



JANITORIAL SERVICES

# **RFP No. BLD2121632P1**

## **Janitorial Services – County Facilities**

**Presented By: ALJ Services LLC**



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# ABOUT US

ALJ Janitorial Services was founded in 2008 by Latoya Julien. With over thirteen years in the industry, ALJ is on track to becoming one of the leading woman owned, small business providers in the region. ALJ performs industrial cleaning services for office buildings, commercial kitchens, hotels, schools and warehouses.

ALJ specializes in tile and grout cleaning, carpets, floors and windows for Commercial and Residential buildings. ALJ is especially committed to growing in the government sector by providing quality service at a fair price, thereby serving government employees and the citizens of the municipality.

Our goal is to provide a clean and healthy environment for our customers through state-of-the-art green cleaning technology with a commitment to excellent customer service.

Our commitment to our clients includes:

- ▶ Providing high quality project managers and supervisors with combined experience of over forty-five years;
- ▶ Providing professional cleaning staff who are proficient in safety and cleaning, including COVID protocols;
- ▶ Use of Green Seal certified products and exercise LEED standards;
- ▶ Providing excellent customer service while providing quality service is the mission of the entire ALJ team.



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## COVID PROTOCOLS

The health and safety of our employees and our client's employees are very important to ALJ. The following standards have been implemented to help fight the infection or spread of COVID and other viruses.

- Require all staff be vaccinated;
- Require a COVID test in the event of any symptoms displayed or reported by staff;
- Require a negative COVID test result before returning to work after testing positive for COVID;
- Require regular washing of hands and the use of alcohol-based hand sanitizer at all work sites;
- Provide and require ALJ staff to wear an approved mask at all times on sites;
- Require ALL staff be trained in the proper cleaning and disinfecting methods prior to beginning work on any site;
- Require the utilization of our color-coded cleaning system for all cleaning;
- Thoroughly clean and disinfect surfaces when informed of possible COVID exposure;
- Day Porters assigned to each must site clean and wipe surfaces hourly as well as respond to COVID emergencies.



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## LEED STANDARDS

ALJ believes that the health of its employees and our client's employees are of utmost importance. That's why ALJ has practiced LEED standards for several years and exclusively utilizes green products for all cleaning. We have also begun steps to obtain LEED certification.

Our standards include the following:

- Use of LEED certified green products purchased through Spartan Supplies
  - Clean On The Go Biorenewables Glass Cleaner
  - HALT Disinfectant
  - Clean On The Go Clean By Peroxy
  - Between The Lines Grout Cleaner
- Vacuums comply with LEED standards and do not exceed requisite noise level of 70 decibels;
- All paper products used for janitorial services meet the U.S. Environmental Protection Agency (EPA) standards.
- All soaps and sanitizers utilized for hand washing do not contain anti-microbial agents



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## PROJECT APPROACH

While there are overall contract standards for each site, each site is unique and must be treated as such in order to properly fulfill contractual requirements and sufficiently service each site. The following will be performed for each site.

- Initiate discussion with contract administrator or appropriate authority to discuss contractual requirements and clearly determine expectations;
- Perform walk-thru to evaluate square footage, number of floors and offices, lunch schedules and other logistics;
- Determine number of dedicated staff needed for each site and the time needed to complete all duties (calculated based on square footage, floors, individual offices and duties);
- Interview existing or former janitorial staff for hiring opportunities as well as hiring through Zip Recruiter, Indeed, CareerSource or other hiring entities;
- Assign supervisors and staff to sites as needed; Three shifts will be assigned for 24/7 sites; additional staff will be assigned for periodic and annual tasks;
- Staff will be trained for each site and Checklists provided to be completed for each shift;
- Quality control and inspection reports will be completed and maintained by ALJ project manager.
- Weekly follow-ups to contract administrator to ensure compliance with contract will be performed.

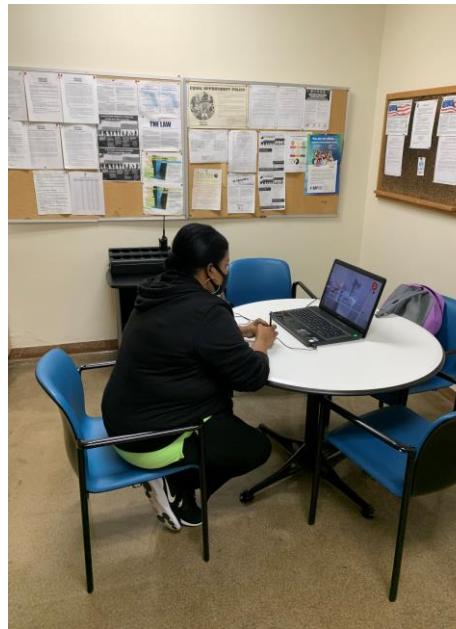




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## ALJ STAFF

ALJ ensures that all employees successfully complete, Spartan Chemical Cleancheck Training System, safety training, equipment proficiency training and COVID protocols training prior to beginning work on any assigned site. Trainings are conducted in groups as well as individual sessions. Periodic trainings are also conducted for ongoing proficiency. Pamphlets for COVID protocols and training manuals are made available to ALJ staff.





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## ALJ STAFF

Professionalism and security are of utmost importance to ALJ.



**ALJ SERVICES  
COMPANY  
UNIFORM**

- ALJ staff are required to wear uniforms on all sites;
- Sign-In sheets are required of all ALJ staff upon entering and leaving a site;
- ALJ staff are also required to utilize mobile attendance tracking software at the start and ending of each shift.



**ALJ SERVICES  
COMPANY UNIFORM**



## PAST AND PRESENT COMPARABLE PROJECTS

ALJ specializes in cleaning and maintaining office buildings utilizing green products to include open spaces, common areas and individual offices. The office equipment is handled with care while cleaning as well as other sensitive materials that may be left unattended by office staff. Staff are trained in safety, privacy and sensitivity at all times. We look forward to serving Broward County..

Comparable projects include the following:

| CONTRACT NAME   | SIZE                       | DUTIES   | COMPLETED | ONGOING |
|---|----------------------------|--|-----------|---------|
| City Place South Tower                                      | 237 Square Feet; 20 Floors | Janitorial duties to include supply all cleaning products and equipment and daily cleaning of facilities; 24/7         | X         |         |
|   |                            |  |           |         |
| Metro-Center West Palm Beach                                | 456 Square Feet; 2 floors  | Janitorial duties to include supply all cleaning products and equipment and daily cleaning of facilities; Mon thru Fri | X         |         |
|   |                            |  |           |         |
| Medical Center West Palm Beach                              | 341 Square Feet; 2 Floors  | Janitorial duties to include supply all cleaning products and equipment and daily cleaning of facilities; 24/7         | X         |         |
|   |                            |  |           |         |
| Janitorial Services for Broward County Waste Water Services | Multiple Bldgs             | Janitorial duties to include supply all cleaning products and equipment and daily cleaning of facilities; Mon thru Fri |           | X       |





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## WHY ALJ SERVICES?

ALJ Services is a Woman owned, small business committed to providing excellent service to clients, no matter how small or large the contract. We take great pride in employing an excellent team, providing jobs for our community and becoming one of Broward County's premier businesses in its Small Business Program.

We have a team of professionals that include project managers with over 45 years of combined experience; supervisors with over 30 years of combined experience, and a committed team of full and part-time janitors that is growing depending on the needs of each new contract. This experience and dedication spans from our management team to our frontline workers, which sets us apart from other janitorial services. We care and it shows – we make our clients shine!

We utilize green supplies and state of the art equipment that ensures a safe environment while not compromising high quality results and the health of those that occupy buildings we serve.

We are small enough to provide personalized service and large enough to provide the quality service that you expect and deserve. Customer Service is our top priority.

We look forward to serving you!.



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# QUESTIONS?