintained in a safe condition.

Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.

- Keep the blade of all cutting tools sharp.
- Carry all sharp tools in a sheath or holster.
- Do not use impact tools such as hammers that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- When using knives, shears or other cutting tools, cut in a direction away from your body.
- Do not carry sharp or pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
- Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

Tool Boxes/Chest/Cabinet

- Use the handle when opening and closing a drawer or door of a tool box, chest, or cabinet.
- Tape over or file off sharp edges on tool boxes, chests or cabinets.
- Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling.
- Push large chests, cabinets and tool boxes; do not pull.
- Do not open more than one drawer of a tool box at a time.
- Close and lock all drawers and doors before moving the tool chest to a new location.
- Do not use a tool box or chest as a workbench.
- Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.

Knives/Sharp Instruments

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Cut in the direction away from your body when using knives.
- Store knives in knife blocks or in sheaths after using them.
- Use knives for the operations for which they are made.
- Do not use knives as screwdrivers.
- Carry knives with their tips pointed towards the floor.
- Do not carry knives or other sharp tools in your pockets unless they are first placed in their sheath or holder.

Power Tools

Power tools present greater injury potential than hand tools. The most frequent injuries involving power tools are cuts, punctures, electric shock, burns and eye damage. Whether furnished by Palm Beach & Broward Building Maintenance or the employee, power tools shall be maintained in a safe condition. Follow these general safety rules for power tools:

- 1) Know your power tool - Learn the applications and the limitations of the tool as well as the potential hazards specific to the tool.
- 2) Ground all tools - If a tool has a three prong plug, it should be plugged only into a three prong receptacle. If an adapter must be used to accommodate a two prong receptacle, the adapter wire must be attached to a known ground. Never remove the third prong.
- 3) Keep guards in place and in working order.
- 4) Avoid dangerous environments - Do not use power tools in damp or wet locations without proper grounding protection. Keep your work areas well lighted.
- 5) Do not force tools - Do not force a small tool or attachment to do the job of a heavy duty tool.
- 6) Wear proper clothing - Loose clothing or jewelry can get caught in moving parts. Proper gloves and footwear are recommended.
- 7) Wear safety glasses when working with power tools - Wear appropriate eye, face and respiratory protection if cutting operations produce dust.
- 8) Do not abuse cords - Never carry a tool by its cord or yank the cord to disconnect the tool from the receptacle. Keep the cord away from heat and sharp edges.
- 9) Secure the work - Use clamps or a vise to hold the work. It is safer than using your hands and it frees both hands to operate the tool.
- 10) Avoid accidental starting - Do not carry a plugged in tool with your finger on the switch.
- 11) Any tool not in compliance with these requirements is prohibited; and shall be identified as unsafe by tagging or locking the controls to render them inoperable and taking them out of service.

FOLLOW ALL SAFETY RULES AND REDUCE THE CHANCES OF AN ACCIDENT WITH POWER TOOLS

HAZARD COMMUNICATION PROGRAM

Company Policy

To ensure that information about the dangers of all hazardous chemicals used by Palm Beach & Broward Building Maintenance is known by all affected workers, the following hazard communication program has been developed and implemented. A copy of this program will be maintained in each company workplace. Under this program, workers will be provided with information and training on the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how workers can access this program, as well as labels and SDSs.

This program applies to any chemical which is known to be present in the workplace in such a manner that workers may be exposed under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the hazard communication program. Copies of the hazard communication program are available from the Program Coordinator for review by any interested worker.

Luis Guzman is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

Container Labeling

Luis Guzman will verify that all containers received for use and kept in the workplace will be clearly labeled in accord with the requirements of HazComm 2012, including a product identifier and words, pictogram, hazard statement, symbols, and precautionary statements, as well as the contact information (name address and telephone number) of the chemical manufacturer, importer or other responsible party.

Luis Guzman will ensure that labels on incoming chemical containers will not be defaced or removed.

Palm Beach & Broward Building Maintenance uses chemicals directly from the manufacturer's containers. We do not use secondary containers and a secondary container labeling system is not needed.

Palm Beach & Broward Building Maintenance ensures that workplace labels and other forms of warning are legible, in English, and prominently displayed on the container, readily available in each work area throughout each work shift. If employees that speak other languages should be added to our work force, the information may be made available in their language, however in all cases the information will be provided in English.

Luis Guzman will review the company labeling procedures annually and will update labeling procedures as required.

Safety Data Sheets (SDSs)

Luis Guzman is responsible for establishing and monitoring the company SDS program. The company will have a copy of the SDS for each chemical used in the workplace. If an SDS is not received at the time of initial shipment of chemical products, Luis Guzman will contact the

supplier and request the proper SDS. An SDS might also be located on the internet and printed from that resource.

Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in a binder in the office. Workers can access SDSs by making a request to their Lead Person.

When revised SDSs are received, the revised SDS will be added to the SDS binder and the old SDS will be discarded.

Luis Guzman is responsible for reviewing the SDSs received for safety and health implications, and initiating any needed changes in workplace practices.

Employee Information and Training

Luis Guzman is responsible for employee information and training.

Every worker who will be potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication standard before starting work.

The training program for new workers will include classroom style instruction with visual aids.

Prior to introducing a new chemical hazard into any work area, each worker in that work area will be given information and training as outlined above for the new chemical hazard. The training presented in a safety meeting with handout materials provided.

Hazards of Non-Routine Tasks

Periodically, workers are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected worker will be given information by their Lead Person about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the worker should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another worker (buddy systems), and emergency procedures.

Informing Other Employers/Contractors on Multi-Employer Work Sites

It is the responsibility of Luis Guzman to provide other employers and contractors with information about hazardous chemicals that their workers may be exposed to on this work site, and suggested precautions for workers. It is the responsibility of Luis Guzman to obtain information about hazardous chemicals used by other employers to which our workers may be exposed.

Other employers and contractors will be provided with SDSs for hazardous chemicals generated by this company's operations by presenting their representative with a chemical list and offering to provide copies of any SDS upon request.

In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect workers exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by Palm Beach & Broward Building Maintenance, which consists of the original manufacturers label on the container.

List of Hazardous Chemicals

A list of all known hazardous chemicals in the workplace is attached to this program. This list includes the name of each chemical, and the work area(s) in which each of the chemicals is used. Further information on each chemical may be obtained from the SDSs, located in the office.

When new chemicals are received, this list is updated within 30 days of introduction into the workplace. To ensure that any new chemical is added in a timely manner, SDS's on new chemicals will be updated to the chemical inventory list on the 1st of every month. The hazardous chemical inventory is compiled and maintained by Luis Guzman. A copy of the chemical inventory list will be maintained on each job site.

SDSs shall be maintained and readily accessible in each work area. SDSs will be maintained at the primary work site. They are available in case of an emergency. SDS must be made available, upon request, to employees, their designated representatives, and OSHA

Chemicals in Unlabeled Pipes

Palm Beach & Broward Building Maintenance does not have any chemicals contained in pipes or piping.

If we should have employees working on a client site that does contain chemicals in unlabeled piping, Luis Guzman will determine the nature of the chemicals involved and advise our employees during safety meetings of the exposure and provide the appropriate PPE as needed.

Program Availability

A copy of this program will be made available, upon request, to workers, their designated representatives, and OSHA.

HEAT ILLNESS PREVENTION POLICY

The Supervisor will receive training in the Palm Beach & Broward Building Maintenance heat illness procedures to reduce the likelihood of heat related illnesses happening to employees working in heat. Whenever possible, procedures will be in place to control the effects of environmental factors that can contribute to heat related illness. The most common environmental factors are air temperature, humidity, radiant heat sources and air circulation.

The Supervisor will ensure physical factors that contribute to heat related illness will be taken into consideration before performing a task. The most common physical factors that can contribute to heat related illness are type of work, level of physical activity and duration, and clothing color, weight and breathability. The Supervisor will be trained in methods to prevent heat illness prior to supervising employees working in heat; and in procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Employees should follow these practical guidelines to prevent heat illness:

- Drink cool water. Anyone working in a hot environment should drink cool water in small amounts frequently--one cup every 20 minutes. Employers should make water available. Avoid alcohol, coffee, tea and caffeinated soft drinks, which cause dehydration.
- Dress appropriately. Wear lightweight, light-colored, loose-fitting clothing and change clothing if it gets completely saturated. Use sunscreen and wear a hat when working outdoors. Avoid getting sunburn.
- Work in ventilated areas. All workplaces should have good general ventilation as well as spot cooling in work areas of high heat production. Good airflow increases evaporation of sweat, which cools the skin.
- Employees, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling if they are suffering from heat illness or believe a preventative recovery period is needed. Access to shade shall be permitted at all times
- Work less, rest more. The Supervisor should assign a lighter workload and longer rest periods during days of intense heat. Short, frequent work-rest cycles are best. Alternate work and rest periods with longer rest periods in a cooler area, and schedule heavy work for cooler parts of the day.
- Ask how workers are feeling. The Supervisor should monitor workplace temperature and humidity and check workers' responses to heat at least hourly. Allow a large margin of safety for workers. Be alert to early signs of heat-related illness and allow workers to stop their work for a rest break if they become extremely uncomfortable.

- Know the signs and take prompt action. Employees and employers should learn to spot the signs of heat stroke, which can be fatal. Get emergency medical attention immediately if someone has one or more of the following symptoms: mental confusion or loss of consciousness flushed face, hot, dry skin or has stopped sweating.
- Train first-aid workers. First-aid workers should be able to recognize and treat the signs of heat stress. First aid workers should also be able to recognize the signs and symptoms of heat exhaustion, heat cramps and other heat-related illness. Be sure that all workers know who is trained to give first aid.
- Reduce work for anyone at risk. Employers should use common sense when determining fitness for work in hot environments. Lack of acclimatization, age, obesity, poor conditioning, pregnancy, inadequate rest, previous heat injuries, certain medical conditions and medications are some factors that increase susceptibility to heat stress.
- Check with your doctor. Certain medical conditions such as heart conditions and diabetes, and some medications can increase the risk of injury from heat exposure. Employees with medical conditions or those who take medications should ask their doctors before working in hot environments.
- Watch out for other hazards. Use common sense and monitor other environmental hazards that often accompany hot weather, such as smog and ozone

INCIDENT INVESTIGATION & REPORTING

Palm Beach & Broward Building Maintenance will provide the proper equipment (camera, measuring and weighing devices, etc.) to aid in the investigation. All photos, notes, investigation forms, witness statements, etc. collected during the investigation shall be preserved in a secure area. Employees assigned Incident Investigation responsibilities will be trained in their roles and responsibilities for incident response and incident investigation techniques. Initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.

Supervisor Responsibilities

- Provide first aid and/or call for emergency medical care if required.
- If further medical treatment is required, arrange to have the injured employee transported to the medical facility.
- Secure area, equipment and other personnel from injury and further damage.
- Contact Safety Coordinator.

Safety Coordinator Responsibilities

- All incidents/accidents will be investigated to level proportionate to the severity of the incident.
- Report the incident to the Host Facility within 24 hours and to Governmental Authorities (OSHA) within 8 hours if a fatality and 24 hours if a serious injury/hospitalization.
- Investigate the incident (injury) by gathering facts, interviewing the injured employee and any witnesses; taking pictures and physical measurements of incident site and equipment involved.
- Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.
- Complete an accident investigation report form.
- Insure that corrective action to prevent a recurrence is taken.
- Discuss incident, where appropriate, in safety and other employee meetings with the intent to prevent a recurrence.
- Discuss incident with other front line Supervisor and other management.
- If the injury warrants time away from work, ensure that the absence is authorized by a physician and that you maintain contact with the employee while they remain off work.
- Monitor status of employee(s) off work, maintain contact with employee and encourage return to work even if restrictions are imposed by the physician.
- When injured employee(s) return to work they should not be allowed to return to work without "return to work" release forms from the physician. Review the release carefully and insure that you can accommodate the restrictions, and that the employee follows the restrictions indicated by the physician.

LADDER SAFETY

Palm Beach & Broward Building Maintenance has developed and implemented this ladder safety plan to protect employees from injury while using ladder equipment in the performance of their jobs.

To use ladders safely and effectively, employees must:

1. Know the rules of ladder safety.
2. Observe these rules at all times.

Remember that practically all falls from ladders can be traced to using them in an unsafe manner. When a fall occurs, the person who falls usually gets hurt. This means that you must observe ladder safety rules because you are the one who will get hurt if you don't

It is the responsibility of the user to USE THIS SAFE EQUIPMENT SAFELY. A fall from a ladder can kill. It can disable a person for the rest of their life. Or it can injure him so severely that his earning power is cut off for a long time. None of these are happy prospects. They can be avoided by working safely on and around ladders.

TECHNICAL INFORMATION

Ladder safety begins with the selection of the proper ladder for the job and includes inspection, setup, proper climbing and standing, proper use, care, and storage. In addition to the general safety rules for all ladders there are special rules for using stepladders and for single and extension ladders.

These safety rules are proven commonsense procedures. This combination of safe equipment and its safe use can eliminate most ladder accidents.

Ladder Selection

1. Be sure the ladder being used has the proper duty rating to carry the combined weight of the user and the material being installed. The ladder load limit will not be exceeded.
2. A ladder's duty rating tells you its maximum weight capacity. There are four categories of duty ratings:

Type IA These ladders have a duty rating of 300 pounds. Type IA ladders are recommended for extra-heavy-duty industrial use.	Type I These ladders have a duty rating of 250 pounds. Type I ladders are manufactured for heavy-duty use.
Type II These ladders have a duty rating of 225 pounds. Type II ladders are approved for medium-duty use.	Type III These ladders have a duty rating of 200 pounds. Type III ladders are rated for light-duty use.

3. Type IA and Type I ladders are the only acceptable ladders on a construction jobsite.
4. The American National Standards Institute (ANSI) requires that a duty rating sticker be placed on the side of every ladder so users can determine if they have the correct type ladder for each task/job.
5. Be sure that metal steps and rungs are grooved or roughened to prevent slipping.

Use the proper size ladder for the job. The average employee will generally work most comfortably at his shoulder level, which is about 5 feet above where he stands. Since the employee must stand at least 2 feet down from the top of a ladder, the maximum working height would be about 3 feet above the top of the ladder or 5 feet minus 2 feet. For example, a 5-foot stepladder would give an effective working height of 8 feet or 5 feet plus 3 feet. When using straight or extension ladders, the employee stands 3 feet down from the top, which gives an effective working height of 2 feet above the ladder top.

Ladder Inspection

1. Always check a ladder before using it. Inspect wood ladders for cracks and splits in the wood. Check all ladders to see that steps or rungs are tight and secure. Be sure that all hardware and fittings are properly and securely attached. Test movable parts to see that they operate without binding or without too much free play. Inspect metal and fiberglass ladders for bends and breaks.
2. Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use. The ladder shall meet OSHA/ANSI standards.
3. Never use a damaged ladder. Tag it "Defective" and report it to the company so that it may be removed from the job.

Ladder Setup

1. Place ladder feet firmly and evenly on the ground or floor. Make sure the ladder is sitting straight and secure before climbing it. If one foot sits in a low spot, build up the surface with firm material.
2. Do not try to make a ladder reach farther by setting it on boxes, barrels, bricks, blocks or other unstable bases.
3. Do not allow ladders to lean sideways. Level them before using.
4. Brace the foot of the ladder with stakes or place stout boards against the feet if there is any danger of slipping.
5. Never set up or use a ladder in a high wind, especially a lightweight metal or fiberglass type. Wait until the air is calm enough to insure safety.
6. Never set up a ladder in front of a door unless the door is locked or a guard is posted.
7. Do not use ladders on ice or snow unless absolutely necessary. If they must be used on ice or snow, use spike or spur-type safety shoes on the ladder feet and be sure they are gripping properly before climbing.
8. Use Safety shoes on ladder feet whenever there is any possibility of slipping.

Ladder Climbing and Standing

1. Keep the steps and rungs of ladders free of grease, oil, wet paint, mud, snow, ice, paper and other slippery materials. Also clean such debris off your shoes before climbing a ladder.
2. Always face a ladder when climbing up or down. Use both hands and maintain a secure grip on the rails or rungs.
3. Never carry heavy or bulky loads up a ladder. Climb up yourself first, and then pull up the material with a rope.
4. Climb and stand on a ladder with your feet in the center of the steps or rungs.
5. Do not overreach from a ladder, or lean too far to one side. Overreaching is probably the most common cause of falls from ladders. A good rule is to always keep your belt buckle inside the rails of a ladder. Work as far as you can reach comfortably and safely, then move the ladder to a new position.
6. Never climb onto a ladder from the side, from above the top or from one ladder to another.
7. Never slide down a ladder.

Proper Use of Ladders

1. Never use metal ladders around exposed electrical wiring. Metal ladders should be marked with tags or stickers reading "CAUTION-Do Not Use Around Electrical Equipment" or similar wording. RULE of THUMB: If the overhead power line is 50 kV or less, then stay at least 10 feet away. For everything else, keep at least 35 feet away.
2. When using a ladder where there is traffic, erect warning signs or barricades to guide traffic away from the foot of the ladder. If this is not possible, have someone hold and guard the bottom of the ladder.
3. Do not try to move a ladder while you are on it by rocking, jogging or pushing it away from a supporting wall.
4. Never use a ladder when under the influence of alcohol, on drugs or medication, or in ill health.
5. If you get sick, dizzy or panicky while on a ladder, do not try to climb down in a hurry. Wait. Drape your arms around the rungs; rest your head against the ladder until you feel better. Then climb down slowly and carefully.
6. Do not leave tools or materials on top of ladders. If they fall on you, you can be hurt. If they fall on someone else, your company can be sued.
7. Never push or pull anything sideways while on a ladder. This puts a side load on the ladder and can cause it to tip out from under you.
8. Allow only one person at a time on a ladder unless the ladder is specifically designed for two people.
9. Never use a ladder as a horizontal platform, plank, scaffold or material hoist.
10. Be cautious about homemade ladders. Never use ladders made by fastening cleats across a single narrow rail, post or pole.
11. Never use a ladder on a scaffold platform. If you need to reach higher, the scaffold should be higher.

Proper Ladder Care and Storage

1. Maintain ladders in good condition.
2. Keep all ladder accessories, especially safety shoes, in good condition.
3. Wood ladders, which are to be used outside, should be treated to prevent weather damage. A clear finish or transparent penetrating preservative should be used. Linseed oil is a good treatment for a wood ladder, although it does add some weight to the ladder. An oil treatment also helps to rustproof the metal parts of a wood ladder.
4. Never paint a wood ladder. This will cover dangerous cracks or fill and hide them.
5. Never sit on ladder side rails.
6. Never use a metal or fiberglass ladder which has been exposed to fire or strong chemicals, it should be discarded.
7. Never store materials on a ladder.
8. Store wood ladders where they will not be exposed to excessive heat or dampness. Store fiberglass ladders where they will not be exposed to sunlight or other ultraviolet light sources.
9. Be sure that ladders are properly supported and secured when in transit. Vibration and bumping against other objects can damage them.
10. Store ladders on racks, which give them proper support when not in use.

Additional Safety Rules for Stepladders

1. Never use a stepladder over 20 feet long.
2. Always open a stepladder completely and make sure the spreader is locked open before using the ladder.
3. Never substitute makeshift devices of wire or rope for stepladder spreaders.
4. Do not stand higher than the second step from the top of a stepladder. Especially, do not stand or sit on the top cap, or stand on the pail shelf, or on the back of a stepladder.
5. Do not straddle the front and back of a stepladder.

Additional Safety Rules for Single Ladders and Extension Ladders

Ladder Selection and Inspection

1. Remember that the sections of an extension ladder should overlap enough to retain the strength of the ladder using the following table:

<u>Length of Ladder</u>	<u>Required Overlap</u>
Up to 36 feet	3 feet
Over 36 to 48 feet	4 feet
Over 48 to 60 feet	5 feet

2. Of course, the usable length of the ladder is shortened by the amount of the overlap.
3. Never splice or tie two short ladders together to make a long section.
4. Top support for a ladder is as important as good footing. The top should rest evenly against a flat, firm surface. If a ladder is to be leaned against roof gutters, the strength and stability of the gutters should first be tested.

5. When a ladder is used for access to an upper landing surface, it must extend three rungs, or at least three feet above the landing surface.
6. A ladder used for access to an upper landing surface should be secured against sideways movement at the top or held by another worker whenever it is being used.
7. Extend an extension ladder only from the ground. Determine the needed height, extend and lock the fly section securely in place then set it up against the wall. Check for stability and support before climbing.
8. If possible, the base of a long ladder should be secured to the ground and the top should be tied to the upper landing surface.
9. The technically proper angle for a non-self-supporting ladder is about 75 degrees above horizontal. This means that the base should be set out one-fourth of the ladder's height to its top support point. For example, if a ladder is to be supported at a point 20 feet off the ground, its base should be set 5 feet out from the wall (20 feet divided by 4= 5feet). An easy way to measure this, if the ladder top will rest against the wall, is to pace off the length of the ladder or count the rungs, and divide by four to get the proper distance from the wall for placing the foot of the ladder.
10. If ladders are set up at a steeper angle than 75 degrees above horizontal, they are more likely to tip backward in use. As a minimum they must be tied off at the top to prevent this from happening.
11. If ladders are set up at an angle less than 75 degrees above horizontal, they are more likely to slide out from the bottom. Safety ladder shoes or base tying is a must in this case.
12. The distance from the foot of a ladder to the wall should never be more than one-half the height to the support point, an angle of about 63 degrees above horizontal. Otherwise, more strain will be put on the side rails than they are designed to carry.

Ladder Climbing and Standing

1. Never stand on the two top rungs of a straight or extension ladder.

Proper Ladder Care and Storage

1. Metal bearings of extension ladder rung locks and pulleys should be lubricated periodically, and between regular maintenance periods whenever necessary.
2. Ropes on extension ladders should be in good condition. If they become frayed or badly worn, replace them.

Setting Up a Straight or Extension Ladder

It is very important to learn the proper methods for setting up ladders. Unless setting up is done correctly, it can cause damage to the ladder and excessive physical strain on the user.

Step 1. Lay the ladder on the ground with the base resting against the bottom of the wall and the top pointing away from the wall.

Step 2. Starting at the top of the ladder, lift the end over your head and walk under the ladder to the wall, moving your hands from rung to rung as you go.

Step 3. When the ladder is vertical, and the top touches the wall, pull out the base so that the distance away from the wall is about one-fourth of the height to the point of support.

Step 4. Reverse this process to take down the ladder. Remember that you will be walking backwards, so check for obstacles in your path before starting. Also be careful to lower the ladder slowly so that you can keep it under control and prevent its falling on you.

LEAD SAFETY AWARENESS

Policy

Palm Beach & Broward Building Maintenance shall ensure that all work involving lead based paint be conducted in accordance with this policy to maintain employee or occupant exposures below established permissible exposure limits. Lead may be found in leaded paints, leaded solders, pipes, batteries, circuit boards, leaded glass and various demolition/salvage materials.

Any employees discovered working immediately adjacent to a lead abatement activity exposed to lead due to the inadequate containment of such job will either be removed from the area until the enclosure breach is repaired, or an initial exposure assessment will be performed.

Respirators will be used during the time period necessary to install or implement engineering or work practice controls, where engineering and work practice controls are insufficient; and also in emergencies?

Employees will abide by any signs, labels, or assessment reports that indicate the presence of lead containing materials. Appropriate work practices will be followed to ensure the lead containing materials are not disturbed.

Authority and Responsibility

The implementation of this program shall be the responsibility of management.

Management is responsible for:

- Responding to sampling requests or employee inquiries within 48 hours;
- Performing frequent and regular inspections of job sites, materials, and equipment;
- Conducting air monitoring for employees to establish exposure levels for each activity type;
- Disclosing sample results;
- Conducting training for employees exposed above the action level.

The Supervisor is responsible for:

- Notifying all employees of the purpose and intent of the Lead Policy and procedures;
- Conducting periodic inspections of job sites to ensure appropriate procedures and work practices are being followed;
- Assuring that all employees are trained in the procedures;
- Contacting Management for lead based paint testing and procurement of lead abatement contractors for Class C work; and
- Contacting Management when there is a production, process control, or personnel change which may result in new or additional exposure.

Luis Guzman is responsible for:

- Contacting Management for the procurement of lead abatement contractors for Class C work activities;
- Contacting Management for lead based paint testing for Class C work activities;
- Disclosing the presence of lead to any outside contractors conducting work activities which will involve the disturbance of lead based paint surfaces;
- Distributing the Lead Policy to contractors and referencing the pertinent sections or writing the pertinent sections of the policy into job specifications; and
- Bringing any safety related concerns pertaining to unsafe working practices or procedures to the attention of Management.

Employees are responsible for complying with the procedures identified in this policy.

Health Effects of Lead Exposure

The common symptoms of acute lead poisoning are loss of appetite, nausea, vomiting, stomach cramps, constipation, difficulty in sleeping, fatigue, moodiness, headache, joint or muscle aches, and anemia. Long term (chronic) overexposure to lead may result in severe damage to the blood-forming, nervous, urinary, and reproductive systems.

Classification of Work and Work Procedures for Lead Based Paint

- Class A work involves localized work that has the potential to generate negligible quantities of lead contaminated dust but not debris (i.e., hanging pictures, removing chalkboards).
- Class B work involves work activities that have the potential to generate moderate quantities of lead contaminated dust and debris. A moderate amount is clearly visible, may contain debris and paint chips, but will not spread beyond a small area of the drop cloth to any other surface in the room. (e.g., braking small holes into walls, manual sanding of small areas).
- Class C work involves work activities that have the potential to generate significant quantities of lead contaminated dust and debris. A significant amount is an amount that cannot be contained simply by the use of a small area drop cloth (e.g., demolition activities, removal of lead). Note: All Class C work shall be conducted by a state-certified lead abatement contractor with arrangements made by a representative from Management to ensure appropriate procedures are conducted including personal sampling, area sampling, clearance levels, ventilation issues and critical barriers. A Lead Paint Disclosure shall be sent to building occupants for all Class C work.

Air Monitoring

Personal and area air monitoring shall be conducted by representatives from Management for each job activity, mentioned in this policy, conducted by employees which may emit airborne concentrations of lead.

Medical Surveillance

Prior to each job where employee exposure exceeds the Action Level of $30 \mu\text{g}/\text{m}^3$ as an 8-hour TWA, 30 calendar days per year, the employer shall establish medical surveillance requirements based on the OSHA lead standard, 29 CFR 1910.1030.

Medical surveillance includes an initial surveillance, on-going surveillance (e.g., biological monitoring, six-part medical exam, medical exam and consultation) medical treatment and medical removal.

Compliance Program

Palm Beach & Broward Building Maintenance has implemented engineering and/or work practice controls including administrative controls to reduce and maintain employee exposure to lead at or below the PEL to the extent that such controls are feasible. Whenever all feasible engineering and work practices controls that can be instituted are not sufficient to reduce employee exposure at or below the PEL, Palm Beach & Broward Building Maintenance shall use them nonetheless to reduce employee exposure to the lowest feasible level and shall supplement them by the use of respiratory protection

Training, Recordkeeping and Signage

Lead awareness training is provided for employees whose work activities may contact lead containing materials, but do not disturb the material during their work activities. Lead awareness training will be provided at time of hire, during orientation, or before assignment to areas containing lead. Refresher training will be provided annually.

Training

All employees whose job classification expose them to airborne lead concentrations above the action level shall be trained in the following:

- The content of the standard and its appendices;
- The specific nature of the operations that could result in exposure to lead above the Action Level;
- The possible locations of lead containing materials such as leaded paints, leaded solders, pipes, batteries, circuit boards, cathode ray tubes, leaded glass, and demolition/salvage materials
- The purpose, proper selection, fitting, use and limitations of respirators;
- The purpose and a description of the medical surveillance program and the medical removal protection program;
- The engineering controls and work practices associated with the employee's job assignments;
- Procedures for washing of hands and face if materials containing lead are contacted.
- The contents of the compliance program in effect;

- Instructions to employees that special drugs (e.g., chelating agents) shall not be used routinely to remove lead from their bodies and when necessary used only under medical supervision; and
- The right to access employee records.

All contractors shall also be responsible for meeting these training requirements.

Recordkeeping

Management shall establish and maintain accurate records of the following:

- All monitoring and other data used in conducting employee exposure assessments;
- Training records;
- Each employee subject to medical surveillance; and
- Medical removal records.

All records including exposure monitoring, medical removal and medical records are available upon request to affected employees, former employees and their designated representatives and shall be maintained for at least thirty years.

Signage

The following warning signs shall be posted in each work area where an employee's exposure to lead is above the PEL.

WARNING

LEAD WORK AREA

POISON

NO SMOKING OR EATING

These signs shall be illuminated and cleaned as necessary so that the legend is readily visible. Signs that contradict or detract from the meaning of the sign are prohibited.

MANUAL LIFTING/MATERIAL HANDLING POLICY

Palm Beach & Broward Building Maintenance has developed this policy to reduce injuries caused by lifting. Before manual lifting is performed, a hazard assessment will be completed. The assessment will consider size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man lift is required, whether vision is obscured while carrying and the walking surface and path where the object is to be carried.

Employees will be trained in general principles of ergonomics, recognition of hazards and injuries, procedures for reporting hazardous conditions, and methods and procedures for early reporting of injuries. Additionally, job specific training will be given on safe lifting and work practices, hazards, and controls. Injuries caused by improper lifting will be investigated and documented. Incorporation of investigation findings into work procedures will be accomplished to prevent future injuries.

Where use of lifting equipment is impractical or not possible, two man lifts will be used.

Supervision must periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations should be evaluated to engineer out hazards before work processes are implemented.

Manual lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists are provided for our employees. Engineering controls such as conveyors, lift tables, and work station design are to be considered on a case by case basis. Employees are required to use the provided manual lifting equipment.

Employees should be aware of, and follow, these lifting guidelines:

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand to an erect position.
- Perform lifting movements smoothly and gradually; do not jerk the load. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Set down objects in the same manner as you picked them up, except in reverse.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

NOISE EXPOSURE/HEARING CONSERVATION POLICY

SCOPE AND APPLICATION

Palm Beach & Broward Building Maintenance has developed and implemented this Hearing Conservation Program to eliminate noise induced occupational hearing loss while complying with OSHA's regulation 1910.95. This program applies to all persons working in areas or with equipment that noise exposure exceeds an 8-hr Time Weighted Average (TWA) of 85 DBA, slow response, or higher. All departments affected will maintain a copy of this program.

RESPONSIBILITIES

Management's Responsibilities:

- To budget for cost of the audiometric testing, purchasing and hearing protection devices.
- To ensure Supervisor's are knowledgeable on this program and to supervise the use and care of the hearing protection by their employees.
- To determine where high noise levels exist in operations.
- To evaluate hearing protection for the specific noise environments in which the protector will be used.
- Assign a program coordinator

Supervisor Responsibilities:

- Recipient of assignment of program coordinator
- Coordinating Annual Testing
- Maintaining required records
- Employee Training
- Coordinating Noise Surveys

Employees' Responsibilities:

- Wear hearing protection as they have been trained
- Notify their Supervisor if they notice increase/decrease of noise, change in the environment
- Daily care and maintenance of hearing protection.

NOISE MONITORING:

Sound surveys will be conducted to determine occupational noise levels that employees are exposed to. This may be accomplished by the use of sound level meters and personal dosimeters. In addition, a sound level survey will be conducted whenever new equipment is installed, a change in equipment or process or controls affects the noise levels, or whenever there are any significant changes in the work place that affect the noise levels.

Results of the surveys and monitoring will be communicated to the effected employee. Records of all noise monitoring will be maintained permanently. All areas with noise levels exceeding 85dBA will have caution signs posted to inform employees of the high noise level in the area and that hearing protection is required.

EMPLOYEE AUDIOMETRIC TESTING

All employees whose exposures equal or exceed an 8-hr time weighted average of 85dBA and are required to work in posted high noise areas are required to take a baseline audiogram at the time of employment. Licensed or certified audiologist, otolaryngologist or other physician who is certified by the Council of Accreditation in Occupational Hearing Conservation will perform this test. This will be at no cost to the employee.

New employees should be tested within 1 month of employment. The hiring Supervisor will arrange testing in coordination with the program coordinator. The results of the hearing test are used solely to determine a baseline.

At least annually after obtaining the baseline audiogram, the Palm Beach & Broward Building Maintenance shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.

If a threshold shift has occurred, use of hearing protection shall be re-evaluated and/or refitted and if necessary a medical evaluation may be required.

All employees working in posted high noise areas are required to take an annual hearing test. Scheduling will allow employees to be tested during normal working hours. The Supervisor should make the necessary schedule and/or staffing arrangements to allow employees the opportunity to be tested.

In order to obtain a valid test, the Supervisor shall ensure that employees being tested have not been exposed to occupational noise in excess of 85dBA for 14 hours prior to testing. This can be accomplished by strictly enforcing the use of hearing protection in high noise areas.

A letter will be sent to all employees notifying them of the results of their hearing test. The technician at the medical office will monitor employee audiograms and results. The technician will then communicate any changes to the employee and program coordinator.

Employees with a Standard Threshold Shift (STS) shall be notified of the threshold shift within 21 days from the date the program coordinator is made aware of the STS. Each employee with a STS will receive individual counseling from the program coordinator within this time frame.

Counseling will consist of the specific requirements of 1910.95 (g) and employees are required to sign a form acknowledging that these requirements are met.

PERSONAL HEARING PROTECTION

The use of hearing protection is mandatory in all posted high noise areas. Each department is responsible for providing hearing protection for their employees. Hearing protection devices will be evaluated for the specific noise environments in which the protection device will be used. Several types of hearing protection will be approved for use and employees will be given the opportunity to choose the type of hearing protection they wish to use.

This is done at no cost to employee. Hearing protection shall be replaced as necessary. The Supervisor shall ensure that hearing protectors are worn. Employees shall be properly trained in the use, care & fitting of protectors

Disposable earplugs should be readily available for use by any visitors to high noise areas. The Supervisor should ensure that visitors entering their area are informed of the hazards present and the required use of hearing protection.

EMPLOYEE TRAINING

OSHA requires that all employees exposed to 85dBA or above must receive training on an annual basis. The training will include the following: the effects of noise on hearing, the disadvantages and advantages of hearing protectors, the types, selection, use, and care of those protectors, and the purpose of audiometric testing and procedures involved.

Training shall be consistent with any changes in the PPE and work processes that include instruction on the proper use and fit of hearing protectors.

DATA MANAGEMENT

Employee audiograms and sound surveys will be analyzed by outside consultants who will provide testing and survey results and recommendations to the program Supervisor. The program coordinator will maintain sound survey results and recommendations.

Employee audiograms, medical referrals, and threshold counseling forms will be kept in the employee's medical surveillance file in the human resources department. Information in the medical surveillance files is not to be released without the employee's permission.

Accurate records of all employee exposure and audiometric measurements shall be maintained as required by the regulation.

APPENDIX A – SPECIFIC ASSIGNED RESPONSIBILITIES

The following are specific assigned responsibilities under this Hearing Conservation Program. The purpose of these assigned responsibilities is to increase ownership in the program at all levels as well as ensuring implementation and compliance with the elements of the program.

Associates identified in each tier group are responsible for performing those specific assignments.

Supervisor:	Assignment:

Supervisor:	Assignment:

Employee:	Assignment:

Others:	Assignment:

APPENDIX B - TRAINING ATTENDANCE SHEET

HEARING CONSERVATION PROGRAM

29 CFR 1910.95

DATE:	
INSTRUCTOR:	
TRAINING A/V MATERIALS:	

NAME:	DEPARTMENT
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PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

The purpose of the PPE Program is to protect visitors and the employees of Palm Beach & Broward Building Maintenance from the occupational hazards on the job site by providing protective equipment (PPE). It is our goal to use engineering controls as the primary method for protecting employees. However, when additional protection is necessary, employees will wear PPE provided at no cost to the employee. The scope of this program includes PPE for eye, face, head, foot, and leg and hand protection. If respirators and/or hearing protection is necessary, our Respiratory Program and Hearing Conservation program, respectively, will cover their use.

Luis Guzman is responsible for coordinating the program. They will make certain that hazard assessments are conducted, appropriate PPE is assigned, and affected employees receive training. They will also be in charge of maintaining the documentation for this program.

The Supervisor should advise Luis Guzman of changes in the requirements for PPE (for example, new procedures, processes requiring PPE, omission of a job or task). Additionally, they should consult with Luis Guzman before purchasing any new PPE.

Each task and/or job will be assessed to determine foot, head, eye, face, and hand hazards present and the proper PPE that should be worn. The assessments will include observation of the following sources of hazards:

- Impact: Flying chips, objects, dirt, particles, collision, motion hazards.
- Penetration: Falling/dropping objects, sharp objects that cut or pierce.
- Compression: Rollover or pinching.
- Chemical: Splashing, burns, fumes.
- Harmful Dust: Dirt, particles, asbestos, lead
- Light Radiation: Welding, cutting, brazing, lasers, furnaces, lights

PPE assessments will be completed for each job and/or task. The Supervisor conducting the assessment will also survey jobs that are non-routine or periodic. In some cases these assessments may not be completed until the jobs are scheduled.

PPE assessments will be update/evaluated whenever conditions or procedures change. The PPE Assessment will determine which hazards are present, or are likely to be present, which necessitate the use of PPE. The certifier's name, signature, date(s) should be present on the PPE Assessment.

Luis Guzman will ensure that the personal protective equipment in use is appropriate for the identified tasks, provides a level of protection that meets or exceeds the minimum required to protect employees from the hazards, and meets all OSHA/ANSI requirements as specified in OSHA's PPE standard.

Where applicable, the PPE will be the proper size and fit for the employee. Where a variety of sizes are available, care will be taken to ensure the correct size is selected.

The certification of PPE Training will include the employee name, dates of training and certification subject. This can be documented on the Safety Meeting Minutes signup sheet. The Supervisor will make certain that all affected employees receive training on

- What PPE is necessary and why
- How to don, doff, adjust & wear PPE properly
- PPE limitations and capabilities
- PPE care, maintenance and disposal.
- When to turn in worn and/or defective PPE for new PPE.

Each employee will demonstrate that he or she understands the training and will sign the Receipt for PPE Form. The information on the form will include the name of the employee, the date(s) of training, and the type of PPE the employee is certified to wear.

Retraining will be conducted when there are workplace changes, making earlier PPE obsolete, when new PPE is issued, or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

Employees will conduct inspection, cleaning, and maintenance of PPE at intervals according to the manufacturer's instructions. Damaged or defective equipment shall not be used and will be removed from service.

Employee owned PPE will not be allowed on the job site.

Any employees with questions about the PPE Policy should address them to Luis Guzman.

RESPIRATORY PROTECTION POLICY

Palm Beach & Broward Building Maintenance is responsible for updating and administering all aspects of this plan. In addition, Palm Beach & Broward Building Maintenance shall carry out an annual review, with training, of the effectiveness of the plan. Respirators will be provided to all employees that may be exposed to harmful vapors and oxygen deficient atmospheres. Respirators will be used when engineering control measures are not feasible or during emergency situations with high exposure. Respirators shall be provided which are applicable and suitable for purpose intended. Palm Beach & Broward Building Maintenance does not allow any employee to work in an IDLH atmosphere.

Luis Guzman is designated as the program administrator. Luis Guzman is knowledgeable of the complexity of the program and is qualified to conduct evaluations and has the proper training.

- Respiratory equipment is supplied by the company at no cost to the employee.
- Respirators shall be chosen based on identification and evaluation of a hazard, in accordance with the NIOSH Respirator Decision Logic.
- Hazard identification shall include a review of the chemicals in use with respect to their hazards, the availability of respirators for the chemical, and the potential of exposures.
- If any air monitoring has been done to determine the level of exposures, this data will be considered in respirator selection.
- Only NIOSH approved respirators shall be used. Parts and cartridges shall be used only with the mask for which they were intended. Any mixing and matching negates NIOSH approval.
- If there is any doubt about the appropriateness of a respirator for a particular exposure, or about NIOSH approval of a particular respirator, advice will be obtained from NIOSH.
- Persons will not be assigned tasks requiring the use of respirators unless they are physically able to perform work and use the equipment as determined by a qualified physician.
- Medical evaluation for fit testing is to be confidential and conducted during normal working hours. The results should be understandable, and the employee given a chance to discuss the results with the physician or other licensed healthcare professional.
- The respirators user's medical status shall be reviewed as required by OSHA.
- Each individual who must wear a respirator shall be fit tested by a qualified individual and a respirator which fits each individual shall be available.
- The individual shall be given written notification of the brand and model which she/he can wear.
- Individuals shall conduct positive and negative pressure fit test checks each time a respirator is donned to assure proper protection.
- Positive Pressure Test: Close off the exhalation valves (usually found on the bottom or the center of the respirator) with your hand, and breathe into the face piece. The fit is considered satisfactory if a slight pressure can build up inside the face piece without air leaking.

- Negative Pressure Test: Close off the inlet openings of the cartridge by covering them with the palm of the hand. Some respirators require that the filter holder be removed to seal off the intake valve. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for about 5 seconds. If the vacuum remains, and no inward leakage is detected, the respirator is properly fit.
- Fit testing for tight fitting pieces will be done by qualitative methods.
- A tight fitting piece cannot be worn if the seal is broken by facial hair, glasses, etc.
- Employees must leave the area requiring respiratory protection to change cartridges; or if they detect a breakthrough in the fitting.

Cleaning and Disinfection

All respirators must be cleaned after each use (shift).

Cleaning Procedures: Cleaning must be done away from the area requiring respiratory protection.

- Remove all filters, cartridges, and head-bands and disassemble the major respirator parts.
- Wash all respirator parts (except cartridges and elastic headbands) in water with a cleaner-disinfectant solution, at about 120°F. Use a hand brush to remove dirt if necessary.
- Rinse parts in warm water until all traces of detergent and disinfectant are gone. (to prevent dermatitis)
- Air dry in a clean area.
- Inspect all parts including valves and head straps. Replace all defective parts with the proper replacement parts.
- Reassemble the respirator and insert new filters or cartridges. Make sure they are sealed properly.
- Place the clean respirator in a new plastic bag and seal it for storage.

Inspection

Respirators shall be routinely inspected before and after each use, and during the cleaning process. Emergency equipment, not used routinely shall be inspected after each use, and monthly.

Air-purifying respirators

Rubber face piece

- Dirt, cracks, tears, or holes; obtain a new face piece.
- Distortion; allow face piece to sit free from any constraints and see if distortion disappears. If not, obtain a new face piece.
- Cracked, scratched, or loose fitting lenses; contact manufacturer to see if replacement is possible. Otherwise, obtain a new face piece.
- Inflexibility of rubber face piece; replace face piece.

Head straps

- Breaks or tears; replace head straps.
- Loss of elasticity; replace head straps.
- Broken or malfunctioning buckles or attachments; obtain new buckles.
- Excessively worn separations on the head harness which might allow the face piece to slip; replace head strap.

Inhalation and exhalation valves

- Detergent residue, dust particles or dirt on valve or valve seat; Clean residue with soap and water.
- Cracks, tears, or distortion in the valve cover material or valve seat; replace valve cover. Contact manufacturer for instructions on valve seat replacement.
- Missing or defective valve cover; replace valve cover; obtain from manufacturer.

Filter elements

- Appropriate for hazard and approved.
- Missing or worn gaskets; replace gaskets.
- Worn threads on filter and face piece; replace filter or face piece as appropriate.
- Cracks or dents in filter housing; replace filter.
- Deterioration of gas mask canister harness; replace harness.
- Check end-of-service-life indicator, if present, and expiration of shelf-life date on cartridge or canister.

Supplied air respirators

If there is a tight-fitting face piece, use the procedures for air-purifying respirators, except those pertaining to the air-purifying elements. If the device has a hood, helmet, blouse, or full suit:

- Examine the hood, blouse, or suit for rips, tears, and seam integrity.
- Examine the protective headgear for general condition, with emphasis on the suspension inside the headgear.
- Examine the protective face shield, if any, for cracks or breaks or impaired vision.

Self-Contained breathing apparatus (SCBA)

SCBA shall be inspected monthly and after each use. In addition to the above:

- The high pressure cylinder of compressed air is fully charged.
- On closed circuit SCBA, a fresh canister of carbon dioxide sorbent is installed.

On open circuit SCBA, recharge the cylinder if less than 80% of the useful service time remains.

- Regulator and warning devices are functioning.
- Tightness of connections.

A record shall be kept of inspection dates and findings for respirators maintained for emergency use.

Storage

- Clean respirators must be stored to protect them against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.
- Respirators shall be stored in resealable plastic bags in a convenient, clean and sanitary location. Masks should be stored in a single layer with the face piece and exhalation valve in a more or less normal position to prevent the rubber or plastic from becoming permanently distorted.
- Cartridges shall be stored in the same location, but not attached to respirators. They shall be segregated by type.

Maintenance and Repair

- Shall be done by experienced, qualified persons with parts designed for the respirator.

Provisions for Supplied Air Respirators

Compressed air shall meet the requirements of the specification for Grade D breathing air described in Compressed Gas Association Commodity Specification G-7.1-1966.

Cylinders shall be tested and maintained as prescribed in the Shipping Container Specification Regulations of DPT (49 CFR Part 178).

Additional Provisions for Air Line Respirators

The compressor for supplying air shall be equipped with necessary safety and standby devices. A breathing air type compressor shall be used. Compressors shall be constructed and situated so as to avoid entry of contaminated air into the system and suitable in-line air purifying sorbent beds and filters installed to further assure breathing air quality. A receiver of sufficient capacity to enable the respirator wearer to escape from a contaminated atmosphere in event of compressor failure, and alarms to indicate compressor failure and overheating shall be installed in the system. If an oil lubricated compressor is used, it shall have a high temperature or carbon monoxide alarm, or both. If only a high-temperature is used, the air from the compressor shall be frequently tested for carbon monoxide to insure that it meets specifications.

Airline couplings shall be incompatible with outlets for other gas systems to prevent inadvertent servicing of airline respirators with non-respirable gases or oxygen.

Breathing gas containers shall be marked in accordance with American -50- National Standard Method of Marking Portable Compressed Gas Containers to Identify the Material contained, Z48.1 - 1954; Federal Specification BB-A-1034a, June 21, 1968, Air, Compressed for Breathing Purposes; or Interim Federal Specification GG-B-00675b, April 27, 1965, Breathing Apparatus, Self-Contained.

Training

All employees who use respirators shall be instructed in:

- the importance of correct selection and use of respirators
- correct use and consequences if improper use
- care and storage
- how to achieve a proper fit each time a respirator is donned
- limitations of respirators in use
- demonstration and practice in how a respirator should be worn, how to adjust it, and how to determine if it fits properly
- Cleaning, inspection, repair and storage, so they can judge if their respirators have been appropriately treated.

Employees responsible for cleaning and inspection shall be instructed in how to conduct these operations.

Training shall be conducted initially when it is determined that an employee can and shall wear a respirator, and whenever a non-user becomes a user.

Refresher training shall be conducted annually.

RISK ASSESSMENT / IDENTIFICATION OF HAZARDS

Palm Beach & Broward Building Maintenance has established a formal process for identifying existing or potential hazards in job sites. The Supervisor will ensure all employees and all sub-contractors are actively involved in the hazard identification process. Hazards found will be reviewed with all employees concerned. Our employees and their elected representatives are encouraged to be involved in the development of our safety and health program goals, objectives, and performance measures as well as the identification and control of hazards in the workplace.

Our Risk Assessment will ensure that hazards discovered are classified/prioritized and addressed based on the risk associated with the task. Our hazard identification process will be used for routine and non-routine activities as well as new processes, changes in operation, products or services

- The Supervisor shall be trained in good hazard identification techniques, as well as ranking hazards identified based on potential severity.
- The Supervisor shall conduct a weekly formal inspection of the job site using the proper form documentation. An employee selected at random should accompany the Supervisor on the inspection.
- The Supervisor should be informally inspecting the job site as an ongoing process.
- Job site inspection methods and purposes should be a frequent topic in employee and subcontractor safety meetings.

Where feasible, workplace hazards are prevented by effective design of the job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent an unsafe or unhealthy exposure. Once a potential hazard is recognized, the elimination or control of the hazard must be done in a timely manner. These procedures include measures such as the following:

- Maintaining all extension cords and electrical equipment in good working order.
- Ensuring all guards and safety devices are working and in place.
- Ensuring ladders are in good condition.
- Ensuring that scaffolding is properly erected.
- Ensuring that employees, and subcontractor employees, are wearing required PPE.
- Establishing a medical program that provides applicable first aid supplies in the workplace, as well as emergency phone numbers (911).
- Addressing any and all safety hazards with employees.

SCAFFOLDING SAFETY POLICY

Inspection of Scaffolding Equipment Prior to Erection

Inspections of scaffolding must be performed by a Competent Person. Unsafe equipment or conditions must be tagged out by Competent Person, and must be complied with. The three main areas of inspection are for corrosion, straightness of members and welds. This applies to all components of a scaffolding system.

1. **CORROSION**—Heavily rusted or eroded scaffolding equipment is a telltale sign of abuse or neglect.
2. **STRAIGHTNESS OF MEMBERS**—Mishandling, trucking and storing may cause damage to scaffolding equipment. All scaffolding components should be straight and free from bends, kinks or dents.
3. **WELDS**—Equipment should be checked before use for damaged welds and any piece of equipment showing damaged welds or re-welding beyond the original factory weld should not be used. The factory weld reference pertains to location and quality of rewelds. While **CORROSION**, **STRAIGHTNESS**, and **WELDS** are of primary concern other component parts should be checked.
4. Locking devices on frames and braces shall be in good working order, and if not, must be repaired or replaced prior to use.
5. Coupling pins must effectively align the frame or panel legs.
6. Pivoted cross braces must have the center pivot securely in place.
7. Caster Brakes shall be in good working order and if not must be repaired or replaced prior to use.

Safe Bearing Loads for Soils

Considering that the allowable load bearing on various soils and rock range from less than 1,000 psf to more than 50,000 psf., care should be exercised in determining the capacity of the soil for every scaffolding job, realizing that weather conditions can turn an otherwise suitable ground condition into a hazardous situation. As an example, dry clay with an allowable bearing capacity of 8,000 psf. could become very plastic after a rainfall and drop to less than 2,000 psf.

Care should also be taken not to excessively disturb the soil. If fill is required in areas where scaffolding is used, a qualified engineer should be consulted as to materials and compaction.

Foundations

The purpose of a good foundation or mud sill is to distribute the scaffolding load over a suitable ground area. The size of the footing or sill is determined by the total load carried over a particular ground area, and by the nature of the soil supporting these sills. The total load should be computed and the sills designed accordingly. When scaffolding from earth or fill, the areas should be leveled and the sills spaced in a pattern assuring adequate stability for all scaffolding legs.

Erection of Frames

The work of erecting the scaffolding should be under the supervision of a person with proper experience and aptitude for securing a safe installation and who is familiar with all Local, State and Federal Regulations concerning scaffolding.

It shall be the responsibility of the person supervising the erection of the scaffold to see that all components and locking devices are in working order, and no damaged or deteriorated equipment is used in the setup. Should any scaffolding become damaged after the equipment has been erected, workmen shall not be allowed on same until the damaged items have been repaired or replaced.

Advanced planning will help the erection of scaffolding to progress smoothly. The equipment should be unloaded as close to the area of use as possible and should be arranged in the order it is to be used. Adjustment screws should be set to their approximate final adjustment before setting up the scaffolding. At this time, a person should check to see that all panels which require coupling pins have them.

After erecting the first tier of scaffold frames, plumb and level (using instruments) all frames so that no matter how high the final scaffolding setup, the additional frames will also be in correct alignment.

As erection proceeds, securely tie all scaffolding to the structure at the ends and at least every 30' horizontally, and at height intervals not to exceed* 4 times the minimum base dimension. Free standing scaffold towers must be restrained from tipping by guying or other means. Scaffold frames must be fastened together at coupling pins where there is a possibility of uplift.

When scaffolds are to be partially or fully enclosed, specific precautions must be taken to assure frequency adequacy of ties attaching the scaffolding to the building due to increased load conditions resulting from effects of wind and weather. The scaffolding components to which the ties are attached must also be checked for additional loads. When erecting additional lifts, always work from planking placed within the scaffold structure. Move planking as erection progresses.

Planking and Accessories

Use only lumber that is properly inspected and graded for use as scaffold plank. Planking shall have at least 12" of overlap and extend 6" beyond center of support or be cleated at both ends to prevent sliding off support. Do not allow unsupported ends of plank to extend beyond supports. Secure plank to scaffolding when necessary.

All scaffold accessories shall be used and installed in accordance with the manufacturer's recommended procedures. Accessories shall not be altered in the field. When installing hanger or clamp supported putlogs (trusses), care should be taken to see that they extend at least 6" beyond the point of support. Also, make sure that the proper bracing is placed between putlogs (trusses).

When the span between supporting members is more than 12' additional bracing between the putlogs (trusses) and the supporting member may be required. Do not cantilever or extend putlogs (trusses) as side brackets without thorough consideration for loads to be applied or transmitted to the scaffold.

When clamping putlogs, clamp capacity may control rather than putlog capacity. Consult scaffold manufacturer. All brackets should be seated correctly with side brackets parallel to the frames and the end brackets at 90 degrees to the frame. Brackets shall not be bent or twisted from normal position. Equip all planked or staged areas with proper guard rails and add toe boards when required.

Final and Daily Inspection of Erected Scaffolding

The following is a list of check points to be covered when making a final and daily inspection of scaffolding prior to use. All points should be carefully checked to insure a safe and accident-free job and be periodically rechecked.

- Check to see that there is proper support under every leg of every frame on the job. Check also for possible washout due to rain.
- Check to make certain that all base plates and adjustment screws are in firm contact with their supports. All adjustment nuts should be snug against the legs of the frame.
- Frames should be checked for plumb in both directions.
- If there is a gap between the lower end of one frame and the upper end of another frame it indicates that one adjustment screw must be adjusted to bring the frames in contact. If this does not help it indicates the frame is out of square and should be replaced.
- Each leg of each frame should be cross braced to the corresponding leg of the next frame.
- While checking the cross braces also check the locking devices to assure that they are all in their closed position or that they are all tight.
- Check to be certain that all planking and accessories are properly installed.
- Check to make certain all ties are secured between the structure and the scaffolding.
- Check to be certain all guard rails are in place.
- If scaffolding is enclosed, check to see that additional precautions have been taken as noted in Section of Erection. Recheck periodically ties, clamps, etc., for movement.
- Insure that safe access to work platform(s) is provided.

Dismantling of Scaffolding

The work of dismantling scaffolding should be under the supervision of an individual with proper experience and aptitude. The following should be observed while dismantling.

- Check to see if scaffolding has been structurally altered
- in any way which would make it unsafe, and if so reconstruct where necessary before commencing with the dismantling procedures.
- Dismantle scaffold from the top down. Begin by removing all accessories from that lift being dismantled at the time.

- Always work from a minimum of two plank placed on the tier of frames below those being removed. Move the planking down as dismantling progresses.
- Do not remove ties until dismantling has reached the tier to which they are attached.
- Always stay within the inside of the scaffold. Do not climb on the outside for any reason when dismantling. Do not climb on ties, braces or unbraced frames.
- Only remove fastening devices from bottom of frames being removed.
- Lower scaffolding components in a safe manner as they are dismantled. Avoid dropping or throwing the components as this could result in damage to the equipment, or injury to personnel below.

Erection of Rolling Towers

When erecting rolling scaffolding towers, the following additional items apply. These items are in addition to the application portions of the preceding section.

- Casters should be of adequate load capacity and size in relation to the height of the tower, the surface over which the tower is to be used and in accordance with all government, state, and local codes, ordinances, and regulations. Casters with plain stems shall be attached to the panel or adjustment screw by pins or other suitable means.
- Do not extend adjusting screws on rolling towers more than 12".
- The platform height shall not exceed* four (4) times the smallest base dimension unless guyed or otherwise stabilized.
- Horizontal diagonal braces should be used near the bottom, top and at 20' intervals measured from the rolling surface.
- When side brackets are used, consideration should be given to the overturning effect these brackets will have upon the stability of the tower.
- Cross brace every lift-both sides.
- Install guardrails.
- Plank according to Plank and Accessories Section of Erection Procedure.

Final Inspection of Rolling Towers

The following additional points should be checked when making a final inspection of rolling scaffold towers prior to their use. These points are in addition to the applicable items covered under the preceding section entitled, "Final Inspection of Erected Scaffolding."

- Check to see that the platform height does not exceed four (4) times the smallest base dimension unless the tower is properly guyed or otherwise stabilized.
- Check to see that, if adjusting screws have been used, they are not extended more than 12".
- Check to make sure the caster brakes are in good working condition and are applied when tower is not being moved.

- Inspect to make sure horizontal diagonal bracing has been placed near the bottom, top, and at 20' intervals measured from the rolling surface. A hook on manufactured platform properly attached to the top frame may be equivalent to the top horizontal diagonal brace.
- Cross bracing has been installed on both sides of every lift.
- Check the area in which the tower is to be used to insure there are no obstructions either in, on, or above the floor which will interfere with the proper and safe use of the rolling tower.
- Check for guardrails.
- Check to see that all planks and fabricated platforms are properly installed.
- Insure that safe access to work platform(s) is provided.
- Any unsafe conditions found by the competent person shall be tagged and not worked on until the unsafe condition is corrected.

Employee Training

- Training shall be provided to all employees working on scaffolds regarding scaffolding hazards. Training shall be done by qualified persons on scaffold safety.
- The training will cover hazards including fall protection, electrical safety, falling object protection, scaffold use and load.

Retraining will be conducted in the event of the following situations:

- When changes at the worksite present a hazard for which the employee has not been previously trained
- When changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which the employee has not been previously trained
- When inadequacies in the affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717

Debarment & Reinstatement of **February 7, 2020**

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, Suite 248
Hollywood, FL, 33020
954-797-9717**

**The Company was debarred on July 12, 2019 and
Reinstated on February 7, 2020 by Broward County**

**Statement of facts indicating how the circumstances
which lead to the debarment have been cured.**

The Company was debarred due to its principals violating the Cone of Silence ordinance during the procurement for Solicitation RFP 1214808P1 on 3-separate occasions in 2015.

At the time of that solicitation the Company was using the guidance and services of a marketing manager, Tim Healy, who had many years of experience with government contracts. Mr. Healy was the officer who initiated the contact of Broward County officials, violating the Cone of Silence ordinance.

However, the Company accepts responsibility for violating the ordinance and the actions of its employees.

It was after the Company began receiving letters from the Office of Intergovernmental Affairs and Professional Standards that we realized that our actions had violated this ordinance and we had made errors in judgement.

The Company learned from this experience and we have acted to honor the terms of this ordinance ever since.

For example the Company has participated in other County Solicitations since these violations occurred.

In June of 2017, the Company was awarded a Broward County contract for Broward County Aviation at Fort Lauderdale Airport, under contract number C2113733B1. A contract that the Company performs to this very day. We did not violate the Cone of Silence ordinance during this solicitation.

In March of 2019 the Company participated in a solicitation for Group 1 of the FLL airport bid No. BLD2117566P1. Again the Company did not violate the Cone of Silence ordinance during this solicitation.

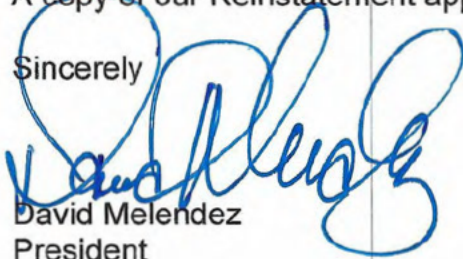
The Company and its principals, its owner, are remorseful of the actions it took in 2015. We feel that we have learned the importance of following policies and procedures and the terms and conditions of County ordinances.

We have learned a valid and costly lesson and commit to honor the Cone of Silence ordinance going forward, as we have since our 2015 errors in judgement.

The debarment began on July 12, 2019, for a term of 6-months. At the end of the term, the Company requested reinstatement on January 14, 2020. Our request for reinstatement was graciously granted by Ms. Brenda J Billingsley, Director of the County's Purchasing Division.

A copy of our Reinstatement approval is enclosed for reference.

Sincerely



David Melendez
President
Dammel Cleaning Enterprise, Inc.



Finance and Administrative Services Department

PURCHASING DIVISION

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

February 7, 2020

Mark J. Stempler, Esq.
Becker & Poliakoff
625 N. Flagler Drive, 7th Floor
West Palm Beach, Florida 33401

Re: Reinstatement from Debarment – Dammel Cleaning Enterprise, Inc. D/B/A Palm Beach & Broward Building Maintenance

Dear Mr. Stempler:

We have reviewed your request dated January 14, 2020 on behalf of your client, Dammel Cleaning Enterprise, Inc. d/b/a Palm Beach & Broward Building Maintenance for reinstatement from debarment, in accordance with Section 21.121 of the Procurement Code. Upon review of your letter and in consideration of other factors, we are hereby approving Dammel Cleaning Enterprise, Inc. D/B/A Palm Beach & Broward Building Maintenance to be reinstated from debarment.

You may contact the Purchasing Manager, Carla Byrd, at (954) 357-6288 or CBYRD@Broward.org should you require further assistance.

Thank you for your continued interest in doing business with the County.

Sincerely,

BRENDA
BILLINGSLEY

Digitally signed by
BRENDA BILLINGSLEY
Date: 2020.02.07
15:32:41 -05'00'

Brenda J. Billingsley, Director
Purchasing Division

c: George Tablack, CPA, Chief Financial Officer
Kevin B. Kelleher, Deputy Chief Financial Officer, Finance and Administrative Services Department
Glenn Marcos, Assistant Director, Purchasing Division
Carla Byrd, Purchasing Manager, Purchasing Division
Randy Plunkett, Purchasing Agent Senior, Purchasing Division
Fernando Amuchastegui, Assistant County Attorney, Office of the County Attorney
David Melendez, President, Dammel Cleaning Enterprise, Inc. d/b/a Palm Beach & Broward Building Maintenance (via email)

Broward County Board of County Commissioners

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



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

Governmental Center Annex

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

March 24, 2020

Mr. David Melendez
DAMMEL CLEANING ENTERPRISE, INC.
2719 Hollywood Blvd., Suite 248
Hollywood, Florida 33020

Dear Mr. Melendez:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to award your company certification as a **County Business Enterprise (CBE)** and **Small Business Enterprise (SBE)**. Your firm is now eligible to participate in the Office of Economic and Small Business Development programs.

Your certifications are continuous but are contingent upon your firm verifying annually its eligibility in each of the two programs. Each year, on the anniversary of the date you were awarded certification, you must submit to OESBD a Personal Net Worth Worksheet, a copy of the previous year's Business Tax Return, copies of the current professional licenses, and County and local business tax receipts. As a courtesy, OESBD will notify you in advance of your obligation to provide the continuing eligibility documents. However, the responsibility to ensure continued certification is yours.

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

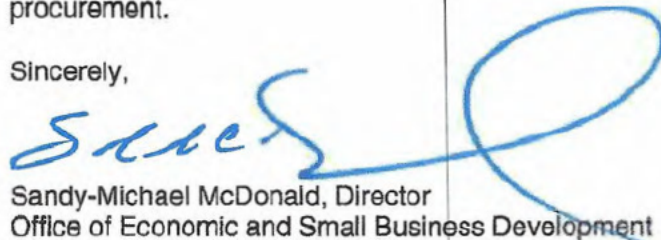
Your primary certification group is: **Contract Services**. This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the Internet at: www.broward.org/EconDev and click on "Certified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

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

NAICS CODE: 561720

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

Sincerely,



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

Cert Agency: BC-CBE SBE
ANNIVERSARY DATE: March 24th

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



Governmental Center Annex

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674 • TTY 954-357-5664

Office of Economic and Small Business Development

This Certificate is Awarded to:

DAMMEL CLEANING ENTERPRISE, INC.

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: March 24th**

A handwritten signature in blue ink, appearing to read "S. M. D.", written over a horizontal line.

Authorized Representative

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
www.broward.org/smallbusiness

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717**

Evaluation Criteria

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, Suite 248
Hollywood, FL, 33020**

**Evaluation Criteria
Janitorial Services – County Facilities**

- 1. Ability of Professional Personnel:**
Describe the qualifications and relevant experience of the Project Manager and all key staff that are intended to be assigned to this project. Include resumes for the Project Manager and all key staff described. Include the qualifications and relevant experience of all subconsultants' key staff to be assigned to this project.

Additional Questions:

1.1. Company Profile

- 1. Provide a description of the company's history:**
- a. business location:**
Located at 2719 Hollywood Blvd, Hollywood
 - b. length of time in business:**
The Company has been in business since 8/2000
 - c. principals and their experience:**
The Company is Owned by David Melendez, President
 - d. list any change(s) in ownership and date(s) of such change.**
There have been no changes.

2.

2. Provide total number of current employees:

2. Provide total number of current employees:

- a. Full-time** **10**
- b. Part-time** **72**

3. Provide total number of supervisory employees:

- a. Full-time** **5**
- b. Part-time** **2**

4. Provide total number of custodial workers:

- a. Full-time** **7**
- b. Part-time** **72**

5. Do you employ any temporary employees? If so, what percentage of your workforce will be temporary / on-call?

6. Do you provide health benefits to your employees?

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

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

Points Value: 10

1.2. Company Experience/Reference

Vendor should submit a minimum of at least three (3) janitorial contract references but no more than five (5) janitorial contract references that have been performed in the past five (5) years, including the following information described in paragraphs "a" through "j" below. Identify for each reference whether the work was performed as a Prime or Sub-Contractor. Refer to Vendor reference Verification Form and submit as instructed. Only provide references for non-Broward County Board of County Commissioners contracts. For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of the Vendor's past performance

Describe prime Vendor's experience on projects of similar nature, scope, and duration, along with evidence of satisfactory completion, both on time and within budget. For each such project, provide the following information:

- a. Name and location of facility
- b. Size of facility area cleaned (square feet). Approx.
- c. Number of stories (height of building).
- d. Total number of workers/supervisors assigned to facility.
- e. Total number of facility users, i.e. employees, clients, customers, passengers
- f. Start date and end date of contract.
- g. Annual dollar value of contract.
- h. Identify which of the above-mentioned contracts were/are operational 24 hours a day, 7 days a week, 52 weeks a year.

- i. Identify which of the above-mentioned contracts required extensive employee background/security checks.
- j. Identify any of the above contracts that adhered to green building maintenance standards.

Points Value: 20

1.3 Experience of Key Personnel

Describe the experience of key personnel (including prime Vendor and their subcontractor(s) relevant to providing timely, high quality janitorial service in an environmentally friendly manner to multiple high-profile facilities. **Refer to Section 10. Green Cleaning, in the Specifications and Requirements**

1. List key personnel of the proposed maintenance team, including supervisor(s), and primary project managers for each agreement of locations listed on the price sheets. Describe the key personnel's relevant experience and the role they will play for each agreement of locations. including the following information:

- a. Project superintendent.
- b. Site Supervisor. (Minimum 5-years Experience)
- c. Full time service crews.

2. Provide a brief resume of employees who will furnish professional and technical support expertise for each agreement of locations listed on the price sheets. Include the following information:

- a. Their functions in the company.
- b. Their title and number of years of service with the company.
- c. Their years of experience in the maintenance of comparably complex facilities and systems.

Points Value: 10

2. Location

Refer to **Location Certification Form** and submit as instructed. The maximum points shall be assigned to each Locally Based Business and to each joint venture that is composed solely of Locally Based Businesses.

Points Value: 5:

3. Project Approach

Describe the prime Vendor's approach for each agreement of locations prime Vendor is proposing. Include how the prime Vendor will use subcontractors for each agreement of locations prime Vendor is proposing. **FIRMS MUST COMPLETE THIS SECTION AND LIST EACH AGREEMENT OF LOCATIONS THE FIRM IS PROPOSING.**

There are eight (8) CBE Reserve Agreements and six (6) SBE Reserve Agreements. Provide total number of full-time and part-time employees currently employed by prime Vendor. Provide total number of full-time and part-time supervisory employees currently employed by prime Vendor. Provide total number of full-time and part-time custodial workers currently employed by prime Vendor. Indicate whether prime Vendor employs any temporary employees and, if so, indicate the percentage of prime Vendor's workforce that will be temporary/on-call.

<u>AGREEMENT NO.</u>	<u>DESCRIPTION (NUMBER OF LOCATIONS)</u>	<u>OESBD REQUIREMENTS</u>
AGREEMENT NO. 1	BRANCH LIBRARIES (34 <u>33</u> LOCATIONS)	CBE RESERVE
AGREEMENT NO. 2	LARGE FACILITIES GROUP 1 (3 <u>5</u> LOCATIONS)	CBE RESERVE
AGREEMENT NO. 3	LARGE FACILITIES GROUP 2 (<u>5</u> LOCATIONS)	CBE RESERVE
AGREEMENT NO. 4	LARGE FACILITIES GROUP 3 (<u>5</u> LOCATIONS)	CBE RESERVE
AGREEMENT NO. 5	LARGE FACILITIES GROUP 4 (6 <u>4</u> LOCATIONS)	CBE RESERVE
AGREEMENT NO. 6	LARGE FACILITIES GROUP 5 (<u>1</u> <u>5</u> LOCATION)	SBE RESERVE
AGREEMENT NO. 7	LARGE FACILITIES GROUP 6 (<u>1</u> LOCATION)	SBE RESERVE
AGREEMENT NO. 8	SMALL FACILITIES GROUP 1 (7 <u>8</u> LOCATIONS)	SBE RESERVE
AGREEMENT NO. 9	SMALL FACILITIES GROUP 2 (5 <u>4</u> LOCATIONS)	SBE RESERVE
AGREEMENT NO. 10	SMALL FACILITIES GROUP 3 (9 <u>8</u> LOCATIONS)	SBE RESERVE
AGREEMENT NO. 11	SMALL FACILITIES GROUP 4 (3 <u>4</u> LOCATIONS)	SBE RESERVE
AGREEMENT NO. 12	BROWARD COUNTY JUDICIAL COMPLEX: (<u>3</u> LOCATIONS)	CBE RESERVE
AGREEMENT NO. 13	PORT EVERGLADES FACILITIES (30 <u>26</u> LOCATIONS)	CBE RESERVE
AGREEMENT NO. 14	911 REGIONAL DISPATCH CENTERS (<u>3</u> LOCATIONS)	CBE RESERVE

3 Project Approach: for Large Facilities Group the Company will have a project crew to perform Floor work and other projects.

Our Company is bidding as the CBE prime for the **Large Facilities Group 2**. Provide adequate staffing levels to ensure cleaning standards are met or exceed specifications.

3.1 Project approach for each Agreement, specifically

a) The main cleaning of the Large Facilities Group will be conducted after 5:00PM. No major cleaning can be conducted during the day. The Company Plans to have its largest number of workers (both full and part timers) after 5:00PM. If Day Porters are assigned, they will be monitoring the restrooms, constantly, they will also respond to spills and emergencies. The company will utilize both full and part time employees in order to maximize productivity.

The goal is to maximize manpower to volume.

It is the Company's plan to use employees and not sub-consultants.

b) We do not anticipate any exceptions to minimum proposed hours.

c) The company will work with the building managers to organize work tasks that will work in concert with normal building activities.

d) the Company will have project crews to perform Floor work and other projects.

3.2 Describe how prime Vendor will manage and organize work for each Agreement of locations prime Vendor is proposing:

a. State number of crews working for each agreement identified.

For West Gov Ctr Annex: 14-routine Cleaners and 4 Project workers.

West Region Court: 3-routine cleaners, Share project workers.

Facilities Maint: 3-routine, Share project workers.

Emergency Ops Ctr: 4-Routine, Share Project Workers.

West Regional Mass Trans: 1-Routine, Share Project

Workers.

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

We will coordinate services with Facility Managers.

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

We will make this determination upon Award of Contract.

- b. Describe how you will schedule basic janitorial service for each facility while coordinating with periodic project and annual work task.

We will work with Facility Manager for best scheduling.

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

Supervisors and Lead Personnel will monitor on-site activity and we use a punch system for each employee during their shifts.

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

**We will have on-site Wetvacs and blowers available
And we can respond to emergencies within 1-hour.**

Points Value: 4

3.3 Describe your quality control program for each Agreement of locations prime Vendor is proposing:

The Company has a comprehensive quality control and inspection program which will be monitored and managed by our Quality Control Manager, Maria Flores.

- a. Describe how you intend to provide a startup orientation program to bring facilities into compliance with quality standards.

Our quality control manager will work hands-on with our supervisors and lead personnel to go over our

policies and procedures.

- b. Discuss your inspection procedures including any technical aids used to monitor performance standards.

A building inspection policy has been developed for the Company's work for our current work Locations. Enclosed please find:

• Building Inspection Guidelines

• Building Inspection forms.

- c. Describe how prime Vendor will achieve the services and quality standards described in the attached Exhibit 1 – Specification.

Constant review and training.

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

Enclosed Guidelines.

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

We plan to work with the facilities, occupants and management to agree on a green cleaning program and how it will be implemented into their facility.

Points Value: 4

3.4 Company Equipment

- a. List prime Vendor's current inventory of heavy equipment, escalator step and moving walkway cleaner, truck to haul trash, mobile pressure cleaner(s), etc. b. For the above-mentioned heavy equipment, provide the response time for mobilization for each piece of equipment.

The Company would use a Treadmaster escalator cleaner for the escalators and any moving walkway cleaner Trash hauling can be accomplished via Company van (if necessary). The Company owns mobile pressure washers and these can be stored on-site or can be brought in when required.

- c. List prime Vendor's current inventory of machinery for floor care that will be utilized to perform the requirements for each Agreement of locations prime Vendor is proposing (i.e., commercial

vacuum cleaners, water extraction equipment,
machine scrubbers, buffers, air scrubbers, etc.).

The Company owns a variety of floor care machines, it will have several on-site at each Facility it will service and would purchase more As needed. It has Pro-team Hepa Vacuums, extractors, high speed buffers, rotary floor machines, auto scrubbers, etc. manufactured by Advance/Clarke.

- e. Describe how prime Vendor will ensure all required equipment is maintained in quality working condition.
Equipment will be reviewed for effectiveness daily.
- f. List office equipment and computer programs that prime Vendor currently possesses in order to deliver electronic communications and reports to County staff, i.e., computer, facsimile, scanner, printer, photocopier, Adobe Acrobat, Microsoft Word, Outlook, and Excel, etc.
- g. **The Company has PC's, All-in-One printers, scanners, fitted with state of the art Microsoft software, including Word, Excel, Power Point and outlook, as well as adobe acrobat. The Company utilizes a Geofence system for tracking staff "time & Attendance. Daily, weekly and monthly reports can be made available, on a same day basis within an hour.**

Points Value: 4

3.5 Company Training:

- a. Provide prime Vendor's internal Employee Safety Training Manual.

Copy of our Safety Training Manual is Enclosed.

- b. Provide prime Vendor's internal Employee Training Manual.

The Company has a Comprehensive training manual that describes many of the different activities and challenges that we undertake on a daily basis, from using different machines, to dusting a surface, dealing with blood borne pathogens, etc. The Table of Contents for our training manual is enclosed.

- c. Describe the training currently in place to assure on-site staff will be pro-active and aware during each

shift with regards to notification and documentation of suspicious behavior, abandoned belongings/packages, running water, potential slip and fall conditions, ajar doors, etc.

Generally all of these subjects are found in our manual. Our supervisors are required to go over each of these topics with our cleaners, constantly. Documenting these sessions.

- d. Describe training of prime Vendor's supervisors and cleaners in green building cleaning procedures as required for this contract.

Our Supervisors are trained in green building cleaning procedures with the assistance of our vendors of these products and equipment. They then train cleaning personnel on these methods.

Points Value: 4

Points Value: 20

4. Workload of the Firm:

For the prime vendor only, list all completed and active projects that vendor has managed within the past five (5) years. In addition, list all projected projects that vendor will be working on in the near future.

Projected projects will be defined as a project(s) that vendor worked on concurrently. Describe vendor's approach in managing projects. Were there or will there be any challenges for any of the listed projects? If so, describe how vendor dealt or will deal with the projects' challenges.

The firm performs as a Prime contractor for the following South Lot of Palm Beach County, which has over 35-facilities from Lake Worth to Boca Raton, approximately 500,000-SF, including the South County Courthouse and Large Administrative Office Buildings, 6-Libraries, 5-Sheriff Offices, Tax Colector, Property Appraiser, Maintenance Facilities, Commissioner Offices,Etc.

Currently, the firm is a subcontractor for Stockton Maintenance at the PBC Government Center Complex, over 1,500,000-SF.

In addition: The Company is a subcontractor for Sunshine Cleaning Systems at the 268,000-SF Broward Main Library.

**The Company is the Prime Contractor for BCAD, Group 2 at FLL.
We have worked for BCAD since June of 2017.**

Points Value: 5

5. Pricing

All locations for each Agreement being proposed must have complete pricing. Incomplete pricing in any Agreement will be rejected. Each Agreement will be individually scored for evaluation criteria pricing purposes. Total points awarded for price for each Agreement will be determined by applying the following formula:

$$(\text{Lowest Proposed Price} / \text{Proposer's Price}) \times 30 = \text{Price Score}$$

Points Value: 30

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717**

Insurance Certificate

1
2
3

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

06/17/2020

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

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

PRODUCER Brown & Brown of Florida, Inc. P.O. Box 2412 Daytona Beach FL 32115-2412	CONTACT NAME: Kaitlyn Sault	
	PHONE (A/C, No, Ext): (386) 239-7273	FAX (A/C, No): (386) 239-5729
	E-MAIL ADDRESS: ksault@bbdaytona.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Twin City Fire Insurance Company	NAIC # 29459
	INSURER B: Owners Insurance Company	32700
	INSURER C: StarStone National Insurance Company	25496
	INSURER D: Technology Insurance Company, Inc.	42376
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 20-21/19-20 WC **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			21SBMVK7189	06/24/2020	06/24/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Employment Practices \$ 10,000
B	AUTOMOBILE LIABILITY			51-824406-00	06/20/2020	06/20/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							Uninsured motorist \$ 500,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			72285H202ALI	06/24/2020	06/24/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE \$ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TWC3831123	10/25/2019	10/25/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER IS AN ADDITIONAL INSURED REGARDING THE GENERAL LIABILITY PER FORM SS00080405

CERTIFICATE HOLDER**CANCELLATION**

BROWARD COUNTY 2200 SW 45 STREET STE 101 DANIA BEACH FL 33312	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717

Living Wage Ordinance & **Affidavitt Form**

LIVING WAGE ORDINANCE REQUIREMENTS AND AFFIDAVIT FORM

- A. The County's estimated annual value of this contract is \$100,000.00 or greater, therefore, the Living Wage Ordinance Section 26-100, is applicable.
- B. The following is a summary of requirements contained the Living Wage Ordinance. This summary is not all-inclusive of the requirements of the Ordinance. If there is any conflict between the following summary and the language in the Living Wage Ordinance, the language in the Living Wage Ordinance shall prevail. These terms may supplement the specific requirements of the Living Wage Ordinance in order to effectuate its intent.
- C. In accordance with the Living Wage Ordinance, the Vendor agrees to pay the current minimum hourly wage rates to employees covered by the Living Wage Ordinance, as adjusted.
- D. **There will be no increase in contract prices paid by the County to the Vendor due to any increase in wages required to be paid to employees covered by the Living Wage Ordinance.**
- E. The **Living Wage Ordinance Compliance Affidavit Form**, should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.
- F. Further information about Vendor's obligations under the Living Wage Ordinance, may be obtained from the Purchasing Division's website at:
- G. The Vendor, under the terms of a contract awarded subject to the Living Wage Ordinance must comply with the requirements. By responding to a solicitation including the Living Wage Ordinance requirements, Vendor is hereby agreeing to comply with the provisions of the Ordinance and acknowledges awareness of the penalties for non-compliance.
- H. Living Wage Requirements: All covered employees, including those of the Vendor's subcontractors, providing services pursuant to the Vendor's contract, shall be paid wage rates in accordance with the Living Wage Ordinance, as adjusted. The Vendor and covered subcontractors, hereinafter referred to as "covered employer" may comply with this living wage provision by choosing to pay no less than the lower specified hourly wage rate when said employer also provides health benefits to its covered employees. Proof of the provision of health care benefits must be submitted to the County to qualify for the living wage rate for employees with health care benefits.
 - 1. Covered employees shall be paid not less than bi-weekly and without subsequent deduction or rebate. The covered employer shall pay living wage rates in accordance with federal and all other applicable laws such as overtime and similar wage laws.
 - 2. The covered employer must post in a prominent place at the site of the work and where paychecks are distributed, a notice (Living Wage rates poster) specifying the wages/benefits to be paid under the Living Wage Ordinance. This poster will be made available by the County. Vendors shall provide a copy of the requirements of the Living Wage Ordinance to any subcontractor submitting a bid/quote/proposal for a subcontract under this contract, prior to their submitting

a bid to the Vendor.

3. The covered employer shall provide the three-language statement to each covered employee with the employee's first paycheck and every six (6) months thereafter in the manner set forth by the Living Wage Ordinance.
- I. Living Wage - Indexing: The living wage rate and the health benefits payment shall be annually indexed to inflation consistent with indexing methodology set forth in the Living Wage Ordinance. The living wage rates will be published by the County on an annual basis.
- J. Sanctions for Unpaid Wages: In the event of any underpayment of required wage rates by the covered employer, civil and/or administrative penalties may be assessed to include sanctioning a covered employer by requiring the covered employer to pay wage restitution to the affected employee or subcontractor or by other means of sanctioning in accordance with the Living Wage Ordinance.
- K. Payroll; Basic Records; Reporting: Each covered employer shall maintain payroll records for all covered employees and basic records relating thereto and shall preserve them for a period of three (3) years beyond the termination or expiration of this contract. The covered employer shall make the covered employees' payroll records required available for inspection, copying or transcription by authorized representatives of the County for a period of three years from the termination date of any County Service Contract, and shall permit such representative to interview employees during working hours. Failure to submit the required reports upon request or to make records available may be grounds for termination of the contract. The service contractor is responsible for the submission of the information required by the Living Wage Ordinance and for the maintenance of records and provision of access to same by all covered subcontractors.
 1. The covered employer shall submit the payroll information required every six months, to the applicable using agency's Contract Administrator, including a copy of the complete payroll for one payroll period showing employer's payroll records for each covered employee working on the contract for covered services.
 2. Exemption: The covered employer may request and obtain an exemption from the requirement to report and file payroll records every six months from the Director of Purchasing. Covered employers may submit an original **Application for Exemption From Living Wage Ordinance Reporting Requirements Form** to apply for an exemption from these reporting requirements, prior to award. Failure to submit timely may result in rejection of Application for Exemption.
 - i. Exemptions based on Wage History or Contractual Obligations (ex. Collective Bargaining Agreements) may be granted by the Director of Purchasing prior to contract award; however, an exemption may be canceled at any time by written notice to the covered employer.
 - ii. The reporting exemption does not apply to any new covered employees hired after the date the exemption was granted. For newly hired covered employees, the covered employer may submit an additional exemption application to the Contract Administrator prior to the renewal of contract by the County.

- L. Subcontracts: Covered employees of Vendor's subcontractors, providing covered services pursuant to the Vendor's contract, shall be paid wage rates, as adjusted, in accordance with the Living Wage Ordinance. The Vendor shall insert in any subcontracts the applicable clauses as required by the Living Wage Ordinance and also a clause requiring the subcontractors to include these clauses in all other subcontracts. The Vendor shall be responsible for compliance by any subcontractor with the Living Wage Ordinance as it applies to their subcontract.
- M. Complaints and Hearings; Termination and Debarment: If a covered employee believes that he or she is not being paid in accordance with the Living Wage Ordinance the employee may file a complaint with the Office of Intergovernmental Affairs and Professional Standards in accordance with the County's Living Wage Complaint Procedures. Complaints will be investigated, determinations issued, and hearings afforded to the effected parties in accordance with the County's Living Wage Complaint Procedure. Covered employers found to have violated the Living Wage Ordinance may suffer any or all sanctions provided for in the Living Wage Ordinance, including wage restitution, damages, termination or suspension of payment under the contract, termination of the contract, and debarment. The Living Wage Ordinance also provides employees with a private right of action in court.

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

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

Covered Employer: Dammel Cleaning Enterprise, Inc.

Address: 2719 Hollywood Blvd, #248, Hollywood, FL 33020

Local Contact: DAVID MELODOR E-Mail Address: DAVID@PB3BM.COM

Address: 2719 Hollywood Blvd, #248, Hollywood, FL 33020

Contract: BLD 2121632 PC - Sanitorial Services

Amount:

Using Agency

Served: Solicitation

No. and Title:

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

- A. ☐ Receive a minimum pay of \$ _____ per hour and are provided health benefits valued at \$ _____ per hour.
- B. ☒ Receive a minimum pay of \$ 17.05 per hour and are not provided health benefits.

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

Name	Job Class	A or B	Name	Job Class	A or B
<u>HANDI GARCIA</u>	<u>B</u>		<u>MARIA LEON GARCIA</u>	<u>B</u>	
<u>JACK-VILLA</u>	<u>B</u>		<u>PABLO RAMIRO</u>	<u>B</u>	
<u>CLARA SIMON</u>	<u>B</u>				
<u>YUSEF ANICE</u>	<u>B</u>				

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

I, DAVID MELODOR of Dammel Cleaning Enterprise, Inc. hereby attest that (Print Name) (Company)

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

- Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;
- Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and
- (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principal officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

Signature

[Signature]

Title

President

SWORN TO AND SUBSCRIBED BEFORE ME this 18 day of May

2021

S

C

P



My commission expires: _____
(SEAL) Notary Public (Signature)

Personally Known

or Produced Identification



Type of Identification Produced:

APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

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

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: _____ Contact Person: _____

Company Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: \$ _____

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

☐ **(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.

Required documentation for this exemption basis: Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

☐ **(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.

Required documentation for this exemption basis: Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

I, _____, of _____ hereby attest that
(Print Name) (Company)

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

Signature Title

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20____

STATE OF _____

COUNTY OF _____

Notary Public (Sign name of Notary Public)

My commission expires: _____ (SEAL)

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

Revised May 1, 2021

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

DESCRIPTION	UNIT	(HOURLY RATE (UNBURDENED))
Project Manager or Equivalent	Hour	\$ <u>21.79</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>20.25</u>
Quality Control Manager or Equivalent	Hour	\$ <u>19.75</u>
Shift Supervisor or Equivalent	Hour	\$ <u>19.75</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>19.50</u>
Janitorial Worker or Equivalent	Hour	\$ <u>17.05</u>
	Hour	\$ _____
	Hour	\$ _____

Vendor Name DAMMEI Cleaning Enterprises, 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)

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>(HOURLY RATE (UNBURDENED))</u>
Project Manager or Equivalent	Hour	\$ <u>22.06</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>20.56</u>
Quality Control Manager or Equivalent	Hour	\$ <u>19.75</u>
Shift Supervisor or Equivalent	Hour	\$ <u>19.75</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>19.50</u>
Janitorial Worker or Equivalent	Hour	\$ <u>18.05</u>
	Hour	\$ _____
	Hour	\$ _____

Vendor Name Danville Cleaning Enterprise, Inc

JANITORIAL SERVICES – FACILITIES MANAGEMENT DIVISION FACILITIES LOCATIONS

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

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

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

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

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

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

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

<u>DESCRIPTION</u>		<u>UNIT</u>	<u>(HOURLY RATE UNBURDENED)</u>
Project Manager or Equivalent		Hour	\$ <u>22.34</u>
Assistant Project Manager or Equivalent		Hour	\$ <u>20.88</u>
Quality Control Manager or Equivalent		Hour	\$ <u>20-</u>
Shift Supervisor or Equivalent		Hour	\$ <u>20.38</u>
Team Leader/Supervisor or Equivalent		Hour	\$ <u>20.13</u>
Janitorial Worker or Equivalent		Hour	\$ <u>19.88</u>
		Hour	\$ _____
		Hour	\$ _____

Vendor Name Daniel Cleaning Enterprise, Inc.

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717**

Local Certification

Supplier Response Form

LOCATION CERTIFICATION

Refer to applicable sections for submittal instructions. Failure to submit required forms or information by stated timeframes will deem vendor ineligible for local preference or location tiebreaker.

Broward County [Code of Ordinances, Section 1-74](#), et seq., provides certain preferences to Local Businesses, Locally Based Businesses, and Locally Based Subsidiaries, and the [Broward County Procurement Code](#) provides location as the first tiebreaker criteria. Refer to the ordinance for additional information regarding eligibility for local preference.

For Invitation for Bids:

To be eligible for the Local Preference best and final offer ("BAFO") and location tiebreaker, the Vendor **must** submit this fully completed form and a copy of its Broward County local business tax receipt **at the same time it submits its bid**. **Vendors who fail to comply with this submittal deadline will not be eligible for either the BAFO or the location tiebreaker.**

For Request for Proposals (RFPs), Request for Letters of Interest (RLIs), or Request for Qualifications (RFQs):

For Local Preference eligibility, the Vendor **should** submit this fully completed form and all Required Supporting Documentation (as indicated below) at the time Vendor submits its response to the procurement solicitation. If not provided with submittal, the Vendor **must** submit within three business days after County's written request. Failure to submit required forms or information by stated timeframes will deem the Vendor ineligible for local preference.

To be eligible for the location tiebreaker, the Vendor **must** submit this fully completed form and a copy of its **Broward County local business tax receipt at the same time it submits its response**. Vendors who fail to comply with this submittal deadline will not be eligible for the location tiebreaker.

The undersigned Vendor hereby certifies that (check the box for only one option below):

- ☐ **Option 1:** The Vendor is a **Local Business**, but does not qualify as a **Locally Based Business** or a **Locally Based Subsidiary**, as each term is defined by [Section 1-74, Broward County Code of Ordinances](#). The Vendor further certifies that:
- A. It has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
 - 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").

If Option 1 selected, indicate **Local Business Location**:

- ☒ **Option 2:** The Vendor is both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:
- A. The Vendor has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
 - i. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - ii. in an area zoned for the conduct of such business,
 - iii. that the Vendor owns or has the legal right to use, and
 - iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation as so defined, the "Local Business Location");

- B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;
- C. The Vendor's management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;
- D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and
- E. Less than fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the owned, directly or indirectly, by one or more entities with a principal place of business Vendor located outside of Broward County is 0% .

If Option 2 selected, indicate **Local Business Location**:

2719 Hollywood Blvd, #248
Hollywood, FL, 33020

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

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

☐ **Option 4:** The Vendor is a **joint venture** composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list "N/A" if section does not apply. The Vendor further certifies that:

- A. The proportion of equity interests in the joint venture owned by **Local Business (es)** (each Local Business must comply with all of the requirements stated in Option 1) is % of the total equity interests in the joint venture; and/or
- B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is % of the total equity interests in the joint venture; and/or
- C. The proportion of equity interests in the joint venture owned by **Locally Based Subsidiary(ies)** (each Locally Based Subsidiary must comply with all of the requirements stated in Option 3) is

% of the total equity interests in the joint venture.

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

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

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

Locally Based Business):

1. Broward County local business tax receipt.

Option 3 (Locally Based Subsidiary)

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

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

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

If requested by County (any option):

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor.
3. Additional documentation demonstrating the applicable percentage of equity interests in the joint venture, if not shown in the joint venture agreement.
4. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

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

Indicate Local Business Location:

True and Correct Attestations:

Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as authorized by the Broward County Procurement Code. The Vendor understands that, if after contract award, the County learns that any of the information provided by the Vendor on this was false, and the County determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the County may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

AUTHORIZED SIGNATURE/NAME: David Melendez

TITLE: President

VENDOR NAME: Dammel Cleaning Enterprise, Inc

DATE: Dammel

Revised May 1, 2021

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **Dammel**

Password *

* Required fields

Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717

Quality Assurance Program

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance**

QUALITY ASSURANCE CLEANING GUIDELINES

Entrances and Common Areas	
Doorways/Entrance	Should be free of soil, cobwebs and dust. Mats should be vacuumed.
Doorway Glass and Frame	Should be free of soil, cobwebs and fingerprints.
Smoking Urn	Should be free of cigarette butts, soil and trash.
Lobby	Magazines and chairs should be straightened. Receptionist counter should be wiped.
Stairwells	Should be free of soil, cobwebs, insects, spots, spills, trash and dust.
Elevators/Tracks	Should be free of soil, spots, dust and fingerprints.
Breakrooms and Coffee Centers	
Breakrooms and Kitchen Areas	Tables, chairs, countertops, sinks, trashcans, cabinets, refrigerator, vending machines, microwave and floor, should be free of soil, mineral deposits, dust, soap, food, coffee spills and fingerprints.
Drinking Fountain	Should be free of soil, mineral deposits, and treated with stainless steel polish after disinfecting.
Floors	
Carpeted Floors	Should be free of soil, debris and spots in traffic lanes, under desks and along edges.
Chair Mats	Should be free of soil, debris, food and spills.
Floor Mats	Should be free of soil, debris and spots.
Hard Floor Surfaces	Should be free of soil, debris, buildup in corners, edges and baseboards.
General Office Areas	
Ceiling Vents	Should be free of dust.

2719 Hollywood Blvd, #248
Hollywood, FL, 33020

Phone: 954-797-9717
Fax: 561-683-3311
Email: david@pbbbm.com

Partitions and Walls	Should be free of soil, dust, fingerprints and graffiti.
Handicap Grab Bars	Should be free of soil, dust, fingerprints, and polished with stainless steel polish.
Supplies	Should be fully stocked. Includes toilet paper, hand towels, soap, air fresheners, toilet seat covers, and sanitary items.
Plastic Dispensers	Should be free of visible soil, dust, water and soap spots. Cover should be wiped down inside and out.
Stainless Steel Dispensers	Should be free of visible soil, water and soap spots, uneven application of stainless polish.
Toilets and Urinals	Should be free of visible soil, mineral deposits and buildup around hardware.
Floor Drains	Should be free of visible soil, debris, build-up and mop strings. Water should be poured down the drain regularly to prevent odors.
Supplies and Equipment	
Janitor Closet	Should be in order, supplies on shelf, equipment stored in appropriate space, floor swept and mopped.
Keys	Should be kept in pant's pocket, returned to lock box at appropriate locations.
MSDS Sheets	Should be organized in designated area in closet.
Emergency Numbers	Should be posted.
Spray Bottles	Should be clean and spraying properly, labeled properly.
Dust Mop	Should be stood or hung on handle when not in use. Brush dust mop head to keep clean, put in plastic bag and give to supervisor for laundering when cleaning is needed.
Dust Pan	Should be free of soil. Rinse and wipe dry when needed.
Extension Duster	Should be cleaned with a neutral cleaner and water in a sink or pail, ring out, fluff, and hang to dry.
Gloves	Should be worn when performing cleaning tasks.

Dammel Cleaning Enterprise, Inc. D/B/A Palm Beach & Broward Bdg Maintenance

QUALITY	ASSURANCE	CHECKLIST
INSPECTED BY: _____		DATE: _____
BUILDING/AREA: _____ RATINGS		
	Poor	Fair
	Good	ExInt
Elevators, Entrances, Lobbies (doors, walls, floors, glass & metal surfaces.)		
Corridors (Baseboards, floors, fixtures)		
Stairwells & Escalators (Steps, landings, rails)		
Restrooms (Dispensers, basins, floors, hardware, mirrors, partitions, toilets, urinals, trash cans, walls & doors).		
Office Areas (Furniture & equipment, floors, carpet, phones, lamps, waste cans, walls & doors.		
High Dusting (Light fixtures, air vents, walls).		
Supply Rooms & Janitor closets (Cleanliness, condition, adequate supplies, equipment condition.)		
Safety (Equipment availability & use, MSDS, Awareness & Practice).		
procedures, directions, schedules, customer communications log, account ops manual.)		
Miscellaneous (Window glass & frames, snack bars, adutiorium, board rooms, trash areas, etc.)		
Notes: _____		

Action Required: _____		

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717**

References



Reference - Sunshine - PDF

3 people RK DM D

Open in
Acrobat

Done



1 Comment



Vendor Reference Verification Add a comment...

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: [Dammel Clenaing Enterprise, Inc.](#)

Organization/Firm Name providing reference:

[Sunshine Cleaning Systems](#)Contact Name: [Randy Kierce](#)

Reference date:

Contact Email: randy@sunclean.comContact Phone: [954-772-0884](tel:954-772-0884)Name of Referenced Project: [Broward Main Library](#)

Contract No.

[R2112705P1_1](#)

Date Services Provided:

[06/01/2018](#) to [05/31/2021](#)

Project Amount:

[\\$ 300,000.00](#)Vendor's role in Project: ☐ Prime Vendor ☒ Subconsultant/SubcontractorWould you use this vendor again? ☐ Yes ☐ No

Description of services provided by Vendor:

[Janitorial services including providing supplies for Main Library in Broward County](#)Please rate your experience with the
referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service			<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:			<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Staff expertise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:			<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:			<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DM David Mei

Looks gre:

Add a reply...





Vendor Reference Verification Form

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Dammel Cleaning Enterprise, Inc.

Organization/Firm Name providing reference:

Federal Aviation Administration - West Palm BeachContact Name: Kraig BeahnReference date: 05/20/2021Contact Email: Kraig.Beahn@faa.govContact Phone: (954) 410-8034Name of Referenced Project: PBI ATCT & Tacon

Contract No.

Date Services Provided:

Project Amount:

697DCK-18-C-0006510/01/2017

to

03/31/2022\$ 382,000.00Vendor's role in Project: ☒ Prime Vendor ☐ Subconsultant/SubcontractorWould you use this vendor again? ☐ Yes ☐ No

Description of services provided by Vendor:

Janitorial services for the PBI Air Traffic Control Facility.Please rate your experience with the
referenced Vendor:Needs
Improvement

Satisfactory

Excellent

Not
Applicable

1. Vendor's Quality of Service

- a. Responsive
- b. Accuracy
- c. Deliverables

☐
☐
☐
☐
☐
☐
☒
☒
☒
☐
☐
☐

2. Vendor's Organization:

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

☐
☐
☐
☐
☐
☐
☒
☒
☐
☐
☐
☒

3. Timeliness of:

- a. Project
- b. Deliverables

☐
☐
☐
☐
☒
☒
☐
☐

4. Project completed within budget

☐
☐
☒
☐

5. Cooperation with:

- a. Your Firm
- b. Subcontractor(s)/Subconsultant(s)
- c. Regulatory Agency(ies)

☐
☐
☐
☐
☐
☐
☒
☐
☐
☐
☒
☒

Additional Comments: (provide on additional sheet if needed)

They have and continue to provide outstanding service.

THIS SECTION FOR COUNTY USE ONLY

Verified via: EMAIL VERBAL Verified by: _____ Division: _____ Date: _____

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



Vendor Reference Verification Form

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: Dammel Cleaning Enterprise, Inc.

Organization/Firm Name providing reference:

Stockton Maintenance Group, Inc.Contact Name: Jim WagnerReference date: 05/18/2021Contact Email: jwagner@stocktonmaintenance.comContact Phone: 561-801-0553Name of Referenced Project: Palm Beach County Lot

Contract No.

Date Services Provided:

Project Amount:

IFB 19-047/KM06/01/2020 to 05/31/2025\$ 1,500,000.00Vendor's role in Project: ☐ Prime Vendor ☒ Subconsultant/SubcontractorWould you use this vendor again? ☒ Yes ☐ No

Description of services provided by Vendor:

Dammel provides daytime and nighttime staff at the Palm Beach County CourthousePlease rate your experience with the
referenced Vendor:Needs
Improvement

Satisfactory

Excellent

Not
Applicable

1. Vendor's Quality of Service

a. Responsive

☐☐☒☐

b. Accuracy

☐☐☒☐

c. Deliverables

☐☐☒☐

2. Vendor's Organization:

a. Staff expertise

☐☐☒☐

b. Professionalism

☐☐☒☐

c. Turnover

☐☐☒☐

3. Timeliness of:

a. Project

☐☐☒☐

b. Deliverables

☐☐☒☐

4. Project completed within budget

☐☐☒☐

5. Cooperation with:

a. Your Firm

☐☐☒☐

b. Subcontractor(s)/Subconsultant(s)

☐☐☒☐

c. Regulatory Agency(ies)

☐☐☒☐

Additional Comments: (provide on additional sheet if needed)

We would use Dammel again.

THIS SECTION FOR COUNTY USE ONLY

Verified via: EMAIL VERBAL Verified by: _____ Division: _____ Date: _____

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Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717

Resumes of Key Personnel

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, # 2584
Hollywood, FL, 33020
954-797-9717**

Email

Charles M. Taylor Project Manager

CAREER SUMMARY

Dedicated, self-motivated and hard-working Project Manager and experienced supervisor, with many years of experience providing customer satisfaction.

EXPERIENCE

Manager of Dammel Cleaning employees work at the Broward County Main Library. Dammel Cleaning acts as a Sub-Contractor for Sunshine Cleaning.

June, 2018- Present

Lead Custodian/Supervisor of Dammel Operations for Broward County Aviation Maintenance Division (BCAD) **at Fort Lauderdale International Airport.**

July, 2017-Present

Dammel Cleaning Enterprise, Inc., night **Manager** of 27 Dammel employees, for Company's work as a Sub-Contractor for Palm Beach County Buildings, which include 2,000,000- SF on a 24/7 basis.

2006 through 2017

Stockton Maintenance Group, Inc., 1975 Sansbury's Way, West Palm Beach, FL., 33411

2006 through 2017

Area Manager 2006-2017

- Supervised and coordinated activities of 100 Janitors engaged in Janitorial Services.
Supervised 63 Buildings including Palm Beach County Government facilities.
- Inspected work Performed to ensure conformance to specifications and established standards.
- Maintained and coordinated crew scheduling.
- Managed personal actions, such as hires and discharges, to ensure proper staffing.
- Supplied site Buildings with the proper Janitorial Materials to ensure quality and timely delivery of service.
- Held meetings with staff to resolve production and personnel issues.
- Trained workers in Janitorial methods, procedures and policies.
- Managed and responded to complaints in a timely manner.

Charles M Taylor

PUBLIX

Assistant Produce Department Manager 2014-2016

- Held accountable in the following areas of Responsibility: dynamic presentation of product, signage accuracy, maintaining freshness levels, checklist completion, upholding safety/health standards, leading a team of stockers, and receiving and inspecting product while following company guidelines.
- Ensure a safe work environment for our employees and a safe customer experience for our customers.
- Maximize sales /gross profit through improved product knowledge to detail.
- Maintain team concept to improve associate morale, communication, and working conditions.
- Assist with inventory.
- Maintain close communication with all appropriate support staff.
- Maintained constant awareness of inventory on hand and movement of product.
- Demonstrated and supported a high level of integrity. Represented Publix in a courteous and professional manner while interacting with all vendors, customers, and coworkers.
- Partnered with other leadership to train, develop, and hold team accountable through proper execution of all necessary corrective action.
- Opened and close the department as required.
- Carried out the duties of other Supervisors in their absence as required.
- Operated an electronic pallet jack in safe and efficient manner.
- Used ladders for various purposes throughout the building.
- Reported to the Produce Department manager.
- Received and inspected product from delivery trucks and adhere to the company's protocols and procedures to ensure quality standards for our customer.

CAREER HIGHLIGHTS

- 1995-1997 **Albertsons**
Bakery Manager
- 1980-1993 **United States Army**
Rank 4F Food Service Specialist
- 1984-1987 **Federal Correctional Institution F.C.I**
Foreman

EDUCATION/TRAINING

West Hill High School
Stamford, CT 06902

Department of the Treasury Federal Law Enforcement Training Certificate

Language Fluency (English)

Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717

Maria-Carmen Flores-Martinez
Quality Control Manager

EXPERIENCE

Dammel Cleaning Enterprise, Inc.

2017-Present

- Operations Manager Assistant.
- Quality Control & Efficiency.
- Hands-On Supervision of Quality Program.
- Review Janitor Operations

Palm County School District

2015 – 2017

Crew Leader:

- Supervised and coordinated activities of 6 Janitors engaged in Janitorial Services.
- Inspected work Performed to ensure conformance to specifications and established standards.
- Maintained and coordinated crew scheduling.
- Managed personal actions, such as hires and discharges, to ensure proper staffing.
- Held meetings with staff to resolve production and personnel issues.
- Trained workers in Janitorial methods, procedures and policies.

Caracas Venezuela

Prior to U.S. Residency 2015

- **Assistant to Teachers** **Jardin Infantil, Caracas**
2013 -2015
- **Stay at Home Mom**
2000-2013
- **Administration** **Petroleo de Venezuela**
1997-2000

Education:

Business Administration:

University

Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717

Supplier Response Form

Supplier Response Form

VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The completed form, including acknowledgment of the standard certifications and should be submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may affect Vendor's evaluation.

If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number. The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name: Dammel Cleaning Enterprise, Inc.
2. Doing Business As/Fictitious Name (if applicable): Palm Beach & Broward Building Maintenance
3. Federal Employer I.D. no. (FEIN): 65-1029582
4. Dun and Bradstreet No.: 005580415
5. Website address (if applicable): www.pbbbm.com
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
6. Principal place of business address:
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
7. Office location responsible for this project:
8. Telephone no.: 15616838868954-79; Fax no.: 561-683-3311
9. Type of business (check appropriate box):
☒ Corporation (specify the state of incorporation):
☐ Sole Proprietor
☐ Limited Liability Company (LLC)
☐ Limited Partnership
☐ General Partnership (State and County filled in)
☐ Other – Specify
10. List [Florida Department of State, Division of Corporations](#) document number (or registration number if fictitious name):
P00000074192
11. List name and title of each principal, owner, officer, and major shareholder:
 a) David Melendez, President, 100% Owner
 b)
 c)
 d)
12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:
 Name: David Melendez
 Title: President
 E-mail: David@pbbbm.com
 Telephone No.: 954-797-9717

 Name:
 Title:
 E-mail:
 Telephone No.:
13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response. ☒ Yes ☐ No
14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted. ☒ Yes ☐ No

15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. ☐ Yes ☒ No
16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response. ☐ Yes ☒ No
17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response. ☐ Yes ☒ No
18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety. ☐ Yes ☒ No
19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. ☐ Yes ☒ No
20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response. ☐ Yes ☒ No
21. Living Wage solicitations only: In determining what, if any, fiscal impact(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of the contract.
- Living Wage had an effect on the pricing Yes ☒ No ☐ N/A ☐
- If yes, Living Wage increased the pricing by 2 % 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/RFI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the initial Evaluation or Selection Committee Meeting.
- ☐ The vendor understands that they may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (refer to the Cone of Silence Ordinance).
- ☒ The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

Drug-Free Workplace Requirements Certification:

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

1. Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing a continuing drug-free awareness program to inform its employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The offeror's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph 1;
4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:

- a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.
5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
6. Within 30 calendar days after receiving notice under subparagraph 4 of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
- a. Taking appropriate personnel action against such employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

- ☒ The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

Non-Collusion Certification:

Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

The Vendor hereby certifies that: (select one)

- ☒ The Vendor certifies that this offer is made independently and free from collusion; or
- ☐ The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Public Entities Crimes Certification:

In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

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

Scrutinized Companies List Certification:

Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than \$1 million.

The Vendor hereby certifies that: (check each box)

- ☒ The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- ☐ The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

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

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

David Melendez	President	05/18/2021
*AUTHORIZED SIGNATURE/NAME	TITLE	DATE

Vendor Name: Dammel Cleaning Enterprise, Inc.

* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to PART XI of the Broward County Procurement Code. I certify that the Vendor's response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

Revised May 1, 2021

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **Dammel**

Password *

Save

Take Exception

Close

* Required fields

**Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717**

Training

Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717

Training:

The Company has a Comprehensive training manual that describes many of the different activities and challenges that we undertake on a daily basis, from using different machines, to dusting a surface, dealing with blood borne pathogens, etc. The Table of Contents for our training manual is enclosed.

Table of Contents – Training Manual

Back Pack Vacuums
Bloodborne Pathogens Training For Cleaning Personnel
Tips For Protecting Yourself From Bloodborne Pathogens
Cleaning Up Blood Spills on Floor Surfaces
Cleaning Chemical Safety Tips for Hazard Communication Program
8 Steps to Cleaning Carpet Like a Pro
Carpet Spotting Basics
Cleaning Health Care Facilities
Cleanroom Cleaning
Clinic Housekeeping Procedures
Dusting for Health
Hazardous Communications
HIPPA Training & Employee Testing for Cleaning Personnel
Housekeeping Cart Basics
How to Clean Grout in Floors
How to Clean Lamps
How to Clean Light Fixtures in Commercial Buildings
How to Clean Travertine Floor Tile
How to Dust an Office
How to Identify Unknown Carpet Spots
How to Keep Commercial Buildings Smelling Clean and Fresh
How to Keep the Odors Out of Your Vacuum Cleaner
How to Mop Floors
How to Protect Your Hands and Feet While Cleaning
How to Rid Sinks of Germs and Bacteria
How to Service Restroom Dispensers
How to Use Ladders Safely in Your Cleaning Business

Inspection Program

Marble Cleaning Procedures - Non Diamond
Preventing Back Injuries for Janitorial Workers
Professional Carpet Cleaning Methods
Protect Your Cleaning Crew and Tenants from Slips & Falls
Simple Facts About Bacteria
Spray Buff Floors to a Sparkling Shine
The Benefits of Using Dilution Control Systems
The Truth About Tile and Grout Cleaning
Tips for Keeping Restrooms Smelling Fresh and Clean
Tips for Removing Gum from Carpet
Tools to Use for Cleaning Grout
Types of Floor Coverings and Basic Floor Care Tips
What is the Difference Between Sanitizing and Disinfecting
Working with Cleaning Chemicals

Dammel Cleaning Enterprise, Inc.
D/B/A Palm Beach & Broward Building Maintenance
2719 Hollywood Blvd, #248
Hollywood, FL, 33020
954-797-9717

Volume of Previous Payments **Attestation Form**

|

Supplier Response 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 IS be included with the Vendor's submittal at the time of the opening date 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 US 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 total confirmed payments paid-to-date by contract, to approved certified CBE firms utilized to obtain 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 payments previously paid by the County over a five-year period on the date of the submittal opening will receive a Tie Breaker.

Signature: _____

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	Prime: Paid to Date	CBE: Paid to Date
1.	Janitorial Services for Aviation Offices	C211373381	BCAD	June 6, 2017	800,000.00	
2.						
3.						
4.						
5.						
6.						
7.						

Grand Total 800,000.00

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?

Yes ☐ No ☒

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

Vendor Name:

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

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.

Dammel Cleaning Enterprise, Inc.

David Melendez
Authorized

President

05/18/2021

Title

Revised May 1, 2021

Please enter your password below and click Save to save your response.

(Se

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

Username **dammer**

Password *

...

Take Exception

Close

* Required fields

|||

Supplier: Dammel Cleaning Enterprise, Inc.

**Standard Instructions to Vendors
Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through Periscope S2G. Refer to the [Purchasing Division website](#) or contact Periscope S2G for submittal instructions.

A. Responsiveness Criteria:

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

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

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

1. Lobbyist Registration Requirement Certification

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

2. Addenda

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

B. Responsibility Criteria:

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

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

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

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

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

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

1. **Litigation History**

- a. All Vendors are required to disclose to the County all "material" cases filed, pending, or resolved during the last three (3) year prior to the solicitation response due date, whether such case 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" case 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) year prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- c. The County will consider a Vendor's litigation history information in its review and determination of responsibility.
- d. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.
- e. A vendor is required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor's subcontractor / subcontractant 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:
$$(\text{Lowest Proposed Price}/\text{Vendor's Price}) \times (\text{Maximum Number of Points for Price}) = \text{Price Score}$$
 - d. After completion of scoring, the County may negotiate pricing as in its best interest.
4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:
 - a. The Evaluation Committee will create a short list of the most qualified firms.
 - b. The Evaluation Committee will either:
 - i. Rank shortlisted firms; or
 - ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

F. Demonstrations

Refer to Special Instructions to Vendors. Vendors determined to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable), will be required to demonstrate the nature of their offered solution. After receipt of solicitation responses, all Vendors will receive a description of, and arrangements for, the desired demonstration. All Vendors will have equal time for demonstrations, but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the Vendor's team and County staff.

G. Presentations

Vendors that are determined to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) will have an opportunity to make an oral presentation to the Evaluation Committee on the Vendor's approach to this project and the Vendor's ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes, and the direction of the Broward County Board of Commissioners, presentations during Evaluation Committee Meetings are closed. Only the Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

H. Public Art and Design Program

If indicated in **Special Instructions to Vendors**, Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

I. Committee Appointment

The Cone of Silence shall be in effect for County staff at the time of the Evaluation Committee appointment and for County Commissioners and Commission staff upon the first meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division's website under [Committee Appointment](#).

J. Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Vendor's answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Evaluation committee meeting.

K. Vendor Questions

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted electronically through Periscope S2G by the Question & Answer due date and time specified in the solicitation document (including any addenda). The County will respond to questions electronically through Periscope S2G.

L. Confidential Material/ Public Records and Exemptions

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.
2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential" and marked with the specific statute and subsection asserting exemption from Public Records.

3. To submit confidential material, three hardcopies must be submitted in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:
Broward County Purchasing Division 115
South Andrews Avenue, Room 212 Fort
Lauderdale, FL 33301
4. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as waived.
5. Submitting confidential material may impact full discussion of your submittal by the Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

M. Copyrighted Materials

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

N. State and Local Preferences

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

O. Local Preference

The following local preference provisions shall apply except where otherwise prohibited by federal or state law or other funding source restrictions.

For all competitive solicitations in which objective factors used to evaluate the responses from vendors are assigned point totals:

- a. Five percent (5%) of the available points (for example, five points of a total 100 points) shall be awarded to each locally based business and to each joint venture composed solely of locally based businesses, as applicable;
- b. Three percent (3%) of the available points shall be awarded to each locally based subsidiary and to each joint venture that is composed solely of locally based subsidiaries, as applicable; and
- c. For any other joint venture, points shall be awarded based upon the respective proportion of locally based businesses and locally based subsidiaries' equity interests in the joint venture.

If, upon the completion of final rankings (technical and price combined, if applicable) by the Evaluation Committee, a nonlocal vendor is the highest ranked vendor and one or more Local Businesses (as defined by Section 1-74 of the Broward County Code of Ordinances) are within five percent (5%) of the total points obtained by the nonlocal vendor, the highest ranked Local Business shall be deemed to be the highest ranked vendor overall, and the County shall proceed to negotiations with that vendor. If impasse is reached, the County shall next proceed to negotiations with the next highest ranked Local Business that was within five percent (5%) of the total points obtained by the nonlocal vendor, if any.

Refer to Section 1-75 of the Broward County Local Preference Ordinance and the **Location Certification Form** for further information.

P. Tiebreaker Criteria

In accordance with Section 21.42(d) of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. Location Certification Form;
2. Domestic Partnership Act Certification (Requirement and Tiebreaker);
3. Tiebreaker Criteria Form: Volume of Payments Over Five Years

Q. Posting of Solicitation Results and Recommendations

The Broward County Purchasing Division's website is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

R. Review and Evaluation of Responses

An Evaluation Committee is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization for the committee members. Agency staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable. If a demonstration is required, County will appoint a Technical Review Team ("TRT") to view all Vendor demonstrations. The TRT will be comprised of County staff with specific subject matter expertise. The TRT will review all Vendor demonstrations for compliance with the Demonstration Script. The Project Manager will compile the results of each Vendor's demonstration into a final TRT Report. The TRT Report will be distributed to the Evaluation Committee members prior to the Final Evaluation Meeting.
2. A solicitation may only be awarded to a vendor whose submission is responsive to the requirements of the solicitation. The Director of Purchasing shall determine whether submissions are responsive. For solicitations in which an Evaluation Committee has been appointed, the Director of Purchasing's determination regarding responsiveness is not binding on the Evaluation Committee, which may accept or reject such determination but must state with specificity the basis for any rejection thereof.
3. The Evaluation Committee, with assistance of the Purchasing Division and based on information provided by the applicable County Agencies and the Office of the County Attorney, shall determine whether vendors who have submitted responsive submissions are responsible. Notwithstanding the foregoing, the awarding authority for a solicitation shall have the ultimate authority to determine whether vendors who have submitted responsive submissions are responsible. When making determinations of responsibility, the Director of Purchasing or the Evaluation Committee (as applicable) may request additional information from any vendor on matters that may affect a vendor's responsibility. The failure of a vendor to provide information requested by the County may result in a determination of non-responsibility. In addition, a vendor may submit information regarding its responsibility; provided, however, that such information shall not be considered if it contradicts or materially alters the information provided by the vendor in its original response to the solicitation.

S. Vendor Protest

Part X of the Broward County Procurement Code sets forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and states in part the following:

1. Any written protest concerning the specifications or requirements of a solicitation (or of any addenda thereto) must be received by the Director of Purchasing within five (5) business days after the applicable solicitation (or addenda) is posted on the Purchasing Division's website.
2. Any written protest concerning a proposed award or ranking must be received by the Director of Purchasing within five (5) business days after the proposed award or ranking is posted on the Purchasing Division's website.
3. Calculation of Days. Unless otherwise expressly stated, all references to "days" mean calendar days between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. All references to "business days" mean Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. In calculating time periods, the day of the event that triggers the time period shall be excluded from the calculation (for example, objections to a ranking must be filed within three (3) business days after the ranking is posted, so an objection to a ranking posted on a Monday must be filed no later than 5:00 p.m. on Thursday). Failure to file a written protest so that it is received by the Director of Purchasing within the timeframes set forth in

Part X of the Broward County Procurement Code shall constitute a waiver of the right to protest. A protest submitted to anyone other than the Director of Purchasing shall not be a valid protest.

Except as to any protest of the specifications or requirements of a solicitation, as a condition of initiating any protest, the protestor must, concurrently with filing the protest, pay a filing fee for the purpose of defraying the costs in administering the protest in accordance with the scheduled provided below. The filing fee shall be refunded if the protestor prevails in the protest. Failure to timely pay the required filing fee shall render the protest invalid.

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

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

T. RIGHT TO APPEAL

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

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

U. Rejection of Responses

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

V. Negotiations

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

W. Submittal Instructions:

1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. DO NOT INCLUDE any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.
2. Vendor MUST submit its solicitation response electronically through Periscope S2G and MUST confirm its solicitation response in order for the County to receive a valid response through Periscope S2G. It is the Vendor's sole responsibility to assure its response is submitted and received through Periscope S2G by the date and time specified in the solicitation.
3. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and the time specified in the solicitation. In the event that the Vendor is having difficulty submitting the solicitation response electronically through Periscope S2G, immediately notify the Purchasing Agent and then contact Periscope S2G for technical assistance.
4. Vendor must view, submit, and/or accept each of the documents in Periscope S2G. Web-fillable forms can be filled out and submitted through Periscope S2G.
5. After all documents are viewed, submitted, and/or accepted in Periscope S2G, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financial Statements) in the Item Response Form in Periscope S2G, under line one (regardless if pricing requested).
6. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.
7. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.
8. After all files are uploaded, Vendor must submit and CONFIRM its offer (by entering password) for offer to be received electronically through Periscope S2G.
9. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division 115
South Andrews Avenue, Room 212Fort
Lauderdale, FL 33301

A copy of the Proposal Bond should also be uploaded into Periscope S2G; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the due date and time specified in the solicitation.

Revised May 1, 2021

Supplier: **Dammel Cleaning Enterprise, Inc.**

LOCATION CERTIFICATION

Refer to applicable sections for submittal instructions. Failure to submit required forms or information by stated timeframes will deem vendor ineligible for local preference or location tiebreaker.

Broward County [Code of Ordinances, Section 1-74](#), et seq., provides certain preferences to Local Businesses, Locally Based Businesses, and Locally Based Subsidiaries, and the [Broward County Procurement Code](#) provides location as the first tiebreaker criteria. Refer to the ordinance for additional information regarding eligibility for local preference.

For Invitation for Bids:

To be eligible for the Local Preference best and final offer ("BAFO") and location tiebreaker, the Vendor **must** submit this fully completed form and a copy of its Broward County local business tax receipt **at the same time it submits its bid. Vendors who fail to comply with this submittal deadline will not be eligible for either the BAFO or the location tiebreaker.**

For Request for Proposals (RFPs), Request for Letters of Interest (RLIs), or Request for Qualifications (RFQs):

For Local Preference eligibility, the Vendor **should** submit this fully completed form and all Required Supporting Documentation (as indicated below) at the time Vendor submits its response to the procurement solicitation. If not provided with submittal, the Vendor **must** submit within three business days after County's written request. Failure to submit required forms or information by stated timeframes will deem the Vendor ineligible for local preference.

To be eligible for the location tiebreaker, **the Vendor must submit this fully completed form and a copy of its Broward County local business tax receipt at the same time it submits its response.** Vendors who fail to comply with this submittal deadline will not be eligible for the location tiebreaker.

The undersigned Vendor hereby certifies that (check the box for only one option below):

- ☐ **Option 1:** The Vendor is a **Local Business**, but does not qualify as a **Locally Based Business** or a **Locally Based Subsidiary**, as each term is defined by [Section 1-74, Broward County Code of Ordinances](#). The Vendor further certifies that:
- A. It has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
 - 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").

If Option 1 selected, indicate **Local Business Location**:

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

- i. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - ii. in an area zoned for the conduct of such business,
 - iii. that the Vendor owns or has the legal right to use, and
 - iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation as so defined, the "Local Business Location";
- B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;
- C. The Vendor's management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;
- D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and
- E. Less than fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the owned, directly or indirectly, by one or more entities with a principal place of business Vendor located outside of Broward County is **0%**.

If Option 2 selected, indicate **Local Business Location**:

**2719 Hollywood Blvd, #248
Hollywood, FL, 33020**

Option 3 The Vendor is both a **Local Business** and a **Locally Based Subsidiary** each term is defined by Section 174, Broward County Code of Ordinance. The Vendor further certifies that

- A. The Vendor has continuously maintained:
- i. for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
 - ii. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - iii. in an area zoned for the conduct of such business,
 - iv. that the Vendor owns or has the legal right to use, and
 - v. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the "Local Business Location");
- B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;
- C. The Vendor's management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resource, payroll, and operation) 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 interest in the Vendor owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County is

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

- ☐ **Option 4:** The Vendor is a **joint venture** composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list "N/A" if section does not apply. The Vendor further certifies that:
- A. The proportion of equity interests in the joint venture owned by **Local Business (es)** (each Local Business must comply with all of the requirements stated in Option 1) is % of the total equity interests in the joint venture; and/or
 - B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is % of the total equity interests in the joint venture; and/or
 - C. The proportion of equity interests in the joint venture owned by **Locally Based Subsidiary(ies)** (each Locally Based Subsidiary must comply with all of the requirements stated in Option 3) is % of the total equity interests in the joint venture.

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

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

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

Business or Locally Based Business):

1. Broward County local business tax receipt.

Option 3 (Locally Based Subsidiary)

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

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

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

If requested by County (any option):

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor.
3. Additional documentation demonstrating the applicable percentage of equity interests in the joint venture, if not shown in the joint venture agreement.
4. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

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

Indicate Local Business Location:

True and Correct Attestations:

Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as authorized by the Broward County Procurement Code. The Vendor understands that, if after contract award, the County learns that any of the information provided by the Vendor on this was false, and the County determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the County may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

AUTHORIZED SIGNATURE/NAME: **David Melendez**

TITLE: **President**

VENDOR NAME: **Dammel Cleaning Enterprise, Inc**

DATE: **Dammel**

Revised May 1, 2021

Supplier: Dammel Cleaning Enterprise, Inc.

DOMESTIC PARTNERSHIP ACT CERTIFICATION (REQUIREMENT AND TIEBREAKER)

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed should be returned with the Vendor's submittal. If the is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, as amended, requires all Vendors contracting with the County, in an amount over \$100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over \$100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).



1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses



2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.



3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.



4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(check only one below)**.



The Vendor employs less than five (5) employees.



The Vendor does not provide benefits to employees' spouses.



The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.



The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.



The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).



The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

David Melendez

President

Dammel Cleaning
Enterprise, Inc
Vendor Name

05/18/2021

Authorized Signature/Name

Title

Date

Revised May 1, 2021

Supplier: Dammel Cleaning Enterprise, Inc.

AGREEMENT EXEPTION FORM

The completed form(s) should be submitted with the solicitation response. If not submitted with solicitation response, it shall be deemed an affirmation by the Vendor that it accepts contract terms and conditions stated in the solicitation.

The Vendor must provide on the form below, any and all exceptions it takes to the contract terms and conditions stated in the solicitation, including all proposed modifications to the contract terms and conditions or proposed additional terms and conditions. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

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



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



Term or Condition Article / Section	Insert proposed modifications to the contract terms and conditions or proposed additional terms and condition	Provide brief justification for proposed modifications

Vendor Name: Dammel

Revised May 1, 2021

Supplier: **Dammel Cleaning Enterprise, Inc.**

LITIGATION HISTORY FORM

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

- ☒ There are no material cases for this Vendor; or
☐ Material Case(s) are disclosed below:

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

Vendor Name: Dammel Cleaning Enterprise, Inc.

Revised May 1, 2021

Supplier: Dammel Cleaning Enterprise, Inc.

VOLUME OF PREVIOUS PAYMENTS ATTESTATION FORM

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

This completed form MUST be included with the Vendor's submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).

Points assigned for Volume of Previous Payments will be based on the amount paid-to-date by the County to a prime Vendor **MINUS** the Vendor's confirmed payments paid-to-date to approved certified County Business Enterprise (CBE) firms performing services as Vendor's subcontractor/subconsultant to obtain the CBE goal commitment as confirmed by County's Office of Economic and Small Business Development. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must list all received payments paid-to-date by contract as a prime vendor from Broward County Board of County Commissioners. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must also list all total confirmed payments paid-to-date by contract, to approved certified CBE firms utilized to obtain the contract's CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date.

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

The Vendor attests to the following:

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	Prime: Paid to Date	CBE: Paid to Date
1.	Janitorial Services for Aviation Offices	C2113733B1	BCAD	June 6, 2017	800,000.00	
2.						
3.						
4.						
5.						
6.						
7.						

Grand Total **800,000.00**

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?

Yes ☐ No ☒

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

Vendor Name:

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: Dammel Cleaning Enterprise, Inc.**David Melendez**
Authorized Signature/Name**President**
Title**05/18/2021**
Date

Revised May 1, 2021

Supplier: **Dammel Cleaning Enterprise, Inc.**

AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION

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

- a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.
- b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Development Program, including County Business Enterprise (CBE), Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

- ☒ No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"
- ☐ Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Authorized Signature Name: **David Melendez**

Title: **President**

Vendor Name: **Dammel Cleaning Enterprise, Inc.**

Date: **Dammel**

Revised May 1, 2021

Supplier: Dammel Cleaning Enterprise, Inc.

Office of Economic and Small Business Requirements: CBE Reserve

- A. In accordance with the Broward County Business Opportunity Act of 2012, Section 1-81, Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for County Business Enterprise (CBE) firms (CBE Reserve).
- B. CBEs and non-CBEs may respond to the solicitation.
- C. The CBE with the lowest responsive and responsible Bid, or with the highest-ranked responsive and responsible Proposal, as compared to all other CBEs (the "CBE Presumptive Awardee"), shall be awarded the contract if the CBE Presumptive Awardee meets the following requirements, as applicable:
 - (1) Monetary Differential: The total Bid or Proposal amount of the CBE Presumptive Awardee: (a)(i) does not exceed Three Million Dollars (\$3,000,000) and (ii) does not exceed the total amount of the lowest responsive and responsible Bid, or the total amount of the highest-ranked responsive and responsible Proposal, as applicable, from a non-CBE by more than ten percent (10%); or (b)(i) exceeds Three Million Dollars (\$3,000,000) and (ii) does not exceed the total amount of the lowest responsive and responsible Bid, or the total amount of the highest-ranked responsive and responsible Proposal, as applicable, from a non-CBE by more than five percent (5%); and
 - (2) Points Differential: For competitive solicitations in which the Proposals are assigned point totals, after deducting the points awarded for price from the total points awarded to each applicable Proposal, the total points assigned to the CBE Presumptive Awardee: (a) for Proposals that do not exceed Three Million Dollars (\$3,000,000), are not more than ten percent (10%) less than the total points assigned to the highest-ranked responsive and responsible non-CBE; or (b) for Proposals that exceed Three Million Dollars (\$3,000,000), are not more than five percent (5%) less than the total points assigned to the highest-ranked responsive and responsible non-CBE.

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

- D. If a non-CBE is awarded the contract because no CBE with capacity to perform the work submits a responsive and responsible Bid or Proposal, or because no CBE meets the applicable requirements stated above, any contract awarded to a non-CBE must include at least a twenty-five percent (25%) CBE goal (unless the CBE goal is waived or otherwise modified by Board action).
- E. It is the Vendor's responsibility to ensure compliance with the CBE requirements and adhere to solicitation deadlines. The Vendor must contact OESBD to verify current CBE status or to obtain CBE certification.
- F. The Work may only be performed by CBEs. The Vendor must perform one hundred percent (100%) of the Work as the prime Vendor or the prime Vendor may subcontract portions of Work to other CBEs. If the prime Vendor intends to subcontract any portion of the Work, the Vendor must complete a Letter of Intent (refer to Section G below).
- G. CBE Program Requirements: Vendor should submit all required forms and information with its solicitation submittal as a matter of responsibility. If the required forms and information are not provided with the Vendor's solicitation submittal, then Vendor must supply the required forms and information no later than three (3) business days after request by OESBD. Vendor may be deemed non-responsible for failure to fully comply with this solicitation and CBE Program Requirements within these stated timeframes.

1. Vendor should include in its solicitation submittal a Letter of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier (LOI) for each CBE the Vendor intends to use to achieve the assigned reserve or CBE participation goal. If the Vendor is a CBE performing 100% of the work, an LOI should be submitted stating that 100% of the work will be completed by the CBE. The form is available at the following link:
<http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf>
2. If Vendor is unable to attain the CBE participation goal or reserve, Vendor should include in its solicitation submittal an Application for Evaluation of Good Faith Efforts and all of the required supporting information. The is available at the following link:
<http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf>
- H. A certified firm must provide a commercially useful function for the Project and may not act as a broker. A certified firm that seeks to act as a broker, or that does not provide a commercially useful function for the Project shall be subject to decertification by OESBD.
- I. Vendors are encouraged to purchase materials from certified CBE firms whenever possible.
- J. A joint venture is only eligible for award if all members of the joint venture are certified CBE firms.
- K. OESBD maintains an online directory of CBE firms. The online directory is available for use by Vendors at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>
- L. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the office's website at: <http://www.broward.org/EconDev/SmallBusiness/>
- M. If awarded the contract, Vendor agrees to and shall comply with all applicable requirements of this solicitation, the Business Opportunity Act, and the CBE Program in the award and administration of the contract, including the following:
 1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.
 2. All entities that seek to conduct business with the County, including Vendor or any Prime Contractors, Subcontractors, and Bidders/Offerors shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.
 3. If Vendor fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the "Commitment"), including CBE reserve, then Vendor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.
 4. Vendor shall comply with all applicable requirements of the Business Opportunity Act in the award of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the County to terminate this contract or to exercise any other remedy provided under this contract, the Broward County Code of Ordinances, the Broward County Administrative Code, or other applicable laws, with all such remedies being cumulative.
 5. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the County, for all completed subcontracted work and supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the County.
 6. Vendor understands that the County will monitor Vendor's compliance with the CBE Program requirements. All Vendors must provide OESBD with a Monthly Utilization Report (MUR) to confirm its compliance with the Commitment agreed to in the contract; timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition of the County's payment of Vendor under the contract.

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

online

at:

Revised May 1, 2021

Supplier: Dammel Cleaning Enterprise, Inc.

Office of Economic and Small Business Requirements: Small Business Enterprises

- A. In accordance with the Broward County Business Opportunity Act of 2012, codified in Section 1-81 of the Broward County Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for Small Business Enterprises (SBE).
- B. Only Vendors that are currently certified as SBEs or obtain SBE certification prior to the solicitation due date will be eligible for award of this contract award. Vendors are SBE-certified to provide goods and/or services to the County based on the Vendors' demonstration to the Office of Economic and Small Business Development (OESBD) that they provide such goods and/or services during the normal course of their respective businesses. Brokers are not eligible for certification.
- C. An SBE-certified Vendor must provide a commercially useful function for a project. A SBE-certified Vendor that seeks to act as a broker or does not provide a commercially useful function on a project shall be subject to decertification by OESBD.
- D. It is the Vendor's responsibility to ensure it is compliant with the Business Opportunity Act related requirements and solicitation deadlines by contacting OESBD to verify the Vendor's current SBE status or to obtain the applicable SBE certification.
- E. For detailed information regarding SBEs or to find the application for certification, contact OESBD at (954) 357-6400 or visit the website at: www.broward.org/EconDev/SmallBusiness.

Revised May 1, 2021

Supplier: Dammel Cleaning Enterprise, Inc.

VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The completed form, including acknowledgment of the standard certifications and should be submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may affect Vendor's evaluation.

If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number. The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name: **Dammel Cleaning Enterprise, Inc.**
2. Doing Business As/Fictitious Name (if applicable): **Palm Beach & Broward Building Maintenance**
3. Federal Employer I.D. no. (FEIN): **65-1029582**
4. Dun and Bradstreet No.: **005580415**
5. Website address (if applicable): **www.pbbbm.com**
6. Principal place of business address: **2719 Hollywood Blvd, #248
Hollywood, FL, 33020**
7. Office location responsible for this project: **2719 Hollywood Blvd, #248
Hollywood, FL, 33020**
8. Telephone no.: **15616838868954-7979=-9717** Fax no.: **561-683-3311**
9. Type of business (check appropriate box):
 - ☒ Corporation (specify the state of incorporation):
 - ☐ Sole Proprietor
 - ☐ Limited Liability Company (LLC)
 - ☐ Limited Partnership
 - ☐ General Partnership (State and County filled in)
 - ☐ Other – Specify
10. List [Florida Department of State, Division of Corporations](#) document number (or registration number if fictitious name):
P00000074192
11. List name and title of each principal, owner, officer, and major shareholder:
 - a) **David Melendez, President, 100% Owner**
 - b)
 - c)
 - d)
12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:

Name: **David Melendez**
 Title: **President**
 E-mail: **David@pbbbm.com**
 Telephone No.: **954-797-9717**

Name:
 Title:
 E-mail:
 Telephone No.:
13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response. ☒ Yes ☐ No
14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted.
☒ Yes ☐ No
15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. ☐ Yes ☒ No
16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response. ☐ Yes ☒ No
17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response. ☐ Yes ☒ No

18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety. ☐ Yes ☒ No
19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. ☐ Yes ☒ No
20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response. ☐ Yes ☒ No
21. Living Wage solicitations only: In determining what, if any, fiscal impact(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of the contract.
- Living Wage had an effect on the pricing Yes ☒ No ☐ N/A ☐
- If yes, Living Wage increased the pricing by 2% or decreased the pricing by %.

Cone of Silence Requirement Certification:

The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Commissioners, County staff, and Selection or Evaluation Committee members. Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Vendor hereby certifies that: (check each box)

- ☒ The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and
- ☒ The Vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning upon the appointment of the Selection or Evaluation Committee, for communication regarding this solicitation with the County Administrator, Deputy County Administrator, Assistant County Administrators, and Assistants to the County Administrator and their respective support staff or any person, including Evaluation or Selection Committee members appointed to evaluate or recommend selection in this RFP/RLI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the initial Evaluation or Selection Committee Meeting.
- ☐ The vendor understands that they may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (refer to the Cone of Silence Ordinance).
- ☒ The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

Drug-Free Workplace Requirements Certification:

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

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

5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
6. Within 30 calendar days after receiving notice under subparagraph 4 of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
 - a. Taking appropriate personnel action against such employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

- ☒ The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

Non-Collusion Certification:

Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

The Vendor hereby certifies that: (select one)

- ☒ The Vendor certifies that this offer is made independently and free from collusion; or
- ☐ The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Public Entities Crimes Certification:

In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

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

Scrutinized Companies List Certification:

Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than \$1 million.

The Vendor hereby certifies that: (check each box)

- ☒ The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- ☐ The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and

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

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

David Melendez

President

05/18/2021

*AUTHORIZED SIGNATURE/NAME

TITLE

DATE

Vendor Name: **Dammel Cleaning Enterprise, Inc.**

* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to PART XI of the Broward County Procurement Code. I certify that the Vendor's response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

Revised May 1, 2021

Supplier: **Dammel Cleaning Enterprise, Inc.**

SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS REQUIREMENT

Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

- A. The Vendor shall submit a listing of all subcontractors, subconsultants and major material suppliers (firms), if any, and the portion of the contract they will perform. A major material supplier is considered any firm that provides construction material for construction contracts, or commodities for service contracts in excess of \$50,000, to the Vendor.
- B. If participation goals apply to the contract, only non-certified firms shall be identified on the form. A non-certified firm is a firm that is not listed as a firm for attainment of participation goals (ex. County Business Enterprise or Disadvantaged Business Enterprise), if applicable to the solicitation.
- C. This list shall be kept up-to-date for the duration of the contract. If subcontractors, subconsultants or suppliers are stated, this does not relieve the Vendor from the prime responsibility of full and complete satisfactory performance under any awarded contract.
- D. After completion of the contract/final payment, the Vendor shall certify the final list of non-certified subcontractors, subconsultants, and suppliers that performed or provided services to the County for the referenced contract.
- E. The Vendor has confirmed that none of the recommended subcontractors, subconsultants, or suppliers' principal(s), officer(s), affiliate(s) or any other related companies have been debarred from doing business with Broward County or any other governmental agency.

If none, check the box below on this form. Use additional form(s) in Periscope S2G.

None - ☒

- 1. Subcontracted Firm's Name:
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:
- 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.

David Melendez
Authorized Signature/Name

President
Title

Dammel Cleaning Enterprise, Inc
Vendor Name

05/18/2021
Date

Revised May 1, 2021

Supplier: **Dammel Cleaning Enterprise, Inc.**

Workforce Investment Program Requirements:

- A. In accordance with [Broward County Workforce Investment Program, Administrative Code, Section 19.211, the Workforce Investment Program](#) (Program) this solicitation is a covered contract if the open-end contract award value exceeds \$500,000 per year or if the individual project value exceeds \$500,000 under a fixed-term contract. The Program encourages Vendors to utilize [CareerSource Broward](#) (CareerSource) and their contract partners as a firstsource for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.
- B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the **Workforce Investment Program Certification Form** with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.
- C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:
1. be bound to contractual obligations under the contract;
 2. use good faith efforts to meet First Source Referral goal for vacancies that result from award of this contract;
 3. publicly advertise any vacancies that are the direct result of this contract, exclusively with CareerSource for at least five (5) business days;
 4. review qualifications of CareerSource's Qualified Referrals and use good faith efforts to interview Qualified Referrals that appear to meet the required qualifications;
 5. use good faith efforts to hire Qualifying New Hires (as defined by the Program) for at least fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
 6. obtain a hired worker's written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
 7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
 8. provide to the County any documents and records demonstrating Vendor's compliance and good faith efforts to comply with the Program;
 9. submit to the County an annual report by January 31st and within 30 days of contract completion or expiration; and
 10. ensure that all of its subcontractors comply with the requirements of the Program.
- D. Further information about the Program, Vendor's obligations, and the Qualifying New Hire's certification may be obtained on the Office of Economic and Small Business Development website:
broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx. Vendor is responsible for reading and understanding requirements of the Program.
- E. Subcontractors: Vendor's subcontractors shall use good faith efforts to meet the First Source Referral and the Qualifying New Hires goals, in accordance with the Program. The Vendor shall include in any subcontracts a requirement that the all subcontractors comply with the Program

requirements. The Vendor shall be responsible for compliance by any subcontractor with the Program as it applies to their subcontract.

- F. Reporting: Vendor shall maintain and make available to County upon request all records documenting Vendor's compliance and its subcontractors' compliance with the requirements of the Program, and shall submit the required reports to the Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of this contract. Failure to timely comply with reporting requirements shall constitute a material breach of this contract.
- G. Evaluation: The Contract Administrator will document the Vendor's compliance and good faith efforts as part of the Vendor's Performance Evaluation.
- H. Failure to demonstrate good faith efforts to meet the First Source Referral and the Qualifying New Hires goal shall constitute a material breach of this contract.

WORKFORCE INVESTMENT PROGRAM CERTIFICATION

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

In accordance with the Workforce Investment Program

Dammel Cleaning Enterprise, 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.

David Melendez
AUTHORIZED SIGNATURE/NAME

President
TITLE

05/18/2021
DATE

Revised May 1, 2021

Supplier: **Dammel Cleaning Enterprise, Inc.**

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION

The completed should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- ☒ It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.
- ☐ It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail: **Dammel**

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Authorized Signature/Name

TITLE

Vendor Name

DATE

Revised May 1, 2021

Supplier: Dammel Cleaning Enterprise, Inc.



Finance and Administrative Services Department

PURCHASING DIVISION

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-8066 • FAX 954-357-8535

Summary of Vendor Rights Regarding Broward County Competitive Solicitations

The purpose of this document is to provide vendors with a summary of their rights to object to or protest a proposed award or recommended ranking of vendors in connection with Broward County competitive solicitations. These rights are fully set forth in the Broward County Procurement Code, which is available here: <https://www.broward.org/purchasing>.

1. Right to Object

The right to object is available for solicitations conducted through Requests for Proposals ("RFPs"), Requests for Letters of Interest ("RLIs"), or Requests for Qualifications ("RFQs"). In such solicitations, vendors may object in writing to a proposed recommendation of ranking made by an Evaluation Committee. Objections must be filed within three (3) business days after the proposed ranking is posted on the Purchasing Division's website. The contents of an objection must comply with the requirements set forth in Section 21.42(h) of the Procurement Code. Failure to timely and fully meet any requirement will result in a loss of the right to object.

2. Right to Protest

The right to protest is available for RFPs, RLIs, or RFQs and in solicitations conducted through Invitations to Bid ("ITBs") with a value equal to or greater than the Mandatory Bid Amount (i.e. \$100,000). In RFPs, RLIs, or RFQs, vendors may protest a proposed ranking made by an Evaluation Committee. In ITBs, vendors may protest a proposed award.

In all cases, protests must be filed in writing within five (5) business days after a proposed award or ranking is posted in Purchasing Division's website. Additional requirements for a protest are set forth in Part X of the Broward County Procurement Code. Failure to timely and fully meet any requirement will result in a loss of protest rights.

Vendors may appeal the denial of a protest. Appeals may require payment of an appeal bond. Additional requirements for an appeal are set forth in Part XII of the Broward County Procurement Code. Failure to timely and fully meet any requirement will result in a loss of appeal rights.

3. Cone of Silence: Right to Contact OESBD

Please be aware that a Cone of Silence remains in effect for competitive solicitations until a solicitation is completed or a contract is awarded. During that time period, vendors may not contact certain County officials and employees regarding a solicitation. Substantial penalties may result from even an unintentional violation. For further information, please contact the Purchasing Division at 954-357-6066 or refer to the Cone of Silence Ordinance which is available here: <http://www.broward.org/Purchasing/Documents/ConeofSilence.pdf>

Vendors may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (please see the Cone of Silence Ordinance at the above link for further details).

Revised May 1, 2021

Supplier: **Dammel Cleaning Enterprise, Inc.**

CRIMINAL HISTORY SCREENING PRACTICES CERTIFICATION FORM

The completed and signed form should be returned with Vendor's submittal. If Vendor does not provide it with the submittal, Vendor must submit the completed and signed form within three business days after County's request. Vendor shall be deemed nonresponsive for failure to fully comply within stated timeframes.

Section 26-125(d) of the Broward County Code of Ordinances ("Criminal History Screening Practices") requires that a Vendor seeking a contract with Broward County, in the amount of \$100,000 or more, shall certify that it has implemented, or will implement upon award of the contract, policies, practices, and procedures regarding inquiry into the criminal history of an applicant for employment, including a criminal history background check of any such person, that preclude inquiry into an applicant's criminal history until the applicant is selected as a finalist and interviewed for the position. The failure of Vendor to comply with Section 26-125(d) at any time during the contract term shall constitute a material breach of the contract, entitling Broward County to pursue any remedy permitted under the contract and any other remedy provided under applicable law. If Vendor fails to comply with Section 26-125(d) at any time during the contract term, Broward County may, in addition to all other available remedies, terminate the contract and Vendor may be subject to debarment or suspension proceedings consistent with the procedures in Chapter 21 of the Broward County Administrative Code.

By signing below, Vendor certifies that it is aware of the requirements of Section 26-125(d), Broward County Code of Ordinances, and certifies the following: (check only one below).

☒ Vendor certifies it has implemented, or will implement upon award of the contract, policies, practices, and procedures regarding inquiry into the criminal history of an applicant for employment, including a criminal history background check of any such person, that preclude inquiry into an applicant's criminal history until the applicant is selected as a finalist and interviewed for the position.

☐ Vendor is exempt from the requirements of Section 26-125(d) of the Broward County Code of Ordinances because Vendor is required by applicable federal, state, or local law to conduct a criminal history background check in connection with potential employment at a time or in a manner that would otherwise be prohibited by this section, or because Vendor is a governmental agency.

AUTHORIZED SIGNATURE/ NAME: **David Melendez**

VENDOR NAME: **Dammel Cleaning Enterprise, Inc.**

TITLE: **President**

DATE: **05/13/2021**

Revised May 1, 2021