

**Bid Tabulation Packet
for
Solicitation BLD2121632P1**

Janitorial Services - County Facilities

Bid Designation: Public



Broward County Board of County Commissioners

JOB DONE CLEANING SERVICES & SUPPLIES

Bid Contact **ANN HUNTER**
ah@jobdonecleaning.com
Ph 954-801-9431

Address **3389 SHERIDAN STREET, #479**
HOLLYWOOD, FL 33021

Qualifications **CBE SBE**

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				No Bids
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	Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost: 85%	First Offer - \$574,751.99	1 / lump sum	\$574,751.99 Y Y

BLD2121632P1--01-08 BLD2121632P1:Janitorial
Services - Small Facilities
Group 1 - Agreement No.
8

No Bids

BLD2121632P1--01-09	BLD2121632P1: Janitorial Services - Small Facilities Group 2 - Agreement No. 9	Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost: 80%	First Offer - \$247,143.84	1 / lump sum	\$247,143.84	Y	Y
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BLD2121632P1--01-10 BLD2121632P1:Janitorial
Services - Small Facilities
Group 3 - Agreement No.
10

No Bids

BLD2121632P1--01-11	BLD2121632P1: Janitorial Services - Small Facilities Group 4 - Agreement No. 11	Supplier Product Code: Provide What Percentage (%) of Bid Price is Labor Cost: 75%	First Offer - \$350,944.28	1 / lump sum	\$350,944.28	Y	Y
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BLD2121632P1--01-12 BLD2121632P1:Janitorial
Services - BCJC West
Building Bridges 4 & 5 -
Agreement No. 12

No Bids

BLD2121632P1--01-13 BLD2121632P1:Janitorial
Services - Port
Everglades - Agreement
No. 13

No Bids

BLD2121632P1--01-14 BLD2121632P1:Janitorial
Services - 911 Regional
Dispatch Centers -
Agreement No. 14

No Bids

Lot Total **\$1,172,840.11**

JOB DONE CLEANING SERVICES & SUPPLIES

Item: **BLD2121632P1;Janitorial Services - Large Facilities Group 6 - Agreement No. 7**

Attachments

JOB DONE Bid Submittal - Broward County Jan Svcs - Agreement 7.pdf

JOB DONE - AGREEMENT 7 - PRICE SHEET ADDENDUM NO 5.pdf

May 26, 2021

Broward County
Board of County Commissioners
Purchasing Department
Fort Lauderdale, Florida

Re: Solicitation BLD2121632P1
Subj: Proposal to Provide Janitorial Services – County Facilities
AGREEMENT NO. 7

Dear Members of the Selection Committee:

We appreciate this opportunity to present this proposal to you for **Janitorial Services – County Facilities (Solicitation BLD2121632P1)**. Since our inception in 2001, **JOB DONE** has been based in Broward County, Florida. Our expertise and resources touch all corners of our county and, as such, we are bidding on several of the SBE Reserve agreements with this submittal being for Agreement #7.

For your review and consideration, we have enclosed all required documents and attachments identified in the order of the Evaluation Criteria, as requested:

- ✓ 1.0 – Ability of Professional Personnel
- ✓ 2.0 - Location
- ✓ 3.0 – Project Approach
- ✓ 4.0 – Workload of the Firm
- ✓ 5.0 - Pricing

At **JOB DONE**, we pride ourselves on our customer service, our corporate values, our low turnover of staff and your trust in us that your facility is in good hands.

Upon your review of the enclosed information, please do not hesitate to call us at (954)801-9431 should you have any questions or concerns. **We are your partners in this effort and here to work with you to meet your needs!**

Sincerely,

Ann Hunter

ANN HUNTER
President

Attachments



1.0 Ability of Professional Personnel

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

❖ **Chris Waite, Project Manager**

- Chris will be **JOB DONE s** Project Manager for the Janitorial Service contracts at Broward County. Chris has an industry track record of managing teams and facilities up to 100,000 square feet for the past 20 years. He is a client favorite, and remarkably effective in gaining their trust with proven results time and time again. He understands how to build efficient janitorial teams, he will oversee the day-to-day operations, implement and manage schedules, safety trainings and disciplinary actions. Chris is adequately trained in the compliance of OSHA, EPA, and other regulations regarding materials that may be used on this project.

❖ **Monefah Walters, Assistant Project Manager**

- Monefah has over three years of experience leading janitorial operations at various corporate facilities throughout Broward County ranging in size from 5,000 square feet up to 55,000 square feet, including all of our car dealership locations. She has the relevant experience required for Broward County Janitorial Services and will support Chris in the management of such projects.

❖ **Spencer Blacknall, Quality Control Manager**

- Spencer will be **JOB DONE s** Quality Control Manager for Broward County facilities. He has over ten years of experience leading janitorial cleaning crews at our high occupancy call center locations and medical labs. His excellent management and administration skills have positively affected **JOB DONE s** performance in this area of responsibility; Spencer will be involved in all aspects of the operations on this project. His focus is to conduct inspections to ensure service compliance. He will prepare required written reports and document discrepancies for immediate remedial action.

❖ **Jacqueline Tomlinson, Supervisor**

- Jackie has over four years of experience supervising our cleaning crews at our various commercial facilities throughout Broward County, overseeing teams of up to 10. She is thorough in her daily inspections and communicates promptly and effectively in a manner that drives urgent results. She is the ideal point of contact for the Contract Administrator or its designee.

CHRISTOPHER WAITE

Project Manager

Work Experience

Senior Project Manager

2001 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ Head of Janitorial Operations
- ✓ Manages teams for large facilities with high occupancy
- ✓ Develops strategic initiatives to achieve through cleaning exceeding customers expectations and achieving the highest standards of cleanliness and safety
- ✓ Manages expenses by constantly improving resource allocation
- ✓ Proficient in all applicable OSHA, EPA, and other Federal, State, and local laws and regulations regarding the materials that may encountered in the delivery of services
- ✓ Directly supports President in managing flow of operations
- ✓ Trains staff members on first class service delivery and conduct training and safety classes
- ✓ Perform Inspections and Quality Control audits
- ✓ Ensures corporate standards of class A Cleaning practices are completed at all facilities.
- ✓ Will regularly communicate with the Broward County Contract Administrator to ensure all standards are maintained in daily service delivery

Training

Mr. Waite has completed over 30 years of extensive training in the Facility Maintenance / Building Services industry as well as managerial training in Human Resources and Project Management. He is OSHA Certified, trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connecteam* to monitor facility checklist compliance, facility concerns and remedial actions, safety reports as well as QC inspections.

MONEFAH WALTERS

Assistant Project Manager

Work Experience

Assistant Project Manager

2018 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ In charge of monitoring contract compliance in the field
- ✓ Started working with JDC part-time and quickly moved up to Supervisor as a result of her initiatives to go beyond scope as it pertains to the contract requirements
- ✓ Performs various Human Resource duties such as recruiting, interviewing, training and employee recognition
- ✓ Prepares work schedules at various high occupancy large facilities
- ✓ Performs inspections and quality control audits
- ✓ Monitors contract and safety compliance
- ✓ Manage facilities > 20,000 square feet
- ✓ Monitors and manages cleaning supplies and consumables
- ✓ Schedules special and additional services with Building Managers / Contract Administrators
- ✓ Excellent communication skills
- ✓ Team-oriented and is highly effective and reliable as an assistant manager.

Training

Ms. Walters is trained in Facility Maintenance / Building Services industry as well as managerial training in Human Resources and Project Management. She is also trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connecteam* to schedule staff, issue facility checklists, monitor compliance and issue feedback.

SPENCER BLACKNALL

Quality Control Manager

Work Experience

Quality Control Manager

2009 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ In charge of executing and managing the quality control program in the field
- ✓ Analyzes client performance requirements and tracks contract compliance by team member and by facility
- ✓ Performs inspections and quality control audits to identify deficiencies immediately for corrective action and before the level of performance may be rendered not acceptable
- ✓ Tracks contract compliance and prepares project work completion report
- ✓ Utilizes facility maintenance application, Connectteam, to generate all relevant reports in real-time on a weekly basis
- ✓ Maintains files of all reports by facility for easy dissemination to facility managers and contract administrators
- ✓ Assists the Project Manager and Assistant Project Manager to ensure all contract services are not only met, but exceeded and performed at the standards of JOB DONE
- ✓ Provide necessary gap training to team members, where necessary.

Training

Mr. Blacknall has worked in the field with JOB DONE for over 10 years on facilities of all sizes ranging from 5,000 square feet to over 50,000 square feet. He has gone through extensive training in the Facility Maintenance / Building Services industry as well as managerial training in Human Resources and Project Management. He is OSHA Certified, trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connectteam* to generate on-site Quality Control reports with images of any deficiencies and with the ability to disseminate the report to the team in real time. This alleviates any delay in remedial action that may be necessary.

JACQUELINE TOMLINSON

Supervisor

Work Experience

Supervisor

2017 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ In charge of coordinating on site project approach with all cleaning team members
- ✓ Prepares daily inspection reports via facility maintenance management application, Connectteam
- ✓ Coordinates work schedules at various facilities alongside the assistance project managers
- ✓ Addresses onsite gap training protocol with individual cleaning team members, where necessary
- ✓ Monitors scope and safety compliance daily amongst cleaning team members
- ✓ Provide evaluations of all cleaning team members via Connectteam
- ✓ Works closely with the Quality Control Manager and Assistant Project Manager on all areas outlined in the contract specifications to coordinated a professional approach that is appropriately documented for access by facility managers and contract administrators upupon request

Training

Ms. Tomlinson has worked with JOB DONE for the past four years, of which the last three in the capacity of Supervisor. She is diligent about training her team to exceed our highest standards and understand how to spot areas for attention. She assures the facilities assigned under her care are thoroughly cleaned and sanitized for contract compliance every day, every time. She has worked in the Facility Maintenance / Building Services industry for the past 10 years and has gone through extensive managerial training in Human Resources and Project Management. She is also trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connectteam* for reporting on team member performance and compliance with all trainings in the areas of cleaning protocol, training, safety and quality control.

1.1 Company Profile

Building Value For You

Founded and Based in Broward County since 2001, JOB DONE delivers consistent quality and value every time with:

- A trained and efficient cleaning crew
- A pool of support crew to fill-in gaps, as needed
- Management and Quality Control support
- We are SBE/CBE certified with Broward County



Leadership You Can Rely On

Ann Hunter, MBA, President

Ann brings over 10 years of industry leadership and management to **JOB DONE** with a focus on streamlining procedures and processes by leveraging technology. The improvement in systems, procedures and tracking of human resources has significantly contributed to increasing JOB DONE's efficiencies as well as resulted in revenue growth, reduced waste and achieving our strategic goals. Further, in our service delivery, these improvements have leveled-up our QC inspections, and how we record deficiencies and action items in real time.

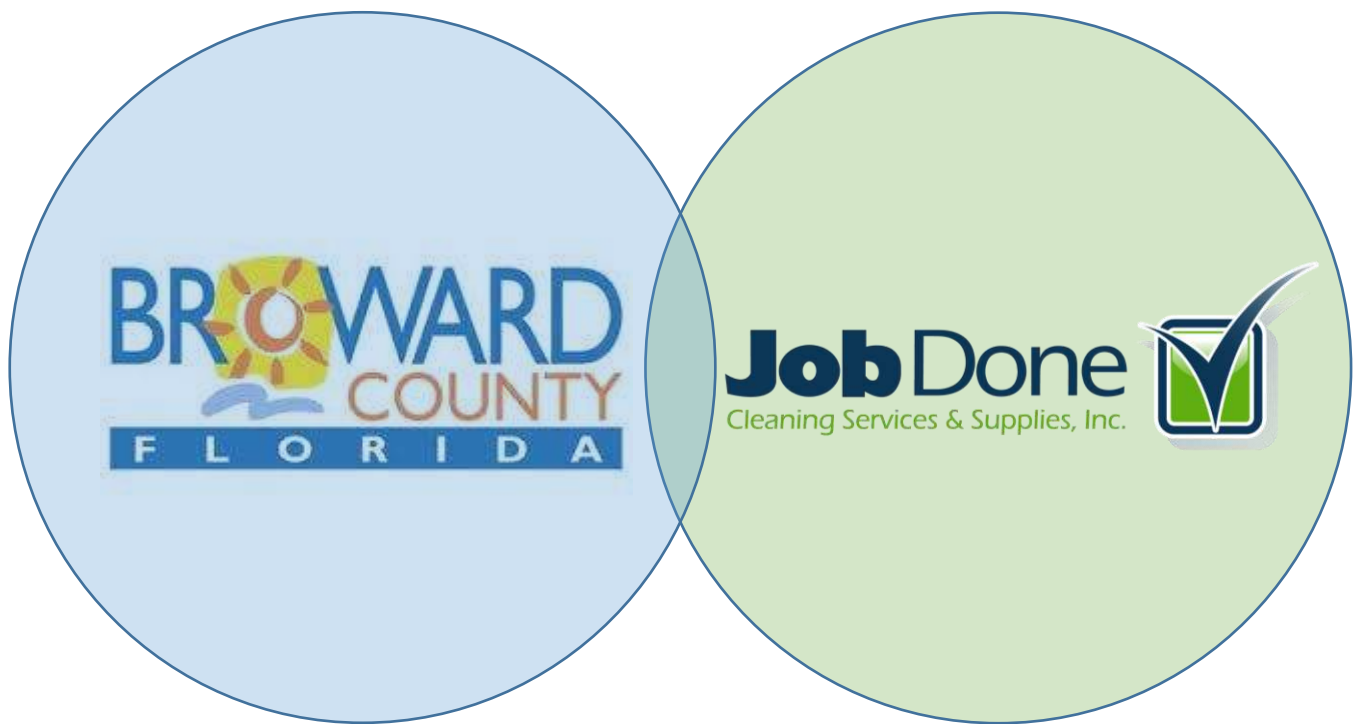
Our current commercial clients rely on **JOB DONE** for efficient, reliable service to meet their unique daily needs. We provide a spectrum of facility solutions to properties of all sizes – including office buildings up to 100,000 square feet (*currently providing the exact same scope of services required for Broward County*) to call centers with 300-500 person very high traffic occupancy (providing 24-hour porter service, grounds maintenance, carpet care, monthly strip/wax of hard services, deep upholstery cleaning of cubicle dividers and more).



What really sets us apart, however, is our professional approach to project planning, managing expectations, service delivery, and guaranteed results. A very strict attention to detail guarantees we consistently meet and exceed client expectations, every time.

But there's more. Our office is centrally located to all Broward County facilities in Lauderhill on State Road 7. We rotate up to five supervisory employees, over 20 cleaning crew members, and an additional 10 part-time / floating crew members that can be easily mobilized. Currently, we are not providing health benefits and will comply with the minimum required \$17.05 hourly rate. Background checks are required for all of our workers via the E-Verify system maintained by the United States Department of Homeland Security to verify the work authorization status of all newly hired employees. Further, if we are successful, we will coordinate with Broward County Security to ascertain all required background screening requirements associated with access to said facilities for compliance.

We will instill confidence in our working relationship with **Broward County** by executing and managing to the highest standards with a highly trained and skilled **JOB DONE** Team. Our strategic cleaning methods not only address the look of the facility, we take it much further. We understand where germs thrive, detail the high traffic zones while not neglecting those areas that aren't immediately visible to the eye. Our customized means and methods attack these areas of greater risk through our *Quality Control* program. **Afterall, it is our job to make you shine!**



At JOB DONE, we understand the critical role we play in how you make your first impression to the world. As such, we have included references that are relevant in both scope and size to the agreements we are pursuing. You will also read the client recommendation letters by these long-standing clients we consider and care for as our partners in this important effort.



REFERENCE #1 (Prime Contract)

- a. Name and location of facility: IQOR CALL CENTERS, MIRAMAR and POMPAÑO, FL
- b. Size of facility area cleaned (square feet): 27,000 AND 45,000 SQ.FT.
- c. Number of stories (height of building): one
- d. Total number of workers/ supervisors assigned to facility: FIVE
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.: 250 and 400 USERS
- f. Start date and end date of contract: START DATE – 2016 and ONGOING
- g. Annual dollar value of contract: \$120,000
- h. Yes, this facility is operational 24 hours a day, 7 days a week.
- i. Yes, this facility requires extensive employee background/security checks.
- j. This building adheres to green building maintenance standards



May 5, 2021

To Whom It May Concern,

It is my pleasure to write this letter of recommendation for JOB DONE Cleaning Services & Supplies, Inc. For the past 5 years, JOB DONE has been our janitorial service provider for our Pompano Beach call center (over 42,000 square feet) and our Miramar call center (over 25,000 square feet). They have provided a full range of services to cover our 24-hour operation including day and night porters, grounds clean-up, carpet cleaning, hard surface floor care, annual deep cleaning specialty services and night-time cleaning crews.

We have been very pleased with their services and low turn-over of staff. Their management is always available to remedy concerns and we highly recommend them.

Should you have any questions, please feel free to email me at carlos.triana@iqor.com.

Sincerely,

CARLOS TRIANA
Property Manager
IQOR, INC.

A handwritten signature in black ink, appearing to read "Carlos Triana", is written over a horizontal line.

Miramar: 2989 N Commerce Parkway, Miramar, FL 33025 | Pompano: 895 NW 30th Avenue, Pompano Beach, FL 33069



Vendor Reference Verification Form

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: **JOB DONE CLEANING SERVICES & SUPPLIES, INC.**

Organization/Firm Name providing reference:

IQOR INC.

Contact Name: **CARLOS TRIANA**

Reference date: **05/05/2021**

Contact Email: **CARLOS.TRIANA@IQOR.COM**

Contact Phone: **305-647-9901**

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

NA

01/03/2016 to

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

Would you use this vendor again? ☒ Yes ☐ No

Description of services provided by Vendor:

SERVICES THROUGHOUT THE PAST 5 YEARS INCLUDE NIGHT CREW JANITORIAL CLEANING, DAYTIME PORTER SERVICES, CARPET CLEANING, HARD SURFACE FLOOR CARE, CUBICLE CLEANING AND DAILY SANITATION SHIFTS AT OUR 2 LARGE SOUTH FLORIDA LOCATIONS. THIS CONTRACT IS ONGOING.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input 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:				
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:				
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"/>

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ☐ EMAIL ☐ VERBAL Verified by: _____ Division: _____ Date: _____

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



REFERENCE #2 (Prime Contract)

- a. Name and location of facility: HOLLYWOOD KIA COMPOUND, HOLLYWOOD, FL
- b. Size of facility area cleaned (square feet): 65,000 SQ.FT.
- c. Number of stories (height of building): 4 BLDGS TOTAL (TWO STORIES AND 1 STORY)
- d. Total number of workers/ supervisors assigned to facility: FIVE
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.: 100 USERS
- f. Start date and end date of contract: START DATE – 2011 and ONGOING
- g. Annual dollar value of contract: \$87,560
- h. This facility is open 7 days a week
- i. This facility requires extensive employee background/security checks
- j. This building does not adhere to green building maintenance standards



LETTER OF RECOMMENDATION

April 29, 2021

To Whom it May Concern,

It is with great pleasure that I write this letter of recommendation for JOB DONE Cleaning Services & Supplies. JOB DONE has been our cleaning service since 2011. We've been extremely pleased with their cleaning services and their overall care for our facilities, which oftentimes goes above and beyond the call of duty. The most recent example of that is the outstanding sanitizing services rendered to this organization during the COVID-19 crisis last year. The JOB DONE crew was with us all day, every day during the pandemic sanitizing the building for the safety of our staff and customers. All while maintaining a friendly and professional demeanor. It was a most welcome performance in the midst of the daily stress associated with the pandemic.

The company's ownership and staff are exceptionally professional, trustworthy and reliable. We entrust them with access to our facilities-including our Accounting and Administrative Offices-with great confidence and we are more than happy to recommend them as the exceptional vendor they are. Their admin office (especially Accounts Receivable) is very easy to deal with, and their operations management checks in on us regularly to make sure we're satisfied.

Feel free to contact me directly should you need any questions answered, to consider this exceptional crew for service.

Sincerely,


Ana Acosta, Controller
Hollywood Kia
ana@hollywoodkia.com
O: 954-546-8016
C: 201-264-3594

1640 S. State Road 7 · Hollywood, FL 33023
www.HollywoodKia.com
sales@hollywoodkia.com

Tel: (954) 967-5665
Fax: (954) 967-5910

**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: JOB DONE CLEANING SERVICES & SUPPLIES

Organization/Firm Name providing reference:

HOLLYWOOD KIA

Contact Name: ANA ACOSTA

Reference date: 04/29/2021

Contact Email: ANA@HOLLYWOODKIA.COM

Contact Phone: 954-546-8016

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

2181

08/06/2011 to

Vendor's role in Project: ☒ Prime Vendor ☐ Subconsultant/SubcontractorWould you use this vendor again? ☒ Yes ☐ No**Description of services provided by Vendor:**

CLEANING/SANITIZING OUR THREE LOCATIONS

Please rate your experience with the referenced Vendor:Needs
Improvement

Satisfactory

Excellent

Not
Applicable

1. Vendor's Quality of Service

a. Responsive

b. Accuracy

c. Deliverables

2. Vendor's Organization:

a. Staff expertise

b. Professionalism

c. Turnover

3. Timeliness of:

a. Project

b. Deliverables

4. Project completed within budget

5. Cooperation with:

a. Your Firm

b. Subcontractor(s)/Subconsultant(s)

c. Regulatory Agency(ies)

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: _____ EMAIL _____ VERBAL _____ Verified by: _____ Division: _____ Date: _____

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.



REFERENCE #3 (Prime Contract)

- a. Name and location of facility: THE GATEWAY BLDG, POMPANO BEACH, FL
- b. Size of facility area cleaned (square feet): 87,362 SQ.FT.
- c. Number of stories (height of building): TWO STORIES
- d. Total number of workers/ supervisors assigned to facility: SEVEN
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.: 750
- f. Start date and end date of contract: START DATE – 2004 and ONGOING
- g. Annual dollar value of contract: \$140,400
- h. This facility is open 24 hours a day, 7 days a week
- i. This facility requires extensive employee background/security checks
- j. This building adheres to green building maintenance standards



THE GATEWAY BUILDING

895 N.W. 30TH AVENUE, POMPANO BEACH, FLORIDA 33069

April 30, 2021

To whom it may concern,

It is with great pleasure that I write this letter of recommendation on behalf of Job Done Cleaning Services & Supplies. They have been our janitorial company since 2009 and there has not been an issue that they didn't work to resolve immediately with the utmost concern for our tenants along the way. They have maintained our common areas and all the building tenants with full janitorial services, as well as emergency on-call services such as bathroom floods, ice machine floods and ceiling leaks. They provide annual deep cleaning services including tile / grout cleaning, cubicle upholstery cleaning, strip & wax and more. We have had many other cleaning companies approach us throughout the years to bid on our building. Job Done has not given us a reason to change, their prices remain competitive, and we certainly recommend them for your facilities.

If you need to reach me for additional information, you can call me at (561)444-7251 or email me at gatewayfacilities895@gmail.com.

Thank you,

A handwritten signature in black ink, appearing to read "AC" followed by a stylized surname.

Anthony Christopher
Property Manager, The Gateway Building
Global Real Estate Management

**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: JOB DONE CLEANING SERVICES & SUPPLIES, INC.

Organization/Firm Name providing reference:

GLOBAL REAL ESTATE MANAGEMENT

Contact Name: ANTHONY CHRISTOPHER

Reference date: 04/30/2021

Contact Email: GATEWAYFACILITIES895@GMAIL.COM

Contact Phone: 561-444-7251

Name of Referenced Project: NONE

Contract No.

Date Services Provided:

Project Amount:

NONE

02/26/2009 to

Vendor's role in Project: ☒ Prime Vendor ☐ Subconsultant/SubcontractorWould you use this vendor again? ☒ Yes ☐ No**Description of services provided by Vendor:**

JOB DONE HAS BEEN OUR CLEANING COMPANY FOR OVER 10 YEARS PROVIDING ALL CLEANING SERVICES.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input 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:				
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:				
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"/>

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ☐ EMAIL ☐ VERBAL Verified by: _____ Division: _____ Date: _____

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

1.3) EXPERIENCE OF KEY PERSONNEL

As detailed in *Section 1.0 - Ability of Professional Personnel*, all identified personnel have the relevant track record to providing timely, high quality janitorial services in an environmentally friendly manner to multiple high-profile facilities. Section 1.0 contains details of relevant experience of all managers and supervisor resumes. This enter project crew illustrated below are trained in green cleaning and equipped to comply with all the specifications and requirements outlined in Section 10, Green Cleaning.



PROJECT SUPERINTENDENT (PM) Chris Waite

Chris has an industry track record of managing teams and facilities up to 100K sq. ft. for the past 19 years with JDC. Our clients know they can rely on Chris to deliver high quality services on time every time.

SITE SUPERVISOR

Jacqueline Tomlinson

Jackie has 4+ years of experience leading janitorial operations throughout Broward County ranging in size up to 55k sq.ft. She has a commendable attention to detail and trains and monitors staff in green cleaning compliance and daily contract benchmarks.

SERVICE CREW

CLEANING TECHNICIAN

Nelson Obleguye

Cleaning technician with JDC for the past 3 years working at facilities similar in size and complexity

CLEANING TECHNICIAN

Edward McPherson

Cleaning technician with JDC for the past 7 years working at facilities similar in size and complexity

CLEANING TECHNICIAN

Karen Smith

Cleaning technician with JDC for the past 2 years working at facilities similar in size and complexity

CLEANING TECHNICIAN

Stacy Charles

Cleaning technician with JDC for the past 2 years working at facilities similar in size and complexity

CLEANING TECHNICIAN

Oral Morris

Cleaning technician with JDC for the past 4 years working at facilities similar in size and complexity

CLEANING TECHNICIAN

Diana Flores

Cleaning technician with JDC for the past 2 years working at facilities similar in size and complexity



BRIEF RESUME OF EXPERTISE

PROJECT SUPERINTENDENT (PM)

Our Project Superintendent/PM is a veteran in managing client expectations, along with exceeding contract requirements. He is the Contract Administrators main point of contact and will work exclusively for any/all Broward County contracts we may be successful in being awarded. He has developed over 19 years of expertise in the janitorial service industry and is trained in the compliance of all applicable OSHA, EPA, and other Federal, State, and local laws and regulations relevant to the scope of work. He will be fluent in all contract specifications and represents JDC with full authority.

SITE SUPERVISOR

Our Site Supervisor reports directly to the Project Superintendent/PM and will oversee the service crew to ensure all cleaning frequencies stipulated in the contract are executed on a daily basis. The Site Supervisor will conduct and document daily inspections, as well as, maintain the on-site logs for proper documentation. She is also responsible for assuring any discrepancies are corrected and monitor work performance of each service crew member that may need additional training for proper work execution. Further, all "immediate action calls" are handled by the Site Supervisor. The Site Supervisor also assures the facility is stocked with only sustainable cleaning and hard floor and carpet care products meeting LEED v4 for Building Operations / Products and Materials.

SERVICE CREW MEMBERS (Cleaning Technicians)

All of our service crew members are assigned because they are fully trained and prepared to execute the required scope of work. They show up to work appropriately dressed in JDC company uniform and are skilled in all janitorial scope areas such as general cleaning, bathroom disinfection, carpet care, floor care, glass cleaning, wall washing, overhead dusting, pressure cleaning and more. Scope frequencies are also learned by all service crew members to assure contract compliance. They are also trained in Green Cleaning Practices. Further, each service crew member is assigned a work zone with its respective cleaning requirements that will be inspected the same evening. This ensures a first class impression by the building users each and every morning.



**Job Done Cleaning Services & Supplies, Inc.
1771 NW 40th Avenue, Suite 301
Lauderhill, Florida 33313**

WHAT WE STAND FOR

Throughout the years, JOB DONE has earned a legacy as a best-in-class and highly recommended commercial cleaning company in the South Florida market. Our values remain the same. High quality service. Transparency. Efficiency. 100% Client Satisfaction, Every Time.

We believe in earning your business and becoming a trusted partner and reliable resource for your facility maintenance needs. We've been around since 2001. Our services have stood the test of time, and our goal is to continue delivering a 100% satisfactory service that you believe in.

We're proactive and known to solve problems. We do our very best at every job site to exceed your expectations, regardless the size of the facility. If any problem or concern arises during our delivery of service, we work to resolve it immediately without hesitation. At JOB DONE, we get the job done right!



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),
- a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - in an area zoned for the conduct of such business,
 - that the Vendor owns or has the legal right to use, and
 - from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the "Local Business Location").

If Option 1 selected, indicate **Local Business Location**:

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

1771 NW 40th Avenue, Suite 301

Lauderhill, Florida 33313

Option 3: The Vendor is both a **Local Business** and a **Locally Based Subsidiary** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

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

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

- ☐ **Option 4:** The Vendor is a **joint venture** composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list "N/A" if section does not apply. The Vendor further certifies that:

- A. The proportion of equity interests in the joint venture owned by **Local Business(es)** (each Local Business must comply with all of the requirements stated in Option 1) is _____ % of the total equity interests in the joint venture; and/or
- B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is _____ % of the total equity interests in the joint venture; and/or
- C. The proportion of equity interests in the joint venture owned by **Locally Based Subsidiary(ies)** (each Locally Based Subsidiary must comply with all of the requirements stated in Option 3) is _____ % of the total equity interests in the joint venture.

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

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

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

Business):

1. Broward County local business tax receipt.



Option 3 (Locally Based Subsidiary)

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

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

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

If requested by County (any option):

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor.
3. Additional documentation demonstrating the applicable percentage of equity interests in the joint venture, if not shown in the joint venture agreement.
4. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

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

Indicate Local Business Location:

True and Correct Attestations:

Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as authorized by the Broward County Procurement Code. The Vendor understands that, if after contract award, the County learns that any of the information provided by the Vendor on this was false, and the County determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the County may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

AUTHORIZED SIGNATURE/NAME: Ann Hunter

TITLE: President

VENDOR NAME: JOB DONE Cleaning Services & Supplies,

DATE: 5-24-21

Revised May 1, 2021



3. *Project Approach*

JOB DONE has developed a detailed work plan for **Agreement 7** to provide an above-standard delivery in cleaning techniques and procedures to ensure optimal service at the following location:



North Regional Courthouse
1600 Hillsboro Boulevard
Deerfield Beach, Florida

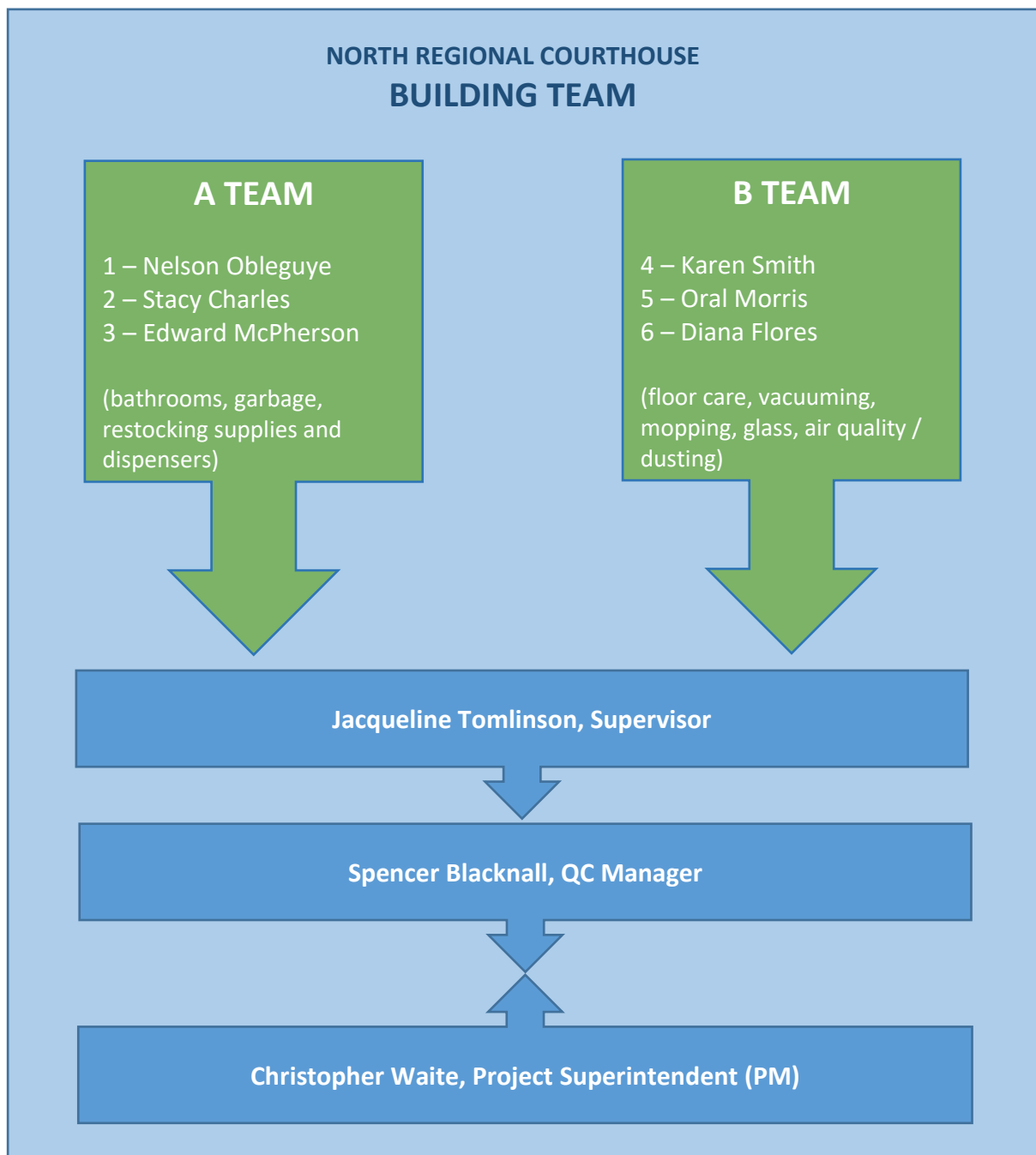
3.1) We only allocate trained and qualified cleaning crew members and assign tasks based on strength and experience to each location to ensure both efficiency and user-satisfaction. Our experienced supervisors routinely inspect and monitor our cleaning crew members to ensure that all contract specifications are successfully met. Work is accurately distributed to cleaning technicians to prevent overworking and ensure high quality standards are met. In addition, the scheduling of work hours will conform to the requirements as outlined in the contract. Our Supervisors will conduct both routine and random inspections to ensure that the level of cleaning remains at a high standard to meet the high quality specifications as outlined in the BID document. Our ability to assess, document, and communicate efficiently and effectively, ensures that the janitorial cleaning needs of each facility are exceeded. For the North Regional Courthouse, we did a *partial* site walkthrough with a county representative (*the second floor was not available*) and the daily service hours specified on the location details is adequate. As such, we hold no exceptions to the minimum proposed hours. Contract services will be conducted after business hours to avoid any disturbance of normal building activities. Special services will be scheduled when the Contract Administrator deems appropriate. All public areas will be thoroughly cleaned, dusted and disinfected daily. There is an expansive amount of ceramic tiled

floors at the lobby area and throughout the common hallways. To maintain a first class first impression, this will be tile scrubbed several times each month.

3.2) We have evaluated the requirements and beyond-contract needs for the North Regional Courthouse and propose the below illustrated building team and daily schedule:

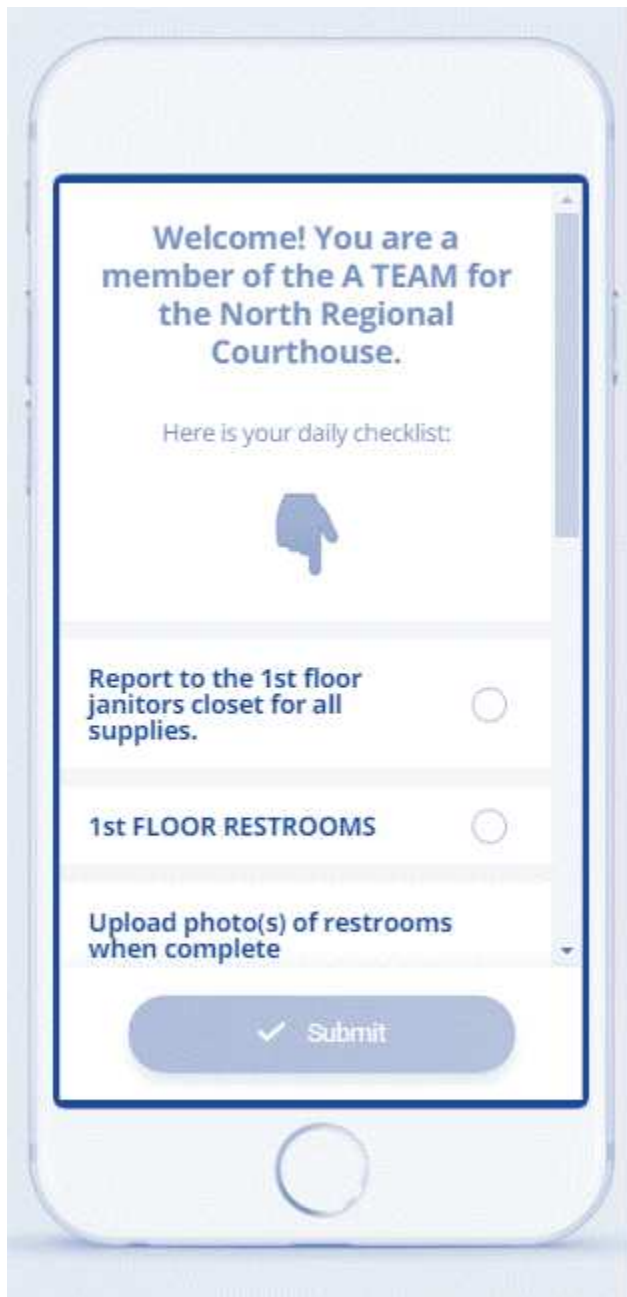
SCHEDULE: BASIC JANITORIAL SERVICES

A TEAM: CLEANING TECHNICIANS #1, #2 AND #3	5pm-9pm
B TEAM: CLEANING TECHNICIANS #4, #5 AND #6	6pm-10pm





We utilize both digital checklists and onsite log binders as reporting systems to compare actual performance to our schedule for regular service. All team members use the mobile app, *Connecteam*, to access checklists and upload images of areas of completion, as well as, problem areas that need to be reported to management. Cleaning crew technicians clock-in for work via *Connecteam*, which geotags the time stamp to confirm location of the worker. An example of the interface is shown below:



connecteam



DPATH CLEANING CHECKLIST

Entrance / Common Area(s)

- ☐ Clean restrooms & restock dispensers with soap and paper products. All bathroom stalls must be disinfected/mopped. *****ALWAYS DISPLAY WET CAUTION SIGNS PRIOR TO MOPPING*****
- ☐ Sweep front/rear entrances both interior and exterior
- ☐ Mop entrance front and rear *****ALWAYS DISPLAY WET CAUTION SIGNS PRIOR TO MOPPING*****
- ☐ Spot clean front entrance windowpanes and glass doors

Interior Office Areas / Break Room / Kitchen

- ☐ Clean lunchroom tables/counter
- ☐ Clean microwave (exterior/interior)
- ☐ Clean fridge/door handle
- ☐ Sweep and mop inside lunchroom. When sweeping, check areas in the corner and behind the trash bins for trash and crumbs. *****ALWAYS DISPLAY WET CAUTION SIGNS PRIOR TO MOPPING*****

SAMPLE CHECKLIST

A personalized checklist is prepared for each of our facilities. This is available for daily use via our *Connecteam* app and laminated copies are on property in the janitors closet. Each cleaning crew technician is trained on this checklist and required to sign-off on compliance daily.



Periodic project and annual work tasks will be scheduled with the Contract Administrator to avoid disturbing normal business activities as well as daily facility cleaning needs. Further, we quickly mobilize and capable of responding to emergency and disaster situations. We are equipped with specialized equipment such as:

- ✓ Dry-EZ dehumidifiers,
- ✓ Negative air scrubbers,
- ✓ High Capacity Fans and
- ✓ Cavity dryers for de-watering and moisture removal tasks.

3.3) QUALITY CONTROL PROGRAM

Quality Control

FROM START TO FINISH

At **JOB DONE**, we exceed expectations simply because we go beyond the standards of basic appearance and respond to other vital areas such as health and wellbeing, preserving your assets, sustainability and continuously improving our service strategy. When you choose **JOB DONE** as your cleaning service provider, we proactively initiate a *quality control* process that requires regular on-site visits from our management with checks and balances. We suggest to commence service with the Air Quality cleaning which will bring the facility in compliance with quality standards. In addition, we are staffing this important facility with a fully qualified and trained quality control manager. We hold ourselves accountable to the specifications detailed in our customized **Quality Control Plan** and Scope of Work. Our plan will include reviews that prompt quick solutions to any problem or concern.



Transitioning

MAKE THE SWITCH, SEAMLESSLY

Choosing a new janitorial service provider can appear daunting. As the saying goes, change is hard. However, when you make the change to **JOB DONE** it certainly doesn't have to be. With over 19 years developing high caliber experience and a reputation for great customer service, you can be sure of a seamless transition.



Our Expertise Makes the Transition Smooth

At **JOB DONE**, we take pride in our industry-leading transition program. Our plan is primarily based on your facility's specific needs coupled with our standard operating procedures for starting new contracts. We know how to create comprehensive transition plans, and we are able to provide everyone involved with the most current information every step of the way. We conduct meticulous reviews of every process and procedure we initiate, and we are always available to answer any questions you may have.

OUR CORE-4 STEPS TO TRANSITION

- (1) **MEET** - Meet with the Facility Manager / Contract Administrator to review key areas of concern;
- (2) **PLAN** - Conduct internal mobilizing meeting with designated project team to discuss approach with emphasis on plan of action for areas of concerns;
- (3) **MOBILIZE** - At commencement of service, the **Job Done GET STARTED Detailing Team** – accompanied by our **Core Cleaning Crew** - mobilizes at your facility to bring the facility up to both JOB DONE and Broward County Standards of Excellence.
- (4) **MANAGE** - Strategic ongoing training and supervision plans are immediately implemented for above-standard daily contract compliance.

Our approach is to carefully execute all processes in our comprehensive Quality Control Program implemented by the Quality Control Manager via educating and training our cleaning technicians. An essential component to meeting or exceeding quality standards is effective training and supervision. **JOB DONE will meet the quality specifications outlined in the BID document through extensive employee training and preparation, supervision, accountability and support.** Our highly trained and experienced supervisors review the results and procedures of our cleaning technicians to ensure that all contract obligations are exceeded.

To meet the basic janitorial service requirements for your facility, JOB DONE issues daily, weekly, quarterly, and annual tasks checklists via the *Connecteam* mobile app and performs daily site visits by the JOB DONE management team. The use of task checklists, inspections, and site visits also enables accountability and provides feedback opportunities to our cleaning technicians to maintain communication and ensure standardization of service performance. JOB DONE utilizes both the *Connecteam* mobile app, as well as, On Site Logs to stay organized and to maintain records, staff schedules, and task checklists. Our On Site Log binders will be readily available and contains daily tasks, inspection reports (*see sample on the next page*), County requests and MSDS sheets for all chemical products. They are a tangible means of internal communication for the JOB DONE team and external communication of services with County representatives.



Quality Control Report

Facility Name:	Date of Inspection:	Inspected by:
-----------------------	----------------------------	----------------------

AREA(S) INSPECTED	COMPLIANCE RATING (1-5)	COMMENTS	# OF ISSUES CITED
Entrance / Lobby / Public Access Zones			
Public Service Areas (interior)			
Employee Work Areas (group)			
Private Offices / Administrative			
Employee Use Areas / Breakrooms			
Restrooms			
Support and Service Areas			
Carpet Care			
Floor Care			
Specialty Zones			

Comments:	
Signature:	Overall Average Rating:

Green Methods

CARING FOR OUR ENVIRONMENT

At **JOB DONE** our goal is to minimize your facility's impact on the indoor and outdoor environment. We do this by emphasizing safe cleaning chemicals and techniques to maintain healthy air inside and reduce any negative effects on the larger community.

Our green cleaning includes a selection of environmentally sound cleaning solutions, practices, and equipment. Our sustainable green cleaning program is implemented at every building we service.

To ensure your compliance with regulatory standards, we use Green Seal-certified cleaning products as a part of our basic cleaning service, microfiber cleaning materials, and HEPA-filtered vacuums. Our green cleaning processes can help lower energy and operational costs at your facility, while also reducing the risk of exposure to harmful chemicals for all occupants. Green cleaning can generate savings on your disposal and cleanup costs, reduce waste, and alleviate pollution.



3.4) COMPANY EQUIPMENT

Our list of equipment is as follows:

- ✓ Sanitaire HEPA Upright and Backpack Vacuums
- ✓ Hydramaster MAXX 450d
- ✓ Rubbermaid Carts
- ✓ Floor Scrubber
- ✓ High Speed Buffers
- ✓ Wet/Dry Vacuums
- ✓ High Speed burnishers
- ✓ Truck Mount Carpet Cleaners
- ✓ Carpet Water Extractors
- ✓ Cemex Encapsulation Machine



- ✓ Mobile Pressure Cleaning Unit
- ✓ 26 and 44 quart yellow mop buckets with wringers

JOB DONE's heavy equipment is located in a 15-45-minute radius of all facilities in the agreements we are bidding on. Equipment is serviced, ready and can be mobilized upon request. Timing is driven by the distance of the targeted site. In addition, if space is provided, above-mentioned heavy equipment can be stored at the facility for quick accessibility and use.

We have the following inventory of machinery to perform the required floor care services:

- ✓ 6 – Sanitaire Upright Vacuums w/ HEPA filters
- ✓ 6 - Sanitaire Backpack vacuum w/ HEPA filters
- ✓ 2 - Automatic floor scrubber machine/All-purpose floor machine
- ✓ 2 – Hot water carpet extraction machine
- ✓ 2 - Mobile Pressure cleaning unit
- ✓ 2 - Wet/Dry Vacuums
- ✓ 3 - High speed burnisher
- ✓ 20 - 26 and 44 quart mop buckets with wringers
- ✓ 10 - Rubbermaid restroom carts
- ✓ 4- Carpet blowers
- ✓ 22 - Wet Floor Signs

At JOB DONE, our facility assigned supervisors regularly inspect all equipment to ensure they are in excellent working condition. When equipment is found to be in need of repair or servicing, it is immediately removed from the facility and replaced. We have e-forms for reporting defective equipment on the *Connecteam* mobile app, as well as, an Equipment Damage Log in the onsite binder.

Our list of office equipment and computer programs are as follows:

- ✓ Desktop computers
- ✓ iPads
- ✓ Microsoft Laptops
- ✓ Brother Scanner / Copier / Fax
- ✓ Printers
- ✓ Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, OneNote and Publisher)

- ✓ Connecteam
- ✓ Adobe Acrobat
- ✓ Quickbooks Pro

3.5) COMPANY TRAINING

Our high standards start with the hiring process. All new hires complete a mandatory state-of-the-art training program before they start working. Safety Training is a vital part of their orientation, as well as periodic in-service safety trainings on a recurring basis. They also learn about our customer service standards. Our team members learn the proper use of our specialized green cleaning equipment, are educated on our green cleaning products, and are trained for any relevant recycling programs. Our team members receive emergency training and are familiar with the evacuation routes and procedures for the buildings in which they work. Further, we provide ongoing training so that we continue to offer high-quality services over time.

We know that our ongoing training programs are essential for building better client-employee relations. When team members learn and understand the “why” and “how to” behind our procedures and practices we achieve enhanced productivity, buy-in and outstanding communications.

EMPLOYEE TRAINING PROGRAM

JOB DONE's Training Program is designed to enhance the professional, leadership and janitorial skills of all of our employees. Training is an ongoing process. We actively pursue cross-training in order to gain maximum utilization from the workforce and assure continuity of quality service. All safety-related topics are constantly repeated. In addition, Facility Supervisors routinely discuss both quality and safety issues with their team to maintain quality standards. All personnel are required to attend Orientation that addresses essential information regarding Operations, Company Policies & Procedures, Safety, Customer Policies, Procedures and Customer Relations.

Untrained employees will not be permitted to perform the services specified within the contract. JOB DONE employees utilized for special project work such as stripping and refinishing floors, and overhead cleaning above eight feet, will receive additional training.

At JOB DONE, our employees are a reflection of the company and they must display a positive image, exhibit excellent character, and be well trained and empowered to interact respectfully and pleasantly with our customers and their fellow employees.



TOPICS OF TRAINING

At a minimum, JOB DONE provides each employee with the following training within the first month of employment and again during each twelve-month period of the employee's tenure in order to refresh and reinforce standardization of procedures, performance and to maintain high quality standards.

Training topics include but may not be limited to:

<ul style="list-style-type: none"> ✓ Orientation to Standard Cleaning Practices ✓ Professionalism ✓ Employee Conduct ✓ Expectations ✓ Performance Reviews & Evaluations ✓ Employee Benefits, Uniforms, etc. ✓ Payroll Rules and Regulations ✓ Trash Collection and Recycling ✓ Common Cleaning Mistakes ✓ Body Mechanics ✓ Quality Control Program ✓ Inspection Techniques ✓ Facility Supervisors ✓ Hazardous materials ✓ OSHA Act of 1970 ✓ Sexual harassment ✓ HIPPA Privacy Training 	<ul style="list-style-type: none"> ✓ Customer Relations ✓ Green Cleaning Policies and Procedures ✓ Using & Mixing Chemicals ✓ Material Safety Data Sheets (MSDS) ✓ Tools and Equipment ✓ Proper use, care and safety ✓ Restroom Cleaning and Disinfections ✓ Office and Related Area Cleaning ✓ Daily Floor Care ✓ Project Floor Care ✓ Cleaning Staff and Technicians ✓ Safety and Security ✓ Asbestos ✓ Blood-borne pathogen safety program ✓ Emergency Procedures and Evacuations ✓ Incident/Accident Reporting ✓ Personal Protective Equipment
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TRAINING METHODS

The training methods will consist of the following basic procedures:

- ✓ Demonstrate and discuss how each task is properly executed;
- ✓ A trainee always performs work with an experienced team leader;
- ✓ The trainee is regularly evaluated on performance and provided feedback, or additional training, as needed.

IN-HOUSE TRAINING

Lecture, visual aids and video recordings are used. The procedures covered are further discussed with the trainees to verify that the training has been effective. All employees must successfully demonstrate proficiency in a given procedure before they are assigned work involving that procedure. In some cases, this involves assignments with experienced employees until such time as the proficiency is demonstrated.

ON-SITE TRAINING

On-Site Training is conducted by Site Supervisors prior to an employee's official start date. Trainee will shadow a Team Leader or cleaning technician over the course of several days (duration depends on the facility structure and trainee's experience, familiarity with JOB DONE's policies and procedures and to ensure that they are aware and able to perform the cleaning techniques and provide the cleaning services at optimal quality standard).

On-site training for all employees is provided throughout shifts. Specifically, during the beginning and end of shift inspections and during daily debriefings when issues, complaints, praises and reminders are reiterated. This enables quality performance standards to be adhered to and ensures contractual compliance. In addition, we enforce ongoing training for our crew and reinforce cleaning techniques as needed, specifically during monthly staff meetings/debriefings and employee evaluation review meetings.

COMPLIANCE

JOB DONE is currently in compliance with Federal and State OSHA requirements and Green Seal Standards and will continue to comply with these requirements.

CLEANING PRACTICES

JOB DONE utilizes a *Color-Coded Cleaning* approach and clearly labels microfiber mops, towels and other similar wiping materials to eliminate cross contamination.

COLOR-CODED CLEANING	
Green	Common Area / General
Blue	Restrooms
Yellow	Break Rooms / Kitchens



Cleaning crew members are strictly monitored and evaluated on the proper use of supplies and products for designated cleaning areas. Employees found using labeled/color-coded equipment in areas not designated, will be written up and reprimanded appropriately. This accountability by Supervisors prevents cross contamination and maintain quality standards.

EMPLOYEES CONFIDENTIALITY TRAINING AND CERTIFICATIONS

All personnel providing services at Broward County locations are subject to HIPAA confidentiality standards and will complete training and certification for such.

EMPLOYEE SAFETY TRAINING

All employees will receive training needed to safely and competently perform the services required by this contract, including compliance with green cleaning practices. JOB DONE provides environmental health and safety training to ensure compliance with all federal, state, and local laws or regulations. We are familiar with all applicable federal, state, county, city and local laws, regulations or codes as they apply to this service and are aware of the safety standards concerning materials used. JOB DONE develops and implements procedures to ensure employees use chemicals in accordance with the instructions of the chemical manufacturers. JOB DONE will provide the Contract Administrator our Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) for chemicals and cleaning products used. Some tasks may require working with potentially hazardous materials. JOB DONE employees are trained and medically cleared for such work, and all trainings are recorded on our training logs.

EMPLOYEE SAFETY PRACTICES

JOB DONE provides and uses adequate barricades and signs to block off hazardous work areas and/or to provide sufficient warning prior to, during and after the performance of services. All cleaning crew members are given Personal Protective Equipment (PPE), as required. Employees are trained in accident prevention and provide barricades necessary to protect persons or property against injury or damage, and at all times, is responsible for any such damage or injury that occurs as a result of their fault or negligence.

JOB DONE takes precautions necessary to protect persons or property against injury or damage and is responsible for any such damage, or injury that occurs as a result of fault or negligence of our employees or sub-contractors. Property/Equipment Damage should be reported and documented using the Property and/or Equipment Damage Report Logs are found in the Project Site Log Binder. All generally accepted and government required safety practices shall be followed.



GENERAL SAFETY RULES

Important general safety rules and regulations:

Do not leave janitorial carts/equipment/tools/chemicals/supplies unattended. Place all in locked janitorial closet before you leave the area unattended.

Clean all spills immediately. Use caution when mopping floors. Put out caution signs indicating "Caution Wet Floors"

Cleaning material, supplies, and janitorial carts will be stored in a safe and orderly fashion. All janitorial closets will be kept clean and organized.

Never store chemicals in unmarked containers.

If the load is too heavy either enlist assistance or use a trolley or mechanical device that you are authorized to use and have been trained on how to use.

Keep aisles, stairways and exits clear of boxes and other hazardous material. Do not obstruct exits or doorways.

All employees shall keep tools, equipment, and work areas clean and orderly.

Use a stepladder or a step stool for reaching areas above shoulder height. Never stand on the cap of a ladder. Do not use a step stool/ladder if not authorized to by Site Supervisor or if you have knee/leg pain, issues or no balance or assistance.

Do not operate machinery that you are not familiar with and have not been trained or authorized to use.

After use put all tools/or equipment back in their proper place.

Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, report to Site Supervisor for documentation. Mark the tool or equipment that it is out of order so that it will be sent in for repair.

Report all unsafe or damaged tools and equipment to your Site Supervisor for documentation. Mark the tool or equipment that it is out of order so that it will be sent in for repair.

Observe all warning signs, safety bulletins and posters.

Always wear gloves and protective equipment.

Do not do any job that appears unsafe (i.e., cautionary tape, construction work area, do not enter signs, etc.); ask your Site Supervisor for guidance.



EMPLOYEE CONDUCT

Employee Conduct is addressed in Professionalism and Customer Relations portions of Employee Training. JOB DONE employees conduct themselves in a safe and orderly manner at all times while on the job site, whether on or off duty. Personal cellphone use is strictly prohibited unless it is for designated work purposes or employee is on their official designated break time in their designated break area. Fighting, being under the influence of alcohol and/or drugs, bringing and/or consuming alcohol and/or drugs, gambling, soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on the property, unless approved in writing by the Contract Administrator, and any immoral or otherwise undesirable conduct will not be permitted on the job site.

JOB DONE shall prevent any of its employees from opening, tampering with, using or moving any item of equipment, such as calculators, computers, telephones, storage container, desks, etc. or entering into any area unless required in the performance of the services. Any item moved for the purpose of cleaning shall be put back in place after cleaning.

JOB DONE establishes, implements and maintains procedures and controls to ensure each employee complies with all applicable provisions of the contract and all site rules and practices of the county. We will immediately, after receipt of written notice from the Contract Administrator, remove any employee or other representative of JOB DONE from premises who participates in improper or illegal acts, or whose continued presence is, in the opinion of the contract administrator, deemed not to be in the best interest of the county. JOB DONE personnel will not eat or take breaks within their assigned work areas. Corrective action will be determined and enforced in instances of non-compliance with employee conduct and all other contractual requirements.

GRATUITIES/SOLICITATIONS

Gratuities/Solicitations is addressed in the Professionalism and Customer Relations portions of Employee Training. JOB DONE establishes, implements, and maintains procedures and controls adequate to prevent employees from providing any services other than that which is defined in the contract. No employee of the contract will solicit or accept any gratuities in county facilities or property.

PERSONAL HYGIENE

Personal hygiene is addressed in the Professionalism portion of Employee Training. All JOB DONE employees are required to practice good personal hygiene habits. Excessive use of perfumes and/or colognes is discouraged. All body odor complaints shall be addressed immediately with JOB DONE s employee by Facility Supervisors and documented accordingly. In routine employee evaluations, personal hygiene will also be evaluated and discussed during employee evaluation review meetings. Should an employee receive three documented occurrences, the Contract Administrator may request removal of said employee from the



staffing team.

JOB DONE employees will be dressed in a uniform that meets the approval of the Contract Administrator and is acceptable to the county. Our uniform meets or exceeds all safety related standards.

SCAVENGING

Scavenging is addressed in the Professionalism portion of Employee Training. JOB DONE has developed, implemented and maintains adequate procedures to ensure that no Contract employee(s) scavenge any items from any county facilities or properties. If an employee is found scavenging any items from any county facility or property the employee's actions will be documented accordingly and the employee will be reprimanded as stated in the JOB DONE Employee Contract, that each employee is required to read and sign once hired. It is our policy to establish reasonable and necessary guidelines and policies to meet business and production needs.

HIRING & SCREENING

It is our objective to hire and maintain individuals on our employee roster who have performed successfully at existing sites and/or have extensive experience and references attesting to quality performance. Employees hired will be screened according to customer specifications and any pre-hiring background checks conducted will be in compliance with local and federal guidelines. New hires with limited to no previous janitorial experience; however, show great potential, are given opportunities to prove themselves as alternates/per diem employees and through project work (i.e. air quality).

Recruitment often occurs through referrals from other janitorial companies, current or past JOB DONE employees, County Liaisons and Building Managers. All employees are authorized to work in the United States of America (I-9) and within the regulations of EEOC (Equal Employment Opportunity Commission).

RETENTION

Employees are our greatest asset. At JOB DONE, we work diligently to retain our best talent. We do this through a number of ways such as using communication strategies, talent recognition, competitive compensation and programs, and team building.

Experience translates to high efficiency and customer satisfaction. Diligent efforts are made to identify talents and skills to develop and maintain quality employees for long-term success. Strong Recruitment Practices in combination with Performance Evaluation, Training and Recognition improve morale and strengthen retention. We recognize employees to excel in Customer Satisfaction, Operational Excellence, Performance, and Safety.



JOB DONE incorporates an employee retention program that is designed to benefit our work force to always provide exceptional janitorial services. We anticipate on keeping most of the current employees at these facilities should they choose to continue with us and assuming that they meet all of JOB DONE s qualifications (i.e., satisfactory performance standards based on employee evaluations, extensive janitorial background, complete JOB DONE application, have a successful interview and background check).

EMPLOYEE ATTENDANCE

All personnel are required to sign in and out using the *Connecteam* mobile app and backup sign-in logs are placed in the project site log binder located at each facility to maintain records of individuals on premises.

Policy: It is the policy of JOB DONE to establish reasonable and necessary controls to ensure adequate attendance and to meet business and production needs.

Procedures:

1. Working schedules and starting times are established by the Project Manager; based on business and production needs. The Project Manager is responsible for communicating work schedules to subordinates.
2. Employees are expected to be at their workstation in a fit condition and ready to work at starting time. Work activity should commence at starting times and continue until the normal designated schedule.
3. In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence/tardiness to the Company. When reporting absence, the employee must telephone his or her Supervisor, or other designated individuals as specified by Management. In the event the employee cannot reach a Supervisor or Manager, the absence should be reported via text message to the Supervisor or Manager or email: attendance@jobdonecleaning.com. The employee must call no later than twelve hours of scheduled start time.
4. The company reserves the right to require an employee to submit a physician s certificate in the event of repeated absences for the medical reasons or in the event of medical absences exceeding three days.
5. An employee s absence will be considered excused if covered by policy and the employee provides proper and timely notification deemed satisfactory to the Supervisor or Manager. Timely notification means informing your supervisor a day before the absence or providing advance notice for absences, which can be anticipated.

6. An employee's absence will be deemed unexcused when an employee fails to call in, gives a late notice, fails to give advance notice for an absence which could be anticipated, exceeds the number of length of absences as defined by policy or authorized in advance by the Supervisor or Manager. Unexcused absentees are subject to corrective discipline or termination as defined in policies on discipline and separation of employment.
7. Excessive absenteeism is defined as two or more instances of unexcused absence in a calendar month. Such excessive absenteeism is subject to corrective discipline. Any eight instances of unexcused absenteeism in a calendar year are considered grounds for discharge.
8. In the event an employee is absent for three days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary quit.
9. In the event a nonexempt employee reports to work late, he or she will be docked for time missed. Any lateness of up to six minutes shall result in loss of pay equivalent to 1/10 of an hour for each six minutes of lateness or portion thereof.
10. Excessive tardiness shall be subjected to corrective discipline or termination. Excessive tardiness is defined as three or more instance of lateness in a calendar month and is subject to corrective discipline. Any 12 instances of lateness in a calendar year are considered grounds for discharge.

Failure to abide by the stated and implied attendance policies of JOB DONE will result in termination of employment.

GREEN CLEANING TRAINING MANUAL

JOB DONE is committed to maintaining green cleaning techniques using *Green Seal* certified chemicals and supplies. The JOB DONE Green Cleaning Manual and Training Programs address the following Green Cleaning focal points:

- ✓ *Efficient Use of Chemicals*: A method of insuring that chemicals are diluted properly through a supplied measuring system or device.
- ✓ *Communications*: Identifying "vulnerable populations" that may be effected by cleaning activities.
- ✓ *Entryways*: Attention is given to the point where the bulk of contaminants enter a facility.
- ✓ *Hard Floor Care Program*: A maintenance program that emphasizes routine, scheduled maintenance to extend finish life.



- ✓ *Carpet Care Program*: A maintenance program that emphasizes routine maintenance to regularly remove trapped contaminants.
- ✓ *Disinfection Strategy*: A plan for use of disinfectants in areas only where needed.
- ✓ *Restroom Care*: A thorough and regularly scheduled maintenance program for restrooms.
- ✓ *Cafeterias and Kitchens*: Addressing these areas where bacteria, odors, and pests can accumulate.
- ✓ *Trash Collection and Recycling*: A protocol for collection and disposal of trash and general recycling guidelines and policies.
- ✓ *Training*: Documented training for all employees on green cleaning procedures. Ongoing annual training is implemented.

OVERVIEW

Green maintenance (Performance Cleaning) is a process that reduces the overall impacts of cleaning on health and the environment. While product selection is important, procedures for green maintenance services are equally important, and perhaps more so. In general, green maintenance procedures are similar to traditional differences are more a matter of focus than one of technique. The Green Clean Manual focuses on pollution prevention strategies directly impact indoor air quality and some specific opportunities to modify traditional procedures to reduce their impacts on health and the environment. With the use of any chemical cleaning product or piece of custodial equipment, safety is important. Appropriate personal protective equipment (PPE) should be used, and directions followed.

JOB DONE is committed to cleaning to protect health without harming the environment. We are operationally efficient while minimizing environmental impacts to the county facilities.

DEFINITIONS

- ✓ *Cleaning Service Provider*: An organization or institutional building owners and operators, including both in-house and external providers.
- ✓ *Client*: The organization or entity contracting for in-house operation.
- ✓ *Concentrate*: A product that must be substantially diluted with water to form the appropriate solution for use (typically at least 1:8, or as appropriate for the particular product category.)
- ✓ *Disinfect*: A process for hard inanimate surfaces undertaken to destroy or irreversibly inactivate infectious fungi and bacteria, but not necessarily their spores.
- ✓ *Environmentally Preferred Product*: A product certified as such by a third party environmental label that was developed in accordance with the SIO 14024 Environmental Labeling Standard.



Alternatively, a product may be designated as environmentally preferable by an established, legitimate, nationally recognized program developed with the purpose of identifying environmentally preferable products. The program must not have any financial interest or stake in sales of the product, or other conflict of interest. Such designation must be based on consideration of human health and safety, ecological toxicity, other environmental impacts, and resource conservation as appropriate for the product and its packaging, on a life cycle basis. This must be publicly available and transparent.

- ✓ *Green Building*: A building with efficient use of energy, water, and other resources; protection of occupant health and improvement of employee productivity; reduction of waste, pollution and environmental degradation; use of environmental safe chemicals and recycled paper products; and any other environmentally responsible actions or resources.
- ✓ *Green Cleaning Practices*: Providing janitorial services to county facilities by utilizing low-emitting materials; recycled content materials/supplies; and environmentally friendly maintenance practices that are implemented through the adoption of training programs for custodial supervisors and staff. These initiatives are intended to reduce the amount of volatile organic compounds (VOCs) used in cleaning while also eliminating many of the indoor airborne particulates, which may adversely impact indoor air quality.
- ✓ *Sanitize*: A process intended to reduce, but not necessarily eliminate microorganisms from the inanimate environment to levels considered safe as determined by public health codes or regulations.
- ✓ *Vulnerable Populations*: Vulnerable populations represent people who are more susceptible than the general population to chemicals and products that might pose a risk to human health. These populations include but are not limited to children, pregnant women, the elderly and infirm, people sensitive to chemical exposures (e.g. fragrances), and other occupants, customers or employees that may have a higher susceptibility to cleaning operations.



STANDARD OPERATING PROCEDURES

JOB DONE maintains Standard Operating Procedures that address the following:

<ul style="list-style-type: none"> ✓ Cleaning Procedures ✓ Chemical handling requirements ✓ Equipment maintenance and operations procedures 	<ul style="list-style-type: none"> ✓ Communication protocols and requirements ✓ Training and inspection programs ✓ Reporting and record keeping procedures
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GREEN CLEANING POLICY

JOB DONE s Green Cleaning Policies include but are not limited to:

JOB DONE uses chemicals formulated for long-lasting superlative performance in severe duty environments. All chemicals shall be purchased, brought on-site, and stocked in closets in their original containers by JOB DONE. The chemicals shall remain in such containers until diluted or mixed for use. All solution bottles and spray bottles shall be safety containers, which are safe for handling and their intended use, and they should also be properly labeled. All containers containing delicate or fragile items shall be marked to clearly identify this condition. These markings shall be placed on not less than one side or end of the container.

Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed and approved by law, regulatory agency, or this contract. The marking or labeling of material containing hazardous or toxic materials, substances, or wastes shall be in accordance with all federal, state and local laws, ordinances, rules and regulations. JOB DONE shall maintain on-site a library of MSDS/SDS, with duplicate copies of the form(s), for all chemicals and hazardous substances used at that facility.

All chemical containers shall bear their original manufacturer's label, which includes the name and address of the manufacturer, instructions for use and any pertinent warnings and safety instructions. All chemical containers must have the manufacturer's quality control batch numbers included on cases or containers. JOB DONE shall use a germicidal detergent that bears the environmental protection agency registration number and kills the MRSA virus.

JOB DONE shall develop and implement procedures to insure its employees use chemicals in accordance with the instructions of the chemical manufacturers. All solution bottles and spray bottles shall be labeled with a label provided by its manufacturer or with a photocopy of the label from the chemical container. JOB DONE shall purchase/utilize only sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Products and Materials.

The term “cleaning products” encompasses all chemicals used in the janitorial process. The cleaning products meet 1 or more of the following standards for the appropriate category:

- ✓ Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
- ✓ Environmental Choice CCD-110, for cleaning and degreasing compounds.
- ✓ Environmental Choice CCD-146, for hard surface cleaners.
- ✓ Environmental Choice CCD-148, for carpet and upholstery care.

JOB DONE will provide disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet 1 or more of the following standards for the appropriate category:

- ✓ Green Seal GS-40, for industrial and institutional floor care products.
- ✓ Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
- ✓ Environmental Choice CCD-113, for drain or grease traps additives.
- ✓ Environmental Choice CCD-115, for odor control additives.
- ✓ Environmental Choice CCD-147, for hard floor care.

JOB DONE will verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to hard floors have a (.5) ASTM slip coefficient or better. We immediately post warning signs and report any observed instances of slippery or slick floors to the county.

JOB DONE will provide disposable janitorial paper products and trash bags that meet the minimum requirements of 1 or more of the following programs for the applicable product category:

- ✓ Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
- ✓ Green Seal GS-09, for paper towels and napkins.
- ✓ Green Seal GS-01, for tissue paper.
- ✓ Environmental Choice CCD-082, for toilet tissue.
- ✓ Environmental Choice CCD-086, for hand towels.
- ✓ Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

JOB DONE will provide hand soaps that meet 1 or more of the following standards:

- ✓ No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements).
- ✓ Green Seal GS-41, for industrial and institutional hand cleaners.
- ✓ Environmental Choice CCD-104, for hand cleaners and hand soaps.



JOB DONE verifies that all floor finishes, seals, spray buff solutions and other such chemicals applied to hard floors have a (.5) ASTM slip coefficient or better. JOB DONE shall immediately post warning signs and report any observed instances of slippery or slick floors to the county.

Disposable janitorial paper products and trash bags will meet the minimum requirements of 1 or more of the following programs for the applicable product category:

- ✓ Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
- ✓ Purchase/utilize only sustainable disposable janitorial paper products and trash bags meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Products and Materials..

Other:

- ✓ Hand soap and hand sanitizer products provided will be the proper size and type for the existing dispenser(s).
- ✓ An additional one-day supply is to be stored on-site and available for use by building occupants when required.
- ✓ Vacuum cleaners are certified by the Carpet and Rug Institute “Green Label Testing Program for vacuum cleaners.
- ✓ Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute s “Seal of Approval



4.0) WORKLOAD

Within the past five (5) years, JOB DONE has completed projects with various property management firms throughout Broward county. The majority of our contracts are ongoing, multi-year agreements. We currently have ongoing contracts with Global Real Estate Management, BB&T, Hollywood KIA, DermPath Diagnostics, Car Giants, and IQOR call centers. For all of these contracts, we provide a full range of janitorial services, floor care, carpet care, grounds maintenance (i.e. parking lot cleanup), air quality, porter services, daily sanitation shifts and electrostatic disinfection services (due to COVID-19). There are no new projected projects in the near future.

There have been no challenges for any of the listed projects. What we know after servicing clients for the past 19 years – *our 20th anniversary is this year* – is that we understand how to prepare, plan and execute our work and resources. We are not a large corporation, we are a small business that prides ourselves on our corporate values and very high client satisfaction ratings.

The summation of JOB DONE s approach to managing projects stems from developing a core project crew for each agreement, where training, development and understanding of specific facility needs are nurtured and perfected. This method is the reason our clients remain with us for many years. It is also the reason why we have very low staff turnover. We invest in our team members who in turn respect and care for the facilities that are in our care. At JOB DONE, we are more than simply your janitorial service provider, we are your partner in your efforts to maintain a first class facility. When you shine, we shine!



5.0) PRICING

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 1800 HILLSBORO BLVD. DEERFIELD BEACH, FL 33442	12	Basic Cleaning	\$10,322.55	\$123,870.60	\$ 10,832.23	\$127,586.72	\$251,457.32
		12	Restrooms	\$ 4,048.15	\$ 48,553.80	\$ 4,167.53	\$50,010.41	\$ 98,564.21
		12	Floors	\$ 4,000.00	\$ 48,000.00	\$ 4,000.00	\$48,000.00	\$ 96,000.00
		32,766	Pressure Cleaning (SQ. FT.)	\$ 0.13	\$ 4,259.58	\$ 0.13	\$ 4,259.58	\$ 8,519.16
		1	Windows	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 1,600.00
		1	Air Quality	\$ 5,242.00	\$ 5,242.00	\$ 5,242.00	\$ 5,242.00	\$ 10,484.00
		12	Cleaning Supplies	\$ 1,290.00	\$ 15,480.00	\$ 1,290.00	\$15,480.00	\$ 30,960.00
		12	Paper Products	\$ 1,230.00	\$ 14,760.00	\$ 1,230.00	\$14,760.00	\$ 29,520.00
		32,766	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.10	\$ 3,276.60	\$ 0.10	\$ 3,276.60	\$ 6,553.20
		32,766	Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$ 3,276.60	\$ 0.10	\$ 3,276.60	\$ 6,553.20
Total					\$267,519.18		\$272,691.91	\$540,211.09
Total (1) - Summary, all sites					\$267,519.18		\$272,691.91	\$540,211.09
Additional Labor:				Per Hour	Annual	Per Hour	Annual	2 years
Project Supervisor 50 hrs.				\$ 26.44	\$ 1,322.00	\$ 27.23	\$1,361.66	\$ 2,683.66
Site Supervisor 50 hrs.				\$ 26.44	\$ 1,322.00	\$ 27.23	\$1,361.66	\$ 2,683.66
Full Time Service Crew 50 hrs.				\$ 25.12	\$ 1,256.00	\$ 25.87	\$1,293.68	\$ 2,549.68
Part Time Service Crew 50 hrs.				\$ 25.12	\$ 1,256.00	\$ 25.87	\$1,293.68	\$ 2,549.68
Porter Day/Night 50 hrs.				\$ 25.12	\$ 1,256.00	\$ 25.87	\$1,293.68	\$ 2,549.68
Emergency Services Labor:								
Project Supervisor 50 hrs.				\$ 39.66	\$ 1,983.00	\$ 40.85	\$2,042.49	\$ 4,025.49
Site Supervisor 50 hrs.				\$ 39.66	\$ 1,983.00	\$ 40.85	\$2,042.49	\$ 4,025.49
Full Time Service Crew 50 hrs.				\$ 37.68	\$ 1,884.00	\$ 38.81	\$1,940.52	\$ 3,824.52
Part Time Service Crew 50 hrs.				\$ 37.68	\$ 1,884.00	\$ 38.81	\$1,940.52	\$ 3,824.52
Porter Day/Night 50 hrs.				\$ 37.68	\$ 1,884.00	\$ 38.81	\$1,940.52	\$ 3,824.52
"Pass thru" (Services/Materials)					\$ 1,000.00		\$1,000.00	\$ 2,000.00
Total (2)					\$17,030.00		\$17,510.90	\$34,540.90
Grand Total - Whole Group					\$284,549.18		\$290,202.81	\$574,751.99
(Total 1 + Total 2)								
NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.								
				YES	X	Agree to the above statement.		
				NO		Disagree to the above statement.		
NAME OF COMPANY:				JOB DONE Cleaning Services & Supplies, Inc.				
AUTHORIZED PERSON NAME:				Ann Hunter				
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:				President		DATE: 5/26/2021		
THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.								



ATTACHMENTS / other

- Living Wage Ordinance

**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: JOB DONE Cleaning Services & Supplies, Inc.

Address: 1771 NW 40th Avenue, Suite 301, Lauderdale, FL 33313

Local Contact: Ann Hunter E-Mail Address: ah@jobdonecleaning.com

Address: same as above

Contract _____

Amount _____

Using Agency _____

Served: Solicitation BLD 2121632P1 Janitorial Services - County Facilities

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>Obieguy, Nelson</u>	<u>Janitor (B)</u>	_____	<u>Smith, Karen</u>	<u>Janitor (B)</u>	_____
<u>Charles, Stacy</u>	<u>Janitor (B)</u>	_____	<u>McPherson, Edward</u>	<u>Janitor (B)</u>	_____
<u>Plores, Diana</u>	<u>Janitor (B)</u>	_____	<u>Ebenka, Enji</u>	<u>Janitor (B)</u>	_____
<u>Morris, Oral</u>	<u>Janitor (B)</u>	_____	<u>Pierre, Roodchiba</u>	<u>Janitor (B)</u>	_____

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

I, Ann Hunter of JOB DONE Cleaning Services & Supplies, 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:

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

b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and

c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6899 (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 25th day of May 2021

STATE OF FLORIDA

COUNTY OF BROWARD

Public) ☒ Personally Known or ☐ Produced Identification

My commission expires Juliette M. Altman (SEAL) Notary Public (Sign name of Notary)

Notary Public State of Florida
Juliette M. Altman
My Commission #006091
Expires 11/24/2024

Type of Identification Produced: _____

- Vendor Questionnaire, details for #16 – Ann Hunter is an officer of All Things Taj, LLC.
- Living Wage Rate Price Sheets – see below.



**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)

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>(HOURLY RATE (UNBURDENED))</u>
Project Manager or Equivalent	Hour	\$ <u>25.00</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>22.50</u>
Quality Control Manager or Equivalent	Hour	\$ <u>20.75</u>
Shift Supervisor or Equivalent	Hour	\$ <u>19.50</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>18.00</u>
Janitorial Worker or Equivalent	Hour	\$ <u>17.05</u>
	Hour	\$ _____
	Hour	\$ _____

Vendor Name JOB DONE Cleaning Services & Supplies, 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>25.75</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>23.18</u>
Quality Control Manager or Equivalent	Hour	\$ <u>21.37</u>
Shift Supervisor or Equivalent	Hour	\$ <u>20.10</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>18.54</u>
Janitorial Worker or Equivalent	Hour	\$ <u>17.56</u>
	Hour	\$ _____
	Hour	\$ _____

Vendor Name JOB DONE Cleaning Services & Supplies, 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>26.52</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>23.87</u>
Quality Control Manager or Equivalent	Hour	\$ <u>22.01</u>
Shift Supervisor or Equivalent	Hour	\$ <u>20.69</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>19.10</u>
Janitorial Worker or Equivalent	Hour	\$ <u>18.09</u>
_____	Hour	\$ _____
_____	Hour	\$ _____

Vendor Name JOB DONE Cleaning Services & Supplies, Inc.

- Financial Information – requested documents have been submitted “Confidential” to the Broward County Purchasing Department.
- Ability to Conduct Business in Florida (State of Florida ACTIVE status, Good Standing)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

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job done

[Events](#) [Name History](#)

Detail by Entity Name

Florida Profit Corporation
JOB DONE CLEANING SERVICES AND SUPPLIES, INC.

Filing Information

Document Number	P01000039290
FEI/EIN Number	65-1097860
Date Filed	04/16/2001
State	FL
Status	ACTIVE
Last Event	AMENDMENT AND NAME CHANGE
Event Date Filed	02/26/2007
Event Effective Date	NONE

Principal Address

3389 SHERIDAN STREET
#479
HOLLYWOOD, FL 33021

Changed: 03/30/2010

Mailing Address

3389 SHERIDAN STREET
#479
HOLLYWOOD, FL 33021

- Insurance Requirements

GUTIERREZ INSURANCE SOLUTIONS

Insured: Job Done Cleaning Services Inc.

Current Policy Term: 04/29/2021 to 04/29/2022

To whom it may concern:

This letter is to advise you that the current named insured listed above is currently insured for General Liability with limits of 1 million per occurrence and 2 million per aggregate.

Per your Insurance Requirements we are able to add the required coverages if the insureds bid is accepted. Please give us 3-5 Business days to acquire the new coverages requested. Please feel free to contact me with any questions.

Alex Gutierrez

Agent

954-454-4779

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	\$10,322.55	\$123,870.60	\$10,632.23	\$127,586.72	\$251,457.32
		12	Restrooms	\$4,046.15	\$48,553.80	\$4,167.53	\$50,010.41	\$98,564.21
		12	Floors	\$4,000.00	\$48,000.00	\$4,000.00	\$48,000.00	\$96,000.00
			Pressure Cleaning (SQ. FT.)	\$0.13	\$4,259.58	\$0.13	\$4,259.58	\$8,519.16
		1	Windows	\$800.00	\$800.00	\$800.00	\$800.00	\$1,600.00
		1	Air Quality	\$5,242.00	\$5,242.00	\$5,242.00	\$5,242.00	\$10,484.00
		12	Cleaning Supplies	\$1,290.00	\$15,480.00	\$1,290.00	\$15,480.00	\$30,960.00
		12	Paper Products	\$1,230.00	\$14,760.00	\$1,230.00	\$14,760.00	\$29,520.00
			Carpet Cleaning - Deep (SQ. FT.)	\$0.10	\$3,276.60	\$0.10	\$3,276.60	\$6,553.20
			Electrostatic Disinfection (SQ. FT.)	\$0.10	\$3,276.60	\$0.10	\$3,276.60	\$6,553.20

					Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor:									
	Project Supervisor	50 hrs.			\$ 26.44	\$ 1,322.00	\$ 27.23	\$1,361.66	\$ 2,683.66
	Site Supervisor	50 hrs.			\$ 26.44	\$ 1,322.00	\$ 27.23	\$1,361.66	\$ 2,683.66
	Full Time Service Crew	50 hrs.			\$ 25.12	\$ 1,256.00	\$ 25.87	\$1,293.68	\$ 2,549.68
	Part Time Service Crew	50 hrs.			\$ 25.12	\$ 1,256.00	\$ 25.87	\$1,293.68	\$ 2,549.68
	Porter Day/Night	50 hrs.			\$ 25.12	\$ 1,256.00	\$ 25.87	\$1,293.68	\$ 2,549.68
Emergency Services Labor:									
	Project Supervisor	50 hrs.			\$ 39.66	\$ 1,983.00	\$ 40.85	\$2,042.49	\$ 4,025.49
	Site Supervisor	50 hrs.			\$ 39.66	\$ 1,983.00	\$ 40.85	\$2,042.49	\$ 4,025.49
	Full Time Service Crew	50 hrs.			\$ 37.68	\$ 1,884.00	\$ 38.81	\$1,940.52	\$ 3,824.52
	Part Time Service Crew	50 hrs.			\$ 37.68	\$ 1,884.00	\$ 38.81	\$1,940.52	\$ 3,824.52
	Porter Day/Night	50 hrs.			\$ 37.68	\$ 1,884.00	\$ 38.81	\$1,940.52	\$ 3,824.52
"Pass thru" (Services/Materials)						\$ 1,000.00		\$1,000.00	\$ 2,000.00
Total (2)						\$17,030.00		\$17,510.90	\$34,540.90

Grand Total - Whole Group

\$284,549.18	\$290,202.81	\$574,751.99
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(Total 1 + Total 2)

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

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

NAME OF COMPANY: JOB DONE Cleaning Services & Supplies, Inc.

AUTHORIZED PERSON NAME: Ann Hunter

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: President DATE: 5/26/2021

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

JOB DONE CLEANING SERVICES & SUPPLIES

Item: **BLD2121632P1:BLD2121632P1:Janitorial Services - Small Facilities Group 2 - Agreement No. 9**

Attachments

JOB DONE Bid Submittal - Broward County Jan Svcs - Agreement 9.pdf

JOB DONE - AGREEMENT 9 - PRICE SHEET ADDENDUM NO 5.pdf

May 26, 2021

Broward County
Board of County Commissioners
Purchasing Department
Fort Lauderdale, Florida

Re: Solicitation BLD2121632P1
Subj: Proposal to Provide Janitorial Services – County Facilities
AGREEMENT NO. 9

Dear Members of the Selection Committee:

We appreciate this opportunity to present this proposal to you for **Janitorial Services – County Facilities (Solicitation BLD2121632P1)**. Since our inception in 2001, **JOB DONE** has been based in Broward County, Florida. Our expertise and resources touch all corners of our county and, as such, we are bidding on several of the SBE Reserve agreements with this submittal being for Agreement #9.

For your review and consideration, we have enclosed all required documents and attachments identified in the order of the Evaluation Criteria, as requested:

- ✓ 1.0 – Ability of Professional Personnel
- ✓ 2.0 - Location
- ✓ 3.0 – Project Approach
- ✓ 4.0 – Workload of the Firm
- ✓ 5.0 - Pricing

At **JOB DONE**, we pride ourselves on our customer service, our corporate values, our low turnover of staff and your trust in us that your facility is in good hands.

Upon your review of the enclosed information, please do not hesitate to call us at (954)801-9431 should you have any questions or concerns. **We are your partners in this effort and here to work with you to meet your needs!**

Sincerely,

Ann Hunter

ANN HUNTER
President

Attachments



1.0 Ability of Professional Personnel

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

❖ **Chris Waite, Project Manager**

- Chris will be **JOB DONE s** Project Manager for the Janitorial Service contracts at Broward County. Chris has an industry track record of managing teams and facilities up to 100,000 square feet for the past 20 years. He is a client favorite, and remarkably effective in gaining their trust with proven results time and time again. He understands how to build efficient janitorial teams, he will oversee the day-to-day operations, implement and manage schedules, safety trainings and disciplinary actions. Chris is adequately trained in the compliance of OSHA, EPA, and other regulations regarding materials that may be used on this project.

❖ **Monefah Walters, Assistant Project Manager**

- Monefah has over three years of experience leading janitorial operations at various corporate facilities throughout Broward County ranging in size from 5,000 square feet up to 55,000 square feet, including all of our car dealership locations. She has the relevant experience required for Broward County Janitorial Services and will support Chris in the management of such projects.

❖ **Spencer Blacknall, Quality Control Manager**

- Spencer will be **JOB DONE s** Quality Control Manager for Broward County facilities. He has over ten years of experience leading janitorial cleaning crews at our high occupancy call center locations and medical labs. His excellent management and administration skills have positively affected **JOB DONE s** performance in this area of responsibility; Spencer will be involved in all aspects of the operations on this project. His focus is to conduct inspections to ensure service compliance. He will prepare required written reports and document discrepancies for immediate remedial action.

❖ **Jacqueline Tomlinson, Supervisor**

- Jackie has over four years of experience supervising our cleaning crews at our various commercial facilities throughout Broward County, overseeing teams of up to 10. She is thorough in her daily inspections and communicates promptly and effectively in a manner that drives urgent results. She is the ideal point of contact for the Contract Administrator or its designee.

CHRISTOPHER WAITE

Project Manager

Work Experience

Senior Project Manager

2001 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ Head of Janitorial Operations
- ✓ Manages teams for large facilities with high occupancy
- ✓ Develops strategic initiatives to achieve through cleaning exceeding customers expectations and achieving the highest standards of cleanliness and safety
- ✓ Manages expenses by constantly improving resource allocation
- ✓ Proficient in all applicable OSHA, EPA, and other Federal, State, and local laws and regulations regarding the materials that may encountered in the delivery of services
- ✓ Directly supports President in managing flow of operations
- ✓ Trains staff members on first class service delivery and conduct training and safety classes
- ✓ Perform Inspections and Quality Control audits
- ✓ Ensures corporate standards of class A Cleaning practices are completed at all facilities.
- ✓ Will regularly communicate with the Broward County Contract Administrator to ensure all standards are maintained in daily service delivery

Training

Mr. Waite has completed over 30 years of extensive training in the Facility Maintenance / Building Services industry as well as managerial training in Human Resources and Project Management. He is OSHA Certified, trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connecteam* to monitor facility checklist compliance, facility concerns and remedial actions, safety reports as well as QC inspections.

MONEFAH WALTERS

Assistant Project Manager

Work Experience

Assistant Project Manager

2018 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ In charge of monitoring contract compliance in the field
- ✓ Started working with JDC part-time and quickly moved up to Supervisor as a result of her initiatives to go beyond scope as it pertains to the contract requirements
- ✓ Performs various Human Resource duties such as recruiting, interviewing, training and employee recognition
- ✓ Prepares work schedules at various high occupancy large facilities
- ✓ Performs inspections and quality control audits
- ✓ Monitors contract and safety compliance
- ✓ Manage facilities > 20,000 square feet
- ✓ Monitors and manages cleaning supplies and consumables
- ✓ Schedules special and additional services with Building Managers / Contract Administrators
- ✓ Excellent communication skills
- ✓ Team-oriented and is highly effective and reliable as an assistant manager.

Training

Ms. Walters is trained in Facility Maintenance / Building Services industry as well as managerial training in Human Resources and Project Management. She is also trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connecteam* to schedule staff, issue facility checklists, monitor compliance and issue feedback.

SPENCER BLACKNALL

Quality Control Manager

Work Experience

Quality Control Manager

2009 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ In charge of executing and managing the quality control program in the field
- ✓ Analyzes client performance requirements and tracks contract compliance by team member and by facility
- ✓ Performs inspections and quality control audits to identify deficiencies immediately for corrective action and before the level of performance may be rendered not acceptable
- ✓ Tracks contract compliance and prepares project work completion report
- ✓ Utilizes facility maintenance application, Connectteam, to generate all relevant reports in real-time on a weekly basis
- ✓ Maintains files of all reports by facility for easy dissemination to facility managers and contract administrators
- ✓ Assists the Project Manager and Assistant Project Manager to ensure all contract services are not only met, but exceeded and performed at the standards of JOB DONE
- ✓ Provide necessary gap training to team members, where necessary.

Training

Mr. Blacknall has worked in the field with JOB DONE for over 10 years on facilities of all sizes ranging from 5,000 square feet to over 50,000 square feet. He has gone through extensive training in the Facility Maintenance / Building Services industry as well as managerial training in Human Resources and Project Management. He is OSHA Certified, trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connectteam* to generate on-site Quality Control reports with images of any deficiencies and with the ability to disseminate the report to the team in real time. This alleviates any delay in remedial action that may be necessary.

JACQUELINE TOMLINSON

Supervisor

Work Experience

Supervisor

2017 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ In charge of coordinating on site project approach with all cleaning team members
- ✓ Prepares daily inspection reports via facility maintenance management application, Connectteam
- ✓ Coordinates work schedules at various facilities alongside the assistance project managers
- ✓ Addresses onsite gap training protocol with individual cleaning team members, where necessary
- ✓ Monitors scope and safety compliance daily amongst cleaning team members
- ✓ Provide evaluations of all cleaning team members via Connectteam
- ✓ Works closely with the Quality Control Manager and Assistant Project Manager on all areas outlined in the contract specifications to coordinated a professional approach that is appropriately documented for access by facility managers and contract administrators upupon request

Training

Ms. Tomlinson has worked with JOB DONE for the past four years, of which the last three in the capacity of Supervisor. She is diligent about training her team to exceed our highest standards and understand how to spot areas for attention. She assures the facilities assigned under her care are thoroughly cleaned and sanitized for contract compliance every day, every time. She has worked in the Facility Maintenance / Building Services industry for the past 10 years and has gone through extensive managerial training in Human Resources and Project Management. She is also trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connectteam* for reporting on team member performance and compliance with all trainings in the areas of cleaning protocol, training, safety and quality control.



1.1 *Company Profile*

Building Value For You

Founded and Based in Broward County since 2001, JOB DONE delivers consistent quality and value every time with:

- A trained and efficient cleaning crew
- A pool of support crew to fill-in gaps, as needed
- Management and Quality Control support
- We are SBE/CBE certified with Broward County



Leadership You Can Rely On

Ann Hunter, MBA, President

Ann brings over 10 years of industry leadership and management to **JOB DONE** with a focus on streamlining procedures and processes by leveraging technology. The improvement in systems, procedures and tracking of human resources has significantly contributed to increasing JOB DONE s efficiencies as well as resulted in revenue growth, reduced waste and achieving our strategic goals. Further, in our service delivery, these improvements have leveled-up our QC inspections, and how we record deficiencies and action items in real time.

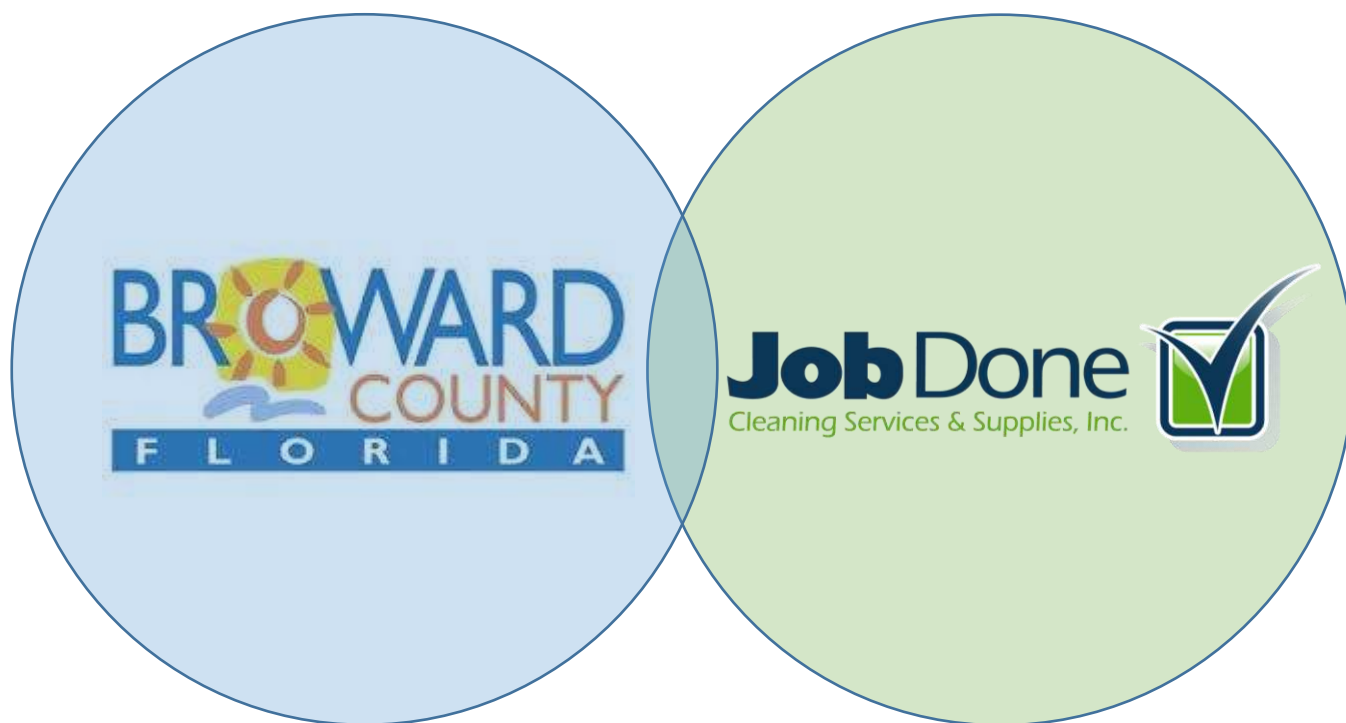
Our current commercial clients rely on **JOB DONE** for efficient, reliable service to meet their unique daily needs. We provide a spectrum of facility solutions to properties of all sizes – including office buildings up to 100,000 square feet (*currently providing the exact same scope of services required for Broward County*) to call centers with 300-500 person very high traffic occupancy (providing 24-hour porter service, grounds maintenance, carpet care, monthly strip/wax of hard services, deep upholstery cleaning of cubicle dividers and more).



What really sets us apart, however, is our professional approach to project planning, managing expectations, service delivery, and guaranteed results. A very strict attention to detail guarantees we consistently meet and exceed client expectations, every time.

But there's more. Our office is centrally located to all Broward County facilities in Lauderhill on State Road 7. We rotate up to five supervisory employees, over 20 cleaning crew members, and an additional 10 part-time / floating crew members that can be easily mobilized. Currently, we are not providing health benefits and will comply with the minimum required \$17.05 hourly rate. Background checks are required for all of our workers via the E-Verify system maintained by the United States Department of Homeland Security to verify the work authorization status of all newly hired employees. Further, if we are successful, we will coordinate with Broward County Security to ascertain all required background screening requirements associated with access to said facilities for compliance.

We will instill confidence in our working relationship with **Broward County** by executing and managing to the highest standards with a highly trained and skilled **JOB DONE** Team. Our strategic cleaning methods not only address the look of the facility, we take it much further. We understand where germs thrive, detail the high traffic zones while not neglecting those areas that aren't immediately visible to the eye. Our customized means and methods attack these areas of greater risk through our *Quality Control* program. **Afterall, it is our job to make you shine!**



At JOB DONE, we understand the critical role we play in how you make your first impression to the world. As such, we have included references that are relevant in both scope and size to the agreements we are pursuing. You will also read the client recommendation letters by these long-standing clients we consider and care for as our partners in this important effort.



REFERENCE #1 (Prime Contract)

- a. Name and location of facility: IQOR CALL CENTERS, MIRAMAR and POMPAÑO, FL
- b. Size of facility area cleaned (square feet): 27,000 AND 45,000 SQ.FT.
- c. Number of stories (height of building): one
- d. Total number of workers/ supervisors assigned to facility: FIVE
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.: 250 and 400 USERS
- f. Start date and end date of contract: START DATE – 2016 and ONGOING
- g. Annual dollar value of contract: \$120,000
- h. Yes, this facility is operational 24 hours a day, 7 days a week.
- i. Yes, this facility requires extensive employee background/security checks.
- j. This building adheres to green building maintenance standards



May 5, 2021

To Whom It May Concern,

It is my pleasure to write this letter of recommendation for JOB DONE Cleaning Services & Supplies, Inc. For the past 5 years, JOB DONE has been our janitorial service provider for our Pompano Beach call center (over 42,000 square feet) and our Miramar call center (over 25,000 square feet). They have provided a full range of services to cover our 24-hour operation including day and night porters, grounds clean-up, carpet cleaning, hard surface floor care, annual deep cleaning specialty services and night-time cleaning crews.

We have been very pleased with their services and low turn-over of staff. Their management is always available to remedy concerns and we highly recommend them.

Should you have any questions, please feel free to email me at carlos.triana@iqor.com.

Sincerely,

CARLOS TRIANA
Property Manager
IQOR, INC.

A handwritten signature in black ink, appearing to read "Carlos Triana", is written over a horizontal line.

Miramar: 2989 N Commerce Parkway, Miramar, FL 33025 | Pompano: 895 NW 30th Avenue, Pompano Beach, FL 33069



Vendor Reference Verification Form

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: **JOB DONE CLEANING SERVICES & SUPPLIES, INC.**

Organization/Firm Name providing reference:

IQOR INC.

Contact Name: **CARLOS TRIANA**

Reference date: **05/05/2021**

Contact Email: **CARLOS.TRIANA@IQOR.COM**

Contact Phone: **305-647-9901**

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

NA

01/03/2016 to

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

Would you use this vendor again? ☒ Yes ☐ No

Description of services provided by Vendor:

SERVICES THROUGHOUT THE PAST 5 YEARS INCLUDE NIGHT CREW JANITORIAL CLEANING, DAYTIME PORTER SERVICES, CARPET CLEANING, HARD SURFACE FLOOR CARE, CUBICLE CLEANING AND DAILY SANITATION SHIFTS AT OUR 2 LARGE SOUTH FLORIDA LOCATIONS. THIS CONTRACT IS ONGOING.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input 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:				
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:				
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"/>

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ☐ EMAIL ☐ VERBAL Verified by: _____ Division: _____ Date: _____

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



REFERENCE #2 (Prime Contract)

- a. Name and location of facility: HOLLYWOOD KIA COMPOUND, HOLLYWOOD, FL
- b. Size of facility area cleaned (square feet): 65,000 SQ.FT.
- c. Number of stories (height of building): 4 BLDGS TOTAL (TWO STORIES AND 1 STORY)
- d. Total number of workers/ supervisors assigned to facility: FIVE
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.: 100 USERS
- f. Start date and end date of contract: START DATE – 2011 and ONGOING
- g. Annual dollar value of contract: \$87,560
- h. This facility is open 7 days a week
- i. This facility requires extensive employee background/security checks
- j. This building does not adhere to green building maintenance standards



LETTER OF RECOMMENDATION

April 29, 2021

To Whom it May Concern,

It is with great pleasure that I write this letter of recommendation for JOB DONE Cleaning Services & Supplies. JOB DONE has been our cleaning service since 2011. We've been extremely pleased with their cleaning services and their overall care for our facilities, which oftentimes goes above and beyond the call of duty. The most recent example of that is the outstanding sanitizing services rendered to this organization during the COVID-19 crisis last year. The JOB DONE crew was with us all day, every day during the pandemic sanitizing the building for the safety of our staff and customers. All while maintaining a friendly and professional demeanor. It was a most welcome performance in the midst of the daily stress associated with the pandemic.

The company's ownership and staff are exceptionally professional, trustworthy and reliable. We entrust them with access to our facilities-including our Accounting and Administrative Offices-with great confidence and we are more than happy to recommend them as the exceptional vendor they are. Their admin office (especially Accounts Receivable) is very easy to deal with, and their operations management checks in on us regularly to make sure we're satisfied.

Feel free to contact me directly should you need any questions answered, to consider this exceptional crew for service.

Sincerely,


Ana Acosta, Controller
Hollywood Kia
ana@hollywoodkia.com
O: 954-546-8016
C: 201-264-3594

1640 S. State Road 7 · Hollywood, FL 33023
www.HollywoodKia.com
sales@hollywoodkia.com

Tel: (954) 967-5665
Fax: (954) 967-5910

**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: JOB DONE CLEANING SERVICES & SUPPLIES

Organization/Firm Name providing reference:

HOLLYWOOD KIA

Contact Name: ANA ACOSTA

Reference date: 04/29/2021

Contact Email: ANA@HOLLYWOODKIA.COM

Contact Phone: 954-546-8016

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

2181

08/06/2011 to

Vendor's role in Project: ☒ Prime Vendor ☐ Subconsultant/SubcontractorWould you use this vendor again? ☒ Yes ☐ No**Description of services provided by Vendor:**

CLEANING/SANITIZING OUR THREE LOCATIONS

Please rate your experience with the referenced Vendor:Needs
Improvement

Satisfactory

Excellent

Not
Applicable

1. Vendor's Quality of Service

a. Responsive

b. Accuracy

c. Deliverables

☐☐☒☐☐☐☒☐☐☐☒☐

2. Vendor's Organization:

a. Staff expertise

b. Professionalism

c. Turnover

☐☐☒☐☐☐☒☐☐☐☒☐

3. Timeliness of:

a. Project

b. Deliverables

☐☐☒☐☐☐☒☐

4. Project completed within budget

☐☐☒☐

5. Cooperation with:

a. Your Firm

b. Subcontractor(s)/Subconsultant(s)

c. Regulatory Agency(ies)

☐☐☒☐☐☐☐☒☐☐☐☒

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ☐ EMAIL ☐ VERBAL Verified by: _____ Division: _____ Date: _____

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.



REFERENCE #3 (Prime Contract)

- a. Name and location of facility: THE GATEWAY BLDG, POMPANO BEACH, FL
- b. Size of facility area cleaned (square feet): 87,362 SQ.FT.
- c. Number of stories (height of building): TWO STORIES
- d. Total number of workers/ supervisors assigned to facility: SEVEN
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.: 750
- f. Start date and end date of contract: START DATE – 2004 and ONGOING
- g. Annual dollar value of contract: \$140,400
- h. This facility is open 24 hours a day, 7 days a week
- i. This facility requires extensive employee background/security checks
- j. This building adheres to green building maintenance standards



THE GATEWAY BUILDING

895 N.W. 30TH AVENUE, POMPANO BEACH, FLORIDA 33069

April 30, 2021

To whom it may concern,

It is with great pleasure that I write this letter of recommendation on behalf of Job Done Cleaning Services & Supplies. They have been our janitorial company since 2009 and there has not been an issue that they didn't work to resolve immediately with the utmost concern for our tenants along the way. They have maintained our common areas and all the building tenants with full janitorial services, as well as emergency on-call services such as bathroom floods, ice machine floods and ceiling leaks. They provide annual deep cleaning services including tile / grout cleaning, cubicle upholstery cleaning, strip & wax and more. We have had many other cleaning companies approach us throughout the years to bid on our building. Job Done has not given us a reason to change, their prices remain competitive, and we certainly recommend them for your facilities.

If you need to reach me for additional information, you can call me at (561)444-7251 or email me at gatewayfacilities895@gmail.com.

Thank you,

A handwritten signature in black ink, appearing to read "AC", is written over the printed name "Anthony Christopher".

Anthony Christopher
Property Manager, The Gateway Building
Global Real Estate Management

**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: JOB DONE CLEANING SERVICES & SUPPLIES, INC.

Organization/Firm Name providing reference:

GLOBAL REAL ESTATE MANAGEMENT

Contact Name: ANTHONY CHRISTOPHER

Reference date: 04/30/2021

Contact Email: GATEWAYFACILITIES895@GMAIL.COM

Contact Phone: 561-444-7251

Name of Referenced Project: NONE

Contract No.

Date Services Provided:

Project Amount:

NONE

02/26/2009 to

Vendor's role in Project: ☒ Prime Vendor ☐ Subconsultant/SubcontractorWould you use this vendor again? ☒ Yes ☐ No**Description of services provided by Vendor:**

JOB DONE HAS BEEN OUR CLEANING COMPANY FOR OVER 10 YEARS PROVIDING ALL CLEANING SERVICES.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input 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:				
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:				
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"/>

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ☐ EMAIL ☐ VERBAL Verified by: _____ Division: _____ Date: _____

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

1.3) EXPERIENCE OF KEY PERSONNEL

As detailed in *Section 1.0 - Ability of Professional Personnel*, all identified personnel have the relevant track record to providing timely, high quality janitorial services in an environmentally friendly manner to multiple high-profile facilities. Section 1.0 contains details of relevant experience of all managers and supervisor resumes. This enter project crew illustrated below are trained in green cleaning and equipped to comply with all the specifications and requirements outlined in Section 10, Green Cleaning.



PROJECT SUPERINTENDENT (PM)

Chris Waite

Chris has an industry track record of managing teams and facilities up to 100K sq. ft. for the past 19 years with JDC. Our clients know they can rely on Chris to deliver high quality services on time every time.

SITE SUPERVISOR

Jacqueline Tomlinson

Jackie has 4+ years of experience leading janitorial operations throughout Broward County ranging in size up to 55k sq.ft. She has a commendable attention to detail and trains and monitors staff in green cleaning compliance and daily contract benchmarks.

SERVICE CREW

CLEANING TECHNICIAN

Tracy James

Cleaning technician with JDC for the past 2 years working at multiple facilities similar in size and complexity.

CLEANING TECHNICIAN

Shane Bellows

Cleaning technician with JDC for the past 2 years working at multiple facilities similar in size and complexity

CLEANING TECHNICIAN

Gina Mendez

Cleaning technician with JDC for the past 1+ year working at multiple facilities similar in size and complexity

BRIEF RESUME OF EXPERTISE

PROJECT SUPERINTENDENT (PM)

Our Project Superintendent/PM is a veteran in managing client expectations, along with exceeding contract requirements. He is the Contract Administrators main point of contact and will work exclusively for any/all Broward County contracts we may be successful in being awarded. He has developed over 19 years of expertise in the janitorial service industry and is trained in the compliance of all applicable OSHA, EPA, and other Federal, State, and local laws and regulations relevant to the scope of work. He will be fluent in all contract specifications and represents JDC with full authority.

SITE SUPERVISOR

Our Site Supervisor reports directly to the Project Superintendent/PM and will oversee the service crew to ensure all cleaning frequencies stipulated in the contract are executed on a daily basis. The Site Supervisor will conduct and document daily inspections, as well as, maintain the on-site logs for proper documentation. She is also responsible for assuring any discrepancies are corrected and monitor work performance of each service crew member that may need additional training for proper work execution. Further, all "immediate action calls" are handled by the Site Supervisor. The Site Supervisor also assures the facility is stocked with only sustainable cleaning and hard floor and carpet care products meeting LEED v4 for Building Operations / Products and Materials.

SERVICE CREW MEMBERS (Cleaning Technicians)

All of our service crew members are assigned because they are fully trained and prepared to execute the required scope of work. They show up to work appropriately dressed in JDC company uniform and are skilled in all janitorial scope areas such as general cleaning, bathroom disinfection, carpet care, floor care, glass cleaning, wall washing, overhead dusting, pressure cleaning and more. Scope frequencies are also learned by all service crew members to assure contract compliance. They are also trained in Green Cleaning Practices. Further, each service crew member is assigned a work zone with its respective cleaning requirements that will be inspected the same evening. This ensures a first class impression by the building users each and every morning.



**Job Done Cleaning Services & Supplies, Inc.
1771 NW 40th Avenue, Suite 301
Lauderhill, Florida 33313**

WHAT WE STAND FOR

Throughout the years, JOB DONE has earned a legacy as a best-in-class and highly recommended commercial cleaning company in the South Florida market. Our values remain the same. High quality service. Transparency. Efficiency. 100% Client Satisfaction, Every Time.

We believe in earning your business and becoming a trusted partner and reliable resource for your facility maintenance needs. We've been around since 2001. Our services have stood the test of time, and our goal is to continue delivering a 100% satisfactory service that you believe in.

We're proactive and known to solve problems. We do our very best at every job site to exceed your expectations, regardless the size of the facility. If any problem or concern arises during our delivery of service, we work to resolve it immediately without hesitation. At JOB DONE, we get the job done right!



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),
- a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - in an area zoned for the conduct of such business,
 - that the Vendor owns or has the legal right to use, and
 - from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the "Local Business Location").

If Option 1 selected, indicate **Local Business Location**:

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

1771 NW 40th Avenue, Suite 301
Lauderhill, Florida 33313

Option 3: The Vendor is both a **Local Business** and a **Locally Based Subsidiary** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

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

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

- ☐ **Option 4:** The Vendor is a **joint venture** composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list "N/A" if section does not apply. The Vendor further certifies that:

- A. The proportion of equity interests in the joint venture owned by **Local Business (es)** (each Local Business must comply with all of the requirements stated in Option 1) is _____ % of the total equity interests in the joint venture; and/or
- B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is _____ % of the total equity interests in the joint venture; and/or
- C. The proportion of equity interests in the joint venture owned by **Locally Based Subsidiary(ies)** (each Locally Based Subsidiary must comply with all of the requirements stated in Option 3) is _____ % of the total equity interests in the joint venture.

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

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

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

Business):

1. Broward County local business tax receipt.



Option 3 (Locally Based Subsidiary)

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

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

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

If requested by County (any option):

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor.
3. Additional documentation demonstrating the applicable percentage of equity interests in the joint venture, if not shown in the joint venture agreement.
4. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

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

Indicate Local Business Location:

True and Correct Attestations:

Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as authorized by the Broward County Procurement Code. The Vendor understands that, if after contract award, the County learns that any of the information provided by the Vendor on this was false, and the County determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the County may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

AUTHORIZED SIGNATURE/NAME: Ann Hunter

TITLE: President

VENDOR NAME: JOB DONE Cleaning Services & Supplies,

DATE: 5-24-21

Revised May 1, 2021



3. *Project Approach*

JOB DONE has developed a detailed work plan for **Agreement 9** to provide an above-standard delivery in cleaning techniques and procedures to ensure optimal service at the following locations:



(1)

**BIC LANDFILL / NORTH TRANSFER
STATION**
2780 N. POWERLINE ROAD
POMPANO BEACH, FL 33069

(2)

**HOUSING & COMMUNITY
DEVELOPMENT**
110 NE 3RD STREET
FORT LAUDERDALE, FL 33011

(3)

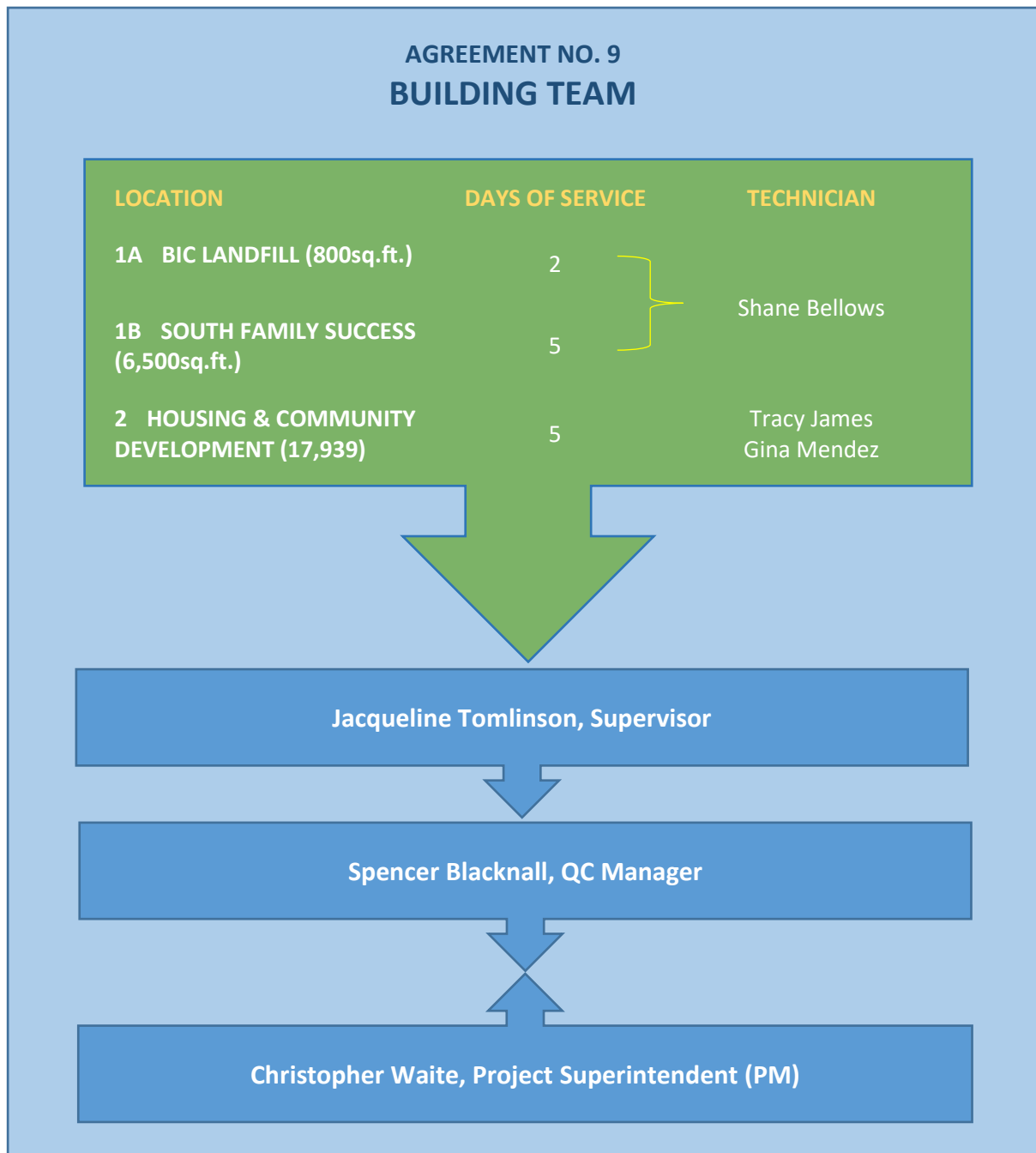
SOUTH FAMILY SUCCESS
4735 SW 18TH STREET
HOLLYWOOD, FL 33023

3.1) We only allocate trained and qualified cleaning crew members and assign tasks based on strength and experience to each location to ensure both efficiency and user-satisfaction. Our experienced supervisors routinely inspect and monitor our cleaning crew members to ensure that all contract specifications are successfully met. Work is accurately distributed to cleaning technicians to prevent overworking and ensure high quality standards are met. In addition, the scheduling of work hours will conform to the requirements as outlined in the contract. Our Supervisors will conduct both routine and random inspections to ensure that the level of cleaning remains at a high standard to meet the high quality specifications as outlined in the BID document. Our ability to assess, document, and communicate efficiently and effectively, ensures that the janitorial cleaning needs of each facility are exceeded. For these three (3) locations, we did site walkthroughs and the daily service hours specified on the location details is adequate. As such, **we hold no exceptions to the minimum proposed hours.** Contract services will be conducted after business hours to avoid any disturbance of normal building activities. Special services will be scheduled when the Contract Administrator deems appropriate. All public areas will be thoroughly cleaned, dusted and disinfected daily. Further, to maintain a first class first impression, all flooring will be buffed or scrubbed several times each month.

3.2) We have evaluated the requirements and beyond-contract needs for the three (3) locations and propose the below illustrated building team and daily schedule:

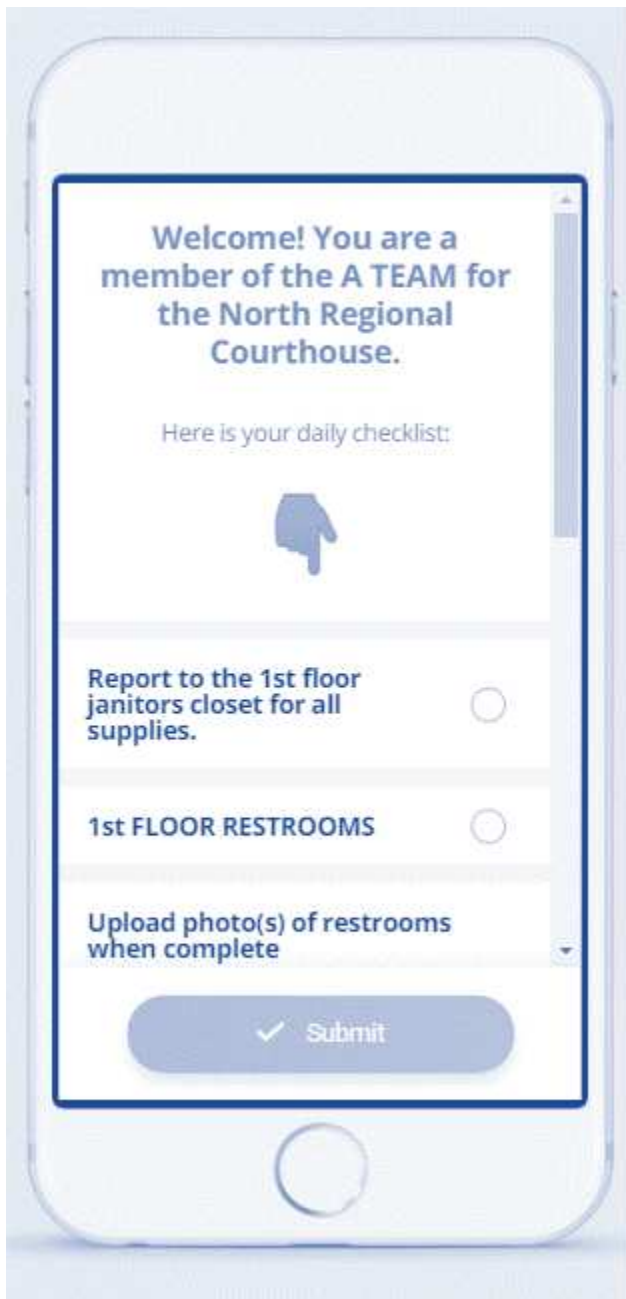
SCHEDULE: BASIC JANITORIAL SERVICES

1A & 1B: CLEANING TECHNICIAN (2 SMALL LOCATIONS)	STARTS 3PM
2: CLEANING TECHNICIANS	STARTS 5PM





We utilize both digital checklists and onsite log binders as reporting systems to compare actual performance to our schedule for regular service. All team members use the mobile app, *Connecteam*, to access checklists and upload images of areas of completion, as well as, problem areas that need to be reported to management. Cleaning crew technicians clock-in for work via *Connecteam*, which geotags the time stamp to confirm location of the worker. An example of the interface is shown below:



connecteam



DPATH CLEANING CHECKLIST

Entrance / Common Area(s)

- ☐ Clean restrooms & restock dispensers with soap and paper products. All bathroom stalls must be disinfected/mopped. *****ALWAYS DISPLAY WET CAUTION SIGNS PRIOR TO MOPPING*****
- ☐ Sweep front/rear entrances both interior and exterior
- ☐ Mop entrance front and rear *****ALWAYS DISPLAY WET CAUTION SIGNS PRIOR TO MOPPING*****
- ☐ Spot clean front entrance windowpanes and glass doors

Interior Office Areas / Break Room / Kitchen

- ☐ Clean lunchroom tables/counter
- ☐ Clean microwave (exterior/interior)
- ☐ Clean fridge/door handle
- ☐ Sweep and mop inside lunchroom. When sweeping, check areas in the corner and behind the trash bins for trash and crumbs. *****ALWAYS DISPLAY WET CAUTION SIGNS PRIOR TO MOPPING*****

SAMPLE CHECKLIST

A personalized checklist is prepared for each of our facilities. This is available for daily use via our *Connecteam* app and laminated copies are on property in the janitors closet. Each cleaning crew technician is trained on this checklist and required to sign-off on compliance daily.



Periodic project and annual work tasks will be scheduled with the Contract Administrator to avoid disturbing normal business activities as well as daily facility cleaning needs. Further, we quickly mobilize and capable of responding to emergency and disaster situations. We are equipped with specialized equipment such as:

- ✓ Dry-EZ dehumidifiers,
- ✓ Negative air scrubbers,
- ✓ High Capacity Fans and
- ✓ Cavity dryers for de-watering and moisture removal tasks.

3.3) QUALITY CONTROL PROGRAM

Quality Control

FROM START TO FINISH

At **JOB DONE**, we exceed expectations simply because we go beyond the standards of basic appearance and respond to other vital areas such as health and wellbeing, preserving your assets, sustainability and continuously improving our service strategy. When you choose **JOB DONE** as your cleaning service provider, we proactively initiate a *quality control* process that requires regular on-site visits from our management with checks and balances. We suggest to commence service with the Air Quality cleaning which will bring the facility in compliance with quality standards. In addition, we are staffing this important facility with a fully qualified and trained quality control manager. We hold ourselves accountable to the specifications detailed in our customized **Quality Control Plan** and Scope of Work. Our plan will include reviews that prompt quick solutions to any problem or concern.



Transitioning

MAKE THE SWITCH, SEAMLESSLY

Choosing a new janitorial service provider can appear daunting. As the saying goes, change is hard. However, when you make the change to **JOB DONE** it certainly doesn't have to be. With over years developing high caliber experience and a reputation for great customer service, you can be sure of a seamless transition.





Our Expertise Makes the Transition Smooth

At **JOB DONE**, we take pride in our industry-leading transition program. Our plan is primarily based on your facility's specific needs coupled with our standard operating procedures for starting new contracts. We know how to create comprehensive transition plans, and we are able to provide everyone involved with the most current information every step of the way. We conduct meticulous reviews of every process and procedure we initiate, and we are always available to answer any questions you may have.

OUR CORE-4 STEPS TO TRANSITION

- (1) **MEET** - Meet with the Facility Manager / Contract Administrator to review key areas of concern;
- (2) **PLAN** - Conduct internal mobilizing meeting with designated project team to discuss approach with emphasis on plan of action for areas of concerns;
- (3) **MOBILIZE** - At commencement of service, the **Job Done GET STARTED Detailing Team** – accompanied by our **Core Cleaning Crew** - mobilizes at your facility to bring the facility up to both JOB DONE and Broward County Standards of Excellence.
- (4) **MANAGE** - Strategic ongoing training and supervision plans are immediately implemented for above-standard daily contract compliance.

Our approach is to carefully execute all processes in our comprehensive Quality Control Program implemented by the Quality Control Manager via educating and training our cleaning technicians. An essential component to meeting or exceeding quality standards is effective training and supervision. **JOB DONE will meet the quality specifications outlined in the BID document through extensive employee training and preparation, supervision, accountability and support.** Our highly trained and experienced supervisors review the results and procedures of our cleaning technicians to ensure that all contract obligations are exceeded.

To meet the basic janitorial service requirements for your facility, JOB DONE issues daily, weekly, quarterly, and annual tasks checklists via the *Connecteam* mobile app and performs daily site visits by the JOB DONE management team. The use of task checklists, inspections, and site visits also enables accountability and provides feedback opportunities to our cleaning technicians to maintain communication and ensure standardization of service performance. JOB DONE utilizes both the *Connecteam* mobile app, as well as, On Site Logs to stay organized and to maintain records, staff schedules, and task checklists. Our On Site Log binders will be readily available and contains daily tasks, inspection reports (*see sample on the next page*), County requests and MSDS sheets for all chemical products. They are a tangible means of internal communication for the JOB DONE team and external communication of services with County representatives.



Quality Control Report

Facility Name:	Date of Inspection:	Inspected by:
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AREA(S) INSPECTED	COMPLIANCE RATING (1-5)	COMMENTS	# OF ISSUES CITED
Entrance / Lobby / Public Access Zones			
Public Service Areas (interior)			
Employee Work Areas (group)			
Private Offices / Administrative			
Employee Use Areas / Breakrooms			
Restrooms			
Support and Service Areas			
Carpet Care			
Floor Care			
Specialty Zones			

Comments:	
Signature:	Overall Average Rating:

Green Methods

CARING FOR OUR ENVIRONMENT

At **JOB DONE**, our goal is to minimize your facility's impact on the indoor and outdoor environment. We do this by emphasizing safe cleaning chemicals and techniques to maintain healthy air inside and reduce any negative effects on the larger community.

Our green cleaning includes a selection of environmentally sound cleaning solutions, practices, and equipment. Our sustainable green cleaning program is implemented at every building we service.

To ensure your compliance with regulatory standards, we use Green Seal-certified cleaning products as a part of our basic cleaning service, microfiber cleaning materials, and HEPA-filtered vacuums. Our green cleaning processes can help lower energy and operational costs at your facility, while also reducing the risk of exposure to harmful chemicals for all occupants. Green cleaning can generate savings on your disposal and cleanup costs, reduce waste, and alleviate pollution.



3.4) COMPANY EQUIPMENT

Our list of equipment is as follows:

- ✓ Sanitaire HEPA Upright and Backpack Vacuums
- ✓ Hydramaster MAXX 450d
- ✓ Rubbermaid Carts
- ✓ Floor Scrubber
- ✓ High Speed Buffers
- ✓ Wet/Dry Vacuums
- ✓ High Speed burnishers
- ✓ Truck Mount Carpet Cleaners
- ✓ Carpet Water Extractors
- ✓ Cemex Encapsulation Machine

- ✓ Mobile Pressure Cleaning Unit
- ✓ 26 and 44 quart yellow mop buckets with wringers

JOB DONE's heavy equipment is located in a 45-minute radius of all facilities in the agreements we are bidding on. Equipment is serviced, ready and can be mobilized upon request. Timing is driven by the distance of the targeted site. In addition, if space is provided, above-mentioned heavy equipment can be stored at the facility for quick accessibility and use.

We have the following inventory of machinery to perform the required floor care services:

- ✓ 6 – Sanitaire Upright Vacuums w/ HEPA filters
- ✓ 6 - Sanitaire Backpack vacuum w/ HEPA filters
- ✓ 2 - Automatic floor scrubber machine/All-purpose floor machine
- ✓ 2 – Hot water carpet extraction machine
- ✓ 2 - Mobile Pressure cleaning unit
- ✓ 2 - Wet/Dry Vacuums
- ✓ 3 - High speed burnisher
- ✓ 20 - 26 and 44 quart mop buckets with wringers
- ✓ 10 - Rubbermaid restroom carts
- ✓ 4- Carpet blowers
- ✓ 22 - Wet Floor Signs

At JOB DONE, our facility assigned supervisors regularly inspect all equipment to ensure they are in excellent working condition. When equipment is found to be in need of repair or servicing, it is immediately removed from the facility and replaced. We have e-forms for reporting defective equipment on the *Connecteam* mobile app, as well as, an Equipment Damage Log in the onsite binder.

Our list of office equipment and computer programs are as follows:

- ✓ Desktop computers
- ✓ iPads
- ✓ Microsoft Laptops
- ✓ Brother Scanner / Copier / Fax
- ✓ Printers
- ✓ Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, OneNote and Publisher)

- ✓ Connecteam
- ✓ Adobe Acrobat
- ✓ Quickbooks Pro

3.5) COMPANY TRAINING

Our high standards start with the hiring process. All new hires complete a mandatory state-of-the-art training program before they start working. Safety Training is a vital part of their orientation, as well as periodic in-service safety trainings on a recurring basis. They also learn about our customer service standards. Our team members learn the proper use of our specialized green cleaning equipment, are educated on our green cleaning products, and are trained for any relevant recycling programs. Our team members receive emergency training and are familiar with the evacuation routes and procedures for the buildings in which they work. Further, we provide ongoing training so that we continue to offer high-quality services over time.

We know that our ongoing training programs are essential for building better client-employee relations. When team members learn and understand the “why” and “how to” behind our procedures and practices we achieve enhanced productivity, buy-in and outstanding communications.

EMPLOYEE TRAINING PROGRAM

JOB DONE's Training Program is designed to enhance the professional, leadership and janitorial skills of all of our employees. Training is an ongoing process. We actively pursue cross-training in order to gain maximum utilization from the workforce and assure continuity of quality service. All safety-related topics are constantly repeated. In addition, Facility Supervisors routinely discuss both quality and safety issues with their team to maintain quality standards. All personnel are required to attend Orientation that addresses essential information regarding Operations, Company Policies & Procedures, Safety, Customer Policies, Procedures and Customer Relations.

Untrained employees will not be permitted to perform the services specified within the contract. JOB DONE employees utilized for special project work such as stripping and refinishing floors, and overhead cleaning above eight feet, will receive additional training.

At JOB DONE, our employees are a reflection of the company and they must display a positive image, exhibit excellent character, and be well trained and empowered to interact respectfully and pleasantly with our customers and their fellow employees.



TOPICS OF TRAINING

At a minimum, JOB DONE provides each employee with the following training within the first month of employment and again during each twelve-month period of the employee's tenure in order to refresh and reinforce standardization of procedures, performance and to maintain high quality standards.

Training topics include but may not be limited to:

<ul style="list-style-type: none"> ✓ Orientation to Standard Cleaning Practices ✓ Professionalism ✓ Employee Conduct ✓ Expectations ✓ Performance Reviews & Evaluations ✓ Employee Benefits, Uniforms, etc. ✓ Payroll Rules and Regulations ✓ Trash Collection and Recycling ✓ Common Cleaning Mistakes ✓ Body Mechanics ✓ Quality Control Program ✓ Inspection Techniques ✓ Facility Supervisors ✓ Hazardous materials ✓ OSHA Act of 1970 ✓ Sexual harassment ✓ HIPPA Privacy Training 	<ul style="list-style-type: none"> ✓ Customer Relations ✓ Green Cleaning Policies and Procedures ✓ Using & Mixing Chemicals ✓ Material Safety Data Sheets (MSDS) ✓ Tools and Equipment ✓ Proper use, care and safety ✓ Restroom Cleaning and Disinfections ✓ Office and Related Area Cleaning ✓ Daily Floor Care ✓ Project Floor Care ✓ Cleaning Staff and Technicians ✓ Safety and Security ✓ Asbestos ✓ Blood-borne pathogen safety program ✓ Emergency Procedures and Evacuations ✓ Incident/Accident Reporting ✓ Personal Protective Equipment
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TRAINING METHODS

The training methods will consist of the following basic procedures:

- ✓ Demonstrate and discuss how each task is properly executed;
- ✓ A trainee always performs work with an experienced team leader;
- ✓ The trainee is regularly evaluated on performance and provided feedback, or additional training, as needed.

IN-HOUSE TRAINING

Lecture, visual aids and video recordings are used. The procedures covered are further discussed with the trainees to verify that the training has been effective. All employees must successfully demonstrate proficiency in a given procedure before they are assigned work involving that procedure. In some cases, this involves assignments with experienced employees until such time as the proficiency is demonstrated.

ON-SITE TRAINING

On-Site Training is conducted by Site Supervisors prior to an employee's official start date. Trainee will shadow a Team Leader or cleaning technician over the course of several days (duration depends on the facility structure and trainee's experience, familiarity with JOB DONE's policies and procedures and to ensure that they are aware and able to perform the cleaning techniques and provide the cleaning services at optimal quality standard).

On-site training for all employees is provided throughout shifts. Specifically, during the beginning and end of shift inspections and during daily debriefings when issues, complaints, praises and reminders are reiterated. This enables quality performance standards to be adhered to and ensures contractual compliance. In addition, we enforce ongoing training for our crew and reinforce cleaning techniques as needed, specifically during monthly staff meetings/debriefings and employee evaluation review meetings.

COMPLIANCE

JOB DONE is currently in compliance with Federal and State OSHA requirements and Green Seal Standards and will continue to comply with these requirements.

CLEANING PRACTICES

JOB DONE utilizes a *Color-Coded Cleaning* approach and clearly labels microfiber mops, towels and other similar wiping materials to eliminate cross contamination.

COLOR-CODED CLEANING	
Green	Common Area / General
Blue	Restrooms
Yellow	Break Rooms / Kitchens



Cleaning crew members are strictly monitored and evaluated on the proper use of supplies and products for designated cleaning areas. Employees found using labeled/color-coded equipment in areas not designated, will be written up and reprimanded appropriately. This accountability by Supervisors prevents cross contamination and maintain quality standards.

EMPLOYEES CONFIDENTIALITY TRAINING AND CERTIFICATIONS

All personnel providing services at Broward County locations are subject to HIPAA confidentiality standards and will complete training and certification for such.

EMPLOYEE SAFETY TRAINING

All employees will receive training needed to safely and competently perform the services required by this contract, including compliance with green cleaning practices. JOB DONE provides environmental health and safety training to ensure compliance with all federal, state, and local laws or regulations. We are familiar with all applicable federal, state, county, city and local laws, regulations or codes as they apply to this service and are aware of the safety standards concerning materials used. JOB DONE develops and implements procedures to ensure employees use chemicals in accordance with the instructions of the chemical manufacturers. JOB DONE will provide the Contract Administrator our Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) for chemicals and cleaning products used. Some tasks may require working with potentially hazardous materials. JOB DONE employees are trained and medically cleared for such work, and all trainings are recorded on our training logs.

EMPLOYEE SAFETY PRACTICES

JOB DONE provides and uses adequate barricades and signs to block off hazardous work areas and/or to provide sufficient warning prior to, during and after the performance of services. All cleaning crew members are given Personal Protective Equipment (PPE), as required. Employees are trained in accident prevention and provide barricades necessary to protect persons or property against injury or damage, and at all times, is responsible for any such damage or injury that occurs as a result of their fault or negligence.

JOB DONE takes precautions necessary to protect persons or property against injury or damage and is responsible for any such damage, or injury that occurs as a result of fault or negligence of our employees or sub-contractors. Property/Equipment Damage should be reported and documented using the Property and/or Equipment Damage Report Logs are found in the Project Site Log Binder. All generally accepted and government required safety practices shall be followed.



GENERAL SAFETY RULES

Important general safety rules and regulations:

Do not leave janitorial carts/equipment/tools/chemicals/supplies unattended. Place all in locked janitorial closet before you leave the area unattended.

Clean all spills immediately. Use caution when mopping floors. Put out caution signs indicating "Caution Wet Floors"

Cleaning material, supplies, and janitorial carts will be stored in a safe and orderly fashion. All janitorial closets will be kept clean and organized.

Never store chemicals in unmarked containers.

If the load is too heavy either enlist assistance or use a trolley or mechanical device that you are authorized to use and have been trained on how to use.

Keep aisles, stairways and exits clear of boxes and other hazardous material. Do not obstruct exits or doorways.

All employees shall keep tools, equipment, and work areas clean and orderly.

Use a stepladder or a step stool for reaching areas above shoulder height. Never stand on the cap of a ladder. Do not use a step stool/ladder if not authorized to by Site Supervisor or if you have knee/leg pain, issues or no balance or assistance.

Do not operate machinery that you are not familiar with and have not been trained or authorized to use.

After use put all tools/or equipment back in their proper place.

Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, report to Site Supervisor for documentation. Mark the tool or equipment that it is out of order so that it will be sent in for repair.

Report all unsafe or damaged tools and equipment to your Site Supervisor for documentation. Mark the tool or equipment that it is out of order so that it will be sent in for repair.

Observe all warning signs, safety bulletins and posters.

Always wear gloves and protective equipment.

Do not do any job that appears unsafe (i.e., cautionary tape, construction work area, do not enter signs, etc.); ask your Site Supervisor for guidance.



EMPLOYEE CONDUCT

Employee Conduct is addressed in Professionalism and Customer Relations portions of Employee Training. JOB DONE employees conduct themselves in a safe and orderly manner at all times while on the job site, whether on or off duty. Personal cellphone use is strictly prohibited unless it is for designated work purposes or employee is on their official designated break time in their designated break area. Fighting, being under the influence of alcohol and/or drugs, bringing and/or consuming alcohol and/or drugs, gambling, soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on the property, unless approved in writing by the Contract Administrator, and any immoral or otherwise undesirable conduct will not be permitted on the job site.

JOB DONE shall prevent any of its employees from opening, tampering with, using or moving any item of equipment, such as calculators, computers, telephones, storage container, desks, etc. or entering into any area unless required in the performance of the services. Any item moved for the purpose of cleaning shall be put back in place after cleaning.

JOB DONE establishes, implements and maintains procedures and controls to ensure each employee complies with all applicable provisions of the contract and all site rules and practices of the county. We will immediately, after receipt of written notice from the Contract Administrator, remove any employee or other representative of JOB DONE from premises who participates in improper or illegal acts, or whose continued presence is, in the opinion of the contract administrator, deemed not to be in the best interest of the county. JOB DONE personnel will not eat or take breaks within their assigned work areas. Corrective action will be determined and enforced in instances of non-compliance with employee conduct and all other contractual requirements.

GRATUITIES/SOLICITATIONS

Gratuities/Solicitations is addressed in the Professionalism and Customer Relations portions of Employee Training. JOB DONE establishes, implements, and maintains procedures and controls adequate to prevent employees from providing any services other than that which is defined in the contract. No employee of the contract will solicit or accept any gratuities in county facilities or property.

PERSONAL HYGIENE

Personal hygiene is addressed in the Professionalism portion of Employee Training. All JOB DONE employees are required to practice good personal hygiene habits. Excessive use of perfumes and/or colognes is discouraged. All body odor complaints shall be addressed immediately with JOB DONE s employee by Facility Supervisors and documented accordingly. In routine employee evaluations, personal hygiene will also be evaluated and discussed during employee evaluation review meetings. Should an employee receive three documented occurrences, the Contract Administrator may request removal of said employee from the



staffing team.

JOB DONE employees will be dressed in a uniform that meets the approval of the Contract Administrator and is acceptable to the county. Our uniform meets or exceeds all safety related standards.

SCAVENGING

Scavenging is addressed in the Professionalism portion of Employee Training. JOB DONE has developed, implemented and maintains adequate procedures to ensure that no Contract employee(s) scavenge any items from any county facilities or properties. If an employee is found scavenging any items from any county facility or property the employee's actions will be documented accordingly and the employee will be reprimanded as stated in the JOB DONE Employee Contract, that each employee is required to read and sign once hired. It is our policy to establish reasonable and necessary guidelines and policies to meet business and production needs.

HIRING & SCREENING

It is our objective to hire and maintain individuals on our employee roster who have performed successfully at existing sites and/or have extensive experience and references attesting to quality performance. Employees hired will be screened according to customer specifications and any pre-hiring background checks conducted will be in compliance with local and federal guidelines. New hires with limited to no previous janitorial experience; however, show great potential, are given opportunities to prove themselves as alternates/per diem employees and through project work (i.e. air quality).

Recruitment often occurs through referrals from other janitorial companies, current or past JOB DONE employees, County Liaisons and Building Managers. All employees are authorized to work in the United States of America (I-9) and within the regulations of EEOC (Equal Employment Opportunity Commission).

RETENTION

Employees are our greatest asset. At JOB DONE, we work diligently to retain our best talent. We do this through a number of ways such as using communication strategies, talent recognition, competitive compensation and programs, and team building.

Experience translates to high efficiency and customer satisfaction. Diligent efforts are made to identify talents and skills to develop and maintain quality employees for long-term success. Strong Recruitment Practices in combination with Performance Evaluation, Training and Recognition improve morale and strengthen retention. We recognize employees to excel in Customer Satisfaction, Operational Excellence, Performance, and Safety.



JOB DONE incorporates an employee retention program that is designed to benefit our work force to always provide exceptional janitorial services. We anticipate on keeping most of the current employees at these facilities should they choose to continue with us and assuming that they meet all of JOB DONE s qualifications (i.e., satisfactory performance standards based on employee evaluations, extensive janitorial background, complete JOB DONE application, have a successful interview and background check).

EMPLOYEE ATTENDANCE

All personnel are required to sign in and out using the *Connecteam* mobile app and backup sign-in logs are placed in the project site log binder located at each facility to maintain records of individuals on premises.

Policy: It is the policy of JOB DONE to establish reasonable and necessary controls to ensure adequate attendance and to meet business and production needs.

Procedures:

1. Working schedules and starting times are established by the Project Manager; based on business and production needs. The Project Manager is responsible for communicating work schedules to subordinates.
2. Employees are expected to be at their workstation in a fit condition and ready to work at starting time. Work activity should commence at starting times and continue until the normal designated schedule.
3. In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence/tardiness to the Company. When reporting absence, the employee must telephone his or her Supervisor, or other designated individuals as specified by Management. In the event the employee cannot reach a Supervisor or Manager, the absence should be reported via text message to the Supervisor or Manager or email: attendance@jobdonecleaning.com. The employee must call no later than twelve hours of scheduled start time.
4. The company reserves the right to require an employee to submit a physician s certificate in the event of repeated absences for the medical reasons or in the event of medical absences exceeding three days.
5. An employee s absence will be considered excused if covered by policy and the employee provides proper and timely notification deemed satisfactory to the Supervisor or Manager. Timely notification means informing your supervisor a day before the absence or providing advance notice for absences, which can be anticipated.

6. An employee's absence will be deemed unexcused when an employee fails to call in, gives a late notice, fails to give advance notice for an absence which could be anticipated, exceeds the number of length of absences as defined by policy or authorized in advance by the Supervisor or Manager. Unexcused absentees are subject to corrective discipline or termination as defined in policies on discipline and separation of employment.
7. Excessive absenteeism is defined as two or more instances of unexcused absence in a calendar month. Such excessive absenteeism is subject to corrective discipline. Any eight instances of unexcused absenteeism in a calendar year are considered grounds for discharge.
8. In the event an employee is absent for three days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary quit.
9. In the event a nonexempt employee reports to work late, he or she will be docked for time missed. Any lateness of up to six minutes shall result in loss of pay equivalent to 1/10 of an hour for each six minutes of lateness or portion thereof.
10. Excessive tardiness shall be subjected to corrective discipline or termination. Excessive tardiness is defined as three or more instance of lateness in a calendar month and is subject to corrective discipline. Any 12 instances of lateness in a calendar year are considered grounds for discharge.

Failure to abide by the stated and implied attendance policies of JOB DONE will result in termination of employment.

GREEN CLEANING TRAINING MANUAL

JOB DONE is committed to maintaining green cleaning techniques using *Green Seal* certified chemicals and supplies. The JOB DONE Green Cleaning Manual and Training Programs address the following Green Cleaning focal points:

- ✓ *Efficient Use of Chemicals*: A method of insuring that chemicals are diluted properly through a supplied measuring system or device.
- ✓ *Communications*: Identifying "vulnerable populations" that may be effected by cleaning activities.
- ✓ *Entryways*: Attention is given to the point where the bulk of contaminants enter a facility.
- ✓ *Hard Floor Care Program*: A maintenance program that emphasizes routine, scheduled maintenance to extend finish life.

- ✓ *Carpet Care Program*: A maintenance program that emphasizes routine maintenance to regularly remove trapped contaminants.
- ✓ *Disinfection Strategy*: A plan for use of disinfectants in areas only where needed.
- ✓ *Restroom Care*: A thorough and regularly scheduled maintenance program for restrooms.
- ✓ *Cafeterias and Kitchens*: Addressing these areas where bacteria, odors, and pests can accumulate.
- ✓ *Trash Collection and Recycling*: A protocol for collection and disposal of trash and general recycling guidelines and policies.
- ✓ *Training*: Documented training for all employees on green cleaning procedures. Ongoing annual training is implemented.

OVERVIEW

Green maintenance (Performance Cleaning) is a process that reduces the overall impacts of cleaning on health and the environment. While product selection is important, procedures for green maintenance services are equally important, and perhaps more so. In general, green maintenance procedures are similar to traditional differences are more a matter of focus than one of technique. The Green Clean Manual focuses on pollution prevention strategies directly impact indoor air quality and some specific opportunities to modify traditional procedures to reduce their impacts on health and the environment. With the use of any chemical cleaning product or piece of custodial equipment, safety is important. Appropriate personal protective equipment (PPE) should be used, and directions followed.

JOB DONE is committed to cleaning to protect health without harming the environment. We are operationally efficient while minimizing environmental impacts to the county facilities.

DEFINITIONS

- ✓ *Cleaning Service Provider*: An organization or institutional building owners and operators, including both in-house and external providers.
- ✓ *Client*: The organization or entity contracting for in-house operation.
- ✓ *Concentrate*: A product that must be substantially diluted with water to form the appropriate solution for use (typically at least 1:8, or as appropriate for the particular product category.)
- ✓ *Disinfect*: A process for hard inanimate surfaces undertaken to destroy or irreversibly inactivate infectious fungi and bacteria, but not necessarily their spores.
- ✓ *Environmentally Preferred Product*: A product certified as such by a third party environmental label that was developed in accordance with the SIO 14024 Environmental Labeling Standard.



Alternatively, a product may be designated as environmentally preferable by an established, legitimate, nationally recognized program developed with the purpose of identifying environmentally preferable products. The program must not have any financial interest or stake in sales of the product, or other conflict of interest. Such designation must be based on consideration of human health and safety, ecological toxicity, other environmental impacts, and resource conservation as appropriate for the product and its packaging on a life cycle basis. This must be publicly available and transparent.

- ✓ *Green Building*: A building with efficient use of energy, water, and other resources; protection of occupant health and improvement of employee productivity; reduction of waste, pollution and environmental degradation; use of environmental safe chemicals and recycled paper products; and any other environmentally responsible actions or resources.
- ✓ *Green Cleaning Practices*: Providing janitorial services to county facilities by utilizing low-emitting materials; recycled content materials/supplies; and environmentally friendly maintenance practices that are implemented through the adoption of training programs for custodial supervisors and staff. These initiatives are intended to reduce the amount of volatile organic compounds (VOCs) used in cleaning while also eliminating many of the indoor airborne particulates, which may adversely impact indoor air quality.
- ✓ *Sanitize*: A process intended to reduce, but not necessarily eliminate microorganisms from the inanimate environment to levels considered safe as determined by public health codes or regulations.
- ✓ *Vulnerable Populations*: Vulnerable populations represent people who are more susceptible than the general population to chemicals and products that might pose a risk to human health. These populations include but are not limited to children, pregnant women, the elderly and infirm, people sensitive to chemical exposures (e.g. fragrances), and other occupants, customers or employees that may have a higher susceptibility to cleaning operations.



STANDARD OPERATING PROCEDURES

JOB DONE maintains Standard Operating Procedures that address the following:

<ul style="list-style-type: none">✓ Cleaning Procedures✓ Chemical handling requirements✓ Equipment maintenance and operations procedures	<ul style="list-style-type: none">✓ Communication protocols and requirements✓ Training and inspection programs✓ Reporting and record keeping procedures
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GREEN CLEANING POLICY

JOB DONE s Green Cleaning Policies include but are not limited to:

JOB DONE uses chemicals formulated for long-lasting superlative performance in severe duty environments. All chemicals shall be purchased, brought on-site, and stocked in closets in their original containers by JOB DONE. The chemicals shall remain in such containers until diluted or mixed for use. All solution bottles and spray bottles shall be safety containers, which are safe for handling and their intended use, and they should also be properly labeled. All containers containing delicate or fragile items shall be marked to clearly identify this condition. These markings shall be placed on not less than one side or end of the container.

Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed and approved by law, regulatory agency, or this contract. The marking or labeling of material containing hazardous or toxic materials, substances, or wastes shall be in accordance with all federal, state and local laws, ordinances, rules and regulations. JOB DONE shall maintain on-site a library of MSDS/SDS, with duplicate copies of the form(s), for all chemicals and hazardous substances used at that facility.

All chemical containers shall bear their original manufacturer's label, which includes the name and address of the manufacturer, instructions for use and any pertinent warnings and safety instructions. All chemical containers must have the manufacturer's quality control batch numbers included on cases or containers. JOB DONE shall use a germicidal detergent that bears the environmental protection agency registration number and kills the MRSA virus.

JOB DONE shall develop and implement procedures to insure its employees use chemicals in accordance with the instructions of the chemical manufacturers. All solution bottles and spray bottles shall be labeled with a label provided by its manufacturer or with a photocopy of the label from the chemical container. JOB DONE shall purchase/utilize only sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Products and Materials.

The term “cleaning products” encompasses all chemicals used in the janitorial process. The cleaning products meet 1 or more of the following standards for the appropriate category:

- ✓ Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
- ✓ Environmental Choice CCD-110, for cleaning and degreasing compounds.
- ✓ Environmental Choice CCD-146, for hard surface cleaners.
- ✓ Environmental Choice CCD-148, for carpet and upholstery care.

JOB DONE will provide disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet 1 or more of the following standards for the appropriate category:

- ✓ Green Seal GS-40, for industrial and institutional floor care products.
- ✓ Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
- ✓ Environmental Choice CCD-113, for drain or grease traps additives.
- ✓ Environmental Choice CCD-115, for odor control additives.
- ✓ Environmental Choice CCD-147, for hard floor care.

JOB DONE will verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to hard floors have a (.5) ASTM slip coefficient or better. We immediately post warning signs and report any observed instances of slippery or slick floors to the county.

JOB DONE will provide disposable janitorial paper products and trash bags that meet the minimum requirements of 1 or more of the following programs for the applicable product category:

- ✓ Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
- ✓ Green Seal GS-09, for paper towels and napkins.
- ✓ Green Seal GS-01, for tissue paper.
- ✓ Environmental Choice CCD-082, for toilet tissue.
- ✓ Environmental Choice CCD-086, for hand towels.
- ✓ Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

JOB DONE will provide hand soaps that meet 1 or more of the following standards:

- ✓ No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements).
- ✓ Green Seal GS-41, for industrial and institutional hand cleaners.
- ✓ Environmental Choice CCD-104, for hand cleaners and hand soaps.



JOB DONE verifies that all floor finishes, seals, spray buff solutions and other such chemicals applied to hard floors have a (.5) ASTM slip coefficient or better. JOB DONE shall immediately post warning signs and report any observed instances of slippery or slick floors to the county.

Disposable janitorial paper products and trash bags will meet the minimum requirements of 1 or more of the following programs for the applicable product category:

- ✓ Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
- ✓ Purchase/utilize only sustainable disposable janitorial paper products and trash bags meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Products and Materials..

Other:

- ✓ Hand soap and hand sanitizer products provided will be the proper size and type for the existing dispenser(s).
- ✓ An additional one-day supply is to be stored on-site and available for use by building occupants when required.
- ✓ Vacuum cleaners are certified by the Carpet and Rug Institute “Green Label Testing Program for vacuum cleaners.
- ✓ Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute s “Seal of Approval



4.0) WORKLOAD

Within the past five (5) years, JOB DONE has completed projects with various property management firms throughout Broward county. The majority of our contracts are ongoing, multi-year agreements. We currently have ongoing contracts with Global Real Estate Management, BB&T, Hollywood KIA, DermPath Diagnostics, Car Giants, and IQOR call centers. For all of these contracts, we provide a full range of janitorial services, floor care, carpet care, grounds maintenance (i.e. parking lot cleanup), air quality, porter services, daily sanitation shifts and electrostatic disinfection services (due to COVID-19). There are no new projected projects in the near future.

There have been no challenges for any of the listed projects. What we know after servicing clients for the past 19 years – *our 20th anniversary is this year* – is that we understand how to prepare, plan and execute our work and resources. We are not a large corporation, we are a small business that prides ourselves on our corporate values and very high client satisfaction ratings.

The summation of JOB DONE s approach to managing projects stems from developing a core project crew for each agreement, where training, development and understanding of specific facility needs are nurtured and perfected. This method is the reason our clients remain with us for many years. It is also the reason why we have very low staff turnover. We invest in our team members who in turn respect and care for the facilities that are in our care. At JOB DONE, we are more than simply your janitorial service provider, we are your partner in your efforts to maintain a first class facility. When you shine, we shine!



5.0) PRICING

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	\$ 215.24	\$ 2,582.88	\$ 221.70	\$ 2,660.37	\$	5,243.25		
		12	Restrooms	\$ 215.24	\$ 2,582.88	\$ 221.70	\$ 2,660.37	\$	5,243.25		
		12	Floors	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$	3,600.00		
			Pressure Cleaning (SQ. FT.)	\$ 0.14	\$ 115.20	\$ 0.14	\$ 112.00	\$	227.20		
		800	Windows	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$	120.00		
		1	Air Quality	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$	500.00		
		12	Cleaning Supplies	\$ 140.00	\$ 1,680.00	\$ 140.00	\$ 1,680.00	\$	3,360.00		
		12	Paper Products	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$	2,400.00		
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.13	\$ 100.00	\$ 0.13	\$ 100.00	\$	200.00		
			Electrostatic Disinfection (SQ. FT.)	\$ 0.13	\$ 100.00	\$ 0.13	\$ 100.00	\$	200.00		
		800									
			Total		\$ 10,470.96		\$ 10,622.73	\$	21,093.69		
		2	HOUSING & COMMUNITY DEVELOPMENT 110 NE 3rd street/ 120 NE 3rd street Fort Lauderdale, FL 33011	12	Basic Cleaning	\$ 2,147.16	\$ 25,765.92	\$ 2,211.57	\$ 26,538.90	\$	52,304.82
				12	Restrooms	\$ 1,348.72	\$ 16,184.64	\$ 1,389.18	\$ 16,670.18	\$	32,854.82
12	Floors			\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$	7,200.00		
	Pressure Cleaning (SQ. FT.)			\$ 0.14	\$ 1,291.54	\$ 0.14	\$ 1,255.66	\$	2,547.20		
8,969	Windows			\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$	2,400.00		
1	Air Quality			\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$	3,600.00		
12	Cleaning Supplies			\$ 675.00	\$ 8,100.00	\$ 675.00	\$ 8,100.00	\$	16,200.00		
12	Paper Products			\$ 415.00	\$ 4,980.00	\$ 415.00	\$ 4,980.00	\$	9,960.00		
	Carpet Cleaning - Deep (SQ. FT.)			\$ 0.10	\$ 896.90	\$ 0.10	\$ 896.90	\$	1,793.80		
	Electrostatic Disinfection (SQ. FT.)			\$ 0.10	\$ 893.90	\$ 0.10	\$ 893.90	\$	1,787.80		
8,939											
	Total				\$ 64,712.90		\$ 65,935.54	\$	130,648.43		
3	South Family Success 4735 SW 18TH STREET HOLLYWOOD, FL 33023			12	Basic Cleaning	\$ 808.56	\$ 9,702.72	\$ 832.82	\$ 9,993.80	\$	19,696.52
				12	Restrooms	\$ 540.16	\$ 6,481.92	\$ 556.36	\$ 6,676.38	\$	13,158.30
		12	Floors	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$	12,000.00		
			Pressure Cleaning (SQ. FT.)	\$ 0.14	\$ 936.00	\$ 0.14	\$ 910.00	\$	1,846.00		
		6,500	Windows	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$	300.00		
		1	Air Quality	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$	1,300.00		
		12	Cleaning Supplies	\$ 225.00	\$ 2,700.00	\$ 225.00	\$ 2,700.00	\$	5,400.00		
		12	Paper Products	\$ 190.00	\$ 2,280.00	\$ 190.00	\$ 2,280.00	\$	4,560.00		
			Carpet Cleaning - Deep (SQ. FT.)	\$ 0.10	\$ 650.00	\$ 0.10	\$ 650.00	\$	1,300.00		
			Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$ 650.00	\$ 0.10	\$ 650.00	\$	1,300.00		
		6,500									
			Total		\$ 30,200.64		\$ 30,860.18	\$	60,860.82		
		Total (1) - Summary, all sites				\$ 105,384.50	\$ 107,218.45	\$	212,602.94		



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

			Year 1		Year 2		2 years
			Per Hour	Annual	Per Hour	Annual	
Additional Labor:							
Project Supervisor	50 hrs.		\$ 26.44	\$ 1,322.00	\$ 27.23	\$ 1,361.66	\$ 2,683.66
Site Supervisor	50 hrs.		\$ 26.44	\$ 1,322.00	\$ 27.23	\$ 1,361.66	\$ 2,683.66
Full Time Service Crew	50 hrs.		\$ 25.12	\$ 1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Part Time Service Crew	50 hrs.		\$ 25.12	\$ 1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Porter Day/Night	50 hrs.		\$ 25.12	\$ 1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Emergency Services Labor:							
Project Supervisor	50 hrs.		\$ 39.66	\$ 1,983.00	\$ 40.85	\$ 2,042.49	\$ 4,025.49
Site Supervisor	50 hrs.		\$ 39.66	\$ 1,983.00	\$ 40.85	\$ 2,042.49	\$ 4,025.49
Full Time Service Crew	50 hrs.		\$ 37.68	\$ 1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
Part Time Service Crew	50 hrs.		\$ 37.68	\$ 1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
Porter Day/Night	50 hrs.		\$ 37.68	\$ 1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)				\$17,030.00		\$17,510.90	\$ 34,540.90

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

\$122,414.50

\$124,729.35

\$

247,143.84

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

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

NAME OF COMPANY: JOB DONE Cleaning Services & Supplies, Inc.

AUTHORIZED PERSON NAME: Ann Hunter

AUTHORIZED SIGNATURE: [Signature]

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

AUTHORIZED PERSON TITLE: President

DATE: 5/26/2021

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



ATTACHMENTS / other

- Living Wage Ordinance

**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: JOB DONE Cleaning Services & Supplies, Inc.

Address: 1771 NW 40th Avenue, Suite 301, Lauderdale, FL 33313

Local Contact: Ann Hunter E-Mail Address: ah@jobdonecleaning.com

Address: same as above

Contract _____

Amount _____

Using Agency _____

Served: Solicitation BLD 2121632P1 Janitorial Services - County Facilities

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>Obegaye, Nelson</u>	<u>Janitor (B)</u>		<u>Smith, Karen</u>	<u>Janitor (B)</u>	
<u>Charles, Stacy</u>	<u>Janitor (B)</u>		<u>McPherson, Edward</u>	<u>Janitor (B)</u>	
<u>Flones, Diana</u>	<u>Janitor (B)</u>		<u>Ebanks, Enji</u>	<u>Janitor (B)</u>	
<u>Morris, Oral</u>	<u>Janitor (B)</u>		<u>Pierre, Roodchiba</u>	<u>Janitor (B)</u>	

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

I, Ann Hunter of JOB DONE Cleaning Services & Supplies, 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:

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

b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and

c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6899 (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 25th day of May 2021

STATE OF FLORIDA

COUNTY OF BROWARD

My commission expires Juliette M. Altman (SEAL) Notary Public (Sign name of Notary)

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

- Vendor Questionnaire, details for #16 – Ann Hunter is an officer of All Things Taj, LLC.
- Living Wage Rate Price Sheets – see below.



**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)

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>(HOURLY RATE (UNBURDENED))</u>
Project Manager or Equivalent	Hour	\$ <u>25.00</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>22.50</u>
Quality Control Manager or Equivalent	Hour	\$ <u>20.75</u>
Shift Supervisor or Equivalent	Hour	\$ <u>19.50</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>18.00</u>
Janitorial Worker or Equivalent	Hour	\$ <u>17.05</u>
	Hour	\$ _____
	Hour	\$ _____

Vendor Name JOB DONE Cleaning Services & Supplies, 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>25.75</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>23.18</u>
Quality Control Manager or Equivalent	Hour	\$ <u>21.37</u>
Shift Supervisor or Equivalent	Hour	\$ <u>20.10</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>18.54</u>
Janitorial Worker or Equivalent	Hour	\$ <u>17.56</u>
	Hour	\$ _____
	Hour	\$ _____

Vendor Name JOB DONE Cleaning Services & Supplies, 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>26.52</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>23.87</u>
Quality Control Manager or Equivalent	Hour	\$ <u>22.01</u>
Shift Supervisor or Equivalent	Hour	\$ <u>20.69</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>19.10</u>
Janitorial Worker or Equivalent	Hour	\$ <u>18.09</u>
_____	Hour	\$ _____
_____	Hour	\$ _____

Vendor Name JOB DONE Cleaning Services & Supplies, Inc.

- Financial Information – requested documents have been submitted “Confidential” to the Broward County Purchasing Department.
- Ability to Conduct Business in Florida (State of Florida ACTIVE status, Good Standing)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

[Previous On List](#) [Next On List](#) [Return to List](#)

job done

[Events](#) [Name History](#)

Detail by Entity Name

Florida Profit Corporation
JOB DONE CLEANING SERVICES AND SUPPLIES, INC.

Filing Information

Document Number	P01000039290
FEI/EIN Number	65-1097860
Date Filed	04/16/2001
State	FL
Status	ACTIVE
Last Event	AMENDMENT AND NAME CHANGE
Event Date Filed	02/26/2007
Event Effective Date	NONE

Principal Address

3389 SHERIDAN STREET
#479
HOLLYWOOD, FL 33021

Changed: 03/30/2010

Mailing Address

3389 SHERIDAN STREET
#479
HOLLYWOOD, FL 33021

- Insurance Requirements

GUTIERREZ INSURANCE SOLUTIONS

Insured: Job Done Cleaning Services Inc.

Current Policy Term: 04/29/2021 to 04/29/2022

To whom it may concern:

This letter is to advise you that the current named insured listed above is currently insured for General Liability with limits of 1 million per occurrence and 2 million per aggregate.

Per your Insurance Requirements we are able to add the required coverages if the insureds bid is accepted. Please give us 3-5 Business days to acquire the new coverages requested. Please feel free to contact me with any questions.

Alex Gutierrez

Agent

954-454-4779

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	\$ 215.24	\$ 2,582.88
		12	Restrooms	\$ 215.24	\$ 2,582.88	\$ 221.70	\$ 2,660.37	\$	5,243.25
		12	Floors	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$	3,600.00
			Pressure Cleaning (SQ. FT.)	\$ 0.14	\$ 115.20	\$ 0.14	\$ 112.00	\$	227.20
		800	Windows	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$	120.00
		1	Air Quality	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$	500.00
		12	Cleaning Supplies	\$ 140.00	\$ 1,680.00	\$ 140.00	\$ 1,680.00	\$	3,360.00
		12	Paper Products	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$	2,400.00
			Carpet Cleaning - Deep (SQ. FT.)						
		800	Electrostatic Disinfection (SQ. FT.)	\$ 0.13	\$ 100.00	\$ 0.13	\$ 100.00	\$	200.00
		800		\$ 0.13	\$ 100.00	\$ 0.13	\$ 100.00	\$	200.00
			Total		\$ 10,470.96		\$ 10,622.73	\$	21,093.69
2	HOUSING & COMMUNITY DEVELOPMENT 110 NE 3rd street/ 120 NE 3rd street Fort Lauderdale, FL 33011	12	Basic Cleaning	\$ 2,147.16	\$ 25,765.92	\$ 2,211.57	\$ 26,538.90	\$	52,304.82
		12	Restrooms	\$ 1,348.72	\$ 16,184.64	\$ 1,389.18	\$ 16,670.18	\$	32,854.82
		12	Floors	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$	7,200.00
			Pressure Cleaning (SQ. FT.)						
		8,969	Windows	\$ 0.14	\$ 1,291.54	\$ 0.14	\$ 1,255.66	\$	2,547.20
		1	Windows	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$	2,400.00
		1	Air Quality	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$	3,600.00
		12	Cleaning Supplies	\$ 675.00	\$ 8,100.00	\$ 675.00	\$ 8,100.00	\$	16,200.00
		12	Paper Products	\$ 415.00	\$ 4,980.00	\$ 415.00	\$ 4,980.00	\$	9,960.00
			Carpet Cleaning - Deep (SQ. FT.)						
		8,969	Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$ 896.90	\$ 0.10	\$ 896.90	\$	1,793.80
		8,939		\$ 0.10	\$ 893.90	\$ 0.10	\$ 893.90	\$	1,787.80
			Total		\$ 64,712.90		\$ 65,935.54	\$	130,648.43
3	South Family Success 4735 SW 18TH STREET HOLLYWOOD, FL 33023	12	Basic Cleaning	\$ 808.56	\$ 9,702.72	\$ 832.82	\$ 9,993.80	\$	19,696.52
		12	Restrooms	\$ 540.16	\$ 6,481.92	\$ 556.36	\$ 6,676.38	\$	13,158.30
		12	Floors	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$	12,000.00
			Pressure Cleaning (SQ. FT.)						
		6,500	Windows	\$ 0.14	\$ 936.00	\$ 0.14	\$ 910.00	\$	1,846.00
		1	Windows	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$	300.00
		1	Air Quality	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$	1,300.00
		12	Cleaning Supplies	\$ 225.00	\$ 2,700.00	\$ 225.00	\$ 2,700.00	\$	5,400.00
		12	Paper Products	\$ 190.00	\$ 2,280.00	\$ 190.00	\$ 2,280.00	\$	4,560.00
			Carpet Cleaning - Deep (SQ. FT.)						
		6,500	Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$ 650.00	\$ 0.10	\$ 650.00	\$	1,300.00
		6,500		\$ 0.10	\$ 650.00	\$ 0.10	\$ 650.00	\$	1,300.00
			Total		\$ 30,200.64		\$ 30,660.18	\$	60,860.82
Total (1) - Summary, all sites									
				\$ 105,384.50		\$ 107,218.45		\$	212,602.94

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

			Year 1		Year 2		2 years
			Per Hour	Annual	Per Hour	Annual	
Additional Labor:							
Project Supervisor	50 hrs.		\$ 26.44	\$ 1,322.00	\$ 27.23	\$ 1,361.66	\$ 2,683.66
Site Supervisor	50 hrs.		\$ 26.44	\$ 1,322.00	\$ 27.23	\$ 1,361.66	\$ 2,683.66
Full Time Service Crew	50 hrs.		\$ 25.12	\$ 1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Part Time Service Crew	50 hrs.		\$ 25.12	\$ 1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Porter Day/Night	50 hrs.		\$ 25.12	\$ 1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Emergency Services Labor:							
Project Supervisor	50 hrs.		\$ 39.66	\$ 1,983.00	\$ 40.85	\$ 2,042.49	\$ 4,025.49
Site Supervisor	50 hrs.		\$ 39.66	\$ 1,983.00	\$ 40.85	\$ 2,042.49	\$ 4,025.49
Full Time Service Crew	50 hrs.		\$ 37.68	\$ 1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
Part Time Service Crew	50 hrs.		\$ 37.68	\$ 1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
Porter Day/Night	50 hrs.		\$ 37.68	\$ 1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
"Pass thru" (Services/Materials)				\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)				\$17,030.00		\$17,510.90	\$ 34,540.90

Grand Total - Whole Group

(Total 1 + Total 2)

\$122,414.50

\$124,729.35

\$

247,143.84

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

YES

X

Agree to the above statement.

NO

Disagree to the above statement.

NAME OF COMPANY: JOB DONE Cleaning Services & Supplies, Inc.AUTHORIZED PERSON NAME: Ann Hunter

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: President DATE: 5/26/2021

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

JOB DONE CLEANING SERVICES & SUPPLIES

Item: **BLD2121632P1:BLD2121632P1:BLD2121632P1:Janitorial Services - Small Facilities Group 4 - Agreement No. 11**

Attachments

JOB DONE Bid Submittal - Broward County Jan Svcs - Agreement 11.pdf

JOB DONE - AGREEMENT 11 - PRICE SHEET ADDENDUM NO 5.pdf

May 26, 2021

Broward County
Board of County Commissioners
Purchasing Department
Fort Lauderdale, Florida

Re: Solicitation BLD2121632P1
Subj: **Proposal to Provide Janitorial Services – County Facilities**
AGREEMENT NO. 11

Dear Members of the Selection Committee:

We appreciate this opportunity to present this proposal to you for **Janitorial Services – County Facilities (Solicitation BLD2121632P1)**. Since our inception in 2001, **JOB DONE** has been based in Broward County, Florida. Our expertise and resources touch all corners of our county and, as such, we are bidding on several of the SBE Reserve agreements with this submittal being for Agreement #11.

For your review and consideration, we have enclosed all required documents and attachments identified in the order of the Evaluation Criteria, as requested:

- ✓ 1.0 – Ability of Professional Personnel
- ✓ 2.0 - Location
- ✓ 3.0 – Project Approach
- ✓ 4.0 – Workload of the Firm
- ✓ 5.0 - Pricing

At **JOB DONE**, we pride ourselves on our customer service, our corporate values, our low turnover of staff and your trust in us that your facility is in good hands.

Upon your review of the enclosed information, please do not hesitate to call us at (954)801-9431 should you have any questions or concerns. **We are your partners in this effort and here to work with you to meet your needs!**

Sincerely,

Ann Hunter

ANN HUNTER
President

Attachments



1.0 Ability of Professional Personnel

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

❖ **Chris Waite, Project Manager**

- Chris will be **JOB DONE s** Project Manager for the Janitorial Service contracts at Broward County. Chris has an industry track record of managing teams and facilities up to 100,000 square feet for the past 20 years. He is a client favorite, and remarkably effective in gaining their trust with proven results time and time again. He understands how to build efficient janitorial teams, he will oversee the day-to-day operations, implement and manage schedules, safety trainings and disciplinary actions. Chris is adequately trained in the compliance of OSHA, EPA, and other regulations regarding materials that may be used on this project.

❖ **Monefah Walters, Assistant Project Manager**

- Monefah has over three years of experience leading janitorial operations at various corporate facilities throughout Broward County ranging in size from 5,000 square feet up to 55,000 square feet, including all of our car dealership locations. She has the relevant experience required for Broward County Janitorial Services and will support Chris in the management of such projects.

❖ **Spencer Blacknall, Quality Control Manager**

- Spencer will be **JOB DONE s** Quality Control Manager for Broward County facilities. He has over ten years of experience leading janitorial cleaning crews at our high occupancy call center locations and medical labs. His excellent management and administration skills have positively affected **JOB DONE s** performance in this area of responsibility; Spencer will be involved in all aspects of the operations on this project. His focus is to conduct inspections to ensure service compliance. He will prepare required written reports and document discrepancies for immediate remedial action.

❖ **Jacqueline Tomlinson, Supervisor**

- Jackie has over four years of experience supervising our cleaning crews at our various commercial facilities throughout Broward County, overseeing teams of up to 10. She is thorough in her daily inspections and communicates promptly and effectively in a manner that drives urgent results. She is the ideal point of contact for the Contract Administrator or its designee.

CHRISTOPHER WAITE

Project Manager

Work Experience

Senior Project Manager

2001 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ Head of Janitorial Operations
- ✓ Manages teams for large facilities with high occupancy
- ✓ Develops strategic initiatives to achieve through cleaning exceeding customers expectations and achieving the highest standards of cleanliness and safety
- ✓ Manages expenses by constantly improving resource allocation
- ✓ Proficient in all applicable OSHA, EPA, and other Federal, State, and local laws and regulations regarding the materials that may encountered in the delivery of services
- ✓ Directly supports President in managing flow of operations
- ✓ Trains staff members on first class service delivery and conduct training and safety classes
- ✓ Perform Inspections and Quality Control audits
- ✓ Ensures corporate standards of class A Cleaning practices are completed at all facilities.
- ✓ Will regularly communicate with the Broward County Contract Administrator to ensure all standards are maintained in daily service delivery

Training

Mr. Waite has completed over 30 years of extensive training in the Facility Maintenance / Building Services industry as well as managerial training in Human Resources and Project Management. He is OSHA Certified, trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connecteam* to monitor facility checklist compliance, facility concerns and remedial actions, safety reports as well as QC inspections.

MONEFAH WALTERS

Assistant Project Manager

Work Experience

Assistant Project Manager

2018 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ In charge of monitoring contract compliance in the field
- ✓ Started working with JDC part-time and quickly moved up to Supervisor as a result of her initiatives to go beyond scope as it pertains to the contract requirements
- ✓ Performs various Human Resource duties such as recruiting, interviewing, training and employee recognition
- ✓ Prepares work schedules at various high occupancy large facilities
- ✓ Performs inspections and quality control audits
- ✓ Monitors contract and safety compliance
- ✓ Manage facilities > 20,000 square feet
- ✓ Monitors and manages cleaning supplies and consumables
- ✓ Schedules special and additional services with Building Managers / Contract Administrators
- ✓ Excellent communication skills
- ✓ Team-oriented and is highly effective and reliable as an assistant manager.

Training

Ms. Walters is trained in Facility Maintenance / Building Services industry as well as managerial training in Human Resources and Project Management. She is also trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connecteam* to schedule staff, issue facility checklists, monitor compliance and issue feedback.

SPENCER BLACKNALL

Quality Control Manager

Work Experience

Quality Control Manager

2009 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ In charge of executing and managing the quality control program in the field
- ✓ Analyzes client performance requirements and tracks contract compliance by team member and by facility
- ✓ Performs inspections and quality control audits to identify deficiencies immediately for corrective action and before the level of performance may be rendered not acceptable
- ✓ Tracks contract compliance and prepares project work completion report
- ✓ Utilizes facility maintenance application, Connectteam, to generate all relevant reports in real-time on a weekly basis
- ✓ Maintains files of all reports by facility for easy dissemination to facility managers and contract administrators
- ✓ Assists the Project Manager and Assistant Project Manager to ensure all contract services are not only met, but exceeded and performed at the standards of JOB DONE
- ✓ Provide necessary gap training to team members, where necessary.

Training

Mr. Blacknall has worked in the field with JOB DONE for over 10 years on facilities of all sizes ranging from 5,000 square feet to over 50,000 square feet. He has gone through extensive training in the Facility Maintenance / Building Services industry as well as managerial training in Human Resources and Project Management. He is OSHA Certified, trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connectteam* to generate on-site Quality Control reports with images of any deficiencies and with the ability to disseminate the report to the team in real time. This alleviates any delay in remedial action that may be necessary.

JACQUELINE TOMLINSON

Supervisor

Work Experience

Supervisor

2017 - Present

JOB DONE Cleaning Services & Supplies, Inc.

- ✓ In charge of coordinating on site project approach with all cleaning team members
- ✓ Prepares daily inspection reports via facility maintenance management application, Connectteam
- ✓ Coordinates work schedules at various facilities alongside the assistance project managers
- ✓ Addresses onsite gap training protocol with individual cleaning team members, where necessary
- ✓ Monitors scope and safety compliance daily amongst cleaning team members
- ✓ Provide evaluations of all cleaning team members via Connectteam
- ✓ Works closely with the Quality Control Manager and Assistant Project Manager on all areas outlined in the contract specifications to coordinated a professional approach that is appropriately documented for access by facility managers and contract administrators upupon request

Training

Ms. Tomlinson has worked with JOB DONE for the past four years, of which the last three in the capacity of Supervisor. She is diligent about training her team to exceed our highest standards and understand how to spot areas for attention. She assures the facilities assigned under her care are thoroughly cleaned and sanitized for contract compliance every day, every time. She has worked in the Facility Maintenance / Building Services industry for the past 10 years and has gone through extensive managerial training in Human Resources and Project Management. She is also trained in ISSA Standards and Productivity, 3M Green Cleaning, Carpet, Hard Floors, and Marble / Natural Stone Care, Fire prevention and extinguisher standards/safety and more.

Computer Skills

Proficient in Microsoft 365 including Excel, Word, PowerPoint and Outlook. Utilizes *Connectteam* for reporting on team member performance and compliance with all trainings in the areas of cleaning protocol, training, safety and quality control.



1.1 *Company Profile*

Building Value For You

Founded and Based in Broward County since 2001, JOB DONE delivers consistent quality and value every time with:

- A trained and efficient cleaning crew
- A pool of support crew to fill-in gaps, as needed
- Management and Quality Control support
- We are SBE/CBE certified with Broward County



Leadership You Can Rely On

Ann Hunter, MBA, President

Ann brings over 10 years of industry leadership and management to **JOB DONE** with a focus on streamlining procedures and processes by leveraging technology. The improvement in systems, procedures and tracking of human resources has significantly contributed to increasing JOB DONE s efficiencies as well as resulted in revenue growth, reduced waste and achieving our strategic goals. Further, in our service delivery, these improvements have leveled-up our QC inspections, and how we record deficiencies and action items in real time.

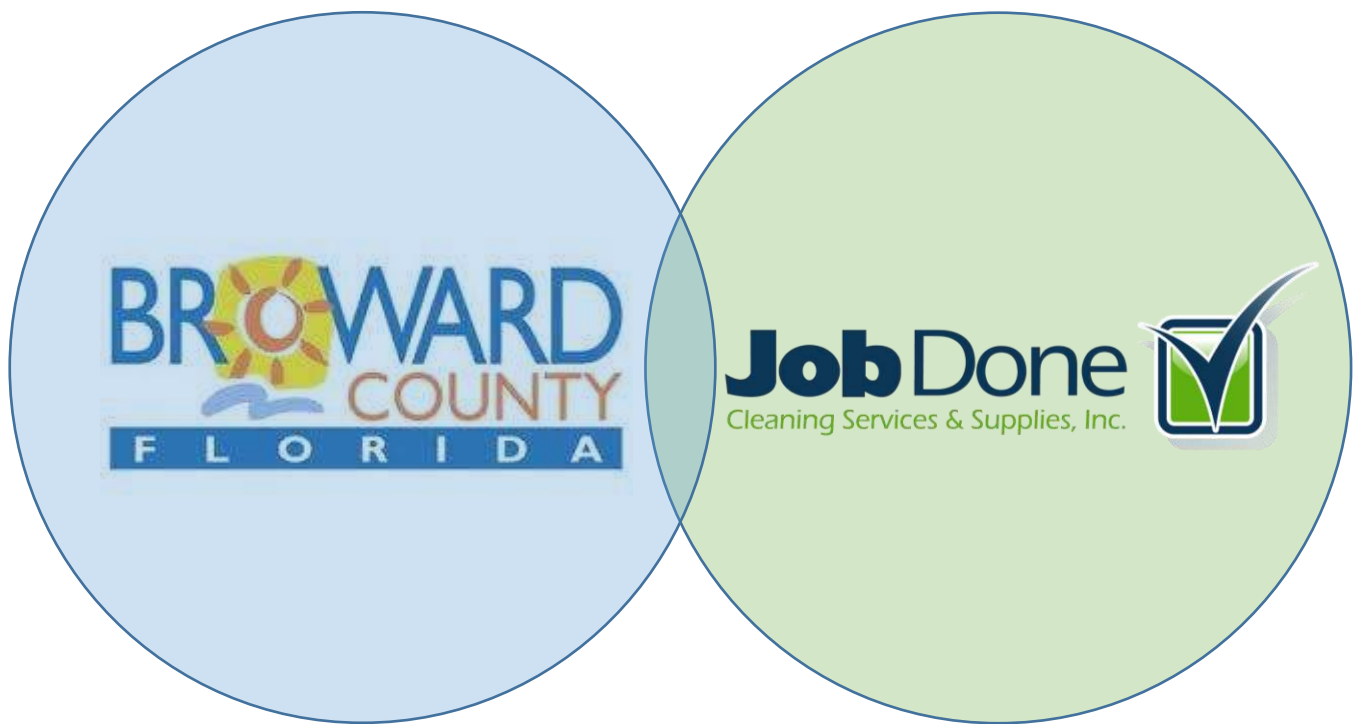
Our current commercial clients rely on **JOB DONE** for efficient, reliable service to meet their unique daily needs. We provide a spectrum of facility solutions to properties of all sizes – including office buildings up to 100,000 square feet (*currently providing the exact same scope of services required for Broward County*) to call centers with 300-500 person very high traffic occupancy (providing 24-hour porter service, grounds maintenance, carpet care, monthly strip/wax of hard services, deep upholstery cleaning of cubicle dividers and more).



What really sets us apart, however, is our professional approach to project planning, managing expectations, service delivery, and guaranteed results. A very strict attention to detail guarantees we consistently meet and exceed client expectations, every time.

But there's more. Our office is centrally located to all Broward County facilities in Lauderhill on State Road 7. We rotate up to five supervisory employees, over 20 cleaning crew members, and an additional 10 part-time / floating crew members that can be easily mobilized. Currently, we are not providing health benefits and will comply with the minimum required \$17.05 hourly rate. Background checks are required for all of our workers via the E-Verify system maintained by the United States Department of Homeland Security to verify the work authorization status of all newly hired employees. Further, if we are successful, we will coordinate with Broward County Security to ascertain all required background screening requirements associated with access to said facilities for compliance.

We will instill confidence in our working relationship with **Broward County** by executing and managing to the highest standards with a highly trained and skilled **JOB DONE** Team. Our strategic cleaning methods not only address the look of the facility, we take it much further. We understand where germs thrive, detail the high traffic zones while not neglecting those areas that aren't immediately visible to the eye. Our customized means and methods attack these areas of greater risk through our *Quality Control* program. **Afterall, it is our job to make you shine!**



At JOB DONE, we understand the critical role we play in how you make your first impression to the world. As such, we have included client references that are relevant in both scope and complexity to the agreements we are pursuing. You will also read the client recommendation letters by these long-standing clients we consider and care for as our partners in this important effort.



REFERENCE #1 (Prime Contract)

- a. Name and location of facility: IQOR CALL CENTERS, MIRAMAR and POMPAÑO, FL
- b. Size of facility area cleaned (square feet): 27,000 AND 45,000 SQ.FT.
- c. Number of stories (height of building): one
- d. Total number of workers/ supervisors assigned to facility: FIVE
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.: 250 and 400 USERS
- f. Start date and end date of contract: START DATE – 2016 and ONGOING
- g. Annual dollar value of contract: \$120,000
- h. Yes, this facility is operational 24 hours a day, 7 days a week.
- i. Yes, this facility requires extensive employee background/security checks.
- j. This building adheres to green building maintenance standards



May 5, 2021

To Whom It May Concern,

It is my pleasure to write this letter of recommendation for JOB DONE Cleaning Services & Supplies, Inc. For the past 5 years, JOB DONE has been our janitorial service provider for our Pompano Beach call center (over 42,000 square feet) and our Miramar call center (over 25,000 square feet). They have provided a full range of services to cover our 24-hour operation including day and night porters, grounds clean-up, carpet cleaning, hard surface floor care, annual deep cleaning specialty services and night-time cleaning crews.

We have been very pleased with their services and low turn-over of staff. Their management is always available to remedy concerns and we highly recommend them.

Should you have any questions, please feel free to email me at carlos.triana@iqor.com.

Sincerely,

CARLOS TRIANA
Property Manager
IQOR, INC.

A handwritten signature in black ink, appearing to read "Carlos Triana", is written over a horizontal line.

Miramar: 2989 N Commerce Parkway, Miramar, FL 33025 | Pompano: 895 NW 30th Avenue, Pompano Beach, FL 33069



Vendor Reference Verification Form

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: **JOB DONE CLEANING SERVICES & SUPPLIES, INC.**

Organization/Firm Name providing reference:

IQOR INC.

Contact Name: **CARLOS TRIANA**

Reference date: **05/05/2021**

Contact Email: **CARLOS.TRIANA@IQOR.COM**

Contact Phone: **305-647-9901**

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

NA

01/03/2016 to

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

Would you use this vendor again? ☒ Yes ☐ No

Description of services provided by Vendor:

SERVICES THROUGHOUT THE PAST 5 YEARS INCLUDE NIGHT CREW JANITORIAL CLEANING, DAYTIME PORTER SERVICES, CARPET CLEANING, HARD SURFACE FLOOR CARE, CUBICLE CLEANING AND DAILY SANITATION SHIFTS AT OUR 2 LARGE SOUTH FLORIDA LOCATIONS. THIS CONTRACT IS ONGOING.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input 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:				
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:				
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"/>

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: ☐ EMAIL ☐ VERBAL Verified by: _____ Division: _____ Date: _____

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REFERENCE #2 (Prime Contract)

- a. Name and location of facility: HOLLYWOOD KIA COMPOUND, HOLLYWOOD, FL
- b. Size of facility area cleaned (square feet): 65,000 SQ.FT.
- c. Number of stories (height of building): 4 BLDGS TOTAL (TWO STORIES AND 1 STORY)
- d. Total number of workers/ supervisors assigned to facility: FIVE
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.: 100 USERS
- f. Start date and end date of contract: START DATE – 2011 and ONGOING
- g. Annual dollar value of contract: \$87,560
- h. This facility is open 7 days a week
- i. This facility requires extensive employee background/security checks
- j. This building does not adhere to green building maintenance standards



LETTER OF RECOMMENDATION

April 29, 2021

To Whom it May Concern,

It is with great pleasure that I write this letter of recommendation for JOB DONE Cleaning Services & Supplies. JOB DONE has been our cleaning service since 2011. We've been extremely pleased with their cleaning services and their overall care for our facilities, which oftentimes goes above and beyond the call of duty. The most recent example of that is the outstanding sanitizing services rendered to this organization during the COVID-19 crisis last year. The JOB DONE crew was with us all day, every day during the pandemic sanitizing the building for the safety of our staff and customers. All while maintaining a friendly and professional demeanor. It was a most welcome performance in the midst of the daily stress associated with the pandemic.

The company's ownership and staff are exceptionally professional, trustworthy and reliable. We entrust them with access to our facilities-including our Accounting and Administrative Offices-with great confidence and we are more than happy to recommend them as the exceptional vendor they are. Their admin office (especially Accounts Receivable) is very easy to deal with, and their operations management checks in on us regularly to make sure we're satisfied.

Feel free to contact me directly should you need any questions answered, to consider this exceptional crew for service.

Sincerely,


Ana Acosta, Controller
Hollywood Kia
ana@hollywoodkia.com
O: 954-546-8016
C: 201-264-3594

1640 S. State Road 7 · Hollywood, FL 33023
www.HollywoodKia.com
sales@hollywoodkia.com

Tel: (954) 967-5665
Fax: (954) 967-5910



Vendor Reference Verification Form

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: JOB DONE CLEANING SERVICES & SUPPLIES

Organization/Firm Name providing reference:

HOLLYWOOD KIA

Contact Name: ANA ACOSTA

Reference date: 04/29/2021

Contact Email: ANA@HOLLYWOODKIA.COM

Contact Phone: 954-546-8016

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

2181

08/06/2011 to

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

Would you use this vendor again? ☒ Yes ☐ No

Description of services provided by Vendor:

CLEANING/SANITIZING OUR THREE LOCATIONS

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input 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"/>

Additional Comments: (provide on additional sheet if needed)

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REFERENCE #3 (Prime Contract)

- a. Name and location of facility: THE GATEWAY BLDG, POMPANO BEACH, FL
- b. Size of facility area cleaned (square feet): 87,362 SQ.FT.
- c. Number of stories (height of building): TWO STORIES
- d. Total number of workers/ supervisors assigned to facility: SEVEN
- e. Total number of facility users, i.e. employees, clients, customers, passengers, etc.: 750
- f. Start date and end date of contract: START DATE – 2004 and ONGOING
- g. Annual dollar value of contract: \$140,400
- h. This facility is open 24 hours a day, 7 days a week
- i. This facility requires extensive employee background/security checks
- j. This building adheres to green building maintenance standards



THE GATEWAY BUILDING

895 N.W. 30TH AVENUE, POMPANO BEACH, FLORIDA 33069

April 30, 2021

To whom it may concern,

It is with great pleasure that I write this letter of recommendation on behalf of Job Done Cleaning Services & Supplies. They have been our janitorial company since 2009 and there has not been an issue that they didn't work to resolve immediately with the utmost concern for our tenants along the way. They have maintained our common areas and all the building tenants with full janitorial services, as well as emergency on-call services such as bathroom floods, ice machine floods and ceiling leaks. They provide annual deep cleaning services including tile / grout cleaning, cubicle upholstery cleaning, strip & wax and more. We have had many other cleaning companies approach us throughout the years to bid on our building. Job Done has not given us a reason to change, their prices remain competitive, and we certainly recommend them for your facilities.

If you need to reach me for additional information, you can call me at (561)444-7251 or email me at gatewayfacilities895@gmail.com.

Thank you,

A handwritten signature in black ink, appearing to read "AC" followed by a stylized surname.

Anthony Christopher
Property Manager, The Gateway Building
Global Real Estate Management

**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

RFP No. BLD2121632P1, Janitorial Services -County Facilities

Reference for: JOB DONE CLEANING SERVICES & SUPPLIES, INC.

Organization/Firm Name providing reference:

GLOBAL REAL ESTATE MANAGEMENT

Contact Name: ANTHONY CHRISTOPHER

Reference date: 04/30/2021

Contact Email: GATEWAYFACILITIES895@GMAIL.COM

Contact Phone: 561-444-7251

Name of Referenced Project: NONE

Contract No.

Date Services Provided:

Project Amount:

NONE

02/26/2009 to

Vendor's role in Project: ☒ Prime Vendor ☐ Subconsultant/SubcontractorWould you use this vendor again? ☒ Yes ☐ No**Description of services provided by Vendor:**

JOB DONE HAS BEEN OUR CLEANING COMPANY FOR OVER 10 YEARS PROVIDING ALL CLEANING SERVICES.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input 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:				
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:				
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"/>

Additional Comments: (provide on additional sheet if needed)

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1.3) EXPERIENCE OF KEY PERSONNEL

As detailed in *Section 1.0 - Ability of Professional Personnel*, all identified personnel have the relevant track record to providing timely, high quality janitorial services in an environmentally friendly manner to multiple high-profile facilities. Section 1.0 contains details of relevant experience of all managers and supervisor resumes. This enter project crew illustrated below are trained in green cleaning and equipped to comply with all the specifications and requirements outlined in Section 10, Green Cleaning.



PROJECT SUPERINTENDENT (PM)

Chris Waite

Chris has an industry track record of managing teams and facilities up to 100K sq. ft. for the past 19 years with JDC. Our clients know they can rely on Chris to deliver high quality services on time every time.

SITE SUPERVISOR

Jacqueline Tomlinson

Jackie has 4+ years of experience leading janitorial operations throughout Broward County ranging in size up to 55k sq.ft. She has a commendable attention to detail and trains and monitors staff in green cleaning compliance and daily contract benchmarks.

SERVICE CREW

CLEANING TECHNICIAN

Steven Davis

Cleaning technician with JDC for the past 2 years working at multiple facilities similar in size and complexity

CLEANING TECHNICIAN

Donna Shrouded

Cleaning technician with JDC for the past year working at multiple facilities similar in size and complexity

CLEANING TECHNICIAN

Richard Tomlinson

Cleaning technician with JDC for the past 4 years working at multiple facilities similar in size and complexity

CLEANING TECHNICIAN

Leddis Lopez

Cleaning technician with JDC for the past year working at multiple facilities similar in size and complexity

BRIEF RESUME OF EXPERTISE

PROJECT SUPERINTENDENT (PM)

Our Project Superintendent/PM is a veteran in managing client expectations, along with exceeding contract requirements. He is the Contract Administrators main point of contact and will work exclusively for any/all Broward County contracts we may be successful in being awarded. He has developed over 19 years of expertise in the janitorial service industry and is trained in the compliance of all applicable OSHA, EPA, and other Federal, State, and local laws and regulations relevant to the scope of work. He will be fluent in all contract specifications and represents JDC with full authority.

SITE SUPERVISOR

Our Site Supervisor reports directly to the Project Superintendent/PM and will oversee the service crew to ensure all cleaning frequencies stipulated in the contract are executed on a daily basis. The Site Supervisor will conduct and document daily inspections, as well as, maintain the on site logs for proper documentation. She is also responsible for assuring any discrepancies are corrected and monitor work performance of each service crew member that may need additional training for proper work execution. Further all "immediate action calls" are handled by the Site Supervisor. The Site Supervisor also assures the facility is stocked with only sustainable cleaning and hard floor and carpet care products meeting LEED v4 for Building Operations / Products and Materials.

SERVICE CREW MEMBERS (Cleaning Technicians)

All of our service crew members are assigned because they are fully trained and prepared to execute the required scope of work. They show up to work appropriately dressed in JDC company uniform and are skilled in all janitorial scope areas such as general cleaning, bathroom disinfection, carpet care, floor care, glass cleaning, wall washing, overhead dusting, pressure cleaning and more. Scope frequencies are also learned by all service crew members to assure contract compliance. They are also trained in Green Cleaning Practices. Further, each service crew member is assigned a work zone with its respective cleaning requirements that will be inspected the same evening. This ensures a first class impression by the building users each and every morning.



**Job Done Cleaning Services & Supplies, Inc.
1771 NW 40th Avenue, Suite 301
Lauderhill, Florida 33313**

WHAT WE STAND FOR

Throughout the years, JOB DONE has earned a legacy as a best-in-class and highly recommended commercial cleaning company in the South Florida market. Our values remain the same. High quality service. Transparency. Efficiency. 100% Client Satisfaction, Every Time.

We believe in earning your business and becoming a trusted partner and reliable resource for your facility maintenance needs. We've been around since 2001. Our services have stood the test of time, and our goal is to continue delivering a 100% satisfactory service that you believe in.

We're proactive and known to solve problems. We do our very best at every job site to exceed your expectations, regardless the size of the facility. If any problem or concern arises during our delivery of service, we work to resolve it immediately without hesitation. At JOB DONE, we get the job done right!



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),
- a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - in an area zoned for the conduct of such business,
 - that the Vendor owns or has the legal right to use, and
 - from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the "Local Business Location").

If Option 1 selected, indicate **Local Business Location**:

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

1771 NW 40th Avenue, Suite 301

Lauderhill, Florida 33313

Option 3: The Vendor is both a **Local Business** and a **Locally Based Subsidiary** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

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

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

- ☐ **Option 4:** The Vendor is a **joint venture** composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list "N/A" if section does not apply. The Vendor further certifies that:

- A. The proportion of equity interests in the joint venture owned by **Local Business (es)** (each Local Business must comply with all of the requirements stated in Option 1) is _____ % of the total equity interests in the joint venture; and/or
- B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is _____ % of the total equity interests in the joint venture; and/or
- C. The proportion of equity interests in the joint venture owned by **Locally Based Subsidiary(ies)** (each Locally Based Subsidiary must comply with all of the requirements stated in Option 3) is _____ % of the total equity interests in the joint venture.

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

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

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

Business):

1. Broward County local business tax receipt.



Option 3 (Locally Based Subsidiary)

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

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

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

If requested by County (any option):

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor.
3. Additional documentation demonstrating the applicable percentage of equity interests in the joint venture, if not shown in the joint venture agreement.
4. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

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

Indicate Local Business Location:

True and Correct Attestations:

Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as authorized by the Broward County Procurement Code. The Vendor understands that, if after contract award, the County learns that any of the information provided by the Vendor on this was false, and the County determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the County may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

AUTHORIZED SIGNATURE/NAME: Ann Hunter

TITLE: President

VENDOR NAME: JOB DONE Cleaning Services & Supplies,

DATE: 5-24-21

Revised May 1, 2021



3. *Project Approach*

JOB DONE has developed a detailed work plan for **Agreement 11** to provide an above-standard delivery in cleaning techniques and procedures to ensure optimal service at the following locations:



(1)

FLEET SERVICES #3
1600 NW 30TH AVE
POMPANO BEACH, FL
33069

(2)

FAMILY SUCCESS
CENTER NORTHWEST
1007 NW 29TH STREET
CORAL SPRINGS, FL
33065

(3)

REVENUE COLLECTION
/ AUTO TAG
1800 NW 66TH AVE
PLANTATION, FL 33313

(4)

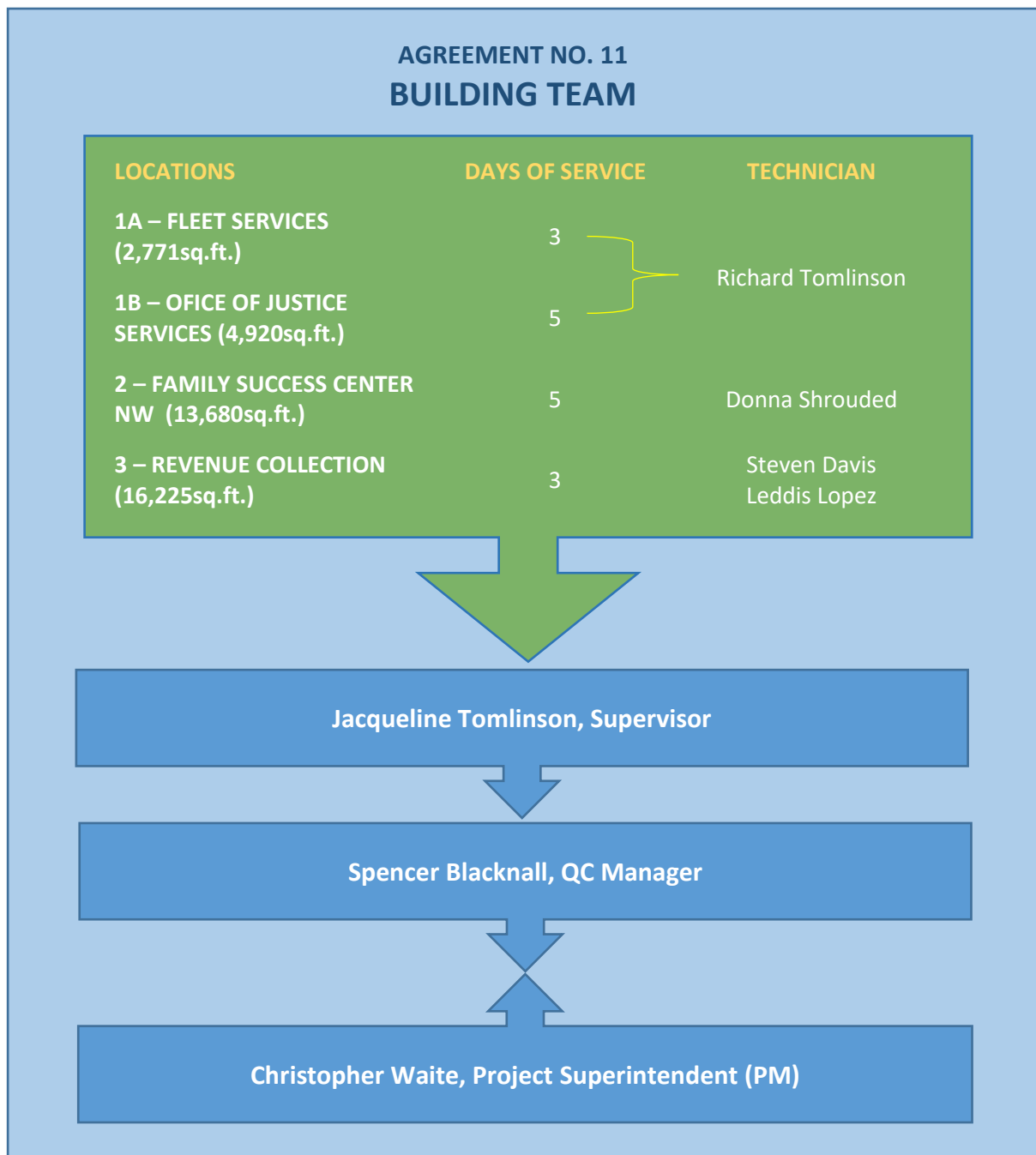
OFFICE OF JUSTICE
SERVICES
624 NW 15 WAY
FORT LAUDERDALE, FL
33311

3.1) We only allocate trained and qualified cleaning crew members and assign tasks based on strength and experience to each location to ensure both efficiency and user-satisfaction. Our experienced supervisors routinely inspect and monitor our cleaning crew members to ensure that all contract specifications are successfully met. Work is accurately distributed to cleaning technicians to prevent overworking and ensure high quality standards are met. In addition, the scheduling of work hours will conform to the requirements as outlined in the contract. Our Supervisors will conduct both routine and random inspections to ensure that the level of cleaning remains at a high standard to meet the high quality specifications as outlined in the BID document. Our ability to assess, document, and communicate efficiently and effectively, ensures that the janitorial cleaning needs of each facility are exceeded. For these four (4) locations, we did site walkthroughs and the daily service hours specified on the location details is adequate. As such, **we hold no exceptions to the minimum proposed hours.** Contract services will be conducted after business hours to avoid any disturbance of normal building activities. Special services will be scheduled when the Contract Administrator deems appropriate. All public areas will be thoroughly cleaned, dusted and disinfected daily. Further, to maintain a first class first impression, all flooring will be buffed or scrubbed several times each month.

3.2) We have evaluated the requirements and beyond-contract needs for the four (4) locations and propose the below illustrated building team and daily schedule:

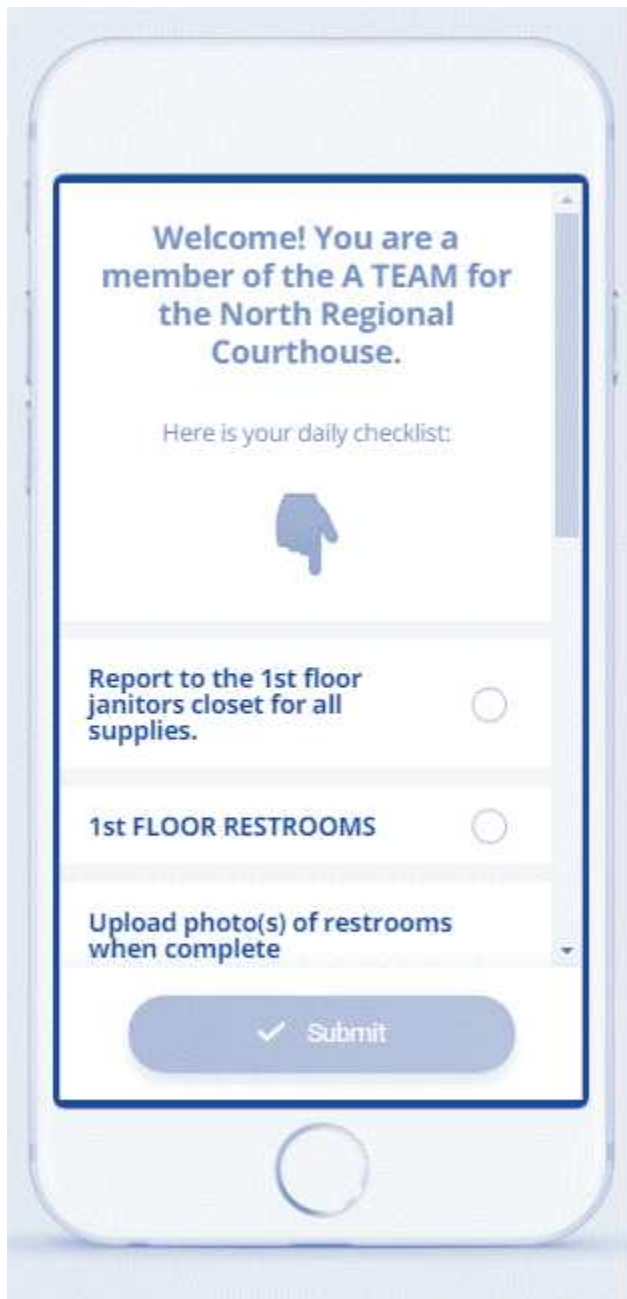
SCHEDULE: BASIC JANITORIAL SERVICES

1A & 1B: CLEANING TECHNICIAN (1)	STARTS 3PM
2: CLEANING TECHNICIAN (1)	STARTS 5PM
3: CLEANING TECHNICIAN (2)	STARTS 6PM





We utilize both digital checklists and onsite log binders as reporting systems to compare actual performance to our schedule for regular service. All team members use the mobile app, *Connecteam*, to access checklists and upload images of areas of completion, as well as, problem areas that need to be reported to management. Cleaning crew technicians clock-in for work via *Connecteam*, which geotags the time stamp to confirm location of the worker. An example of the interface is shown below:



connecteam

DPATH CLEANING CHECKLIST

Entrance / Common Area(s)

- ☐ Clean restrooms & restock dispensers with soap and paper products. All bathroom stalls must be disinfected/mopped. *****ALWAYS DISPLAY WET CAUTION SIGNS PRIOR TO MOPPING*****
- ☐ Sweep front/rear entrances both interior and exterior
- ☐ Mop entrance front and rear *****ALWAYS DISPLAY WET CAUTION SIGNS PRIOR TO MOPPING*****
- ☐ Spot clean front entrance windowpanes and glass doors

Interior Office Areas / Break Room / Kitchen

- ☐ Clean lunchroom tables/counter
- ☐ Clean microwave (exterior/interior)
- ☐ Clean fridge/door handle
- ☐ Sweep and mop inside lunchroom. When sweeping, check areas in the corner and behind the trash bins for trash and crumbs. *****ALWAYS DISPLAY WET CAUTION SIGNS PRIOR TO MOPPING*****

SAMPLE CHECKLIST

A personalized checklist is prepared for each of our facilities. This is available for daily use via our *Connecteam* app and laminated copies are on property in the janitors closet. Each cleaning crew technician is trained on this checklist and required to sign-off on compliance daily.



Periodic project and annual work tasks will be scheduled with the Contract Administrator to avoid disturbing normal business activities as well as daily facility cleaning needs. Further, we quickly mobilize and capable of responding to emergency and disaster situations. We are equipped with specialized equipment such as:

- ✓ Dry-EZ dehumidifiers,
- ✓ Negative air scrubbers,
- ✓ High Capacity Fans and
- ✓ Cavity dryers for de-watering and moisture removal tasks.

3.3) QUALITY CONTROL PROGRAM

Quality Control

FROM START TO FINISH

At **JOB DONE**, we exceed expectations simply because we go beyond the standards of basic appearance and respond to other vital areas such as health and wellbeing, preserving your assets, sustainability and continuously improving our service strategy. When you choose **JOB DONE** as your cleaning service provider, we proactively initiate a *quality control* process that requires regular on-site visits from our management with checks and balances. We suggest to commence service with the Air Quality cleaning which will bring the facility in compliance with quality standards. In addition, we are staffing this important facility with a fully qualified and trained quality control manager. We hold ourselves accountable to the specifications detailed in our customized **Quality Control Plan** and Scope of Work. Our plan will include reviews that prompt quick solutions to any problem or concern.



Transitioning

MAKE THE SWITCH, SEAMLESSLY

Choosing a new janitorial service provider can appear daunting. As the saying goes, change is hard. However, when you make the change to **JOB DONE** it certainly doesn't have to be. With over years developing high caliber experience and a reputation for great customer service, you can be sure of a seamless transition.



Our Expertise Makes the Transition Smooth

At **JOB DONE**, we take pride in our industry-leading transition program. Our plan is primarily based on your facility's specific needs coupled with our standard operating procedures for starting new contracts. We know how to create comprehensive transition plans, and we are able to provide everyone involved with the most current information every step of the way. We conduct meticulous reviews of every process and procedure we initiate, and we are always available to answer any questions you may have.

OUR CORE-4 STEPS TO TRANSITION

- (1) **MEET** - Meet with the Facility Manager / Contract Administrator to review key areas of concern;
- (2) **PLAN** - Conduct internal mobilizing meeting with designated project team to discuss approach with emphasis on plan of action for areas of concerns;
- (3) **MOBILIZE** - At commencement of service, the **Job Done GET STARTED Detailing Team** – accompanied by our **Core Cleaning Crew** - mobilizes at your facility to bring the facility up to both JOB DONE and Broward County Standards of Excellence.
- (4) **MANAGE** - Strategic ongoing training and supervision plans are immediately implemented for above-standard daily contract compliance.

Our approach is to carefully execute all processes in our comprehensive Quality Control Program implemented by the Quality Control Manager via educating and training our cleaning technicians. An essential component to meeting or exceeding quality standards is effective training and supervision. **JOB DONE will meet the quality specifications outlined in the BID document through extensive employee training and preparation, supervision, accountability and support.** Our highly trained and experienced supervisors review the results and procedures of our cleaning technicians to ensure that all contract obligations are exceeded.

To meet the basic janitorial service requirements for your facility, JOB DONE issues daily, weekly, quarterly, and annual tasks checklists via the *Connecteam* mobile app and performs daily site visits by the JOB DONE management team. The use of task checklists, inspections, and site visits also enables accountability and provides feedback opportunities to our cleaning technicians to maintain communication and ensure standardization of service performance. JOB DONE utilizes both the *Connecteam* mobile app, as well as, On Site Logs to stay organized and to maintain records, staff schedules, and task checklists. Our On Site Log binders will be readily available and contains daily tasks, inspection reports (*see sample on the next page*), County requests and MSDS sheets for all chemical products. They are a tangible means of internal communication for the JOB DONE team and external communication of services with County representatives.



Quality Control Report

Facility Name:	Date of Inspection:	Inspected by:
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AREA(S) INSPECTED	COMPLIANCE RATING (1-5)	COMMENTS	# OF ISSUES CITED
Entrance / Lobby / Public Access Zones			
Public Service Areas (interior)			
Employee Work Areas (group)			
Private Offices / Administrative			
Employee Use Areas / Breakrooms			
Restrooms			
Support and Service Areas			
Carpet Care			
Floor Care			
Specialty Zones			

Comments:	
Signature:	Overall Average Rating:

Green Methods

CARING FOR OUR ENVIRONMENT

At **JOB DONE** our goal is to minimize your facility's impact on the indoor and outdoor environment. We do this by emphasizing safe cleaning chemicals and techniques to maintain healthy air inside and reduce any negative effects on the larger community.

Our green cleaning includes a selection of environmentally sound cleaning solutions, practices, and equipment. Our sustainable green cleaning program is implemented at every building we service.

To ensure your compliance with regulatory standards, we use Green Seal-certified cleaning products as a part of our basic cleaning service, microfiber cleaning materials, and HEPA-filtered vacuums. Our green cleaning processes can help lower energy and operational costs at your facility, while also reducing the risk of exposure to harmful chemicals for all occupants. Green cleaning can generate savings on your disposal and cleanup costs, reduce waste, and alleviate pollution.



3.4) COMPANY EQUIPMENT

Our list of equipment is as follows:

- ✓ Sanitaire HEPA Upright and Backpack Vacuums
- ✓ Hydramaster MAXX 450d
- ✓ Rubbermaid Carts
- ✓ Floor Scrubber
- ✓ High Speed Buffers
- ✓ Wet/Dry Vacuums
- ✓ High Speed burnishers
- ✓ Truck Mount Carpet Cleaners
- ✓ Carpet Water Extractors
- ✓ Cemex Encapsulation Machine

-
- ✓ Mobile Pressure Cleaning Unit
 - ✓ 26 and 44 quart yellow mop buckets with wringers

JOB DONE's heavy equipment is located in a 45-minute radius of all facilities in the agreements we are bidding on. Equipment is serviced, ready and can be mobilized upon request. Timing is driven by the distance of the targeted site. In addition, if space is provided, above-mentioned heavy equipment can be stored at the facility for quick accessibility and use.

We have the following inventory of machinery to perform the required floor care services:

- ✓ 6 – Sanitaire Upright Vacuums w/ HEPA filters
- ✓ 6 - Sanitaire Backpack vacuum w/ HEPA filters
- ✓ 2 - Automatic floor scrubber machine/All-purpose floor machine
- ✓ 2 – Hot water carpet extraction machine
- ✓ 2 - Mobile Pressure cleaning unit
- ✓ 2 - Wet/Dry Vacuums
- ✓ 3 - High speed burnisher
- ✓ 20 - 26 and 44 quart mop buckets with wringers
- ✓ 10 - Rubbermaid restroom carts
- ✓ 4- Carpet blowers
- ✓ 22 - Wet Floor Signs

At JOB DONE, our facility assigned supervisors regularly inspect all equipment to ensure they are in excellent working condition. When equipment is found to be in need of repair or servicing, it is immediately removed from the facility and replaced. We have e-forms for reporting defective equipment on the *Connecteam* mobile app, as well as, an Equipment Damage Log in the onsite binder.

Our list of office equipment and computer programs are as follows:

- ✓ Desktop computers
- ✓ iPads
- ✓ Microsoft Laptops
- ✓ Brother Scanner / Copier / Fax
- ✓ Printers
- ✓ Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, OneNote and Publisher)

- ✓ Connecteam
- ✓ Adobe Acrobat
- ✓ Quickbooks Pro

3.5) COMPANY TRAINING

Our high standards start with the hiring process. All new hires complete a mandatory state-of-the-art training program before they start working. Safety Training is a vital part of their orientation, as well as periodic in-service safety trainings on a recurring basis. They also learn about our customer service standards. Our team members learn the proper use of our specialized green cleaning equipment, are educated on our green cleaning products, and are trained for any relevant recycling programs. Our team members receive emergency training and are familiar with the evacuation routes and procedures for the buildings in which they work. Further, we provide ongoing training so that we continue to offer high-quality services over time.

We know that our ongoing training programs are essential for building better client-employee relations. When team members learn and understand the “why” and “how to” behind our procedures and practices we achieve enhanced productivity, buy-in and outstanding communications.

EMPLOYEE TRAINING PROGRAM

JOB DONE's Training Program is designed to enhance the professional, leadership and janitorial skills of all of our employees. Training is an ongoing process. We actively pursue cross-training in order to gain maximum utilization from the workforce and assure continuity of quality service. All safety-related topics are constantly repeated. In addition, Facility Supervisors routinely discuss both quality and safety issues with their team to maintain quality standards. All personnel are required to attend Orientation that addresses essential information regarding Operations, Company Policies & Procedures, Safety, Customer Policies, Procedures and Customer Relations.

Untrained employees will not be permitted to perform the services specified within the contract. JOB DONE employees utilized for special project work such as stripping and refinishing floors, and overhead cleaning above eight feet, will receive additional training.

At JOB DONE, our employees are a reflection of the company and they must display a positive image, exhibit excellent character, and be well trained and empowered to interact respectfully and pleasantly with our customers and their fellow employees.



TOPICS OF TRAINING

At a minimum, JOB DONE provides each employee with the following training within the first month of employment and again during each twelve-month period of the employee's tenure in order to refresh and reinforce standardization of procedures, performance and to maintain high quality standards.

Training topics include but may not be limited to:

<ul style="list-style-type: none"> ✓ Orientation to Standard Cleaning Practices ✓ Professionalism ✓ Employee Conduct ✓ Expectations ✓ Performance Reviews & Evaluations ✓ Employee Benefits, Uniforms, etc. ✓ Payroll Rules and Regulations ✓ Trash Collection and Recycling ✓ Common Cleaning Mistakes ✓ Body Mechanics ✓ Quality Control Program ✓ Inspection Techniques ✓ Facility Supervisors ✓ Hazardous materials ✓ OSHA Act of 1970 ✓ Sexual harassment ✓ HIPPA Privacy Training 	<ul style="list-style-type: none"> ✓ Customer Relations ✓ Green Cleaning Policies and Procedures ✓ Using & Mixing Chemicals ✓ Material Safety Data Sheets (MSDS) ✓ Tools and Equipment ✓ Proper use, care and safety ✓ Restroom Cleaning and Disinfections ✓ Office and Related Area Cleaning ✓ Daily Floor Care ✓ Project Floor Care ✓ Cleaning Staff and Technicians ✓ Safety and Security ✓ Asbestos ✓ Blood-borne pathogen safety program ✓ Emergency Procedures and Evacuations ✓ Incident/Accident Reporting ✓ Personal Protective Equipment
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TRAINING METHODS

The training methods will consist of the following basic procedures:

- ✓ Demonstrate and discuss how each task is properly executed;
- ✓ A trainee always performs work with an experienced team leader;
- ✓ The trainee is regularly evaluated on performance and provided feedback, or additional training, as needed.

IN-HOUSE TRAINING

Lecture, visual aids and video recordings are used. The procedures covered are further discussed with the trainees to verify that the training has been effective. All employees must successfully demonstrate proficiency in a given procedure before they are assigned work involving that procedure. In some cases, this involves assignments with experienced employees until such time as the proficiency is demonstrated.

ON-SITE TRAINING

On-Site Training is conducted by Site Supervisors prior to an employee's official start date. Trainee will shadow a Team Leader or cleaning technician over the course of several days (duration depends on the facility structure and trainee's experience, familiarity with JOB DONE's policies and procedures and to ensure that they are aware and able to perform the cleaning techniques and provide the cleaning services at optimal quality standard).

On-site training for all employees is provided throughout shifts. Specifically, during the beginning and end of shift inspections and during daily debriefings when issues, complaints, praises and reminders are reiterated. This enables quality performance standards to be adhered to and ensures contractual compliance. In addition, we enforce ongoing training for our crew and reinforce cleaning techniques as needed, specifically during monthly staff meetings/debriefings and employee evaluation review meetings.

COMPLIANCE

JOB DONE is currently in compliance with Federal and State OSHA requirements and Green Seal Standards and will continue to comply with these requirements.

CLEANING PRACTICES

JOB DONE utilizes a *Color-Coded Cleaning* approach and clearly labels microfiber mops, towels and other similar wiping materials to eliminate cross contamination.

COLOR-CODED CLEANING	
Green	Common Area / General
Blue	Restrooms
Yellow	Break Rooms / Kitchens



Cleaning crew members are strictly monitored and evaluated on the proper use of supplies and products for designated cleaning areas. Employees found using labeled/color-coded equipment in areas not designated, will be written up and reprimanded appropriately. This accountability by Supervisors prevents cross contamination and maintain quality standards.

EMPLOYEES CONFIDENTIALITY TRAINING AND CERTIFICATIONS

All personnel providing services at Broward County locations are subject to HIPAA confidentiality standards and will complete training and certification for such.

EMPLOYEE SAFETY TRAINING

All employees will receive training needed to safely and competently perform the services required by this contract, including compliance with green cleaning practices. JOB DONE provides environmental health and safety training to ensure compliance with all federal, state, and local laws or regulations. We are familiar with all applicable federal, state, county, city and local laws, regulations or codes as they apply to this service and are aware of the safety standards concerning materials used. JOB DONE develops and implements procedures to ensure employees use chemicals in accordance with the instructions of the chemical manufacturers. JOB DONE will provide the Contract Administrator our Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) for chemicals and cleaning products used. Some tasks may require working with potentially hazardous materials. JOB DONE employees are trained and medically cleared for such work, and all trainings are recorded on our training logs.

EMPLOYEE SAFETY PRACTICES

JOB DONE provides and uses adequate barricades and signs to block off hazardous work areas and/or to provide sufficient warning prior to, during and after the performance of services. All cleaning crew members are given Personal Protective Equipment (PPE), as required. Employees are trained in accident prevention and provide barricades necessary to protect persons or property against injury or damage, and at all times, is responsible for any such damage or injury that occurs as a result of their fault or negligence.

JOB DONE takes precautions necessary to protect persons or property against injury or damage and is responsible for any such damage, or injury that occurs as a result of fault or negligence of our employees or sub-contractors. Property/Equipment Damage should be reported and documented using the Property and/or Equipment Damage Report Logs are found in the Project Site Log Binder. All generally accepted and government required safety practices shall be followed.



GENERAL SAFETY RULES

Important general safety rules and regulations:

Do not leave janitorial carts/equipment/tools/chemicals/supplies unattended. Place all in locked janitorial closet before you leave the area unattended.

Clean all spills immediately. Use caution when mopping floors. Put out caution signs indicating "Caution Wet Floors"

Cleaning material, supplies, and janitorial carts will be stored in a safe and orderly fashion. All janitorial closets will be kept clean and organized.

Never store chemicals in unmarked containers.

If the load is too heavy either enlist assistance or use a trolley or mechanical device that you are authorized to use and have been trained on how to use.

Keep aisles, stairways and exits clear of boxes and other hazardous material. Do not obstruct exits or doorways.

All employees shall keep tools, equipment, and work areas clean and orderly.

Use a stepladder or a step stool for reaching areas above shoulder height. Never stand on the cap of a ladder. Do not use a step stool/ladder if not authorized to by Site Supervisor or if you have knee/leg pain, issues or no balance or assistance.

Do not operate machinery that you are not familiar with and have not been trained or authorized to use.

After use put all tools/or equipment back in their proper place.

Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, report to Site Supervisor for documentation. Mark the tool or equipment that it is out of order so that it will be sent in for repair.

Report all unsafe or damaged tools and equipment to your Site Supervisor for documentation. Mark the tool or equipment that it is out of order so that it will be sent in for repair.

Observe all warning signs, safety bulletins and posters.

Always wear gloves and protective equipment.

Do not do any job that appears unsafe (i.e., cautionary tape, construction work area, do not enter signs, etc.); ask your Site Supervisor for guidance.



EMPLOYEE CONDUCT

Employee Conduct is addressed in Professionalism and Customer Relations portions of Employee Training. JOB DONE employees conduct themselves in a safe and orderly manner at all times while on the job site, whether on or off duty. Personal cellphone use is strictly prohibited unless it is for designated work purposes or employee is on their official designated break time in their designated break area. Fighting, being under the influence of alcohol and/or drugs, bringing and/or consuming alcohol and/or drugs, gambling, soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on the property, unless approved in writing by the Contract Administrator, and any immoral or otherwise undesirable conduct will not be permitted on the job site.

JOB DONE shall prevent any of its employees from opening, tampering with, using or moving any item of equipment, such as calculators, computers, telephones, storage container, desks, etc. or entering into any area unless required in the performance of the services. Any item moved for the purpose of cleaning shall be put back in place after cleaning.

JOB DONE establishes, implements and maintains procedures and controls to ensure each employee complies with all applicable provisions of the contract and all site rules and practices of the county. We will immediately, after receipt of written notice from the Contract Administrator, remove any employee or other representative of JOB DONE from premises who participates in improper or illegal acts, or whose continued presence is, in the opinion of the contract administrator, deemed not to be in the best interest of the county. JOB DONE personnel will not eat or take breaks within their assigned work areas. Corrective action will be determined and enforced in instances of non-compliance with employee conduct and all other contractual requirements.

GRATUITIES/SOLICITATIONS

Gratuities/Solicitations is addressed in the Professionalism and Customer Relations portions of Employee Training. JOB DONE establishes, implements, and maintains procedures and controls adequate to prevent employees from providing any services other than that which is defined in the contract. No employee of the contract will solicit or accept any gratuities in county facilities or property.

PERSONAL HYGIENE

Personal hygiene is addressed in the Professionalism portion of Employee Training. All JOB DONE employees are required to practice good personal hygiene habits. Excessive use of perfumes and/or colognes is discouraged. All body odor complaints shall be addressed immediately with JOB DONE s employee by Facility Supervisors and documented accordingly. In routine employee evaluations, personal hygiene will also be evaluated and discussed during employee evaluation review meetings. Should an employee receive three documented occurrences, the Contract Administrator may request removal of said employee from the



staffing team.

JOB DONE employees will be dressed in a uniform that meets the approval of the Contract Administrator and is acceptable to the county. Our uniform meets or exceeds all safety related standards.

SCAVENGING

Scavenging is addressed in the Professionalism portion of Employee Training. JOB DONE has developed, implemented and maintains adequate procedures to ensure that no Contract employee(s) scavenge any items from any county facilities or properties. If an employee is found scavenging any items from any county facility or property the employee's actions will be documented accordingly and the employee will be reprimanded as stated in the JOB DONE Employee Contract, that each employee is required to read and sign once hired. It is our policy to establish reasonable and necessary guidelines and policies to meet business and production needs.

HIRING & SCREENING

It is our objective to hire and maintain individuals on our employee roster who have performed successfully at existing sites and/or have extensive experience and references attesting to quality performance. Employees hired will be screened according to customer specifications and any pre-hiring background checks conducted will be in compliance with local and federal guidelines. New hires with limited to no previous janitorial experience; however, show great potential, are given opportunities to prove themselves as alternates/per diem employees and through project work (i.e. air quality).

Recruitment often occurs through referrals from other janitorial companies, current or past JOB DONE employees, County Liaisons and Building Managers. All employees are authorized to work in the United States of America (I-9) and within the regulations of EEOC (Equal Employment Opportunity Commission).

RETENTION

Employees are our greatest asset. At JOB DONE, we work diligently to retain our best talent. We do this through a number of ways such as using communication strategies, talent recognition, competitive compensation and programs, and team building.

Experience translates to high efficiency and customer satisfaction. Diligent efforts are made to identify talents and skills to develop and maintain quality employees for long-term success. Strong Recruitment Practices in combination with Performance Evaluation, Training and Recognition improve morale and strengthen retention. We recognize employees to excel in Customer Satisfaction, Operational Excellence, Performance, and Safety.



JOB DONE incorporates an employee retention program that is designed to benefit our work force to always provide exceptional janitorial services. We anticipate on keeping most of the current employees at these facilities should they choose to continue with us and assuming that they meet all of JOB DONE s qualifications (i.e., satisfactory performance standards based on employee evaluations, extensive janitorial background, complete JOB DONE application, have a successful interview and background check).

EMPLOYEE ATTENDANCE

All personnel are required to sign in and out using the *Connecteam* mobile app and backup sign-in logs are placed in the project site log binder located at each facility to maintain records of individuals on premises.

Policy: It is the policy of JOB DONE to establish reasonable and necessary controls to ensure adequate attendance and to meet business and production needs.

Procedures:

1. Working schedules and starting times are established by the Project Manager; based on business and production needs. The Project Manager is responsible for communicating work schedules to subordinates.
2. Employees are expected to be at their workstation in a fit condition and ready to work at starting time. Work activity should commence at starting times and continue until the normal designated schedule.
3. In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence/tardiness to the Company. When reporting absence, the employee must telephone his or her Supervisor, or other designated individuals as specified by Management. In the event the employee cannot reach a Supervisor or Manager, the absence should be reported via text message to the Supervisor or Manager or email: attendance@jobdonecleaning.com. The employee must call no later than twelve hours of scheduled start time.
4. The company reserves the right to require an employee to submit a physician s certificate in the event of repeated absences for the medical reasons or in the event of medical absences exceeding three days.
5. An employee s absence will be considered excused if covered by policy and the employee provides proper and timely notification deemed satisfactory to the Supervisor or Manager. Timely notification means informing your supervisor a day before the absence or providing advance notice for absences, which can be anticipated.

6. An employee's absence will be deemed unexcused when an employee fails to call in, gives a late notice, fails to give advance notice for an absence which could be anticipated, exceeds the number of length of absences as defined by policy or authorized in advance by the Supervisor or Manager. Unexcused absentees are subject to corrective discipline or termination as defined in policies on discipline and separation of employment.
7. Excessive absenteeism is defined as two or more instances of unexcused absence in a calendar month. Such excessive absenteeism is subject to corrective discipline. Any eight instances of unexcused absenteeism in a calendar year are considered grounds for discharge.
8. In the event an employee is absent for three days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary quit.
9. In the event a nonexempt employee reports to work late, he or she will be docked for time missed. Any lateness of up to six minutes shall result in loss of pay equivalent to 1/10 of an hour for each six minutes of lateness or portion thereof.
10. Excessive tardiness shall be subjected to corrective discipline or termination. Excessive tardiness is defined as three or more instance of lateness in a calendar month and is subject to corrective discipline. Any 12 instances of lateness in a calendar year are considered grounds for discharge.

Failure to abide by the stated and implied attendance policies of JOB DONE will result in termination of employment.

GREEN CLEANING TRAINING MANUAL

JOB DONE is committed to maintaining green cleaning techniques using *Green Seal* certified chemicals and supplies. The JOB DONE Green Cleaning Manual and Training Programs address the following Green Cleaning focal points:

- ✓ *Efficient Use of Chemicals*: A method of insuring that chemicals are diluted properly through a supplied measuring system or device.
- ✓ *Communications*: Identifying "vulnerable populations" that may be effected by cleaning activities.
- ✓ *Entryways*: Attention is given to the point where the bulk of contaminants enter a facility.
- ✓ *Hard Floor Care Program*: A maintenance program that emphasizes routine, scheduled maintenance to extend finish life.



- ✓ *Carpet Care Program*: A maintenance program that emphasizes routine maintenance to regularly remove trapped contaminants.
- ✓ *Disinfection Strategy*: A plan for use of disinfectants in areas only where needed.
- ✓ *Restroom Care*: A thorough and regularly scheduled maintenance program for restrooms.
- ✓ *Cafeterias and Kitchens*: Addressing these areas where bacteria, odors, and pests can accumulate.
- ✓ *Trash Collection and Recycling*: A protocol for collection and disposal of trash and general recycling guidelines and policies.
- ✓ *Training*: Documented training for all employees on green cleaning procedures. Ongoing annual training is implemented.

OVERVIEW

Green maintenance (Performance Cleaning) is a process that reduces the overall impacts of cleaning on health and the environment. While product selection is important, procedures for green maintenance services are equally important, and perhaps more so. In general, green maintenance procedures are similar to traditional differences are more a matter of focus than one of technique. The Green Clean Manual focuses on pollution prevention strategies directly impact indoor air quality and some specific opportunities to modify traditional procedures to reduce their impacts on health and the environment. With the use of any chemical cleaning product or piece of custodial equipment, safety is important. Appropriate personal protective equipment (PPE) should be used, and directions followed.

JOB DONE is committed to cleaning to protect health without harming the environment. We are operationally efficient while minimizing environmental impacts to the county facilities.

DEFINITIONS

- ✓ *Cleaning Service Provider*: An organization or institutional building owners and operators, including both in-house and external providers.
- ✓ *Client*: The organization or entity contracting for in-house operation.
- ✓ *Concentrate*: A product that must be substantially diluted with water to form the appropriate solution for use (typically at least 1:8, or as appropriate for the particular product category.)
- ✓ *Disinfect*: A process for hard inanimate surfaces undertaken to destroy or irreversibly inactivate infectious fungi and bacteria, but not necessarily their spores.
- ✓ *Environmentally Preferred Product*: A product certified as such by a third party environmental label that was developed in accordance with the SIO 14024 Environmental Labeling Standard.



Alternatively, a product may be designated as environmentally preferable by an established, legitimate, nationally recognized program developed with the purpose of identifying environmentally preferable products. The program must not have any financial interest or stake in sales of the product, or other conflict of interest. Such designation must be based on consideration of human health and safety, ecological toxicity, other environmental impacts, and resource conservation, as appropriate, for the product and its packaging on a life cycle basis. This must be publicly available and transparent.

- ✓ *Green Building*: A building with efficient use of energy, water, and other resources; protection of occupant health and improvement of employee productivity; reduction of waste, pollution and environmental degradation; use of environmental safe chemicals and recycled paper products; and any other environmentally responsible actions or resources.
- ✓ *Green Cleaning Practices*: Providing janitorial services to county facilities by utilizing low-emitting materials; recycled content materials/supplies; and environmentally friendly maintenance practices that are implemented through the adoption of training programs for custodial supervisors and staff. These initiatives are intended to reduce the amount of volatile organic compounds (VOCs) used in cleaning while also eliminating many of the indoor airborne particulates, which may adversely impact indoor air quality.
- ✓ *Sanitize*: A process intended to reduce, but not necessarily eliminate microorganisms from the inanimate environment to levels considered safe as determined by public health codes or regulations.
- ✓ *Vulnerable Populations*: Vulnerable populations represent people who are more susceptible than the general population to chemicals and products that might pose a risk to human health. These populations include but are not limited to children, pregnant women, the elderly and infirm, people sensitive to chemical exposures (e.g. fragrances), and other occupants, customers or employees that may have a higher susceptibility to cleaning operations.



STANDARD OPERATING PROCEDURES

JOB DONE maintains Standard Operating Procedures that address the following:

<ul style="list-style-type: none"> ✓ Cleaning Procedures ✓ Chemical handling requirements ✓ Equipment maintenance and operations procedures 	<ul style="list-style-type: none"> ✓ Communication protocols and requirements ✓ Training and inspection programs ✓ Reporting and record keeping procedures
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GREEN CLEANING POLICY

JOB DONE s Green Cleaning Policies include but are not limited to:

JOB DONE uses chemicals formulated for long-lasting superlative performance in severe duty environments. All chemicals shall be purchased, brought on-site, and stocked in closets in their original containers by JOB DONE. The chemicals shall remain in such containers until diluted or mixed for use. All solution bottles and spray bottles shall be safety containers, which are safe for handling and their intended use, and they should also be properly labeled. All containers containing delicate or fragile items shall be marked to clearly identify this condition. These markings shall be placed on not less than one side or end of the container.

Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed and approved by law, regulatory agency, or this contract. The marking or labeling of material containing hazardous or toxic materials, substances, or wastes shall be in accordance with all federal, state and local laws, ordinances, rules and regulations. JOB DONE shall maintain on-site a library of MSDS/SDS, with duplicate copies of the form(s), for all chemicals and hazardous substances used at that facility.

All chemical containers shall bear their original manufacturer's label, which includes the name and address of the manufacturer, instructions for use and any pertinent warnings and safety instructions. All chemical containers must have the manufacturer's quality control batch numbers included on cases or containers. JOB DONE shall use a germicidal detergent that bears the environmental protection agency registration number and kills the MRSA virus.

JOB DONE shall develop and implement procedures to insure its employees use chemicals in accordance with the instructions of the chemical manufacturers. All solution bottles and spray bottles shall be labeled with a label provided by its manufacturer or with a photocopy of the label from the chemical container. JOB DONE shall purchase/utilize only sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Products and Materials.

The term “cleaning products” encompasses all chemicals used in the janitorial process. The cleaning products meet 1 or more of the following standards for the appropriate category:

- ✓ Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
- ✓ Environmental Choice CCD-110, for cleaning and degreasing compounds.
- ✓ Environmental Choice CCD-146, for hard surface cleaners.
- ✓ Environmental Choice CCD-148, for carpet and upholstery care.

JOB DONE will provide disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet 1 or more of the following standards for the appropriate category:

- ✓ Green Seal GS-40, for industrial and institutional floor care products.
- ✓ Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
- ✓ Environmental Choice CCD-113, for drain or grease traps additives.
- ✓ Environmental Choice CCD-115, for odor control additives.
- ✓ Environmental Choice CCD-147, for hard floor care.

JOB DONE will verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to hard floors have a (.5) ASTM slip coefficient or better. We immediately post warning signs and report any observed instances of slippery or slick floors to the county.

JOB DONE will provide disposable janitorial paper products and trash bags that meet the minimum requirements of 1 or more of the following programs for the applicable product category:

- ✓ Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
- ✓ Green Seal GS-09, for paper towels and napkins.
- ✓ Green Seal GS-01, for tissue paper.
- ✓ Environmental Choice CCD-082, for toilet tissue.
- ✓ Environmental Choice CCD-086, for hand towels.
- ✓ Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

JOB DONE will provide hand soaps that meet 1 or more of the following standards:

- ✓ No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements).
- ✓ Green Seal GS-41, for industrial and institutional hand cleaners.
- ✓ Environmental Choice CCD-104, for hand cleaners and hand soaps.



JOB DONE verifies that all floor finishes, seals, spray buff solutions and other such chemicals applied to hard floors have a (.5) ASTM slip coefficient or better. JOB DONE shall immediately post warning signs and report any observed instances of slippery or slick floors to the county.

Disposable janitorial paper products and trash bags will meet the minimum requirements of 1 or more of the following programs for the applicable product category:

- ✓ Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
- ✓ Purchase/utilize only sustainable disposable janitorial paper products and trash bags meeting the sustainability criteria outlined in LEED v4 for Building Operations and Maintenance Indoor Environmental Quality (EQ) Credit: Green Cleaning – Products and Materials..

Other:

- ✓ Hand soap and hand sanitizer products provided will be the proper size and type for the existing dispenser(s).
- ✓ An additional one-day supply is to be stored on-site and available for use by building occupants when required.
- ✓ Vacuum cleaners are certified by the Carpet and Rug Institute “Green Label Testing Program for vacuum cleaners.
- ✓ Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute s “Seal of Approval



4.0) WORKLOAD

Within the past five (5) years, JOB DONE has completed projects with various property management firms throughout Broward county. The majority of our contracts are ongoing, multi-year agreements. We currently have ongoing contracts with Global Real Estate Management, BB&T, Hollywood KIA, DermPath Diagnostics, Car Giants, and IQOR call centers. For all of these contracts, we provide a full range of janitorial services, floor care, carpet care, grounds maintenance (i.e. parking lot cleanup), air quality, porter services, daily sanitation shifts and electrostatic disinfection services (due to COVID-19). There are no new projected projects in the near future.

There have been no challenges for any of the listed projects. What we know after servicing clients for the past 19 years – *our 20th anniversary is this year* – is that we understand how to prepare, plan and execute our work and resources. We are not a large corporation, we are a small business that prides ourselves on our corporate values and very high client satisfaction ratings.

The summation of JOB DONE s approach to managing projects stems from developing a core project crew for each agreement, where training, development and understanding of specific facility needs are nurtured and perfected. This method is the reason our clients remain with us for many years. It is also the reason why we have very low staff turnover. We invest in our team members who in turn respect and care for the facilities that are in our care. At JOB DONE, we are more than simply your janitorial service provider, we are your partner in your efforts to maintain a first class facility. When you shine, we shine!



5.0) PRICING

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	\$ 412.42	\$4,949.04	\$ 424.79	\$ 5,097.51	\$ 10,046.55
		12	Restrooms	\$ 284.08	\$3,408.96	\$ 292.60	\$ 3,511.23	\$ 6,920.19
		12	Floors	\$ 350.00	\$4,200.00	\$ 350.00	\$ 4,200.00	\$ 8,400.00
		2,771	Pressure Cleaning (SQ. FT.)	\$ 0.14	\$399.02	\$ 0.14	\$ 387.94	\$ 786.96
		1	Windows	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 120.00
		1	Air Quality	\$ 450.00	\$450.00	\$ 450.00	\$ 450.00	\$ 900.00
		12	Cleaning Supplies	\$ 490.00	\$5,880.00	\$ 490.00	\$ 5,880.00	\$ 11,760.00
		12	Paper Products	\$ 240.00	\$2,880.00	\$ 240.00	\$ 2,880.00	\$ 5,760.00
		2,771	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.10	\$277.10	\$ 0.10	\$ 277.10	\$ 554.20
		2,771	Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$277.10	\$ 0.10	\$ 277.10	\$ 554.20
		Total				\$22,781.22		\$ 23,020.88
2	FAMILY SUCCESS CENTER NORTHWEST 10077 NW 29th Street Coral Springs, FL. 33065	12	Basic Cleaning	\$ 1,908.98	\$22,907.76	\$ 1,966.25	\$ 23,594.99	\$ 46,502.75
		12	Restrooms	\$ 942.75	\$11,313.00	\$ 971.03	\$ 11,652.39	\$ 22,965.39
		12	Floors	\$ 450.00	\$5,400.00	\$ 450.00	\$ 5,400.00	\$ 10,800.00
		13,680	Pressure Cleaning (SQ. FT.)	\$ 0.14	\$1,969.92	\$ 0.14	\$ 1,915.20	\$ 3,885.12
		1	Windows	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 120.00
		1	Air Quality	\$ 1,200.00	\$1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00
		12	Cleaning Supplies	\$ 700.00	\$8,400.00	\$ 700.00	\$ 8,400.00	\$ 16,800.00
		12	Paper Products	\$ 500.00	\$6,000.00	\$ 500.00	\$ 6,000.00	\$ 12,000.00
		13,680	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.10	\$1,368.00	\$ 0.10	\$ 1,368.00	\$ 2,736.00
		13,680	Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$1,368.00	\$ 0.10	\$ 1,368.00	\$ 2,736.00
		Total				\$59,966.68		\$ 60,958.58
3	REVENUE COLLECTION/ AUTO TAG 1800 NW 66 Avenue Plantation, FL	12	Basic Cleaning	\$ 1,046.76	\$12,561.12	\$ 1,078.16	\$ 12,937.95	\$ 25,499.07
		12	Restrooms	\$ 643.70	\$7,724.40	\$ 663.01	\$ 7,956.13	\$ 15,680.53
		12	Floors	\$ 600.00	\$7,200.00	\$ 600.00	\$ 7,200.00	\$ 14,400.00
		16,225	Pressure Cleaning (SQ. FT.)	\$ 0.14	\$2,336.40	\$ 0.14	\$ 2,271.50	\$ 4,607.90
		1	Windows	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 120.00
		1	Air Quality	\$ 1,450.00	\$1,450.00	\$ 1,450.00	\$ 1,450.00	\$ 2,900.00
		12	Cleaning Supplies	\$ 700.00	\$8,400.00	\$ 700.00	\$ 8,400.00	\$ 16,800.00
		12	Paper Products	\$ 300.00	\$3,600.00	\$ 300.00	\$ 3,600.00	\$ 7,200.00
		16,225	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.10	\$1,622.50	\$ 0.10	\$ 1,622.50	\$ 3,245.00
		16,225	Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$1,622.50	\$ 0.10	\$ 1,622.50	\$ 3,245.00
		Total				\$46,576.92		\$ 47,120.59
4	OFFICE OF JUSTICE SERVICES 624 NW 15 Way Fort Lauderdale, FL. 33311	12	Basic Cleaning	\$ 781.04	\$9,372.48	\$ 804.47	\$ 9,653.65	\$ 19,026.13
		12	Restrooms	\$ 402.59	\$4,831.08	\$ 414.67	\$ 4,976.01	\$ 9,807.09
		12	Floors	\$ 200.00	\$2,400.00	\$ 200.00	\$ 2,400.00	\$ 4,800.00
		4,920	Pressure Cleaning (SQ. FT.)	\$ 0.14	\$708.48	\$ 0.14	\$ 688.80	\$ 1,397.28
		1	Windows	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 120.00
		1	Air Quality	\$ 600.00	\$600.00	\$ 600.00	\$ 600.00	\$ 1,200.00
		12	Cleaning Supplies	\$ 545.00	\$6,540.00	\$ 545.00	\$ 6,540.00	\$ 13,080.00
		12	Paper Products	\$ 190.00	\$2,280.00	\$ 190.00	\$ 2,280.00	\$ 4,560.00
		4,920	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.10	\$492.00	\$ 0.10	\$ 492.00	\$ 984.00
		4,920	Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$492.00	\$ 0.10	\$ 492.00	\$ 984.00
		Total				\$27,776.04		\$ 28,182.47
Total (1) - Summary, all sites					\$157,120.86		\$159,282.52	\$ 316,403.38



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.	\$ 26.44	\$1,322.00	\$ 27.23	\$ 1,361.66	\$ 2,683.66
Site Supervisor	50 hrs.	\$ 26.44	\$1,322.00	\$ 27.23	\$ 1,361.66	\$ 2,683.66
Full Time Service Crew	50 hrs.	\$ 25.12	\$1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Part Time Service Crew	50 hrs.	\$ 25.12	\$1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Porter Day/Night	50 hrs.	\$ 25.12	\$1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Emergency Services Labor:						
Project Supervisor	50 hrs.	\$ 39.66	\$1,983.00	\$ 40.85	\$ 2,042.49	\$ 4,025.49
Site Supervisor	50 hrs.	\$ 39.66	\$1,983.00	\$ 40.85	\$ 2,042.49	\$ 4,025.49
Full Time Service Crew	50 hrs.	\$ 37.68	\$1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
Part Time Service Crew	50 hrs.	\$ 37.68	\$1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
Porter Day/Night	50 hrs.	\$ 37.68	\$1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
"Pass thru" (Services/Materials)			\$1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)			\$17,030.00		\$17,510.90	\$ 34,540.90

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

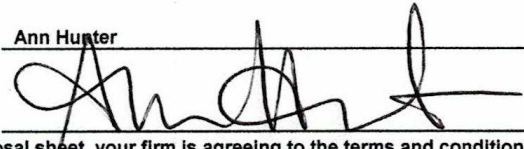
Year 1	Year 2
\$174,150.66	\$176,793.42
\$ 350,944.28	

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

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

NAME OF COMPANY: JOB DONE Cleaning Services & Supplies, Inc.

AUTHORIZED PERSON NAME: Ann Hunter

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: President

DATE: 5/26/2021

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



ATTACHMENTS / other

- Living Wage Ordinance

**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: JOB DONE Cleaning Services & Supplies, Inc.

Address: 1771 NW 40th Avenue, Suite 301, Lauderdale, FL 33313

Local Contact: Ann Hunter E-Mail Address: ah@jobdonecleaning.com

Address: same as above

Contract _____

Amount _____

Using Agency _____

Served: Solicitation BLD 2121632P1 Janitorial Services - County Facilities

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>Obegaye, Nelson</u>	<u>Janitor (B)</u>		<u>Smith, Karen</u>	<u>Janitor (B)</u>	
<u>Charles, Stacy</u>	<u>Janitor (B)</u>		<u>McPherson, Edward</u>	<u>Janitor (B)</u>	
<u>Plores, Diana</u>	<u>Janitor (B)</u>		<u>Ebanks, Enji</u>	<u>Janitor (B)</u>	
<u>Morris, Oral</u>	<u>Janitor (B)</u>		<u>Pierre, Roodchiba</u>	<u>Janitor (B)</u>	

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

I, Ann Hunter of JOB DONE Cleaning Services & Supplies, 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:

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

b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and

c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6899 (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 25th day of May 2021

STATE OF FLORIDA

COUNTY OF BROWARD

Public) ☒ Personally Known or ☐ Produced Identification

My commission expires Juliette M. Altman (SEAL) Notary Public (Sign name of Notary)

Notary Public State of Florida
Juliette M. Altman
My Commission # 066591
Expires 11/24/2024

Type of Identification Produced: _____

- Vendor Questionnaire, details for #16 – Ann Hunter is an officer of All Things Taj, LLC.
- Living Wage Rate Price Sheets – see below.



**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)

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>(HOURLY RATE (UNBURDENED))</u>
Project Manager or Equivalent	Hour	\$ <u>25.00</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>22.50</u>
Quality Control Manager or Equivalent	Hour	\$ <u>20.75</u>
Shift Supervisor or Equivalent	Hour	\$ <u>19.50</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>18.00</u>
Janitorial Worker or Equivalent	Hour	\$ <u>17.05</u>
	Hour	\$ _____
	Hour	\$ _____

Vendor Name JOB DONE Cleaning Services & Supplies, 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>25.75</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>23.18</u>
Quality Control Manager or Equivalent	Hour	\$ <u>21.37</u>
Shift Supervisor or Equivalent	Hour	\$ <u>20.10</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>18.54</u>
Janitorial Worker or Equivalent	Hour	\$ <u>17.56</u>
	Hour	\$ _____
	Hour	\$ _____

Vendor Name JOB DONE Cleaning Services & Supplies, 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>26.52</u>
Assistant Project Manager or Equivalent	Hour	\$ <u>23.87</u>
Quality Control Manager or Equivalent	Hour	\$ <u>22.01</u>
Shift Supervisor or Equivalent	Hour	\$ <u>20.69</u>
Team Leader/Supervisor or Equivalent	Hour	\$ <u>19.10</u>
Janitorial Worker or Equivalent	Hour	\$ <u>18.09</u>
_____	Hour	\$ _____
_____	Hour	\$ _____

Vendor Name JOB DONE Cleaning Services & Supplies, Inc.

- Financial Information – requested documents have been submitted “Confidential” to the Broward County Purchasing Department.
- Ability to Conduct Business in Florida (State of Florida ACTIVE status, Good Standing)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

[Previous On List](#) [Next On List](#) [Return to List](#)

job done

[Events](#) [Name History](#)

Detail by Entity Name

Florida Profit Corporation

JOB DONE CLEANING SERVICES AND SUPPLIES, INC.

Filing Information

Document Number	P01000039290
FEI/EIN Number	65-1097860
Date Filed	04/16/2001
State	FL
Status	ACTIVE
Last Event	AMENDMENT AND NAME CHANGE
Event Date Filed	02/26/2007
Event Effective Date	NONE

Principal Address

3389 SHERIDAN STREET
#479
HOLLYWOOD, FL 33021

Changed: 03/30/2010

Mailing Address

3389 SHERIDAN STREET
#479
HOLLYWOOD, FL 33021

- Insurance Requirements

GUTIERREZ INSURANCE SOLUTIONS

Insured: Job Done Cleaning Services Inc.

Current Policy Term: 04/29/2021 to 04/29/2022

To whom it may concern:

This letter is to advise you that the current named insured listed above is currently insured for General Liability with limits of 1 million per occurrence and 2 million per aggregate.

Per your Insurance Requirements we are able to add the required coverages if the insureds bid is accepted. Please give us 3-5 Business days to acquire the new coverages requested. Please feel free to contact me with any questions.

Alex Gutierrez

Agent

954-454-4779

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	\$ 412.42	\$4,949.04	\$ 424.79	\$ 5,097.51	\$ 10,046.55		
		12	Restrooms	\$ 284.08	\$3,408.96	\$ 292.60	\$ 3,511.23	\$ 6,920.19		
		12	Floors	\$ 350.00	\$4,200.00	\$ 350.00	\$ 4,200.00	\$ 8,400.00		
		2,771	Pressure Cleaning (SQ. FT.)	\$ 0.14	\$399.02	\$ 0.14	\$ 387.94	\$ 786.96		
		1	Windows	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 120.00		
		1	Air Quality	\$ 450.00	\$450.00	\$ 450.00	\$ 450.00	\$ 900.00		
		12	Cleaning Supplies	\$ 490.00	\$5,880.00	\$ 490.00	\$ 5,880.00	\$ 11,760.00		
		12	Paper Products	\$ 240.00	\$2,880.00	\$ 240.00	\$ 2,880.00	\$ 5,760.00		
		2,771	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.10	\$277.10	\$ 0.10	\$ 277.10	\$ 554.20		
		2,771	Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$277.10	\$ 0.10	\$ 277.10	\$ 554.20		
		Total			\$22,781.22		\$23,020.88	\$ 45,802.10		
		2	FAMILY SUCCESS CENTER NORTHWEST 10077 NW 29th Street Coral Springs, Fl. 33065	12	Basic Cleaning	\$ 1,908.98	\$22,907.76	\$ 1,966.25	\$23,594.99	\$ 46,502.75
				12	Restrooms	\$ 942.75	\$11,313.00	\$ 971.03	\$ 11,652.39	\$ 22,965.39
12	Floors			\$ 450.00	\$5,400.00	\$ 450.00	\$ 5,400.00	\$ 10,800.00		
13,680	Pressure Cleaning (SQ. FT.)			\$ 0.14	\$1,969.92	\$ 0.14	\$ 1,915.20	\$ 3,885.12		
1	Windows			\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 120.00		
1	Air Quality			\$ 1,200.00	\$1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00		
12	Cleaning Supplies			\$ 700.00	\$8,400.00	\$ 700.00	\$ 8,400.00	\$ 16,800.00		
12	Paper Products			\$ 500.00	\$6,000.00	\$ 500.00	\$ 6,000.00	\$ 12,000.00		
13,680	Carpet Cleaning - Deep (SQ. FT.)			\$ 0.10	\$1,368.00	\$ 0.10	\$ 1,368.00	\$ 2,736.00		
13,680	Electrostatic Disinfection (SQ. FT.)			\$ 0.10	\$1,368.00	\$ 0.10	\$ 1,368.00	\$ 2,736.00		
Total					\$59,986.68		\$60,958.58	\$ 120,945.26		
3	REVENUE COLLECTION/ AUTO TAG 1800 NW 66 Avenue Plantation, FL			12	Basic Cleaning	\$ 1,046.76	\$12,561.12	\$ 1,078.16	\$12,937.95	\$ 25,499.07
				12	Restrooms	\$ 643.70	\$7,724.40	\$ 663.01	\$ 7,956.13	\$ 15,680.53
		12	Floors	\$ 600.00	\$7,200.00	\$ 600.00	\$ 7,200.00	\$ 14,400.00		
		16,225	Pressure Cleaning (SQ. FT.)	\$ 0.14	\$2,336.40	\$ 0.14	\$ 2,271.50	\$ 4,607.90		
		1	Windows	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 120.00		
		1	Air Quality	\$ 1,450.00	\$1,450.00	\$ 1,450.00	\$ 1,450.00	\$ 2,900.00		
		12	Cleaning Supplies	\$ 700.00	\$8,400.00	\$ 700.00	\$ 8,400.00	\$ 16,800.00		
		12	Paper Products	\$ 300.00	\$3,600.00	\$ 300.00	\$ 3,600.00	\$ 7,200.00		
		16,225	Carpet Cleaning - Deep (SQ. FT.)	\$ 0.10	\$1,622.50	\$ 0.10	\$ 1,622.50	\$ 3,245.00		
		16,225	Electrostatic Disinfection (SQ. FT.)	\$ 0.10	\$1,622.50	\$ 0.10	\$ 1,622.50	\$ 3,245.00		
		Total			\$46,576.92		\$47,120.59	\$ 93,697.51		
		4	OFFICE OF JUSTICE SERVICES 624 NW 15 Way Fort Lauderdale, FL 33311	12	Basic Cleaning	\$ 781.04	\$9,372.48	\$ 804.47	\$ 9,653.65	\$ 19,026.13
				12	Restrooms	\$ 402.59	\$4,831.08	\$ 414.67	\$ 4,976.01	\$ 9,807.09
12	Floors			\$ 200.00	\$2,400.00	\$ 200.00	\$ 2,400.00	\$ 4,800.00		
4,920	Pressure Cleaning (SQ. FT.)			\$ 0.14	\$708.48	\$ 0.14	\$ 688.80	\$ 1,397.28		
1	Windows			\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 120.00		
1	Air Quality			\$ 600.00	\$600.00	\$ 600.00	\$ 600.00	\$ 1,200.00		
12	Cleaning Supplies			\$ 545.00	\$6,540.00	\$ 545.00	\$ 6,540.00	\$ 13,080.00		
12	Paper Products			\$ 190.00	\$2,280.00	\$ 190.00	\$ 2,280.00	\$ 4,560.00		
4,920	Carpet Cleaning - Deep (SQ. FT.)			\$ 0.10	\$492.00	\$ 0.10	\$ 492.00	\$ 984.00		
4,920	Electrostatic Disinfection (SQ. FT.)			\$ 0.10	\$492.00	\$ 0.10	\$ 492.00	\$ 984.00		
Total					\$27,776.04		\$28,182.47	\$ 55,958.51		
Total (1) - Summary, all sites					\$157,120.86		\$159,282.52	\$ 316,403.38		

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.	\$ 26.44	\$1,322.00	\$ 27.23	\$ 1,361.66	\$ 2,683.66
Site Supervisor	50 hrs.	\$ 26.44	\$1,322.00	\$ 27.23	\$ 1,361.66	\$ 2,683.66
Full Time Service Crew	50 hrs.	\$ 25.12	\$1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Part Time Service Crew	50 hrs.	\$ 25.12	\$1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Porter Day/Night	50 hrs.	\$ 25.12	\$1,256.00	\$ 25.87	\$ 1,293.68	\$ 2,549.68
Emergency Services Labor:						
Project Supervisor	50 hrs.	\$ 39.66	\$1,983.00	\$ 40.85	\$ 2,042.49	\$ 4,025.49
Site Supervisor	50 hrs.	\$ 39.66	\$1,983.00	\$ 40.85	\$ 2,042.49	\$ 4,025.49
Full Time Service Crew	50 hrs.	\$ 37.68	\$1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
Part Time Service Crew	50 hrs.	\$ 37.68	\$1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
Porter Day/Night	50 hrs.	\$ 37.68	\$1,884.00	\$ 38.81	\$ 1,940.52	\$ 3,824.52
"Pass thru" (Services/Materials)			\$1,000.00		\$ 1,000.00	\$ 2,000.00
Total (2)			\$17,030.00		\$17,510.90	\$ 34,540.90
Grand Total - Whole Group (Total 1 + Total 2)		Year 1		Year 2		
		\$174,150.86		\$176,793.42		\$ 350,944.28
NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.						
		YES	X	Agree to the above statement.		
		NO		Disagree to the above statement.		
NAME OF COMPANY:		JOB DONE Cleaning Services & Supplies, Inc.				
AUTHORIZED PERSON NAME:		Ann Hunter				
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:		President			DATE: 5/26/2021	
THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.						

Supplier: **JOB DONE CLEANING SERVICES & SUPPLIES**

Standard Instructions to Vendors Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through Periscope S2G. Refer to the [Purchasing Division website](#) or contact Periscope S2G for submittal instructions.

A. Responsiveness Criteria:

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

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

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

1. Lobbyist Registration Requirement Certification

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

2. Addenda

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

B. Responsibility Criteria:

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

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

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

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

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

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

1. **Litigation History**

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

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

2. Financial Information

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

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

- c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.
- d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.
- e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to **Standard Instructions to Vendors**, Confidential Material/Public Records and Exemptions for instructions on submitting confidential financial statements. The Vendor's failure to provide the information as instructed may lead to the information becoming public.
- f. Although the review of a Vendor's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/Public Records and Exemptions section) may result in a recommendation of non-responsiveness by the Director of Purchasing.

3. Authority to Conduct Business in Florida

- a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.
- b. The County will review the Vendor's business status based on the information submitted with the solicitation response.
- c. It is the Vendor's sole responsibility to comply with all state and local business requirements.
- d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the Vendor Questionnaire, Question No. 10.
- e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.

- f. A Vendor that is not in good standing with the Florida Secretary of State at the time of a submission to this solicitation may be deemed non-responsible.
- g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

4. Affiliated Entities of the Principal(s)

- a. All Vendors are required to disclose the names and addresses of “affiliated entities” of the Vendor’s principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County. The Vendor is required to provide all information required on the Affiliated Entities of the Principal(s) Certification Form.
- b. The County will review all affiliated entities of the Vendor’s principal(s) for contract performance evaluations and the compliance history with the County’s Small Business Program, including CBE, DBE and SBE goal attainment requirements. “Affiliated entities” of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor’s principals in its review and determination of responsibility.

5. Insurance Requirements

The Insurance Requirement Form reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can provide the insurance coverages.

C. Additional Information and Certifications

The following forms and supporting information (if applicable) should be completed and submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County’s written request. Failure to timely submit may affect Vendor’s evaluation.

1. Vendor Questionnaire and Standard Certifications

Vendors are required to submit detailed information on their firm and certify to the below requirements. Refer to the **Vendor Questionnaire and Standard Certification** and submit as instructed.

- a. Code of Silence Requirement Certification
- b. Drug-Free Workplace Certification
- c. Non-Collusion Certification
- d. Public Entities Crimes Certification
- e. Scrutinized Companies List Certification

2. Subcontractors/Subconsultants/Suppliers Requirement

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

D. Standard Agreement Language Requirements

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

3. Vendors are required to review the applicable terms and conditions and submit the Agreement Exception Form. The completed form should be submitted with the solicitation response. If not submitted with solicitation response, it shall be deemed an affirmation by the Vendor that it accepts the contract terms and conditions stated in the solicitation.
4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.
5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County's terms and conditions may be viewed unfavorably by the Evaluation Committee and ultimately may impact the overall evaluation of a Vendor's submittal.

E. Evaluation Criteria

1. The Evaluation Committee will evaluate Vendors as per the **Evaluation Criteria**. The County reserves the right to obtain additional information from a Vendor.
2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted. The County reserves the right to request additional information from Vendor at any time.
3. For Request for Proposals, the following shall apply:
 - a. The Director of Purchasing may recommend to the Evaluation Committee to short list the most qualified firms prior to the Final Evaluation.
 - b. The Evaluation Criteria identifies points available; a total of 100 points is available.
 - c. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:
$$(\text{Lowest Proposed Price}/\text{Vendor's Price}) \times (\text{Maximum Number of Points for Price}) = \text{Price Score}$$
 - d. After completion of scoring, the County may negotiate pricing as in its best interest.
4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:
 - a. The Evaluation Committee will create a short list of the most qualified firms.
 - b. The Evaluation Committee will either:
 - i. Rank shortlisted firms; or
 - ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

F. Demonstrations

Refer to Special Instructions to Vendors. Vendors determined to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable), will be required to demonstrate the nature of their offered solution. After receipt of solicitation responses, all Vendors will receive a description of, and arrangements for, the desired demonstration. All Vendors will have equal time for demonstrations, but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the Vendor's team and County staff.

G. Presentations

Vendors that are determined to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) will have an opportunity to make an oral presentation to the Evaluation Committee on the Vendor's approach to this project and the Vendor's ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes, and the direction of the Broward County Board of Commissioners, presentations during Evaluation Committee Meetings are closed. Only the Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

H. Public Art and Design Program

If indicated in **Special Instructions to Vendors**, Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

I. Committee Appointment

The Cone of Silence shall be in effect for County staff at the time of the Evaluation Committee appointment and for County Commissioners and Commission staff upon the first meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division's website under [Committee Appointment](#).

J. Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Vendor's answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Evaluation committee meeting.

K. Vendor Questions

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted electronically through Periscope S2G by the Question & Answer due date and time specified in the solicitation document (including any addenda). The County will respond to questions electronically through Periscope S2G.

L. Confidential Material/ Public Records and Exemptions

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.
2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential" and marked with the specific statute and subsection asserting exemption from Public Records.

3. To submit confidential material, three hardcopies must be submitted in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:
Broward County Purchasing Division 115
South Andrews Avenue, Room 212 Fort
Lauderdale, FL 33301
4. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as waived.
5. Submitting confidential material may impact full discussion of your submittal by the Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

M. Copyrighted Materials

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

N. State and Local Preferences

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

O. Local Preference

The following local preference provisions shall apply except where otherwise prohibited by federal or state law or other funding source restrictions.

For all competitive solicitations in which objective factors used to evaluate the responses from vendors are assigned point totals:

- a. Five percent (5%) of the available points (for example, five points of a total 100 points) shall be awarded to each locally based business and to each joint venture composed solely of locally based businesses, as applicable;
- b. Three percent (3%) of the available points shall be awarded to each locally based subsidiary and to each joint venture that is composed solely of locally based subsidiaries, as applicable; and
- c. For any other joint venture, points shall be awarded based upon the respective proportion of locally based businesses and locally based subsidiaries' equity interests in the joint venture.

If, upon the completion of final rankings (technical and price combined, if applicable) by the Evaluation Committee, a nonlocal vendor is the highest ranked vendor and one or more Local Businesses (as defined by Section 1-74 of the Broward County Code of Ordinances) are within five percent (5%) of the total points obtained by the nonlocal vendor, the highest ranked Local Business shall be deemed to be the highest ranked vendor overall, and the County shall proceed to negotiations with that vendor. If impasse is reached, the County shall next proceed to negotiations with the next highest ranked Local Business that was within five percent (5%) of the total points obtained by the nonlocal vendor, if any.

Refer to Section 1-75 of the Broward County Local Preference Ordinance and the **Location Certification Form** for further information.

P. Tiebreaker Criteria

In accordance with Section 21.42(d) of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. Location Certification Form;
2. Domestic Partnership Act Certification (Requirement and Tiebreaker);
3. Tiebreaker Criteria Form: Volume of Payments Over Five Years

Q. Posting of Solicitation Results and Recommendations

The Broward County Purchasing Division's website is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

R. Review and Evaluation of Responses

An Evaluation Committee is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization for the committee members. Agency staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable. If a demonstration is required, County will appoint a Technical Review Team ("TRT") to view all Vendor demonstrations. The TRT will be comprised of County staff with specific subject matter expertise. The TRT will review all Vendor demonstrations for compliance with the Demonstration Script. The Project Manager will compile the results of each Vendor's demonstration into a final TRT Report. The TRT Report will be distributed to the Evaluation Committee members prior to the Final Evaluation Meeting.
2. A solicitation may only be awarded to a vendor whose submission is responsive to the requirements of the solicitation. The Director of Purchasing shall determine whether submissions are responsive. For solicitations in which an Evaluation Committee has been appointed, the Director of Purchasing's determination regarding responsiveness is not binding on the Evaluation Committee, which may accept or reject such determination but must state with specificity the basis for any rejection thereof.
3. The Evaluation Committee, with assistance of the Purchasing Division and based on information provided by the applicable County Agencies and the Office of the County Attorney, shall determine whether vendors who have submitted responsive submissions are responsible. Notwithstanding the foregoing, the awarding authority for a solicitation shall have the ultimate authority to determine whether vendors who have submitted responsive submissions are responsible. When making determinations of responsibility, the Director of Purchasing or the Evaluation Committee (as applicable) may request additional information from any vendor on matters that may affect a vendor's responsibility. The failure of a vendor to provide information requested by the County may result in a determination of non-responsibility. In addition, a vendor may submit information regarding its responsibility; provided, however, that such information shall not be considered if it contradicts or materially alters the information provided by the vendor in its original response to the solicitation.

S. Vendor Protest

Part X of the Broward County Procurement Code sets forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and states in part the following:

1. Any written protest concerning the specifications or requirements of a solicitation (or of any addenda thereto) must be received by the Director of Purchasing within five (5) business days after the applicable solicitation (or addenda) is posted on the Purchasing Division's website.
2. Any written protest concerning a proposed award or ranking must be received by the Director of Purchasing within five (5) business days after the proposed award or ranking is posted on the Purchasing Division's website.
3. Calculation of Days. Unless otherwise expressly stated, all references to "days" mean calendar days between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. All references to "business days" mean Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. In calculating time periods, the day of the event that triggers the time period shall be excluded from the calculation (for example, objections to a ranking must be filed within three (3) business days after the ranking is posted, so an objection to a ranking posted on a Monday must be filed no later than 5:00 p.m. on Thursday). Failure to file a written protest so that it is received by the Director of Purchasing within the timeframes set forth in

Part X of the Broward County Procurement Code shall constitute a waiver of the right to protest. A protest submitted to anyone other than the Director of Purchasing shall not be a valid protest.

Except as to any protest of the specifications or requirements of a solicitation, as a condition of initiating any protest, the protestor must, concurrently with filing the protest, pay a filing fee for the purpose of defraying the costs in administering the protest in accordance with the scheduled provided below. The filing fee shall be refunded if the protestor prevails in the protest. Failure to timely pay the required filing fee shall render the protest invalid.

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

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

T. RIGHT TO APPEAL

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

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

U. Rejection of Responses

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

V. Negotiations

Once a ranking is deemed final, the County shall commence contract negotiations with the top-ranked vendor (or, if provided in the solicitation, with multiple top-ranked vendors simultaneously). If the negotiation does not result in mutually satisfactory contract terms within a reasonable time, as determined by the Director of Purchasing, then the Director of Purchasing may terminate negotiations with the applicable vendor and commence (or continue, if the solicitation provided for negotiation with multiple top-ranked vendors) negotiations with the next-ranked vendor(s) or issue a new solicitation, as the Director of Purchasing determines to be in the best interest of the County^[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: JOB DONE CLEANING SERVICES & SUPPLIES

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**:

1771 NW 40th Avenue, Suite 301

Lauderhill, Florida 33313

Option 3: The Vendor is both a **Local Business** and a **Locally Based Subsidiary** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

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

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

- ☐ **Option 4:** The Vendor is a **joint venture** composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list "N/A" if section does not apply. The Vendor further certifies that:

- A. The proportion of equity interests in the joint venture owned by **Local Business (es)** (each Local Business must comply with all of the requirements stated in Option 1) is % of the total equity interests in the joint venture; and/or
- B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is % of the total equity interests in the joint venture; and/or
- C. The proportion of equity interests in the joint venture owned by **Locally Based Subsidiary(ies)** (each Locally Based Subsidiary must comply with all of the requirements stated in Option 3) is % of the total equity interests in the joint venture.

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

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

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

Business or Locally Based Business):

- 1. Broward County local business tax receipt.

Option 3 (**Locally Based Subsidiary**)

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

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

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

If requested by County (any option):

- 1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
- 2. Additional documentation relating to the parent entities of the Vendor.
- 3. Additional documentation demonstrating the applicable percentage of equity interests in the joint venture, if not shown in the joint venture agreement.
- 4. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

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

Indicate Local Business Location:

True and Correct Attestations:

Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as authorized by the Broward County Procurement Code. The Vendor understands that, if after contract award, the County learns that any of the information provided by the Vendor on this was false, and the County determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the County may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

AUTHORIZED SIGNATURE/NAME: **Ann Hunter**

TITLE: **President**

VENDOR NAME: **JOB DONE Cleaning Services & Supplies, Inc.**

DATE: **5-24-21**

Revised May 1, 2021

Supplier: JOB DONE CLEANING SERVICES & SUPPLIES**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).

Ann Hunter

President

JOB DONE Cleaning
Services & Supplies, Inc.
Vendor Name

5-24-21

Authorized Signature/Name

Title

Date

Revised May 1, 2021

Supplier: JOB DONE CLEANING SERVICES & SUPPLIES**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: JOB DONE Cleaning Services & Supplies, Inc.

Revised May 1, 2021

Supplier: **JOB DONE CLEANING SERVICES & SUPPLIES**

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: ah@jobdonecleaning.com Telephone Number:

Vendor Name: JOB DONE Cleaning Services & Supplies, Inc.

Revised May 1, 2021

Supplier: JOB DONE CLEANING SERVICES & SUPPLIES**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.	none					
2.						
3.						
4.						
5.						
6.						
7.						

Grand Total **\$0** **\$0**

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: JOB DONE Cleaning Services & Supplies, Inc.

Ann Hunter
Authorized Signature/Name

President
Title

5-24-21
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.	none						
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Grand Total **\$0** **\$0**

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: JOB DONE Cleaning Services & Supplies, Inc.

Ann Hunter
Authorized Signature/Name

President
Title

5-24-21
Date

Revised May 1, 2021

Supplier: JOB DONE CLEANING SERVICES & SUPPLIES

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: **Ann Hunter**

Title: **President**

Vendor Name: **JOB DONE Cleaning Services & Supplies, Inc.**

Date: **5-24-21**

Revised May 1, 2021

Supplier: JOB DONE CLEANING SERVICES & SUPPLIES

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: **JOB DONE CLEANING SERVICES & SUPPLIES**

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: JOB DONE CLEANING SERVICES & SUPPLIES**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: **JOB DONE Cleaning Services & Supplies, Inc.**
2. Doing Business As/Fictitious Name (if applicable):
3. Federal Employer I.D. no. (FEIN): **65-1097860**
4. Dun and Bradstreet No.:
5. Website address (if applicable): **JobDoneCleaning.com**
6. Principal place of business address: **1771 NW 40th Avenue, Suite 301**

Lauderhill, Florida 33313

7. Office location responsible for this project: **1771 NW 40th Avenue, Suite 301**

Lauderhill, Florida 33313

8. Telephone no.: **954-801-9431** Fax no.: **954-367-6856**
9. Type of business (check appropriate box):
 - ☒ Corporation (specify the state of incorporation): **Florida S-Corp**
 - ☐ 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):
P01000039290
11. List name and title of each principal, owner, officer, and major shareholder:
 - a) **Ann Hunter, President**
 - b) **Christopher Waite, Director**
 - c)
 - d)
12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:
Name: **Ann Hunter**
Title: **President**
E-mail: **ah@jobdonecleaning.com**
Telephone No.: **954-801-9431**

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 **20%** 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:

Ann Hunter

*AUTHORIZED SIGNATURE/NAME

President

TITLE

5-24-21

DATE

Vendor Name: **JOB DONE Cleaning Services & Supplies, 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: **JOB DONE CLEANING SERVICES & SUPPLIES**

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.

Ann Hunter
Authorized Signature/Name

President
Title

JOB DONE Cleaning Services & Supplies, Inc.
Vendor Name

5-24-21
Date

Revised May 1, 2021

Supplier: **JOB DONE CLEANING SERVICES & SUPPLIES**

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

JOB DONE Cleaning Services & Supplies, 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.

Ann Hunter
AUTHORIZED SIGNATURE/NAME

President
TITLE

ah@jobdonecleaning.com
DATE

Revised May 1, 2021

Supplier: JOB DONE CLEANING SERVICES & SUPPLIES

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION

The completed should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- ☒ It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.
- ☐ It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Ann Hunter
Authorized Signature/Name

President
TITLE

JOB DONE Cleaning Services & Supplies, Inc.
Vendor Name

5-24-21
DATE

Revised May 1, 2021

Supplier: JOB DONE CLEANING SERVICES & SUPPLIES



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: JOB DONE CLEANING SERVICES & SUPPLIES

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: **Ann Hunter**

VENDOR NAME: **JOB DONE Cleaning Services & Supplies, Inc.**

TITLE: **President**

DATE: **5-24-21**

Revised May 1, 2021