

## L&B Janitorial Services Inc.

Bid Contact **Bernard Pierre-Louis**  
**landbjanitorial@gmail.com**  
**Ph 954-829-6286**

Address **2692 N.W 31st Ave**  
**Lauderdale Lakes, FL 33311**

Qualifications **CBE DBE MBE SB SBE**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
BLD2124561P1--01-01	Initial 2-Year Term - Janitorial Services	<b>Supplier Product Code:</b>	<b>First Offer -</b>	1 / n/a	<b>Y</b>	<b>Y</b>
Supplier Total					<b>\$0.00</b>	

**L&B Janitorial Services Inc.**

Item: **Initial 2-Year Term - Janitorial Services**

**Attachments**

LB Janitorial \_Price Sheets .pdf

LB Janitorial Services\_Evaluation Criteria\_BLD2124561P1\_Final.pdf

## Janitorial Services - Price Sheets - Agreement 1

ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		Two Year Total		
					Unit Price	Annual	Unit Price	Annual			
1	GOVERNMENTAL CENTER EAST COMPLEX GOVERNMENTAL CENTER 115 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301			Basic Services							
		12	MTH	General Cleaning	\$ 32,841.00	\$ 394,092.00	\$ 33,826.00	\$ 405,912.00	\$ 800,004.00		
		12	MTH	Restroom Cleaning	\$ 6,960.00	\$ 83,520.00	\$ 7,168.80	\$ 86,025.60	\$ 169,545.60		
		12	MTH	Floor Care	\$ 12,180.00	\$ 146,160.00	\$ 12,545.40	\$ 150,544.80	\$ 296,704.80		
		12	MTH	Cleaning Supplies	\$ 1,964.00	\$ 23,568.00	\$ 2,022.92	\$ 24,275.04	\$ 47,843.04		
		12	MTH	Paper Products/Trash Bags	\$ 4,567.00	\$ 54,804.00	\$ 4,704.01	\$ 56,448.12	\$ 111,252.12		
				Additional Services							
		1	YR	Deep Cleaning	\$ 9,121.88	\$ 9,121.88	\$ 14,892.00	\$ 14,892.00	\$ 24,013.88		
		1	YR	Window Cleaning	\$ 5,800.00	\$ 5,800.00	\$ 5,974.00	\$ 5,974.00	\$ 11,774.00		
		525	HR	Porter Hours Per Month	\$ 27.38	\$ 172,494.00	\$ 28.20	\$ 177,660.00	\$ 350,154.00		
		15,701	SQF	Pressure Cleaning	\$ 0.10	\$ 1,570.15	\$ 0.10	\$ 1,570.15	\$ 3,140.29		
		38,064	SQF	Carpet Cleaning, Additional	\$ 0.18	\$ 6,851.55	\$ 0.18	\$ 6,851.55	\$ 13,703.10		
		47,580	SQF	Electrostatic Disinfection	\$ 0.10	\$ 4,758.02	\$ 0.10	\$ 4,758.02	\$ 9,516.04		
		Total					\$ 902,739.60		\$ 934,911.28	\$ 1,837,650.87	
		2	GOVERNMENTAL CENTER EAST COMPLEX ANNEX BUILDING 115 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301			Basic Services					
				12	MTH	General Cleaning	\$ 11,847.51	\$ 142,170.12	\$ 12,084.47	\$ 145,013.64	\$ 287,183.76
				12	MTH	Restroom Cleaning	\$ 2,000.00	\$ 24,000.00	\$ 2,040.00	\$ 24,480.00	\$ 48,480.00
12	MTH			Floor Care	\$ 2,450.00	\$ 29,400.00	\$ 2,450.00	\$ 29,400.00	\$ 58,800.00		
12	MTH			Cleaning Supplies	\$ 850.00	\$ 10,200.00	\$ 850.00	\$ 10,200.00	\$ 20,400.00		
12	MTH			Paper Products/Trash Bags	\$ 1,750.00	\$ 21,000.00	\$ 1,750.00	\$ 21,000.00	\$ 42,000.00		
				Additional Services							
1	YR			Deep Cleaning	\$ 1,500.00	\$ 1,500.00	\$ 1,545.00	\$ 1,545.00	\$ 3,045.00		
1	YR			Window Cleaning	\$ 500.00	\$ 500.00	\$ 51.00	\$ 51.00	\$ 551.00		
173	HR			Porter Hours Per Month	\$ 27.38	\$ 56,840.88	\$ 28.20	\$ 58,543.20	\$ 115,384.08		
3,950	SQF			Pressure Cleaning	\$ 0.18	\$ 710.97	\$ 0.18	\$ 710.97	\$ 1,421.94		
9,575	SQF			Carpet Cleaning, Additional	\$ 0.15	\$ 1,436.30	\$ 0.15	\$ 1,436.30	\$ 2,872.60		
14,363	SQF			Electrostatic Disinfection	\$ 0.10	\$ 1,436.30	\$ 0.10	\$ 1,436.30	\$ 2,872.60		
Total					\$ 289,194.57		\$ 293,816.41	\$ 583,010.98			
3	GOVERNMENTAL CENTER EAST COMPLEX 350 GARAGE TRAINING CENTER 101 SW 1ST AVENUE FORT LAUDERDALE, FL 33301					Basic Services					
				12	MTH	General Cleaning	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 3,600.00
				12	MTH	Restroom Cleaning	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 1,920.00
		12	MTH	Floor Care	\$ 180.00	\$ 2,160.00	\$ 180.00	\$ 2,160.00	\$ 4,320.00		
		12	MTH	Cleaning Supplies	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 1,200.00		
		12	MTH	Paper Products/Trash Bags	\$ 75.00	\$ 900.00	\$ 75.00	\$ 900.00	\$ 1,800.00		
				Additional Services							
		1	YR	Deep Cleaning	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 20.00		
		1	YR	Window Cleaning	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 20.00		
		5	HR	Porter Hours Per Month	\$ 10.00	\$ 600.00	\$ 10.00	\$ 600.00	\$ 1,200.00		
		231	SQF	Pressure Cleaning	\$ 0.25	\$ 57.75	\$ 0.25	\$ 57.75	\$ 115.50		
		700	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 140.00	\$ 0.20	\$ 140.00	\$ 280.00		
		140	SQF	Electrostatic Disinfection	\$ 0.10	\$ 14.00	\$ 0.10	\$ 14.00	\$ 28.00		
		Total					\$ 7,251.75		\$ 7,251.75	\$ 14,503.50	
		4	GOVERNMENTAL CENTER EAST COMPLEX ERP & PRINT SHOP BUILDING 151 SW 2ND STREET FORT LAUDERDALE, FL 33301			Basic Services					
				12	MTH	General Cleaning	\$ 575.00	\$ 6,900.00	\$ 575.00	\$ 6,900.00	\$ 13,800.00
				12	MTH	Restroom Cleaning	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 1,920.00
12	MTH			Floor Care	\$ 355.45	\$ 4,265.40	\$ 355.45	\$ 4,265.40	\$ 8,530.80		
12	MTH			Cleaning Supplies	\$ 98.75	\$ 1,185.00	\$ 98.75	\$ 1,185.00	\$ 2,370.00		
12	MTH			Paper Products/Trash Bags	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 3,600.00		
				Additional Services							
1	YR			Deep Cleaning	\$ 200.00	\$ 200.00	\$ 220.00	\$ 220.00	\$ 420.00		
1	YR			Window Cleaning	\$ 40.00	\$ 40.00	\$ 45.00	\$ 45.00	\$ 85.00		
260	HR			Porter Hours Per Month	\$ 10.00	\$ 31,200.00	\$ 10.00	\$ 31,200.00	\$ 62,400.00		
1,744	SQF			Pressure Cleaning	\$ 0.05	\$ 87.21	\$ 0.05	\$ 87.21	\$ 174.42		
2,643	SQF			Carpet Cleaning, Additional	\$ 0.05	\$ 132.14	\$ 0.05	\$ 132.14	\$ 264.28		
2,114	SQF			Electrostatic Disinfection	\$ 0.01	\$ 21.14	\$ 0.01	\$ 21.14	\$ 42.28		
Total					\$ 46,790.89		\$ 46,815.89	\$ 93,606.78			
Total (1) - Summary, all facilities						\$ 1,245,976.80		\$ 1,282,795.32	\$ 2,528,772.13		

## Janitorial Services - Price Sheets - Agreement 1

					Year 1		Year 2		
	QTY	UOM	DESCRIPTION		Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor - Routine:									
	50	HR	Project Supervisor		\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
	50	HR	Site Supervisor		\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
	50	HR	Full Time Service Crew Emp.		\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
	50	HR	Part Time Service Crew Emp.		\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
Additional Labor - Emergency:									
	50	HR	Project Supervisor		\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
	50	HR	Site Supervisor		\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
	50	HR	Full Time Service Crew Emp.		\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
	50	HR	Part Time Service Crew Emp.		\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
Pass Thru:	1	EA	Materials/Supplies			\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>						\$ 12,552.00		\$ 12,880.00	\$ 25,432.00
<b>Grand Total - Whole Group (Total 1 + Total 2)</b>						\$ 1,258,528.80		\$ 1,295,675.32	\$ 2,554,204.13
Provide the Percentage of Price Attributed to Labor Portion of Services:					75%				
NAME OF COMPANY:					L&B Janitorial Services, Inc.				
AUTHORIZED PERSON NAME:					Jean Bernard Pierre Louis				
AUTHORIZED PERSON TITLE:					CEO				
					DATE: Wednesday, November 16, 2022				



**Janitorial Services - Price Sheets - Agreement 2**

ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		Two Year Total
					Unit Price	Annual	Unit Price	Annual	
1	MAIN LIBRARY 100 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301			<b>Basic Services</b>					
		12	MTH	General Cleaning	\$ 27,772.31	\$ 333,267.72	\$ 28,605.48	\$ 343,265.76	\$ 676,533.48
		12	MTH	Restroom Cleaning	\$ 4,329.00	\$ 51,948.00	\$ 4,458.87	\$ 53,506.44	\$ 105,454.44
		12	MTH	Floor Care	\$ 10,557.00	\$ 126,684.00	\$ 10,873.71	\$ 130,484.52	\$ 257,168.52
		12	MTH	Cleaning Supplies	\$ 1,425.25	\$ 17,103.00	\$ 1,468.01	\$ 17,616.12	\$ 34,719.12
		12	MTH	Paper Products/Trash Bags	\$ 2,565.48	\$ 30,785.76	\$ 2,642.44	\$ 31,709.28	\$ 62,495.04
				<b>Additional Services</b>					
		1	YR	Deep Cleaning	\$ 8,868.83	\$ 8,868.83	\$ 9,134.89	\$ 9,134.89	\$ 18,003.72
		1	YR	Window Cleaning	\$ 11,104.75	\$ 11,104.75	\$ 11,437.89	\$ 11,437.89	\$ 22,542.64
		195	HR	Porter Hours Per Month	\$ 27.38	\$ 64,069.20	\$ 28.20	\$ 65,988.00	\$ 130,057.20
		9,833	SQF	Pressure Cleaning	\$ 0.10	\$ 983.25	\$ 0.11	\$ 1,081.58	\$ 2,064.83
		23,836	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 4,767.28	\$ 0.21	\$ 5,005.64	\$ 9,772.92
		47,673	SQF	Electrostatic Disinfection	\$ 0.12	\$ 5,720.74	\$ 0.13	\$ 6,197.46	\$ 11,918.20
				<b>Total</b>		\$ 655,302.53		\$ 675,427.58	\$ 1,330,730.11
<b>Total (1) - Summary, all facilities</b>						\$ 655,302.53		\$ 675,427.58	\$ 1,330,730.11
		<b>QTY</b>	<b>UOM</b>	<b>DESCRIPTION</b>	Year 1		Year 2		
					<b>Per Hour</b>	<b>Annual</b>	<b>Per Hour</b>	<b>Annual</b>	<b>2 years</b>
				<b>Additional Labor - Routine:</b>					
		50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
		50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
		50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
				<b>Additional Labor - Emergency:</b>					
		50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.30	\$ 1,615.00	\$ 3,184.00
		50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
		50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		Pass Thru:	1	EA		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
				<b>Total (2)</b>		\$ 12,552.00		\$ 12,885.00	\$ 25,437.00
<b>Grand Total - Whole Group (Total 1 + Total 2)</b>						\$ 667,854.53		\$ 688,312.58	\$ 1,356,167.11
Provide the Percentage of Price Attributed to Labor Portion of Services: <u>75%</u>									
NAME OF COMPANY: <u>L&amp;B Janitorial Services, Inc.</u>									
AUTHORIZED PERSON NAME: <u>Jean Bernard Pierre-Louis</u>									
AUTHORIZED PERSON TITLE: <u>CEO</u>									
DATE: <u>Wednesday, November 16, 2022</u>									

Janitorial Services - Price Sheets - Agreement 3									
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		
					Unit Price	Annual	Unit Price	Annual	Two Year Total
1	SOUTH REGIONAL COURTHOUSE			Basic Services					
	3550 HOLLYWOOD BOULEVARD	12	MTH	General Cleaning	\$ 4,588.93	\$ 55,067.16	\$ 4,726.60	\$ 56,719.20	\$ 111,786.36
	HOLLYWOOD, FL 33021	12	MTH	Restroom Cleaning	\$ 2,955.01	\$ 35,460.12	\$ 3,043.66	\$ 36,523.92	\$ 71,984.04
		12	MTH	Floor Care	\$ 1,699.53	\$ 20,394.36	\$ 1,750.52	\$ 21,006.24	\$ 41,400.60
		12	MTH	Cleaning Supplies	\$ 1,720.00	\$ 20,640.00	\$ 1,771.60	\$ 21,259.20	\$ 41,899.20
		12	MTH	Paper Products/Trash Bags	\$ 1,034.00	\$ 12,408.00	\$ 1,065.02	\$ 12,780.24	\$ 25,188.24
				Additional Services					
		1	YR	Deep Cleaning	\$ 4,995.87	\$ 4,995.87	\$ 5,145.75	\$ 5,145.75	\$ 10,141.62
		1	YR	Window Cleaning	\$ 2,629.56	\$ 2,629.56	\$ 2,708.45	\$ 2,708.45	\$ 5,338.01
		173	HR	Porter Hours Per Month	\$ 27.38	\$ 56,840.88	\$ 28.20	\$ 58,543.20	\$ 115,384.08
		8,547	SQF	Pressure Cleaning	\$ 0.10	\$ 854.70	\$ 0.11	\$ 940.17	\$ 1,794.87
		15,540	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 3,108.00	\$ 0.21	\$ 3,263.40	\$ 6,371.40
		10,360	SQF	Electrostatic Disinfection	\$ 0.12	\$ 1,243.20	\$ 0.13	\$ 1,346.80	\$ 2,590.00
				Total		\$ 213,641.85		\$ 220,236.57	\$ 433,878.42
Total (1) - Summary, all facilities						\$ 213,641.85		\$ 220,236.57	\$ 433,878.42
		QTY	UOM	DESCRIPTION	Year 1		Year 2		
	Additional Labor - Routine:				Per Hour	Annual	Per Hour	Annual	2 years
		50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
		50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
		50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
	Additional Labor - Emergency:								
		50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
		50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
		50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
	Pass Thru:	1	EA	Materials/Supplies		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
				Total (2)		\$ 12,552.00		\$ 12,880.00	\$ 25,432.00
Grand Total - Whole Group (Total 1 + Total 2)						\$ 226,193.85		\$ 233,116.57	\$ 459,310.42
Percentage of Price Attributed to Labor Portion of Services					75%				
NAME OF COMPANY: L&B Janitorial Services, Inc.									
AUTHORIZED PERSON NAME: Jean Bernard Pierre-Louis									
AUTHORIZED PERSON TITLE: CEO									
					DATE: Wednesday, November 16, 2022				

## Janitorial Services - Price Sheets - Agreement 4

ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		Two Year Total
					Unit Price	Annual	Unit Price	Annual	
1	BROWARD COUNTY JUDICIAL COMPLEX NORTH BUILDING 201 SE 6TH STREET FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 31,303.49	\$ 375,641.88	\$ 32,242.59	\$ 386,911.08	\$ 762,552.96
		12	MTH	Restroom Cleaning	\$ 5,155.00	\$ 61,860.00	\$ 5,309.68	\$ 63,716.16	\$ 125,576.16
		12	MTH	Floor Care	\$ 9,611.82	\$ 115,341.84	\$ 9,900.17	\$ 118,802.04	\$ 234,143.88
		12	MTH	Cleaning Supplies	\$ 1,787.00	\$ 21,444.00	\$ 1,840.61	\$ 22,087.32	\$ 43,531.32
		12	MTH	Paper Products/Trash Bags	\$ 2,515.00	\$ 30,180.00	\$ 2,587.36	\$ 31,048.32	\$ 61,228.32
				Additional Services					
		1	YR	Deep Cleaning	\$ 16,941.00	\$ 16,941.00	\$ 17,449.23	\$ 17,449.23	\$ 34,390.23
		1	YR	Window Cleaning	\$ 3,023.98	\$ 3,023.98	\$ 3,114.70	\$ 3,114.70	\$ 6,138.68
		87	HR	Porter Hours Per Month	\$ 27.38	\$ 28,584.72	\$ 28.20	\$ 29,440.80	\$ 58,025.52
		10,602	SQF	Pressure Cleaning	\$ 0.10	\$ 1,060.23	\$ 0.11	\$ 1,166.25	\$ 2,226.48
		22,168	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 4,433.68	\$ 0.21	\$ 4,655.37	\$ 9,089.05
		44,979	SQF	Electrostatic Disinfection	\$ 0.12	\$ 5,397.53	\$ 0.13	\$ 5,847.32	\$ 11,244.85
				Total		\$ 663,908.86		\$ 684,238.59	\$ 1,348,147.45
2	BROWARD COUNTY JUDICIAL COMPLEX EAST BUILDING 201 SE 6TH STREET FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 15,341.87	\$ 184,102.44	\$ 15,802.13	\$ 189,625.56	\$ 373,728.00
		12	MTH	Restroom Cleaning	\$ 2,276.33	\$ 27,315.96	\$ 2,344.62	\$ 28,135.44	\$ 55,451.40
		12	MTH	Floor Care	\$ 5,379.51	\$ 64,554.12	\$ 5,540.90	\$ 66,490.80	\$ 131,044.92
		12	MTH	Cleaning Supplies	\$ 1,310.00	\$ 15,720.00	\$ 1,349.30	\$ 16,191.60	\$ 31,911.60
		12	MTH	Paper Products/Trash Bags	\$ 2,056.00	\$ 24,672.00	\$ 2,117.68	\$ 25,412.16	\$ 50,084.16
				Additional Services					
		1	YR	Deep Cleaning	\$ 7,076.14	\$ 7,076.14	\$ 7,288.42	\$ 7,288.42	\$ 14,364.56
		1	YR	Window Cleaning	\$ 2,842.55	\$ 2,842.55	\$ 2,927.83	\$ 2,927.83	\$ 5,770.38
		53	HR	Porter Hours Per Month	\$ 27.38	\$ 17,413.68	\$ 28.20	\$ 17,935.20	\$ 35,348.88
		5,680	SQF	Pressure Cleaning	\$ 0.10	\$ 568.00	\$ 0.11	\$ 624.80	\$ 1,192.80
		13,770	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 2,753.95	\$ 0.21	\$ 2,891.64	\$ 5,645.59
		20,655	SQF	Electrostatic Disinfection	\$ 0.12	\$ 2,478.55	\$ 0.13	\$ 2,685.10	\$ 5,163.65
				Total		\$ 349,497.39		\$ 360,208.55	\$ 709,705.94
3	BROWARD COUNTY JUDICIAL COMPLEX MIDRISE BUILDING 540 SE 3RD AVENUE FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 9,276.38	\$ 111,316.56	\$ 9,554.67	\$ 114,656.04	\$ 225,972.60
		12	MTH	Restroom Cleaning	\$ 2,121.98	\$ 25,463.76	\$ 2,185.64	\$ 26,227.68	\$ 51,691.44
		12	MTH	Floor Care	\$ 2,774.00	\$ 33,288.00	\$ 2,857.22	\$ 34,286.64	\$ 67,574.64
		12	MTH	Cleaning Supplies	\$ 985.94	\$ 11,831.28	\$ 1,015.52	\$ 12,186.24	\$ 24,017.52
		12	MTH	Paper Products/Trash Bags	\$ 1,050.00	\$ 12,600.00	\$ 1,081.50	\$ 12,978.00	\$ 25,578.00
				Additional Services					
		1	YR	Deep Cleaning	\$ 2,165.17	\$ 2,165.17	\$ 2,230.13	\$ 2,230.13	\$ 4,395.30
		1	YR	Window Cleaning	\$ 1,753.91	\$ 1,753.91	\$ 1,806.53	\$ 1,806.53	\$ 3,560.44
		27	HR	Porter Hours Per Month	\$ 27.38	\$ 8,871.12	\$ 28.20	\$ 9,136.80	\$ 18,007.92
		5,374	SQF	Pressure Cleaning	\$ 0.10	\$ 537.40	\$ 0.11	\$ 591.14	\$ 1,128.53
		11,074	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 2,214.73	\$ 0.21	\$ 2,325.46	\$ 4,540.19
		13,028	SQF	Electrostatic Disinfection	\$ 0.12	\$ 1,563.34	\$ 0.13	\$ 1,693.61	\$ 3,256.95
				Total		\$ 211,605.26		\$ 218,118.27	\$ 429,723.53
4	BROWARD COUNTY JUDICIAL COMPLEX SOUTH GARAGE 612 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 1,943.64	\$ 23,323.68	\$ 2,001.95	\$ 24,023.40	\$ 47,347.08
		12	MTH	Restroom Cleaning	\$ 557.34	\$ 6,688.08	\$ 574.06	\$ 6,888.72	\$ 13,576.80
		12	MTH	Floor Care	\$ 993.49	\$ 11,921.88	\$ 1,023.29	\$ 12,279.48	\$ 24,201.36
		12	MTH	Cleaning Supplies	\$ 754.22	\$ 9,050.64	\$ 776.85	\$ 9,322.20	\$ 18,372.84
		12	MTH	Paper Products/Trash Bags	\$ 875.00	\$ 10,500.00	\$ 901.25	\$ 10,815.00	\$ 21,315.00
				Additional Services					
		1	YR	Deep Cleaning	\$ 954.37	\$ 954.37	\$ 983.00	\$ 983.00	\$ 1,937.37
		1	YR	Window Cleaning	\$ 272.16	\$ 272.16	\$ 280.32	\$ 280.32	\$ 552.48
		5	HR	Porter Hours Per Month	\$ 27.38	\$ 1,642.80	\$ 28.20	\$ 1,692.00	\$ 3,334.80
		4,646	SQF	Pressure Cleaning	\$ 0.10	\$ 464.57	\$ 0.11	\$ 511.03	\$ 975.61
		10,699	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 2,139.86	\$ 0.20	\$ 2,139.86	\$ 4,279.71
		2,816	SQF	Electrostatic Disinfection	\$ 0.12	\$ 337.87	\$ 0.13	\$ 366.03	\$ 703.90
				Total		\$ 67,295.91		\$ 69,301.04	\$ 136,596.95
Total (1) - Summary, all facilities						\$ 1,292,307.42		\$ 1,331,866.45	\$ 2,624,173.87

### Janitorial Services - Price Sheets - Agreement 4

	QTY	UOM	DESCRIPTION	Year 1		Year 2		
				Per Hour	Annual	Per Hour	Annual	2 years
Additional Labor - Routine:								
	50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
	50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
	50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
	50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
Additional Labor - Emergency:								
	50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
	50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
	50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
	50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
Pass Thru:	1	EA	Materials/Supplies		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>					\$ 12,552.00		\$ 12,880.00	\$ 25,432.00
<b>Grand Total - Whole Group (Total 1 + Total 2)</b>					\$ 1,304,859.42		\$ 1,344,746.45	\$ 2,649,605.87
Provide Percentage of Price Attributed to Labor Portion of Services				75%				
NAME OF COMPANY:				L&B Janitorial Services, Inc.				
AUTHORIZED PERSON NAME:				Jean Bernard Pierre-Louis				
AUTHORIZED PERSON TITLE:				CEO				
				DATE: Wednesday, November 16, 2022				

Broward County Board of County Commissioners  
BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES



**BID BLD2124561P1**

Broward County Board of County Commissioners  
BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES



## EVALUATION CRITERIA

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

L&B Janitorial Services, Inc.  
2692 NW 31<sup>st</sup> Ave  
Lauderdale Lakes, FL 33311

November 11th, 2022

Broward County Board of Commissioners  
Broward County Purchasing Division  
115 S Andrews Ave  
Fort Lauderdale, FL 33301

Dear Broward County Board of Commissioners,

It gives me great pleasure to write this letter in support of L&B Janitorial Services, Incorporated's ("L&B"), proposal submission for bid BLD2124561P1 Janitorial Services- County Facilities.

L&B was created by visionaries, who aspired to provide employment opportunities for low-income, racial/ethnic minorities through a sustainable, resourceful company that highlights diversity and inclusion. We aspire to reduce socioeconomic inequities within our community.

L&B has extensive experience as prime and subcontractors for larger janitorial cleaning contracts and look forward to serving Broward County as a leader within the janitorial cleaning industry. We are committed to high quality service, maintaining safe and professional working conditions, and promoting environmentally friendly green cleaning products and effective cleaning techniques. In addition, we have served as a strength and financial support for our employees and the community.

Through this bid solicitation, it is our hope that we will be able to continue to elevate the standards and quality of janitorial cleaning service, promote diversity and inclusion while reducing socioeconomic inequities through employment opportunities for our employees and other racial/ethnic minority groups.

We value our experiences and the opportunity to contribute to the socioeconomic advancement of low-income racial/ethnic minorities and underrepresented groups in Florida and look forward to continuing to service our community.

We would like to extend our sincerest gratitude for this opportunity, highlighting our strengths and commitment to Broward County through this bid proposal submission.

Thank you for your consideration.

Appreciatively,

Bernard Pierre-Louis  
CEO/President, L&B Janitorial Services, Inc.

Broward County Board of County Commissioners  
BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES



## **1. ABILITY OF PERSONNEL**



**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**1. Ability of Personnel**

**1.1 Submit a resume or brief biography for each of the company principal highlighting their experience and the applicability to these Agreements.**

**1.2 Project Managers, Assistant Project Managers, Quality Control Managers and Supervisors are required management/supervisory positions**

L&B Janitorial Services, Incorporated (“L&B”), has been providing janitorial cleaning services throughout Broward and Miami-Dade Counties for over twenty-five years. At L&B, we believe “teamwork makes the dream work”. Because “a first impression is a lasting impression”, we have created a strong managerial and support team to ensure smooth operations and optimal care and service. All team members are knowledgeable and experienced in janitorial procedures and practices, specifically in the correct, effective, and safe use of all janitorial equipment, cleaning techniques, chemicals and supplies required for this contract.

Both **Jean Bernard Pierre-Louis** and **Egelene Pierre-Louis**, the founders of L&B, are heavily involved in the company’s operations and work hard to ensure that not only are contractual obligations met but that our clients are satisfied and pleased with the level and quality of janitorial services, resources and support provided.

**PROJECT MANAGER – Ed Laurey Jacques**  
**ASSISTANT PROJECT MANAGER – Egelene Pierre-Louis and Stephannie Cetoute**  
**QUALITY CONTROL MANAGER – Roussette Luma**

**Ed-Laurey Jacques** will serve as the Project Manager of the contract, providing administrative support, as the director of the Human Resource Department. Laurey organizes and maintains files and records, completes onboarding of new hires, background security checks of applicants/employees for employee badges, and prepares/edits correspondences and reports. Laurey will be in close communication with Broward County Contract Officials/Building Managers, and the L&B managerial staff to ensure work requests are addressed to maintain quality standards and compliance with all contractual obligations.

**Egelene Pierre-Louis** has served on the management team and will take on the task of Assistant Project Manager for this contract. Egelene has been instrumental in the daily operations and development and implementation of sustainable operational plans for success.

**Stephannie Cetoute** will serve as an Assistant Project Manager. She has extensive experience as the Managing Director of Amer-Plus Janitorial & Maintenance, who will serve as the Broward County CBE/SBE subcontractor for this contract.

**Roussette Luma** is very detailed oriented. Her attention to detail, combined with her strong organizational skills will ensure quality standards are upheld as the Quality Control Manager.

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Roussette will collaborate with the Project and Assistant Managers and Site Supervisors to conduct site inspections to ensure that janitorial cleaning services up to standard and in compliance with all contractual obligations.

**Site Supervisor** – 26+ years of service with L&B

**Pierre Chery** will serve in a supervisory position. He will maintain inventory and distribution of chemicals, supplies and equipment to respective facilities, ensuring that all containers are properly labeled in accordance with OSHA Standards. In addition, he will conduct site visits/inspections during delivery of janitorial resources and ensure that all work is performed in a safe manner.

**Site Supervisor** – 11+ years of service with L&B

**Reynald Pierre**, has extensive experience in the janitorial cleaning industry. He has served as the site supervisor for Broward County Governmental Center East Annex for approximately 10 years.

**Site Supervisor** – 6+ years of service with L&B

**Sandres Fritz**, current Team Leader, who has extensive experience in large multi-level facilities throughout Broward County will serve in the supervisory role. Expertise in floor care and window cleaning.

**Site Supervisor** – 6+ years of service with L&B

**Nadia Youth**, current Team Leader, who has extensive experience in the janitorial industry. Youth will serve in a supervisory role for this contract, specifically on-site job training for cleaning technicians.

**Site Supervisor** – 4+ years of service with L&B

**Joanel Saint Jean** will serve in a supervisory role, conducting daily inspections to ensure quality standards.

**Site Supervisor** – 2 years of service with L&B,

**Don Edgar Altidor** serves as a Site Supervisor for this contract. Specifically, training cleaning technicians and conducting routine inspections to ensure janitorial service obligations and service requests are addressed. Don has previous managerial experience working with large companies, including Marriott International, Incorporated, and Pax-Villa Funeral Homes, Incorporated.

**Consultant** – 8+ years of service with L&B

**Dr. Dynora Pierre-Louis** serves as a consultant, assisting with drafting and editing and providing direction and guidance to lead in this janitorial enterprise. She will be involved in various aspects of the operations of this contract.

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

## **Ed-Laurey Jacques**

1220 SW 71<sup>st</sup> Terrace North Lauderdale, FL 33068  
954-908-9149  
laureyja@yahoo.com

### **Education:**

Providence Cambry L'oiseau 2005-2009  
Port-au-Prince, Haiti

Brown Mackie College 2014-2016  
Miami, FL

### **Work Experience:**

L&B Janitorial Services, Incorporated May 2018-Present  
Human Resources Director | Lauderdale Lakes, FL

- Design, evaluate and modify policies to ensure that programs are current, competitive and in compliance with legal requirements.
- Prepare and distribute written and verbal information to inform employees of pertinent information, and personnel policies.
- Plan and conduct new employee orientations to foster positive attitude toward organizational objectives.
- Advise management on such matters as equal employment opportunity, sexual harassment, and discrimination.
- Prepare or maintain employment records related to events such as hiring, termination, leaves, and promotions.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Provide employees with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Oversee construction and renovation projects to improve efficiency.
- Oversee the day-to-day facilities management working with building managers, outside vendors and contractors.

Payless Shoe Sources 2015-2017

Assistant Manager | Fort Lauderdale, FL

- Provide excellent customer service: polite, friendly, and positive attitude; help; identify customer needs; suggest shoes, shoe care items, and accessories; explain current promotion.
- Key holder; access to open and close store
- Coach associates: set goals for associates to reach; recognize strengths along with opportunities.

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- Train new associates
- CPP (Cash Protection Procedure)- maintain proper amounts of money in register and safe.
- Process shoes from shipment and transport onto sales floor
- Maintain tidiness of store; fill empty spaces with excess stock, keep shoes neatly in boxes.

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## **Egelene Pierre-Louis**

4176 Derby Drive  
Davie, Florida 33330  
954-298-0184  
lynnplouis@aol.com

### **Education:**

Licensed Practical Nursing Program McFatter Technical College, Davie, Florida	1990
Emmaus Bible College Cap Haitian, Haiti	1979-1983
College de Martin Luther King Cap Haitian, Haiti	1975-1979
Saint Rose de Lima Le Borgne, Haiti	1975

### **Relevant Work Experience:**

Vice-President	2013-present
Co-Founder	1995 - present
President	1995 - 2013
L&B Janitorial Services, Incorporated, Lauderdale Lakes, Florida	
<ul style="list-style-type: none"><li>• Co-Founder of L&amp;B Janitorial Services, Incorporated</li><li>• Oversees company operations to ensure efficiency, quality janitorial services, and cost effective management of all resources</li><li>• Develops and implements strategic operational plans to advance company's mission, goals and objectives</li><li>• Monitors compliance of company's business ethics and performance standards</li><li>• Oversees overall operational management of company's janitorial cleaning contracts</li></ul>	
Subcontractor	1998-2003
Triangle Services, Fort. Lauderdale, Florida	
<ul style="list-style-type: none"><li>• Provided Janitorial Services to several Broward County Facilities including but not limited to:<ul style="list-style-type: none"><li>○ West Regional Courthouse</li><li>○ Emergency Operations Center (EOC)</li><li>○ Broward County Transit</li></ul></li></ul>	

**Broward County Board of County Commissioners**  
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Subcontractor

1995-1998

American Building Maintenance (ABM)

- Provided Janitorial Services to several Broward County Facilities including but not limited to:
  - Booher Building
  - Broward County Public Libraries
  - Broward County Water plant

**Broward County Board of County Commissioners**  
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**Stephannie Cetoute**  
(305)725-2385 scetoute@amerplusjmi.com

**Education:**

Clark Atlanta University - **Master of Arts Economics**

Florida State University - **Bachelor of Science Business Finance, Minor Economics**

**Professional History:**

**Amer-Plus Janitorial & Maintenance**

*Managing Director*

January 2018- Present

- Develop, manage and execute business strategies to achieve short-term and long-term goals.
- Oversee Amer-Plus's operations, financial performance, ventures and investments.
- Ensure that the company positively impacts and improves the local community.

*Director of Sales*

April 2017- January 2018

- Established and forecasted sales goals based on company strategic positioning plan.
- Developed and implemented sales programs.
- Obtained new accounts and provided customer relations

*Emergency Cleaning Staff*

September 2014- January 2018

- Served as emergency back-up staff in the event of unforeseen emergency.

**The Miami-Dade Beacon Council**

March 2015 – April 2017

*Manager, Research & Strategic Planning*

- Provided quality research used to promote Miami-Dade County through active national and international economic development missions, and participation in industry trade shows and conferences.
- Carried out recommendations from county's economic research study, by working with business industries, universities, communities, and the nation's workers to promote economic growth and sustainable development.
- Produced economic quarterly updates and monthly labor market reports for Miami Dade County community.

**Federal Reserve Bank of Atlanta**

March 2013 - August 2014

*Financial Statistics & Structure Analysis Intern*

- Collected and managed high structure data for Sixth District entities through the assessment of Annual Report of Holding Companies (FR Y-6), Weekly Report of Selected Assets (FR2644, H.8), and Annual Report of Reserve Liabilities (FR2900).
- Attended seminars and Federal Open Market Committee briefing on economic outlook of economy.

*Check 21 Operations*

May 2012 - March 2013

- Supported implementation and transition of bank acquiring all paper check activities for Federal Reserve System.

**First Command Financial Planning**

November 2010 - August 2011

*Registered Representative & Agent*

- Performed qualitative and quantitative analysis on equity mutual funds for investment consideration.
- Helped clients reach financial objectives by developing investment strategies to meet short and long-term goals.
- Researched, prepared, and delivered presentations on financial topics.

**Florida Department of Economic Opportunity**

May 2010 - February 2011

*Office of Appeals-Special Deputy Administrative Law Judge*

- Presided over disputed unemployment compensation hearings.
- Researched cases, made rulings, and constructed written decisions based on testimony and evidence provided during hearings, and in accordance to Florida Statutes.
- Resolved issues of overpayment and repayment of benefits, fraud, and charges to employers.

*Office of Unemployment Claim Benefits-Employment Security Representative*

September 2009 - May 2010

- Worked with the Trade Readjustment Allowance Program in providing assistance to individuals adversely affected by increased foreign imports.
- Supported the Short Time Compensation Unit in helping employers maintain staff by reducing weekly working hours during temporary slowdowns, in lieu of temporarily laying off employees.

**Professional Affiliation/Community Involvement:**

- Breakthrough Miami
- Greater North Miami Beach Chamber of Commerce
- B.E.L. Initiative
- It's My Birthday Nonprofit Board Member

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**Roussette Luma**

4164 Inverrary Drive  
Lauderhill, FL 33319  
954-670-6256; roussetteluma@gmail.com

**Education**

High School Diploma 1995  
College Martin Luther King, Cap-Haitian, Haiti

**Experience**

Field Supervisor 2015- present  
Cleaning Technician/Custodian 2012-2015  
L&B Janitorial Services, Incorporated, Lauderdale Lakes, Florida

- Supervise 80+ employees
- Oversee employee scheduling and on the job training
- Monitor inventory and supply delivery
- Assist with Air Quality Control Program
- Assist with site inspections and employee evaluations to ensure compliance with contract requirements and quality standards
- Provide janitorial cleaning and disinfection services – (empty and clean all wastes and recycling containers, vacuum, wipe and polish all furniture, hard floor and carpet care, etc.)
- Deliver excellent customer satisfaction

Certified Nurse Assistant 2006- 2012  
Avante at Mount Dora Skilled Nursing & Rehabilitation, Mount Dora, Florida

- Provided basic care to patients (i.e., assisted patients with eating and personal hygiene - baths, showers, etc.)
- Provided janitorial cleaning and sterilization services
- Maintained patient stability by checking vital signs and weight, testing urine, recording intake and output information
- Served and protected the hospital community by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements, and standards

Child Care Provider 1999-2005  
Ms. B's Angels Child Care Incorporated, Orlando, Florida

- Developed and implemented educational and recreational activities for pre-school aged children to stimulate physical, emotional, intellectual and social growth and development (i.e., reading, writing, alphabet, etc.)
- Documented and recorded daily observations, information related to activities, child interactions, meals served, and medications administered
- Instructed children in health and personal habits (i.e., proper hand-washing techniques for disease and infection control)



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- Provided janitorial cleaning and sterilization services (i.e., toys, play equipment, classroom, restrooms, etc.)
- Organized class field trips

**Skills/Certificates**

Certified Nurse Assistant

Child Development

**Broward County Board of County Commissioners**  
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**PIERRE CHERY**  
**3513 NW 33RD AVE**  
**LAUDERDALE LAKES, FLORIDA 33309**  
**954-744-9899**

**Experience**

Field Supervisor, Warehouse Clerk

2013 - present

Cleaning Technician/Custodian

1995-2013 L&B

Janitorial Services, Incorporated, Lauderdale Lakes, Florida

- Supervise 80+ employees
- Monitor building safety
- Assist with site inspections and employee evaluations
- Monitor inventory and supply delivery to all sites
- Maintain company van by completing preventive maintenance requirements; arranging for repairs
- Clean and organize warehouse, equipment, and items in stock
- Maintain all cleaning solutions according to OSHA requirements
- Assist with Air Quality Control Program
- Provide janitorial cleaning and disinfection services – (empty and clean all wastes and recycling containers, vacuum, wipe and polish all furniture, hard floor and carpet care, etc.)
- Deliver excellent customer satisfaction

**Broward County Board of County Commissioners**  
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**REYNALD PIERRE**

647 NW 21<sup>st</sup> AVE  
Pompano, FL 33069  
Phone: 954 298-2505  
Reynald0304@yahoo.com

**EDUCATION:**

High School 1971 - 1975  
College Frere Cezaire  
Cap-Haitien, Haiti

**WORK EXPERIENCE:**

**L&B Janitorial Services, Inc.** 2010-Present  
**Site Supervisor**

- Managed janitorial operations and coordinate cleaning staff personnel at Broward County Governmental Center East Annex.
- Over 15+ years of experience in janitorial cleaning
- Oversee 10+ employees at BCGC East Annex
- Previous experience overseeing 80+ employees
- Ensured facilities are cleaned properly
- Investigating and resolving complaints.
- Monitored work quality and provided onsite employee training

**Sunshine Cleaning Systems, Inc.** 1991 -2010  
Fort Lauderdale, FL  
**Janitorial Supervisor**

- Responsible for assignment of the employee's duties.
- Gave instructions regarding methods and routines.
- Oversaw janitorial staff
- Coordinated activities with other department to ensure that services are provided in an efficient and timely manner.
- Prepared reports on activities and incidents.
- Monitored cleaning staff schedules.

**Woodfield Country Club** 1985 -2010  
Boca Raton, FL  
**Janitorial Supervisor**

- Responsible for overall cleaning aspect of the Country Club
- Created cleaning schedules for staff

**Broward County Board of County Commissioners**  
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- Managed day-to-day cleaning operations.
- Ensured efficient staffing

**SKILLS & ABILITIES**

- Competent in using high-powered floor equipment (i.e., waxing, buffing, polishing, etc.)
- Actively looking for ways to help others
- Motivates, develops and directs employee as they work.

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**Fritz Sandres**  
3661 NE 1st Terrace,  
Oakland Park, FL 33334

L&B Janitorial Services, INC. 2015 – Present  
JANITORIAL SUPERVISOR, EVENINGS

- Provide training, supervising and motivating cleaning staff
- Monitoring daily workflow for completeness and efficiency
- Plans, assigns, and/or supervises the performance of general custodial functions such as sweeping, mopping, and dusting; the cleaning of office furniture, walls, windows, and floors; and the emptying of trash
- Assists and maintain work performance standards
- Inspect work to ensure proper completion
- Ensures all equipment in proper working condition including carts, steam cleaners, etc

Sunshine Cleaning Systems 2009-Present  
JANITORIAL SUPERVISOR, DAYS

- Flooring, and Window Expert.
- Light Cleaning

PELICAN GRAND BEACH RESORT 2009-2012  
JANITORIAL SUPERVISOR Night

- Supervise the maintenance department staff.

CC Marble 2006-2009  
• Prepare mixture and manufacturing granite/marble

EDUCATION 2006 -2009  
North East High School  
GED

COLLEGE IMMACULE 1994-2001  
PORT DE PAIX

**SKILLS**

- Attention to detail
- Leadership
- Flexibility

**Broward County Board of County Commissioners**  
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**Joanel Saint Jean**  
11135 NW 26 ST, Sunrise, FL, 33322  
(954) 993-0417

A highly quick and dedicated maintenance worker with hands-on experience in handling general repairs and maintenance task, cleaning, scrubbing, deposing trash. Particularly effective in performing all kinds of machine and electrical repairs and maintaining inventory

## **Skills**

- Handling light facility repairs
- Basic Electrical and engine repair
- Automotive Knowledge
- Organized
- Strong Work Ethic
- Facility Management

## **Work Experience**

### **Janitor**

L&B Janitorial Services, Inc. Fort Lauderdale, Florida 2017-present

- Provided carpet cleaning, vacuuming, floor care, trash removal and restroom cleaning at assigned work site
- Utilized safety procedures to ensure safe and healthy working environment
- Responsible for ensuring work sites were properly cleaned
- Responsible for understanding what chemicals to use during sanitation to ensure all microbial risk are eliminated

### **Service Mechanic 3**

Tire Kingdom, Fort Lauderdale, 2009-2017

- Specialized in brake servicing (i.e., removed and replaced tires, shocks, struts, and brakes)
- Communicated with customers regarding vehicle issues and potential repairs
- Repaired and installed radiators and water pumps
- Leadership – Oversaw a team of 5+ employees

### **Service Mechanic**

Sears, Fort Lauderdale, 2003-2010

- Examine vehicles to determine the extent of damage or malfunction

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- Contribute to repeat and referral business by using strong customer service and problem-solving skills.
- Operated pneumatic tools and air compressors.

## **Education**

**University High School**  
High School Diploma 2004  
Fort. Lauderdale

**Broward County Board of County Commissioners**  
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**Don E. Altidor**

3985 NW 35<sup>th</sup> Ave Lauderdale Lakes, FL 33309  
754.422.7678  
Daltidor11@gmail.com

**CAREER HIGHLIGHTS**

- ◆ Actively participated in the **recent \$60 Million Dollar renovation** in reopening the W Fort Lauderdale.
- ◆ Successfully **secured 517 room property assuring safety of residence and guests** including restaurants (Steak 954), (El Vez), (SoBe Vegan), entertainment lounge (Living Room), Bliss Spa and two pool decks.
- ◆ **Increased security guest service** of the facility from **75% to 98%** within 6 months.
- ◆ **Reduced employee injury by 65%** and decreased overall insurance claims by developing a safety program.

**EDUCATION**

- ◆ Broward College; Fort Lauderdale, FL | Aug 2016-Present  
Bachelor of Science (BS) Business Management

**SAFETY & SECURITY SUPERVISOR**

W Fort Lauderdale; Fort Lauderdale, FL | Apr 2014 – Sep 2020

- ◆ Minimize physical hazards and unsafe work practices by maintaining a strong physical security program as well as executing and managing safety and security policies.
- ◆ Handle guests' problems, and complaints, ensuring compliance with Safety and Security guidelines.
- ◆ Train and guide security officers through security decisions and actions.
- ◆ Maintain a regular basis working relationship with local, Law Enforcement and Emergency Medical Authorities.

**TREASURER / MARKETING SPECIALIST**

The Font Tv, Inc; Fort Lauderdale, FL | Sep 2015 – Jan 2020

- ◆ Provide leadership to the finance department in all aspects of financial stewardship.
- ◆ Create budget for departments as well as generate fund raising campaigns.
- ◆ Mitigate risk exposure by playing a key role in evaluating and strengthening internal controls.
- ◆ Managed proper implementation of different digital marketing tools and techniques.

**VICE PRESIDENT OF MARKETING**

Eqlectic Enterprises; Coral Springs, Florida | Mar 2011 — Mar 2015

- ◆ Assisted with all marketing and recruitment for the company by working directly with the President of Eqlectic Enterprises.



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- ◆ Recruited and served as a liaison between artists and the company.
- ◆ Explored new revenue opportunities for Eclectic Enterprises through sponsorships and collaborations with other organizations.

**FUNERAL ATTENDANT**

Pax-Villa U.S.A. Funeral Home; Fort Lauderdale, Florida | Jan 2007 — Dec 2013

- ◆ Transferred the deceased to funeral homes and location of services.
- ◆ Prepared the corpse for viewing and funeral.
- ◆ Conducted meetings with families to coordinate funeral arrangements.
- ◆ Trained and managed new funeral attendants to offer assistance to mourners.

**CERTIFICATIONS**

◆ **Real Estate Sales Associate Certificate -**

Gold Coast Schools; Tamarac, FL

◆ **Emergency Medical Technician Certificate -**

Broward College; Fort Lauderdale, FL

◆ **Certified Lodging Security Officer - American**

Hotel & Lodging Educational Institute

◆ **CPR/AED Certified - Cardiac Science**

◆ **Hospitality & Tourism Management Certified - FAU**

◆ **Certified Crowd Manager - Event Managers LLC**

◆ **Reasonable Suspicion Certified -Marriott**

◆ **Infectious Disease Control Certified – CDC**

**KEY SKILLS**

- ◆ Team Leadership
- ◆ Security Management
- ◆ Safety Protocols
- ◆ Safety Protocols
- ◆ Compliance Standards
- ◆ Operational Design
- ◆ Investigations
- ◆ Emergency Management
- ◆ Operations Improvement
- ◆ Marketing and Sales Initiatives
- ◆ Generating leads and Prospecting
- ◆ Team Building

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**



**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**

**Governmental Center Annex**

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

April 22, 2021

Ms. Stephanie Cetoute

**AMER-PLUS JANITORIAL & MAINTENANCE LLC**

2598 E. Sunrise Blvd.

Fort Lauderdale, Florida 33304

Dear Ms. Cetoute:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** and **Small Business Enterprise (SBE)** certifications have been renewed.

Your firm's certifications are continuing from your anniversary date but are contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. However, the responsibility to ensure continued certification is yours. Failure to document your firm's continued eligibility for the CBE and SBE programs within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application, and all required supporting documentation for review.

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

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

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

**NAICS CODE:** 561720, 561790, 238990

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

Sincerely,

SANDY-MICHAEL  
MCDONALD

Digitally signed by SANDY-  
MICHAEL MCDONALD  
Date: 2021.05.05 18:00:59  
-04'00'

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

**Cert Agency: BC-CBE SBE**  
**ANNIVERSARY DATE: APRIL 5<sup>TH</sup>**

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

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**



**LETTER OF INTENT**  
BETWEEN BIDDER/OFFEROR AND  
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performing with your own forces.

**Solicitation No.:** BLD2124561P1

**Project Title:** Janitorial Services - County Facilities

**Bidder/Offeror Name:** L&B Janitorial Services, Inc.

**Address:** 2692 NW 31st Avenue **City:** Lauderdale Lakes **State:** FL **Zip:** 33311

**Authorized Representative:** Jean Bernard Pierre-Louis **Phone:** (954) 739 - 1790

**CBE Firm/Supplier Name:** Amer-Plus Janitorial Maintenance, LLC

**Address:** 2598 E Sunrise Blvd **City:** Fort Lauderdale **State:** FL **Zip:** 33304

**Authorized Representative:** Stephanie Cetoute **Phone:** (305) 725 - 2305

- A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
- B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
- C. By signing below, the above-named CBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

**Work to be performed by CBE Firm**

Description	NAICS <sup>1</sup>	CBE Contract Amount <sup>2</sup>	CBE Percentage of Total Project Value
Labor for Agreement No.1 - 4	561720		25.00 %
			%
			%

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

**CBE Firm/Supplier Authorized Representative**

Signature: [Signature] Title: CEO Date: 11/15/2022

**Bidder/Offeror Authorized Representative**

Signature: [Signature] Title: CEO Date: 11/15/2022

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

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

*In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.*

Rev.: June 2018

Compliance Form No. 004

Broward County Board of County Commissioners  
BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES



## 2. VENDOR EXPERIENCE

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**2. VENDOR EXPERIENCE**

**2.1 Submit a list of janitorial contracts Vendor has held within the past five (5) years, including all current contracts. If the list exceeds 10 contracts, submit data for the 10 that are the most similar to agreement(s) for which vendor is proposing. At a minimum the list is to include for each agreement:**

- a. Contract Name**
- b. Detailed contract scope of work**
- c. Contract start and end date**
- d. Contract annual value**
- e. Name of agency that issued the contract**
- f. Name and address of each facility on the contract**
- g. Number of floors in each facility on the contract**
- h. Size of each facility area cleaned in square feet**
- i. Number of days per week service is/was provided**
- j. Total number of Vendor's employees assigned to each facility**
- k. Total number of daily facility users: employees, customers, passengers, etc.**
- l. Whether or not the facility operated 24 hours per day, 7 days per week**
- m. Whether or not the contract required background checks**
- n. Whether or not the contract required green cleaning**

**Vendor responses will be scored based on extent of comparable experience for each agreement.**

- a. Broward County Governmental Center East**
- b. Janitorial Cleaning Services
- c. July 2018- current
- d. \$674,486.94
- e. Broward County Facilities Maintenance Division
- f. 151 Southwest 2nd Street Fort Lauderdale, FL
- g. 6 stories
- h. 362,449 Square Feet
- i. 5 days a week, Monday- Friday
- j. 7 Cleaning technicians; 1 on-site Supervisor
- k. Over 5,000 employees, clients, customers, and passengers
- a. The facility opens Monday through Friday from 8:00AM-5:00PM
- l. This contract requires extensive employee background/security checks
- m. This contract is in adherence to green building maintenance standards
  
- b. Broward Sheriff's Office**
- c. Janitorial Services/Sanitization

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

- d. August 2020- October 2022
  - e. \$48,694
  - f. Broward Sheriff's Office
  - g. 2601 West Broward Fort. Lauderdale, FL 33311
  - h. 5 stories
  - i. 257,000 Square Feet
  - j. Monday through Saturday as needed
  - k. 1 project manager, 1 supervisor, 10 cleaning technicians
  - l. 900+ employees
  - m. The facility opens Monday through Friday from 8:00AM-5:00PM
  - n. This contract requires extensive employee background/security checks.
  - o. This contract adheres to green building maintenance standards.
- 
- a. Alpine Power Systems**
  - b. Janitorial Services
  - c. November 2018 - Current
  - d. \$67,416.40
  - e. Alpine Power Systems
  - f. 3040 SW 31<sup>st</sup> Ave Lauderdale Lakes FL 33311
  - g. 1 story
  - h. 3,000 Square Feet
  - i. Twice a Month
  - j. 1 Employee
  - k. 50+ Customers and Employees
  - l. The facility opens Monday through Friday from 9:00AM-5:00PM
  - m. This contract does not require extensive background checks
  - n. This contract adheres to green building maintenance standards
- 
- a. Radio Mega, LLC**
  - b. Janitorial Services
  - c. November 2019 – December 2021
  - d. \$50,000
  - e. Radio Mega, LLC
  - f. 75 NW 167<sup>th</sup> ST North Miami Beach 33169
  - g. 1 story
  - h. 9,305 Square Feet
  - i. 2 days a week, Saturday- Sunday
  - j. 3 Cleaning technicians; 1 on-site Supervisor
  - k. 20 Employees
  - l. The facility operates 365days
  - m. This contract does not require extensive employee background/security checks
  - n. This contract is in adherence to green building maintenance standards

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

- a. Broward College Custodial Services**
- b. Janitorial cleaning services
- c. July 2016 - June 2021
- d. \$5,500,000
- e. Subcontractor under Sunshine Cleaning Systems, Inc.
- f. 3501 South Davie Rd. Davie, FL 33314
- g. 3 stories
- h. 113,000 Square Feet
- i. 5 days per week
- j. 1 supervisor, 8 cleaning technicians
- k. 5,000 + employees and students
- l. 365 days
- m. This contract requires extensive employee background/security checks
- n. This contract adheres to green building maintenance standards.

**Broward County Governmental Center East**

- **Contract # R2112705P1 Contract 1**
  - Subcontractor under Sunshine Cleaning Systems, Inc.
- July 1, 2018 – current

**Broward County South Regional Courthouse**

- **Contract # R2112705P1 Contract 3**
- July 1, 2018 – current

**Broward County Janitorial Services for Various Facilities**

- **Contract # R1214808P2**
  - Janitorial Services, Grp 1, Contract 2
  - January 1, 2016 – current
- **Contract # R1214808P3**
  - Janitorial Services, Grp 2, Contract 3
  - January 1, 2016 – current
- **Contract # R1214808P6**
  - Janitorial Services, Grp 5, Contract 6
  - January 1, 2016 – current
- **Contract # R1214808P7**
  - Janitorial Services, Grp 6
  - January 1, 2016 – current
- **Contract # R1214808P8**
  - Janitorial Services, Grp 7, Contract 8

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

- January 1, 2016 – current
- **Contract # R1214808P11**
  - **Janitorial Services, Grp 2, Contract 11**
  - January 1, 2016 – current
- **Contract # R1214808P12**
  - **Janitorial Services, Grp 3**
  - January 1, 2016 – current
- **Contract # R1214808P13**
  - **Janitorial Services, Grp 4, Contract 13**
  - January 1, 2016 – current

**2.2 Submit a list of current positions/titles for the entire company:**

- a. Number of full-time management/supervisory employees**
  - a. Full Time Management/Supervisors: 10
- b. Number of part-time management/supervisory employees**
  - a. Part Time Management/ Supervisor: 7
- c. Number of full-time workers**
  - a. Full-Time Workers: 98
- d. Number of part-time workers**
  - a. Part time Workers: 45
- e. Total number of employees**
  - a. 143 Employees



Broward County Board of County Commissioners  
BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES



### **3. PAST PERFORMANCE**

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**3.PAST PERFORMANCE**

**3.1 References – Vendor should submit completed Reference Verification Forms for previous projects referenced in its submittal. Vendor should provide the Vendor Reference Verification Form to its reference organization/firm to complete and return to the Vendor’s attention. Vendor should submit the completed Vendor Reference Form with its response by the solicitation’s deadline. The County will verify references provided as part of the review process. Vendor should provide five (5) non-Broward County Board of County Commissioners’ janitorial contract references, but no less than three (3). If the County is unable to verify at least three (3) references, additional references may be requested by the County.**

**Only provide references for non-Broward County Board of County Commissioners contracts. For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of Vendor’s past performance.**

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**



**Vendor Reference Verification Form for RFPs, RLIs and RFQs**

Broward County Solicitation No. and Title:

**BLD2124561P1, Janitorial Services for County Facilities**

Reference for:

Organization/Firm Name providing reference: **Sunshine Cleaning Systems, Inc.**

Contact Name: **Randy Kierce** Title: **Vice President, COO** Reference date: **9/12/2022**

Contact Email: **randy@sunclean.com** Contact Phone: **954-772-0884**

Name of Referenced Project: **Government Center and Ft. Lauderdale International Airport**

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

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

Would you use this vendor again? ☒ Yes ☐ No If No, please specify in Additional Comments (below).

Description of services provided by Vendor: **Janitorial Services**

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Responsive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Staff expertise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Your Firm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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)**

L&B Janitorial Services provides CBE subcontracting services for the Governmental Center Annex Bldg and FLL Terminal 1 on first shift.

\*\*\*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, untrue, 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 the Broward County Procurement Code.

Vendor Reference Verification Form – RFPs, RLIs, RFQs  
(Revised 3/22)

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**



**Vendor Reference Verification Form for RFPs, RLIs and RFQs**

Broward County Solicitation No. and Title:

BLD2124561P1, Janitorial Services for County Facilities

Reference for: L&B Janitorial Services, Inc.

Organization/Firm Name providing reference:  
Minority Business Development Agency

Contact Name: Marie B. Hyppolite Title: Manager Reference date: 11/03/2022

Contact Email: marie@mbdamiamicenter.com Contact Phone: (305) 751 -2907

Name of Referenced Project: Minority Business Development Agency

Contract No. \_\_\_\_\_ Date Services Provided: 01/01/2019 to Present Project Amount: \$ 127,201.35

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

Would you use this vendor again? ☒ Yes ☐ No If No, please specify in Additional Comments (below).

**Description of services provided by Vendor:**

General office cleaning, floor care, carpet cleaning, window, and pressure cleaning.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service	<input type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:	<input type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 the Broward County Procurement Code.

Vendor Reference Verification Form – RFPs, RLIs, RFQs  
(Revised 3/22)

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**



**Vendor Reference Verification Form for RFPs, RLIs and RFQs**

Broward County Solicitation No. and Title:

BLD2124561P1, Janitorial Services for County Facilities

Reference for: L&B Janitorial Services, Inc.

Organization/Firm Name providing reference:  
Turgot & Associates

Contact Name: Jean-Pierre Turgot Title: CEO/President Reference date: 10/17/2022

Contact Email: jpturgot@bellsouth.net Contact Phone: (321) 591 -9476

Name of Referenced Project: janitorial Services for several restaurants

Contract No. \_\_\_\_\_ Date Services Provided: 05/01/2019 to current Project Amount: \$ 350K

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

Would you use this vendor again? ☒ Yes ☐ No If No, please specify in Additional Comments (below).

**Description of services provided by Vendor:**

Cleaning Food Court totalling 10 restaurants.

**Please rate your experience with the  
referenced Vendor:**

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service	<input type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:	<input type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<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)

\*\*\*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, reselection of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to the Broward County Procurement Code.

Vendor Reference Verification Form – RFPs, RLIs, RFQs  
(Revised 3/22)

Broward County Board of County Commissioners  
BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES



## 4. PROJECT APPROACH

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

#### **4. PROJECT APPROACH**

**4.1 Submit a transition plan for each Agreement on which the Vendor is proposing. In the plan provide details for each facility on how trained, background-checked staff, equipment and supplies will be organized and ready for the established first day of service. Also provide the number of days Vendor estimates will be needed for adequate preparation between contract award and first day of services for each facility, excluding County security requirements. Finally, describe Vendor's typical approach when starting a new contract**

L&B has established a detailed work plan specialized for each facility we service; however, implement standardized cleaning techniques and procedures to ensure optimal service. L&B divides the workload to ensure efficiency and assigns tasks based on strengths and experience.

L&B has established a detailed work plan specialized for each facility we service; however, standardized in cleaning techniques and procedures to ensure optimal service. L&B divides the workload to ensure efficiency and assigns tasks based on strength and experience.

Tasks are determined by contractual obligations and formatted into a checklist/log indicating daily, weekly, monthly, quarterly, semi-annual and annual requirements to remain in compliance and to provide optimal janitorial service. Suggested dates for project work are sent to County Liaisons/Building Managers for approval and documented appropriately.

Essentially, each employee is trained to be able to complete all basic cleaning tasks – restrooms, wiping/dusting, trash and recycling, sweeping/mopping, etc.; however, each employee is usually given one specific task depending on the needs, size and type of facility they are assigned to service. For example: If an employee is assigned to service restrooms, then they will only service the restrooms for that facility. If an employee is assigned to a particular floor, then they will provide basic cleaning to that floor – for instance, trash and recycling removal. However, there are facilities and shifts where only one employee will suffice, and therefore, can and will provide all basic cleaning (i.e., restrooms, trash/recycle, sweep/mop, wiping/dusting, etc.). Each facility will be assigned their respective Supervisors, Team Leaders and Custodians/Cleaning Technicians that will provide janitorial cleaning services. Because each person has a specific task and/or is assigned to a specific building/facility to provide all basic janitorial cleaning services it allows for accountability and enables us to pinpoint problem areas if complaints or issues arise.

Team Leader's are seasoned and well experienced custodians/cleaning technicians that are responsible for overseeing their subordinates work in order to ensure that the job is being done correctly (i.e., using the proper cleaning techniques). Team Leaders can also assist the Site Supervisors and Managers by serving as a mentor and guide for custodians/cleaning technicians to shadow and seek answers to questions they may have.

The Site Supervisor conducts routine checks around their area/building using the tasks logs to ensure all required tasks are completed. The Site Supervisor will communicate with the Team

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

Leader and Cleaning technicians and indicate where there are areas in need of improvements.

The Manager manages the contractual obligations through supervision, training, scheduling and inspection of Site Supervisors, Team Leaders and Cleaning technicians and their janitorial work.

Inspection reports are utilized to assess with a quantifiable approach, document, and standardize inspections and facilitate the quality control program. L&B employs a multi-level inspection program to ensure compliance with contract specifications and quality standards, as well as overall good cleaning techniques, safety practices and results.

**Agreement 1 – Governmental Center East Complex**

Current vendor providing janitorial cleaning services at Governmental Center East Complex Annex.

L&B anticipates a seamless transition given the familiarity of the facility. We plan to conduct a walk-through of the facility prior to the start date. L&B will work with the Building Manager to coordinate and confirm work schedules and logistics for basic janitorial cleaning services. We will require recertification and training of current staff servicing this facility and make any necessary staffing changes to ensure quality standards are maintained.

Vendor estimates 24-48 hour turn around between contract award and first day of services for this facility, specifically for on-site job training of new hires and to meet with County Administration and Building Manager for walk-through of building and delivery of supplies and equipment. However, overall we anticipate a 1-week turnaround time for newly hired personnel adjustments and for personnel to get acquainted to the facility logistics and operations.

**Agreement 2 – Main Library**

L&B anticipates a seamless transition given the familiarity of the facility. We plan to conduct a walk-through of the facility prior to the start date. L&B will work with the Building Manager to coordinate and confirm work schedules and logistics for basic janitorial cleaning services. We will require recertification and training of current staff servicing this facility and make any necessary staffing changes to ensure quality standards are maintained.

Vendor estimates 24-48 hour turn around between contract award and first day of services for this facility, specifically for on-site job training of new hires and to meet with County Administration and Building Manager for walk-through of building and delivery of supplies and equipment. However, overall we anticipate a 1-week turnaround time for newly hired personnel adjustments and for personnel to get acquainted to the facility logistics and operations.



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**Agreement 3 – South Regional Courthouse**

Current vendor providing janitorial cleaning services at this facility.

L&B anticipates a seamless transition given the familiarity of the facility. We plan to conduct a walk-through of the facility. L&B will work with the Building Manager to coordinate and confirm work schedules and logistics for basic janitorial cleaning services. We will require recertification and training of current staff servicing this facility and make any necessary staffing changes to ensure quality standards are maintained.

Vendor estimates 24-48 hour turn around between contract award and first day of services for this facility, given that this facility is currently being serviced to meet with County Administration and Building Manager for walk-through of building.

**Agreement 4 – Broward County Judicial Courthouse (BCJC)**

Based on familiarity, experience and skill, L&B plans to coordinate with current contract vendor to retain many of the current janitorial employees for employment following application reviews, background checks and interviews. We will work with County Administration and Security Personnel to ensure prompt badging of newly hired staff and renewals for current employees. We plan to conduct a walk-through of each facility with the Building Managers prior to the start date to coordinate and confirm work schedules and logistics for basic janitorial cleaning services, ensure clear lines of communication, expectations, and work requests. We will require recertification and training of all current and newly hired staff to ensure quality standards are maintained. We will do on site job training and work with the Building Manager to facilitate prompt supply and equipment delivery prior to start date. Essentially, the transition plan will be implemented to facilitate a seamless transition.

Vendor estimates 24-48 hour turn around between contract award and first day of services for this facility, specifically for on-site job training of new hires and to meet with County Administration and Building Manager for walk-through of building and delivery of supplies and equipment. However, overall we anticipate a 1-week turnaround time for newly hired personnel adjustments and for personnel to get acquainted to the facility logistics and operations.

To facilitate a stress free, smooth and orderly transition, L&B has developed a complete and effective start-up orientation program/transition plan that will be placed in effect prior to the official start date of the contract.

Please refer to Transition Plan below.

**Broward County Board of County Commissioners**  
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## **TRANSITION PLAN**

To facilitate a stress free, smooth and orderly transition, we have developed a complete and effective transition plan that will be placed in effect prior to the official start date of the contract. The transition plan includes:

- Assignment of an on-site management and support team to implement start up. This special team is composed of highly qualified and seasoned Managers, Supervisors, and Cleaning Technicians and production specialists skilled in organization of logistics, equipment set-up, security and safety, employer relations, quality control and training.
- Schedule pre-start meetings and site visits for each facility with designated County Liaisons and maintain ongoing communications throughout the transition and implementation period. Issuance of necessary keys and access cards by County Liaisons/Facility Managers/Building Managers where deemed appropriate to General Manager and/or establish a central pick-up location for employees to be able to locate and gain access of necessary keys/access cards for contract start date.
- Implement transition task checklist that includes conducting inventory of equipment and supplies, recruitment and employment, employee assignments and training and site visits. L&B currently has two warehouses where equipment and supplies are stored and has an established relationship with a supply vendor that has several warehouses throughout Miami-Dade and Broward Counties. We will work closely with our supply vendors to secure all required equipment and supplies. In addition, we will work closely with the Aviation Security Department to schedule appointments for employee badges, security clearance and trainings to be held at a time that is convenient for the Department and our employees. Essentially, we anticipate on requesting blocked days and times that our employees can come into complete security requirements and obligations. The issuance of necessary keys if not yet received, from previous experience occurs at the final pre-start meeting prior to the start date of the contract.

This is the transition process that we have used in past janitorial contracts, which has proven to be effective.

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## TRANSITION TASK CHECKLIST

<b>Function</b>	<b>Responsibility</b>	<b>Initial &amp; Date Upon Completion</b>
Establish start date of contract	Administrative Executive	
Schedule and attend pre-start meetings, site visits for all facilities with County Liaison/Facility Managers and issuance of necessary keys if applicable	Administrative Executive/General Manager/Project Manager	
Establish areas for office and supplies/equipment	Administrative Assistant	
Confirm consumable supply requirements, confirm type and quantity of equipment, and establish delivery dates with vendors and arrange for receiving and storage	Warehouse Clerk	
Conduct interviews and background checks with current and new employees and select employees for hire/rehire	General Manager/Project Manager/Supervisors	
Assign personnel to functional areas and train all employees (i.e., green cleaning, safety training, quality control program, etc.)	General Manager/Project Manager/Supervisors	
Issue uniforms and ID Badges	Administrative Assistant	
Final pre-start meeting/site visits for all facilities with County Liaison/Facility Managers and issuance of necessary keys	Administrative Executive/General Manager/Project Manager	

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**4.2. Submit a staffing plan for each Agreement on which the Vendor is proposing. At a minimum, the plan is to include each facility within the Agreement. For each facility, list each position identified in the solicitation along with the planned number of employees. If employees, such as project crews, will be working at multiple facilities within an Agreement, indicate that in the plan. Also indicate which positions will be filled by a sub-contractor and the sub-contractor company name.**

Tentatively, the number of employees assigned to service each agreement are listed below. Modifications to the numbers listed below will be made accordingly to ensure quality standards are maintained and County, Building Manager, and facility satisfaction. In addition, additional employees may be added and trained to service each facility and serve as alternates/on-call personnel for emergencies, no-shows, etc.

Listed below for each agreement are sample staffing plans based on the needs of the facilities. The sample staffing plan is not inclusive and will serve as an initial guide. Modifications will be made as deemed necessary per L&B managerial staff, field/site supervisors and Building Manager's, based on contractual obligations, Building Manager/County Administration preference, facility size, location and hours of operation.

L&B will be collaborating with **Amer Plus Janitorial & Maintenance LLC** on this contract. This company is certified CBE/SBE through the Broward County Office of Economic and Small Business Development Program.

**Subcontractor:**

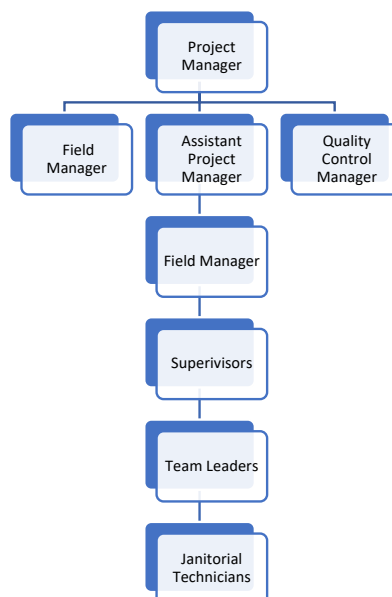


**Amer Plus Janitorial & Maintenance (“Amer Plus”)** is a family-owned and operated company founded in 1998 by Lee Cetoute. Lee, an immigrant from Haiti, utilized his previous cleaning experience to start what was then, Cetoute Cleaning as a means to provide better opportunities for his family. Cetoute Cleaning focused primarily on floor care and one-time cleanings. Over the course of time, the company adopted the name Amer Plus Janitorial & Maintenance LLC and expanded its operations to provide full commercial cleaning services throughout South Florida. Today the company is managed by Lee's daughter, Stephannie Cetoute, who received her advanced professional degrees in Business, Finance and Economics. She has extensive experience in economic development and specializes in business development,

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growth and expansion. Under Stephanie's leadership, Amer Plus continues to expand its market and distinguishes itself as a company that stands for *"healthy living through healthy space."*

**Proposed staffing plan - Modifications will be made as deemed necessary**



**Agreement No. 1**

**Facility 1. Governmental Center East Complex  
Governmental Center**

- ◆ Project Manager: 1
- ◆ Assistant Program Manager: 1
- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Supervisor: 5
- ◆ Team Leaders: 2
- ◆ Basic Cleaners: 20
- ◆ Floor Technicians: 4
- ◆ Porter: 1

**Facility 2. Governmental Center East Complex**

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**Annex Building**

- ◆ Project Manager: 1
- ◆ Assistant Program Manager: 1
- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Supervisor: 1
- ◆ Team Leaders: 2
- ◆ Basic Cleaners: 8
- ◆ Floor Technicians: 2
- ◆ Porter: 1

**Facility 3. Governmental Center East Complex**  
**350 Garage Training Center**

- ◆ Project Manager: 1
- ◆ Assistant Program Manager: 1
- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Team Leader: 1
- ◆ Basic Cleaners: 1
- ◆ Floor Technicians: 1

**Facility 4. Governmental Center East Complex**

**ERP & Print Shop Building**

- ◆ Project Manager: 1
- ◆ Assistant Program Manager: 1
- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Team Leader: 1
- ◆ Basic Cleaners: 1
- ◆ Floor Technicians: 1

**Agreement No. 2 Main Library**

Proposed staffing plan - Modifications will be made as deemed necessary

- ◆ Project Manager: 1
- ◆ Assistant Program Manager: 1

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- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Supervisor: 3
- ◆ Team Leader: 2
- ◆ Basic Cleaners: 16
- ◆ Porter: 1
- ◆ Floor Technicians: 2

**Agreement No. 3 South Regional Courthouse**

Proposed staffing plan - Modifications will be made as deemed necessary

- ◆ Project Manager: 1
- ◆ Assistant Program Manager: 1
- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Supervisor: 1
- ◆ Team Leader: 1
- ◆ Basic Cleaners: 5
- ◆ Porter: 1
- ◆ Floor Technicians: 2

**Agreement No. 4 Broward County Judicial Courthouse**

Proposed staffing plan - Modifications will be made as deemed necessary

**Facility 1. Broward County Judicial Complex  
North Building**

- ◆ Project Manager: 1
- ◆ Assistant Program Manager: 1
- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Supervisor: 5
- ◆ Team Leader: 5
- ◆ Basic Cleaners: 20
- ◆ Porter: 1
- ◆ Floor Technicians: 5

**Facility 2. Broward County Judicial Complex  
East Building**

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**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

- ◆ Project Manager: 1
- ◆ Assistant Program Manager: 1
- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Supervisor: 2
- ◆ Team Leader: 1
- ◆ Basic Cleaners: 12
- ◆ Porter: 1
- ◆ Floor Technicians: 4

**Facility 3. Broward County Judicial Complex  
Midrise**

- ◆ Project Manager: 1
- ◆ Assistant Program Manager: 1
- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Supervisor: 1
- ◆ Team Leader: 1
- ◆ Basic Cleaners: 6
- ◆ Floor Technicians: 2

**Facility 4. Broward County Judicial Complex  
South Garage**

- ◆ Assistant Program Manager: 1
- ◆ Field Manager: 1
- ◆ Quality Control Manager: 1
- ◆ Supervisor: 1
- ◆ Team Leader: 1
- ◆ Basic Cleaners: 2
- ◆ Floor Technicians: 1

**4.3. Submit an equipment plan for each Agreement on which the Vendor is proposing. At a minimum, the plan is to include each facility within the Agreement. For each facility, list each piece of powered equipment needed, the quantity planned to be onsite and the maintenance schedule. If equipment will be used at multiple facilities within an Agreement or for multiple Agreements, indicate that in the plan and include how the equipment will be transported between facilities.**



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**Agreement No. 1 Governmental Center East Complex**

All essential equipment will be stored onsite. Any specialty equipment not able to be stored at the facility will be transported prior to use. Given that these facilities are in the same vicinity, large equipment will be stored in a central location, i.e., janitorial warehouse on the premises to facilitate easy transport and usage between the facilities. Equipment used for daily janitorial cleaning services will be stored on each floor in the janitorial closets as space permits.

**Governmental Center East Complex**  
**Facility 1 – Governmental Center East**

- 1- Tennant T500 Automatic floor scrubber machine
- 6 -Pro Team Upright Hepa-Vacuum
- 2- Pro Team Hepa-Vacuum Backpack
- 2 - Wet/Dry Vacuums
- 1- High speed burnisher
- 2- Carpet extractor
- 1- Mobile Pressure cleaning unit
- 6 - Rubbermaid restroom carts
- 6- Dehumidifiers
- 1 Escalator Cleaning Machine
- Mops, buckets, equipment caddy, trash/recycling collection containers and additional miscellaneous cleaning items

**Governmental Center East Complex**  
**Facility 2 - Annex Building**

- 2- Pro Team Upright Hepa Vacuum
- 2- Pro Team Hepa Vacuum Backpack
- 1-Wet/Dry Vacuums
- 1- High speed burnisher

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- 1- Carpet extractor
- 2- Rubbermaid restroom carts
- Mops, buckets, equipment caddy, trash/recycling collection containers and additional miscellaneous cleaning items

**Governmental Center East Complex**  
**Facility 3- 350 Garage Training Center**

- 1 - Pro Team Upright Hepa Vacuum
- 1 - Pro Team Hepa Vacuum Backpack
- 1 - Rubbermaid restroom carts
- Mops, buckets, equipment caddy, trash/recycling collection containers and additional miscellaneous cleaning items

**Governmental Center East Complex**  
**Facility 4 - ERP & Print Shop Building**

- 1- Pro Team Hepa Vacuum Backpack
- 1 Rubbermaid restroom carts
- Mops, buckets, equipment caddy, trash/recycling collection containers and additional miscellaneous cleaning items

**Agreement No. 2 Main Library**

All essential equipment will be stored onsite. Any specialty equipment not able to be stored at the facility will be transported prior to use.

**Main Library**

- 1- Tennant T500 Automatic floor scrubber machine
- 4 - Pro Team Upright Hepa Vacuum
- 1- Pro Team Hepa Vacuum Backpack
- 2- Wet/Dry Vacuums
- 1- High speed burnisher
- 1- Carpet extractor
- 1- Mobile Pressure cleaning unit
- 2- Rubbermaid restroom carts
- Mops, buckets, equipment caddy, trash/recycling collection containers and additional miscellaneous cleaning items

**Broward County Board of County Commissioners**  
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**Agreement No. 3 South Regional Courthouse**

All essential equipment will be stored onsite. Any specialty equipment not able to be stored at the facility will be transported prior to use.

**South Regional Courthouse**

- 1- Tennant T500 Automatic floor scrubber machine
- 1 - Black Hawk side to side floor machine
- 2 - Pro Team Upright Hepa Vacuum
- 1- Pro Team Hepa Vacuum Backpack
- 1- Wet/Dry Vacuums
- 1- Carpet extractor
- 1- Mobile Pressure cleaning unit
- 2- Rubbermaid restroom carts
- Mops, buckets, equipment caddy, trash/recycling collection containers and additional miscellaneous cleaning items

**Agreement No. 4 Broward County Judicial Complex**

**Facility 1. Broward County Judicial Complex**

**North Building**

- 2- Tennant T500 Automatic floor scrubber machine
- 8 - Pro Team Upright Hepa Vacuum
- 2- Pro Team Hepa Vacuum Backpack
- 2 - Wet/Dry Vacuums
- 2 - High speed burnisher
- 1- Carpet extractor
- 1- Mobile Pressure cleaning unit
- 2- Rubbermaid restroom carts
- 8- Dehumidifiers
- 1- Escalator Cleaning Machine
- Mops, buckets, equipment caddy, trash/recycling collection containers and additional miscellaneous cleaning items

**Facility 2. Broward County Judicial Complex**

**East Building**

- 1 Tennant T500 Automatic floor scrubber machine

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- 12 Pro Team Upright Hepa Vacuum
- 6 Pro Team Hepa Vacuum Backpack
- 2 Wet/Dry Vacuums
- 2 High speed burnisher
- 1 Carpet extractor
- 1 Mobile Pressure cleaning unit
- 12 Rubbermaid restroom carts
- Mops, buckets, and etc.
- 8 Dehumidifiers
- 1 Escalator Cleaning Machine

**Facility 3. Broward County Judicial Complex**

**Midrise**

- 1 Tennant T500 Automatic floor scrubber machine
- 1 Black Hawk side to side portable floor machine
- 4 Pro Team Upright Hepa Vacuum
- 2 Pro Team Hepa Vacuum Backpack
- 2 Wet/Dry Vacuums
- 1 High speed burnisher
- 1 Carpet extractor
- 1 Mobile Pressure cleaning unit
- 4 Rubbermaid restroom carts
- Mops, buckets, and etc.
- 2 Dehumidifiers

**Facility 4. Broward County Judicial Complex**

**South Garage**

- 1 Black Hawk side to side portable floor machine
- 2 Pro Team Upright Hepa Vacuum
- 2 Pro Team Hepa Vacuum Backpack
- 2 Wet/Dry Vacuums
- 1 Carpet extractor
- 1 Mobile Pressure cleaning unit
- 1 Rubbermaid restroom carts
- Mops, buckets, and etc.

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**4.4. Submit a copy of Vendor's Training Program showing compliance with Part 1, General Specifications and Requirements, Section 9.**

Please refer to the attachment entitled - L&B Training Program Manual.

**4.5. Submit a copy of Vendor's Green Cleaning Program showing compliance with Part 1, General Specifications and Requirements, Section 10.**

Please refer to the attachment entitled – L&B Green Cleaning Program Manual.

L& B Janitorial Services, Incorporated ("L&B") is committed to maintaining green cleaning techniques using Green Seal certified chemicals and supplies. To maximize green building cleaning practices L&B provides standardized Green Cleaning Education and Training for all employees, utilizes Green Seal Approved cleaning and paper products, utilizes color-coded microfiber towels and mops for designated use in restrooms, patient bedrooms and public areas to mitigate contamination, and implements recycling program.

The L&B Green Cleaning Manual and Training Program focuses on pollution prevention strategies to improve the overall health and wellness of the facility. Our Green Cleaning Manual and Training Program highlight Green Cleaning Focal Points.

- Efficient Use of Chemicals
  - A method of ensuring that chemicals are diluted properly through a supplied measuring system/device.
- Carpet Care Program
  - Emphasizes routine maintenance to regularly remove trapped contaminants.
- Disinfection Strategy
- Restroom Care
- Cafeterias and Kitchens
  - Addressing 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. Additional annual training.
- Personal protective equipment (PPE)

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**4.6. Submit a copy of Vendor's Quality Control Program showing compliance with Part 1, General Specifications and Requirements, Section 13.**

L&B utilizes a multi-level inspection approach. Please refer to the Multi-Level Inspection Program detailed below. Further information regarding inspection procedures provided in the Quality Control Program attachment.

Please refer to the Quality Control Program attachment for more information.



## **EMPLOYEE SAFETY TRAINING MANUAL**



## **L&B JANITORIAL SERVICES, INCORPORATED**

### **EMPLOYEE SAFETY TRAINING MANUAL**

All employees will receive training needed to safely and competently perform the services required by this contract, including compliance with green cleaning practices. L&B provides environmental health and safety training to ensure compliance with all federal, state, and local laws or regulations.

L&B is familiar with all applicable federal, state, county, city and local laws, regulations or codes as they apply to this service and is aware of the safety standards concerning materials used. L&B develops and implements procedures to ensure employees use chemicals in accordance with the instructions of the chemical manufacturers. L&B shall provide to the Contract Administrator Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS) for chemicals and cleaning products used.

Some tasks may require working with potentially hazardous materials. L&B employees are trained and medically cleared for such work.

L&B keeps a record of all training for each employee. The record shall show, as a minimum, the employee's name, date of employment, and date and type of training for each class attended.

### **EMPLOYEE SAFETY PRACTICES**

L&B 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. L&B provides employees Personal Protective Equipment (PPE) as required.

L&B employee 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.

L&B 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 L&B employees or sub-contractors.

Property/Equipment Damage should be reported and documented using the Property and/or Equipment Damage Report Form found in the Project Site Log Book.





All generally accepted and government required safety practices shall be followed.

## **GENERAL SAFETY RULES**

Important general safety rules and regulations:

- 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.
- 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."
- All employees shall keep tools, equipment, and work areas clean and orderly. 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.
- 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.
- 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.
- Always wear gloves and protective equipment.

## **COMPLIANCE**

L&B will remain in compliance with all Federal and State OSHA requirements, Green Seal Standards, and FAA, CBP and TSA regulations.

L&B will comply with all federal security mandates in relation to the performance of this RFP.

# JANITORIAL SAFETY

# TRAINING GUIDE

WORKER OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM  
COMMISSION ON HEALTH AND SAFETY AND WORKERS' COMPENSATION

The Janitorial Safety Training Program was developed by the Labor Occupational Health Program (LOHP) at the University of California, Berkeley as part of the Worker Occupational Safety and Health Training and Education Program (WOSHTEP). WOSHTEP is administered by the Commission on Health and Safety and Workers' Compensation in the Department of Industrial Relations through interagency agreements with the Labor Occupational Health Program at the University of California, Berkeley and the Labor Occupational Safety and Health Program at the University of California, Los Angeles.

Commission on Health and Safety and  
Workers' Compensation (CHSWC)  
1515 Clay Street, Room 901  
Oakland, CA 94612  
(510) 622-3959  
[www.dir.ca.gov/chswc](http://www.dir.ca.gov/chswc)

Labor Occupational Health Program (LOHP)  
University of California, Berkeley  
2223 Fulton Street, 4th Floor  
Berkeley, CA 94720-5120  
(510) 643-4335  
[www.lohp.org](http://www.lohp.org)

UCLA Labor Occupational Safety  
and Health Program (LOSH)  
Peter V. Ueberroth Bldg., Suite 2107  
10945 Le Conte Ave., Box 951478  
Los Angeles, CA 90095-1478  
(310) 794-5964  
[www.losh.ucla.edu](http://www.losh.ucla.edu)

Western Center for Agricultural  
Health and Safety  
University of California, Davis  
One Shields Avenue  
Davis, CA 95616-8757  
(530) 752-4050  
[agcenter.ucdavis.edu](http://agcenter.ucdavis.edu)

#### Technical Reviewers

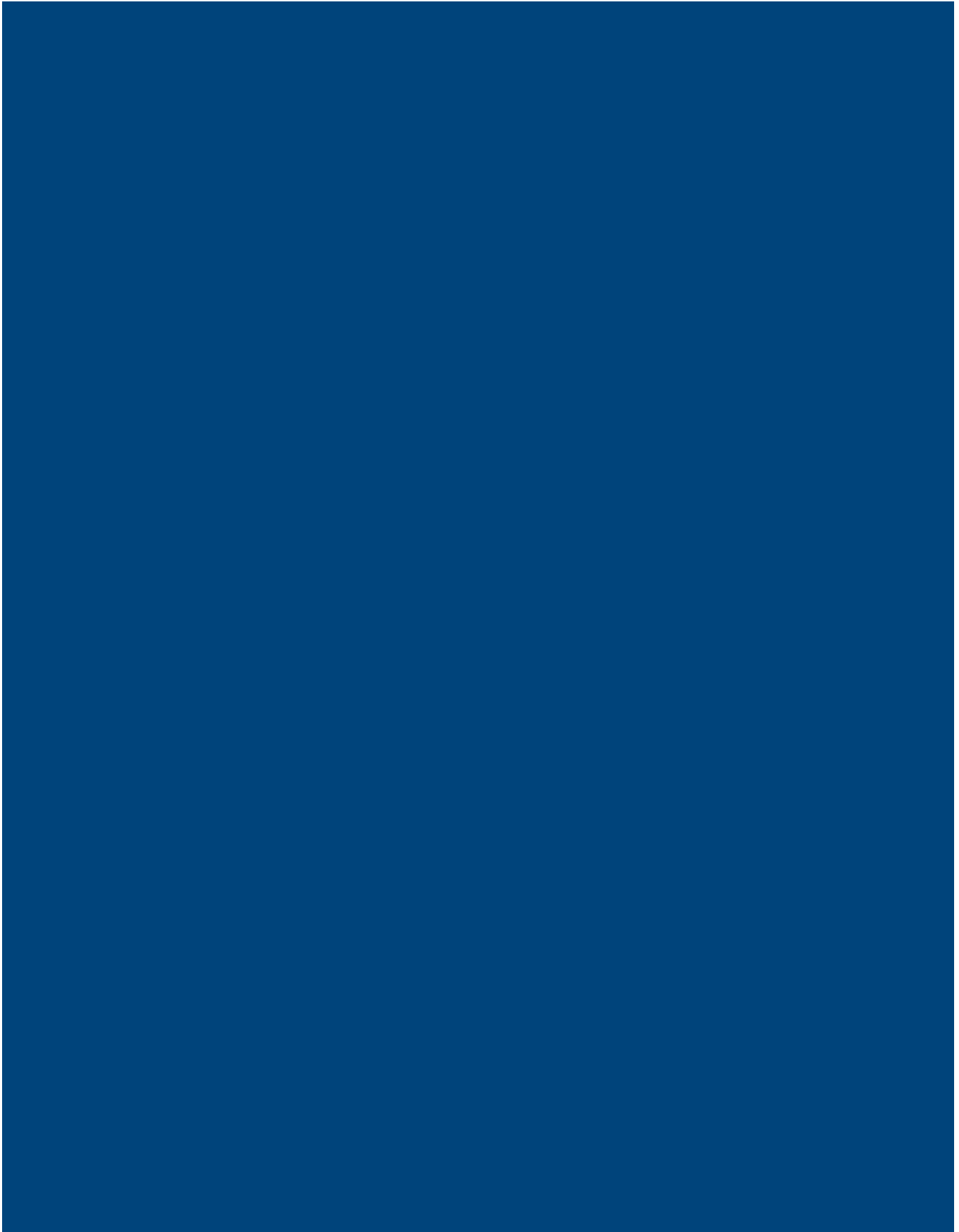
Jan Beaver, Preferred Employers Insurance Company  
Zin Cheung, Cal/OSHA  
Deogracia Cornelio, UCLA LOSH  
Russell Denney, Cal/OSHA  
Jim Hay, State Compensation Insurance Fund  
Abdullah and Nabil Homran, East Bay Building Services  
Selma Meyerowitz, CHSWC  
Irina Nemirovsky, CHSWC  
Ed Walters, Praetorian Financial Group  
Alison Ascher Webber, Building Skills Partnership

#### Writing and Design

Helen Chen, LOHP, Lead Writer  
Eugene Darling, LOHP, Editor  
Lisa de Avila, Spanish Translation  
Kate Oliver, LOHP, Designer  
Stoller Design Group, Designer  
Christine Wong, Illustrator  
Mary Ann Zapalac, Illustrator  
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# JANITORIAL SAFETY TRAINING GUIDE



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## Also in packet: Activities/Tipsheets for Employees

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Electrical Hazards  
Ergonomic Hazards  
Injuries on the Job  
Planning for Emergencies  
Robberies and Assaults  
Slips and Falls



# About the Janitorial Safety Training Program

**Welcome to the Janitorial Safety Training Program!** If you are an owner or manager, this program will help you conduct a series of short health and safety training sessions for your employees.

There are eight training sessions, five to fifteen minutes each. The training materials focus on health and safety in the janitorial industry and cover these topics: Safety Orientation; Chemical Hazards; Electrical Hazards; Ergonomic Hazards; Injuries on the Job; Planning for Emergencies; Robberies and Assaults; and Slips and Falls.

## WHY USE THIS PROGRAM?

The Janitorial Safety Training Program is designed specifically for small business owners and managers who need to train janitorial employees working alone or in small teams to clean buildings. This Training Program can help:

- Prevent job injuries and illnesses. Regular training helps employees learn how to avoid hazards, keeps lines of communication open between you and your employees, and lets employees know that you are serious about promoting safe work practices.
- Lower workers' compensation costs. Employers in California experience higher costs for workers' compensation medical care than employers in most other states, and California ranks among the highest in workers' compensation premium rates.

The cost of workers' compensation for the janitorial industry is about four times the average cost of workers' compensation in California, according to the Workers' Compensation Insurance Rating Bureau.

- Reduce the number of days away from work and lost productivity. The best way to reduce costs, retain jobs, and maintain a productive workforce is to reduce injuries.
- Meet training requirements under California's occupational health and safety laws.



## MATERIALS INCLUDED

The Janitorial Safety Training Program includes two sets of materials: one for owners and managers, and one for employees.

- The Training Guide is designed to be used **by owners and managers**. It contains:
  - step-by-step instructions for conducting the training sessions, and
  - background information and resources for owners and managers.
- The eight loose-leaf handouts in the packet are designed **for employees**. There is one handout for each of the eight training sessions. Each of these handouts has an Activity on one side, and a Tipsheet on the other. You can photocopy these **double-sided** handouts and pass them out to your employees during the training sessions.

The Janitorial Safety Training materials are available in Spanish.

# Conducting the Janitorial Safety Training Program

## WHAT IS IN THE TRAINING SESSION?

The eight training sessions (five to fifteen minutes each) address some of the most common hazards in the janitorial industry. The topics are listed below:

- Safety Orientation
- Injuries on the Job
- Chemical Hazards
- Planning for Emergencies
- Electrical Hazards
- Robberies and Assaults
- Ergonomic Hazards
- Slips and Falls

### NOTE

Other health and safety trainings may be required. See page 17.

Document all trainings by recording the date, topic, name of the trainer, and names of employees. If you have fewer than 10 employees, just keep a log of the instructions provided to each employee.

## WHEN TO CONDUCT THE TRAININGS

It is best to conduct the Safety Orientation when employees are first hired. For existing employees, you may wish to hold a Safety Orientation to review safe and healthy work practices.

The remaining seven training sessions can be conducted in any order. If possible, try to hold seven short training sessions spread out over several weeks. This gives employees an opportunity to absorb the information. If this is not possible, you can hold a single training session covering all the topics at once.

## HOW TO MAXIMIZE EMPLOYEE PARTICIPATION

It is best to conduct training sessions in groups (two to twenty-five employees) to foster discussion and the exchange of ideas. In the janitorial setting, however, it may be more feasible to conduct one-on-one training sessions with your employees, since employees are often working alone to clean buildings.

Whether your training sessions are held in a group or one-on-one, encourage employees to speak up about their concerns. Involving your employees in identifying potential problems is an effective way to get employee buy-in regarding the importance of health and safety. Also, encourage employees to offer suggestions to improve health and safety. Since they are doing the work day-to-day, they know what works and what doesn't. They may also have ideas that can be shared with other employees.

## TRAINING PROGRAM

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**HOW TO CONDUCT THE SAFETY ORIENTATION**

(15 minutes, plus on-the-job training time)

Each employee should receive a Safety Orientation at his or her worksite before beginning work. This is your opportunity to train employees on how to do their job as safely as possible, right from the start.

1. Pass out the Safety Orientation handout to each employee. Turn to the Activity page.
2. Read the introduction aloud.
3. Ask everyone to look at the picture of the janitor. Five common janitorial hazards are shown here. In each bubble, there is a description of the hazard as well as possible injuries and illnesses that might result.
4. Read the Discussion Questions and solicit responses. Address any other hazards or concerns that are raised by employees. Emphasize to employees that it is important to report any symptoms of illness to you right away.
5. Flip to the Tipsheet page. Read the introduction aloud together.

6. Using the Checklist as a guide, provide the information requested and show the employee how to do his or her job *safely*. Carefully demonstrate each task.

For example, if you are demonstrating how to use floor stripper, instruct employees to dilute the stripper with as much water as the manufacturer allows, and wear gloves and goggles. (See the *Chemical Hazards Tipsheet*).

7. Once all the topics have been covered and the employee is comfortable with his or her job tasks, everyone should sign off. A signature here means that the employee received training on these topics.
8. Read the box aloud. Encourage employees to approach you with any questions or concerns about health and safety on the job.

ACTIVITY	
<h3>Safety Orientation</h3> <p>Each year in California, over 4,000 janitors suffer on-the-job injuries and illnesses and need to take time off work. Many of these injuries and illnesses are preventable.</p> <p>This safety orientation is designed to spark discussion about workplace health and safety and to encourage both management and employees to make janitorial work safer. The picture below summarizes some of the <b>hazards</b> in the janitorial industry and some of the <b>injuries and illnesses</b> that could result:</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p><b>ERGONOMIC HAZARDS:</b> Repetitive tasks like mopping and wringing can cause aches, pains, and numbness in the neck, arms, and hands. Lifting heavy items can strain the back.</p> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p><b>ROBBERIES AND ASSAULTS:</b> Janitors working alone at night may face special risks.</p> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p><b>ELECTRICAL HAZARDS:</b> The presence of water combined with the use of electrical equipment can cause electrical shock.</p> </div> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p><b>CHEMICAL HAZARDS:</b> Toxic chemicals found in cleaning and other products can cause eye irritation, skin rashes, coughing, dizziness, and more serious illness.</p> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p><b>SLIPS AND FALLS:</b> Wet floors and uneven carpets can cause slips and falls, which can result in broken bones, sprains, and other injuries.</p> </div>	

TIPSHEET	
<h3>Safety Orientation Checklist</h3> <p><b>Instructions:</b> To prevent injuries and illnesses on the job, each employee should receive a safety orientation before beginning work. The checklist below summarizes the topics that are usually covered in the safety orientation.</p> <p>The employee (name) _____ has been:</p> <ul style="list-style-type: none"> <li>Informed about the elements of the company's written safety program.</li> <li>Informed about the regular safety meetings.</li> <li>Told to immediately report all injuries and shown how to do this.</li> <li>Informed about hazards and how to protect themselves (chemicals, slippery floors, ladders, etc.).</li> <li>Shown where the first aid supplies are located and whom to contact for first aid.</li> <li>Shown where the fire extinguisher is located and how to operate it.</li> <li>Told what to do during any emergencies that might occur.</li> <li>Informed of and trained on chemical hazards according to the Cal/OSHA Hazard Communication standard training requirements, including what an MSDS is, how to read a label, and what precautions to take.</li> <li>Trained on safe methods for performing the specific job the employee was assigned, including any hazards associated with that job, such as heavy or repetitive lifting, stripping floors, cleaning toilets, etc.</li> </ul> <p>Supervisor: _____ Date: _____</p> <p>Employee: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Additional Trainings</b></p> <p>As part of an on-going conversation on workplace health and safety, your supervisor will offer further trainings and materials on the following topics:</p> <ul style="list-style-type: none"> <li>• Chemical Hazards</li> <li>• Electrical Hazards</li> <li>• Ergonomic Hazards</li> <li>• Injuries on the Job</li> <li>• Planning for Emergencies</li> <li>• Robberies and Assaults</li> <li>• Slips and Falls</li> </ul> </div> <p><small>WOSHTEP Janitorial Safety Training Program</small></p>	

## HOW TO CONDUCT THE REMAINING SEVEN TRAININGS

(5 to 10 minutes each)


The remaining seven training sessions can be conducted in any order. The basic instructions for each training are given below. The *Chemical Hazards* handout is shown as an example.

ACTIVITY


### Chemical Hazards

Janitors can become sick if exposed to toxic chemicals contained in products like floor strippers or cleaning solutions.


Look at the pictures below. Which of these activities are safe? Which are unsafe? Why?



**A.** Using an unlabeled container.



**B.** Opening windows while using chemicals.



**C.** Diluting floor stripper with water.

**Answers:**

**A. Unsafe.** All containers should be clearly labeled.

**B. Safe.** Half-opening windows and doors improves ventilation.

**C. Safe.** Half-diluting chemicals and not using more toxic. Follow the manufacturer's directions.

#### Discussion Questions for Management & Employees

- What chemicals do you work with?
- Which chemicals are you most concerned about? Why?
- What can management and employees do to protect everyone from chemical exposure? (Flip this page over for tips on reducing chemical exposure. )

Janitorial Safety Training Program WOSHTEP

TIPSHEET

### Chemical Hazards

#### Management Can Make the Workplace Safer

Provide less toxic cleaning products when possible. See a list of janitorial cleaning products certified by Green Seal at [www.greenseal.org](http://www.greenseal.org).

Make sure all containers are properly labeled. When chemicals are transferred into a different container, the new container must be labeled, according to law.

Train employees about hazardous chemicals and how to safely use them. Employers are also required by law to train workers on how to read labels, how to read the Material Safety Data Sheets (MSDS), and where the MSDSs are kept.

Check with the building owner about keeping the heating, ventilating, and air conditioning system on during cleaning hours to keep air moving.

#### Employees Can Follow Safe Work Practices

Use mild cleaners for regular cleaning. Save stronger chemicals for stubborn stains. Specialized chemicals (such as metal or window cleaners) are often the most toxic.

Dilute chemicals (such as disinfectant) with as much water as possible while still getting the job done. Follow the manufacturer's directions.

Open windows and doors, if possible, when using chemicals.

Do not mix chemicals unless instructed to by the manufacturer.

Close all containers, especially spray bottles, when not in use.

Pour chemicals (such as toilet bowl cleaner) from a low height to avoid splashing.

#### Employees Can Use Protective Clothing & Equipment

Use gloves and goggles when appropriate.

**Stripping Floors Can Be Very Hazardous**

- Strip the floors less often by keeping floors clean. Use floor mats at all entry ways to catch dirt.
- Properly dilute the floor stripper to make it less toxic. Often, a concentrated solution is meant to be mixed with water. Follow the manufacturer's directions.
- Wear gloves and goggles.

WOSHTEP Janitorial Safety Training Program

1. Remind employees that you are conducting a series of short health and safety trainings. Pass out the handout for today's training topic.
2. Turn to the Activity page. Read aloud the instructions for the activity. Explain that this is not a pop quiz, but an activity to get ideas flowing. Give employees a few minutes to complete the activity.
3. Ask employees to share their answers. Discuss and check the answers against those given in the box. (Some activities call for brainstorming.)
4. Read the Discussion Questions. Use these to spark discussion between you and employees and to help you take **joint actions** to prevent injuries and illnesses. Be open to employees' suggestions for improving health and safety.
5. Flip to the Tipsheet page. Read the tips aloud. These are simple tips that are often used in the janitorial industry. You and your employees may have even better solutions that fit your workplace. Keep in mind that it is better to remove a hazard altogether than to use protective gear (see *Taking the Safest Approach* on page 15).
6. Ideally, at the end of the training, you and your employees will each have action items to follow up on. For example, if you are training on Chemical Hazards, you could agree to buy a mild glass cleaner, and employees could agree to open doors and windows. Note: you may need to purchase supplies (such labels) so that employees can follow safe work practices.
7. Follow up with employees after the training session to share progress on action items. Continue with the next training, until all the topics have been covered.



# Safety Pays!

Taking risks is a part of running a business, particularly for small business owners. You take risks in product development, marketing, and advertising to stay competitive. But some risks are just not worth the gamble. One of these is risking the safety and health of those who work for you. By implementing a strong safety and health program, you can accomplish three important things at once:

## 1. Prevent Human Suffering

One serious injury in your workplace can have a devastating impact on your employees, their families, and you. By preventing that serious accident, you can help:

- Save lives.
- Reduce workers' pain and disability.
- Reduce the impact of workers' injuries on their families and communities.
- Protect co-workers from the stress of filling in for people who are off the job.

*"I couldn't care less about the fines. It was losing one of our own. We were all devastated. I will never get over it."*  
—Employer of a worker killed on the job

*"It wasn't just the pain after the accident, or that I couldn't support my family on the limited benefits. It affected every part of my life—my ability to participate in sports, church activities, volunteering in my kids' school— I lost it all."*  
—Injured worker

## 2. Save Money

For every dollar spent on the direct costs of a worker's injury or illness (medical expenses and lost wages), it's estimated that you, the employer, will spend at least as much again to cover the indirect and hidden costs. In most cases, you may spend 4-6 times more. Consider what one injury with lost workdays would cost you in terms of:

- Productive time lost by the injured employee.
- Productive time lost by employees and supervisors attending the accident victim.
- Clean up and start up of operations interrupted by the accident.
- Time and cost for repair or replacement of any damaged equipment or materials.
- Overtime costs when other workers must fill in.
- Fines for violating regulations.

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- Cost of time spent on the investigation.
- Cost of completing paperwork generated by the incident.
- Time to hire or to retrain others to replace the injured worker until his/her return.
- Loss of skills of valuable employees.
- Low worker morale and perhaps less efficiency and increased absenteeism.
- Increased workers' compensation insurance rates.

*"Every \$1 invested in workplace safety results in \$3 or more in savings. Safety is an investment, not a cost."*  
—Insurance industry study

### 3. Promote a Positive Image

An effective health and safety program can also make your business stand out. It can:

- Increase worker morale (show that workers' well-being comes first) and decrease turnover.
- Attract top employees.
- Help the company stand out in the community as a caring employer.
- Improve client and investor relations by demonstrating an excellent safety record.
- Avoid bad publicity from fines, accidents, and incidents.

*"A big accident or fine may be a rare event, but it can cost a great deal in terms of public image. We had a disastrous experience with OSHA and paid dearly for it. We never want to be embarrassed like that again!"*  
—Safety manager

*"A company's reputation is of significant value in generating a favorable return on investment. A company or organization will benefit from a favorable reputation by becoming the first choice of customers, investors, suppliers, and employees."*  
—Business researcher

### References

American Society of Safety Engineers. White Paper: The return on investment for safety, health, and environmental management programs. Des Plaines, IL, ASSE, 2002.

McDonald C. Workplace safety pays, survey shows. *National Underwriter*, Sept. 17, 2001: 105, 38: ABI/INFORM Global pg. 26.

Schulte PA. Characterizing the burden of occupational injury and disease. *Journal of Occupational and Environmental Medicine*, 47(6):607-622, June 2005.

Portions of this factsheet were adapted from the *Guide to Developing Your Workplace Injury and Illness Prevention Program*, Cal/OSHA Consultation, rev. 2005.

# Taking the Safest Approach

Many hazards exist in the janitorial industry, but there are steps that can be taken to improve safety dramatically. As the safety pyramid below shows, there are three main ways to protect workers.

The best way to prevent injuries is to remove the hazard altogether (#1 below), or keep it isolated, away from workers, so it cannot hurt anyone. This way the workplace itself is safer!

Removing the hazard can sometimes be the most difficult solution or take the longest time to implement. You may need other solutions to protect you in the meantime, like changing the way the work is done (#2) or using protective clothing and equipment (#3).



## EXAMPLE

Chemicals like toilet bowl cleaners can splash into janitors' eyes. What controls can be put in place to keep workers from getting hurt?

### 1. Is there a way to remove the hazard?

Use a less toxic product that causes fewer health problems. This is the safest approach.

### 2. What improvement in work practices would help?

Train workers on the importance of pouring chemicals from a low height to avoid splashing.

### 3. What protective clothing or equipment would help?

Use goggles to prevent any splashes from getting into the eyes.



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# What Health and Safety Training Is Required?

**Note:** The laws and regulations cited in this booklet are available online. The laws are in the California Labor Code, and the regulations are in the California Code of Regulations (CCR). For the laws, go to [www.leginfo.ca.gov](http://www.leginfo.ca.gov) (link to: California Law). For the regulations, go to [www.oal.ca.gov](http://www.oal.ca.gov) (link to: Cal. Code Regs.).

This Janitorial Safety Training Program can help you provide basic health and safety training to your employees, but additional training may be required. The following is an overview of training requirements under the Injury and Illness Prevention Program (IIPP) standard, Hazard Communication standard, Emergency Action Plan standard, and other job-specific standards.

## OVERVIEW OF TRAINING REQUIREMENTS

All California employers are required to provide health and safety training to all of their employees. The broadest training requirements fall under **Cal/OSHA's Injury and Illness Prevention Program (IIPP) standard** (required under California Labor Code Section §6401.7). Training must be provided to all workers on the hazards in your workplace:

- when they start working for you;
- when they're given a new job assignment; and
- whenever new procedures or equipment are introduced.

Two other standards that affect most workers are Cal/OSHA's **Hazard Communication standard**, which requires training on any chemicals to which employees may be exposed, including cleaning products, and the **Emergency Action Plan standard**, which requires training on how to respond to emergencies in the workplace. These three standards are summarized in this section. However, this booklet is not designed to ensure full compliance with all Cal/OSHA standards, so be sure to check the relevant standards yourself, as needed.

Janitors working in health care or some other settings need **bloodborne pathogen** training if they are at risk of coming into contact with infectious diseases.

[www.dir.ca.gov/dosh/dosh\\_publications/dontrisk.html](http://www.dir.ca.gov/dosh/dosh_publications/dontrisk.html)

Cal/OSHA requires training in other specific standards, such as asbestos, fall protection, forklifts, and hearing protection. To find out which training requirements affect your employees, go to:

[www.dir.ca.gov/dosh/dosh\\_publications/TrainingReq.htm](http://www.dir.ca.gov/dosh/dosh_publications/TrainingReq.htm).

## Injury and Illness Prevention Program Standard [Title 8 CCR §1509 and §3203]

The Injury and Illness Prevention Program (IIPP) standard requires every California employer to establish, implement, and maintain an effective IIPP to promote health and safety in the workplace.

An IIPP must be a written plan that includes all of the following elements:



- **Management commitment and assignment of responsibilities.** Someone with the authority and responsibility for the program must be identified and given management's full support to implement the program.
- **A system for ensuring that employees follow safe and healthy work practices.** This should include a plan for providing re-training to employees when necessary.
- **Safety communication system.** Employers must communicate with employees about safety in a language they can understand and in a manner that does not depend on employees' reading and writing skills. Communication systems may include safety meetings, written materials, health and safety committees, or other methods that encourage employees to share their safety concerns or suggestions without fear of being fired or punished.
- **Hazard identification and control.** There must be specific procedures for identifying, evaluating, and correcting hazards, including scheduled periodic inspections of the workplace. Hazards must be corrected as soon as they are found, or as quickly as possible, with priority given to the most serious hazards.
- **Incident investigation.** There must be a process for investigating work-related injuries and illnesses. Written documentation of incidents should be kept, indicating why they occurred and what actions will be taken to prevent them in the future.
- **Training.** Training must be provided to all employees when the IIPP is established, to all new employees when they start, and to anyone with a new job assignment. Whenever new substances, processes, procedures, or equipment are introduced in the workplace, employees must receive training about them.

The written IIPP must be made available to all workers. Records must be kept to document that there is an effective program in place. These records must include scheduled inspections, actions taken to correct problems, and types, dates, and providers of training. Please note that while all employers need to have written IIPPs, there are some exceptions to the documentation requirements if you have fewer than 10 employees.

See the *Resources* section for more information on IIPPs.

## Hazard Communication Standard [Title 8 CCR §5194]

This Cal/OSHA regulation requires employers to provide information to employees about the chemicals and other hazardous substances to which they may be exposed at work by providing Material Safety Data Sheets (MSDSs), chemical labels, and training.

**MSDS.** Manufacturers of products containing hazardous ingredients must prepare MSDSs for those products and distribute them to purchasers (such as employers). The MSDS identifies the manufacturer, contents, toxicity, and safety hazards of the chemical product. It describes routes of exposure (skin, inhalation, or ingestion) and explains how to prevent health problems. Employers must have an up-to-date MSDS for each hazardous product they use and must make MSDSs available to employees. Employers can get MSDSs by calling their chemical supplier, or, in some cases, from the internet.

**Chemical labels.** Employers must make sure that all products with hazardous ingredients are properly labeled. Original labels must include the identity of the hazardous substance (matching the corresponding MSDS), appropriate hazard warnings, and the name and address of the manufacturer or importer. This labeling requirement applies to all containers, even those into which a smaller amount of the chemical has been poured.

**Training.** Employers are required to train workers about the hazardous substances used at work, their health effects, how to work safely with them, how to read an MSDS, and where the MSDSs are kept. The training must also cover how accidental chemical releases are detected and what emergency procedures should be followed in case of a spill or leak.

Employers are required to describe in writing the elements of the workplace's hazard communication program and how the workplace will comply with this Cal/OSHA standard. This written program must be available at the worksite and communicated to all affected workers.

See the *Resources* section for more information on hazard communication programs.

## Emergency Action Plan Standard [Title 8 CCR §3220]

Although Cal/OSHA does not explicitly require every business to have an Emergency Action Plan, most businesses need to have one to meet local city or county requirements, or because a business' work falls under other Cal/OSHA standards that do require one. It is a good idea for *every* business to have an Emergency Action Plan.

This Cal/OSHA regulation sets minimum requirements for what Emergency Action Plans should include when they are required. Employers with more than 10 employees must have such a plan in writing. Employers with 10 or fewer employees do not need to have a written plan, but they do need to meet all the other requirements of the Emergency Action Plan standard and must communicate these elements to employees.

The Emergency Action Plan must include the following elements:

- Emergency escape procedures and routes.
- Procedures explaining how critical operations will be maintained during and after an emergency (if necessary).
- Procedures to account for all employees after an emergency evacuation has been completed.
- Rescue and medical duties for staff. Employees should know who is trained in first aid or CPR and where to get medical attention if needed.
- How employees should report fires and other emergencies.
- Who is responsible for coordinating emergency response.

**Alarm system.** The employer must have an alarm system that can be seen, heard, and understood by all employees.

**Evacuation.** The plan should designate inside shelters, exits, evacuation routes and procedures, and outside meeting places. Exits and evacuation routes should be checked periodically to be sure they are not blocked.

**Training.** The employer must designate and train key staff to assist in evacuation procedures. All employees need to understand what to do during different kinds of emergencies. Employees should be trained so they understand: their responsibilities during an emergency; the alarm system and “all clear” announcements; where to gather during an emergency; how to report an emergency; what to do if there is a chemical spill; and who has training in first aid and training in the use of fire extinguishers.

See the *Resources* section for more information on emergency action plans.

# Basics of Cal/OSHA

Cal/OSHA is the California state program responsible for protecting the health and safety of workers. Cal/OSHA makes sure that employers follow occupational safety and health regulations and keep the workplace safe.

Almost all workers in California are protected by Cal/OSHA regulations (often called “standards”). This includes public employees and immigrant workers who are not legally authorized to work in California.

## Employer Responsibilities Under Cal/OSHA

Employers must:

- Provide their employees with work and workplaces that are safe and healthy.
- Be aware of the hazards their employees face on the job, train every worker about the specific hazards on each job assignment, and keep records of this training.
- Correct any hazardous conditions that they know may result in serious injury to their employees. Failure to do so could result in criminal charges, monetary penalties, and even jail time.
- Comply with all applicable Cal/OSHA standards, including training requirements.
- Notify the nearest Cal/OSHA office of any serious injury or fatality that occurs on the job, or any serious illness caused by the job. This must be done immediately after calling for emergency help to assist the injured worker.
- Display Cal/OSHA’s *Safety and Health Protection on the Job* poster so that workers are aware of basic rights and responsibilities. This poster is also available in Spanish.

The Cal/OSHA Consultation Service provides technical assistance to employers on health and safety issues. Consulting services include on-site visits (no fee), assistance in complying with Cal/OSHA standards, educational seminars, and publications.

See the *Resources* section for more information on Cal/OSHA and Cal/OSHA Consultation Services.



# Safer Jobs for Teens

Some janitorial companies employ teens. You should know that each year 50 teens under 18 die from work injuries in the U.S. About 55,000 are injured seriously enough to require emergency room treatment. There's a lot that employers can do to prevent injuries to their teen workers. The measures you take to keep teens safe will help protect all employees. Here are six steps to safer teen jobs:

## 1. Know the Law

- Understand the California child labor laws. These prohibit teens from working late and/or long hours, and doing especially dangerous work.
- Understand Cal/OSHA's workplace safety and health regulations. These are designed to protect all employees, including teens, from injury.

## 2. Check Your Compliance

- Make sure teen employees are not assigned work schedules that violate the law or are given prohibited job tasks like operating heavy equipment or using power tools.

## 3. Check Work Permits

- Workers under 18 must apply for work permits at their school or school district office before beginning a new job. Work permits are not required for those who have graduated from high school or passed the high school equivalency exam.

## 4. Stress Safety to Supervisors

- Make sure frontline supervisors who give teens their job assignments know the law. Encourage supervisors to set a good example. They are in the best position to influence teens' attitudes and work habits.

## 5. Set Up a Safety and Health Program

- Make sure all jobs and work areas are free of hazards. The law requires you to provide a safe and healthy workplace. Under Cal/OSHA regulations, every workplace must have an Injury and Illness Prevention Program (IIPP). Involve every worker in the program, including teens. Find out if there are simple low-cost safety measures that can prevent injuries.

## 6. Train Teens to Put Safety First

- Give teens clear instructions for each task. Provide **hands-on** training on the correct use of equipment. Show them what safety precautions to take. Point out possible hazards. Give them a chance to ask questions.
- Observe teens while they work, and correct any mistakes. Retrain them regularly.
- Encourage teens to let you know if there's a problem or directions are unclear. Make sure teens feel free to speak up.
- Prepare teens for emergencies—accidents, fires, violent situations, etc. Show them escape routes and explain where to go if they need emergency medical treatment.
- Supply personal protective equipment when needed—goggles, safety shoes, masks, hard hats, gloves, etc. Be sure that teens know how to use it.



## WHAT WORK DOES THE LAW PROHIBIT TEENS FROM DOING?

Child labor laws restrict the kinds of work that youth age 14 to 17 are allowed to do, with even further restrictions for youth age 14 and 15. Formal paid employment is not allowed for youth under age 14. Child labor laws apply even if youth are working for their family members.

Workers under age 18 may not:

- Operate power-driven machinery, such as box crushers or forklifts.
- Work in dangerous jobs, such as demolition work or work that involves going on or near the roof.

In addition, workers age 14 and 15 may not:

- Do any construction work.
- Do dry cleaning or work in commercial laundries.
- Work on a ladder or scaffold.
- Work in a warehouse.

These are just a few examples of prohibited tasks. For more information, go to [www.dir.ca.gov/DLSE](http://www.dir.ca.gov/DLSE) and click on “child labor.”

## WHAT HOURS MAY TEENS WORK IN CALIFORNIA?

This table shows the hours that teens may work in California.

Some school districts may have more restrictive regulations. Also, there are some exceptions for teens in Work Experience Education programs.

For more information on employing teens, visit the National Young Worker Safety Resource Center website at: [www.youngworkers.org](http://www.youngworkers.org).

Work Hours for Teens		
	Ages 14 and 15	Ages 16 and 17
<b>Work Hours</b>	<ul style="list-style-type: none"> <li>• 7 am–7 pm, from Labor Day–June 1</li> <li>• Not during school hours</li> <li>• 7 am–9 pm, from June 1–Labor Day</li> </ul>	<ul style="list-style-type: none"> <li>• 5 am–10 pm when there is school the next day</li> <li>• 5 am–12:30 am when there is no school the next day</li> </ul>
<b>Maximum Hours When School Is in Session</b>	18 hours a week, but not over: <ul style="list-style-type: none"> <li>• 3 hours a day on school days</li> <li>• 8 hours a day Saturday–Sunday and holidays</li> </ul>	48 hours a week, but not over: <ul style="list-style-type: none"> <li>• 4 hours a day Monday–Thursday</li> <li>• 8 hours a day Friday–Sunday and holidays</li> </ul>
<b>Maximum Hours When School Is not in Session</b>	<ul style="list-style-type: none"> <li>• 40 hours a week</li> <li>• 8 hours a day</li> </ul>	<ul style="list-style-type: none"> <li>• 48 hours a week</li> <li>• 8 hours a day</li> </ul>

# Resources

## RESOURCES FOR WRITING YOUR IIPP

- **Cal/OSHA Guide to Developing Your Workplace Injury and Illness Prevention Program (IIPP)**

This manual describes the employer's responsibilities in establishing, implementing, and maintaining an IIPP (see page 18). It also outlines steps that can be taken to develop an effective program that helps assure the safety and health of employees on the job. The manual includes checklists for self-inspection. Contact your local Cal/OSHA area office for a copy, or download it at:

[www.dir.ca.gov/dosh/dosh\\_publications/iipp.html](http://www.dir.ca.gov/dosh/dosh_publications/iipp.html).

- **Resources from Your Workers' Compensation Insurance Broker**

Most workers' compensation insurers offer loss control assistance, including help with putting together your IIPP. Contact your insurance broker to find out what resources may be available from your insurance company. You can also download a sample IIPP from the State Compensation Insurance Fund (SCIF) website at:

[www.scif.com/safety/IIPP.html](http://www.scif.com/safety/IIPP.html).

- **Other Web Resources**

Many private companies offer online programs for a fee (at least \$100), with step-by-step instructions to guide you through the process of developing your IIPP. You can search for these programs online. Make sure they are in compliance with *California* laws.

## RESOURCES FOR OTHER REQUIRED SAFETY PLANS

- **Cal/OSHA Guide to the Hazard Communication Regulation**

This guide describes the employer's responsibilities in establishing, implementing, and maintaining a Hazard Communication Program (see page 19). Contact your local Cal/OSHA area office for a copy, or download it at:

[www.dir.ca.gov/dosh/dosh\\_publications/hazcom.pdf](http://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf).

- **Federal Occupational Safety and Health Administration (OSHA) Evacuation Plans and Procedures eTool**

This eTool will help small, low-hazard service or retail businesses implement an Emergency Action Plan and comply with OSHA's emergency standards. Download it at:

[www.osha.gov/SLTC/etools/evacuation/index.html](http://www.osha.gov/SLTC/etools/evacuation/index.html).

## INDUSTRY OR HAZARD-SPECIFIC FACTSHEETS

- **Multilingual Health and Safety Resources: A Guide to Worker Training Materials on the Web**

The California Commission on Health and Safety and Workers' Compensation (CHSWC) provides a collection of links to worker training materials available online in various languages. Materials include factsheets, checklists, curricula, and other educational resources. Go to:

[www.dir.ca.gov/chswc/MultilingualGuide/MultilingualGuideMain.html](http://www.dir.ca.gov/chswc/MultilingualGuide/MultilingualGuideMain.html).

- **U.C. Berkeley Labor Occupational Health Program, Links to Topical Factsheets**

This is a collection of links to online factsheets, listed by topic, on specific workplace hazards and industries. Go to:

[www.lohp.org](http://www.lohp.org). (Click on Publications).

- **UCLA Labor Occupational Safety and Health (UCLA-LOSH) Program, Factsheets**

This is a collection of videos, factsheets, and books on many workplace health and safety topics. Many of the materials are available in Spanish. Go to:

[www.losh.ucla.edu/catalog/index.html](http://www.losh.ucla.edu/catalog/index.html).

- **Cal/OSHA Consultation Service, Division of Occupational Safety and Health Publications**

This collection has a variety of posters, brochures, factsheets, and guides on many topics. Many are in English and/or Spanish, with the ergonomics posters and job safety pamphlets available in a variety of languages. Call Cal/OSHA Consultation at (800) 963-9424, or go to:

[www.dir.ca.gov/dosh/PubOrder.asp](http://www.dir.ca.gov/dosh/PubOrder.asp).

- **California Department of Public Health, Occupational Health Branch (OHB) Publications**

This site has factsheets and other publications on specific chemicals, other hazards, and hazards in particular types of work. Call OHB at (866) 627-1586 or go to:

[www.cdph.ca.gov/programs/ohb/Pages/Publications.aspx](http://www.cdph.ca.gov/programs/ohb/Pages/Publications.aspx).

- **New Jersey Occupational Health Services, Hazardous Substance Factsheets**

Factsheets for over 1700 chemicals, with 600 in Spanish. Go to:

[web.doh.state.nj.us/rtkhsfs/indexFs.aspx](http://web.doh.state.nj.us/rtkhsfs/indexFs.aspx).

## SOURCES OF ADDITIONAL HEALTH AND SAFETY AND WORKERS' COMPENSATION INFORMATION

- **Cal/OSHA Consultation Service**

The Cal/OSHA Consultation Service provides technical assistance to employers on health and safety issues. Consulting services include free on-site visits, assistance in complying with Cal/OSHA standards, educational seminars, and publications.

The Consultation Service is separate from the Cal/OSHA Enforcement Unit, and consultants are not involved with enforcement activities such as inspections, citations, and fines. All communications between the employer and the Consultation Service are confidential and are not shared with enforcement staff. In exchange for this free consultation, however, employers must agree to correct in a timely manner any serious hazards that are identified.

Cal/OSHA publications provide information about Cal/OSHA programs, standards, and general health and safety topics. Various types of guidelines and model IIPP plans also are available. You can obtain copies of Cal/OSHA publications by phoning (800) 963-9424, or from their website:

[www.dir.ca.gov/dosh/consultation.html](http://www.dir.ca.gov/dosh/consultation.html).

- **U.S. Small Business Administration**

This site is the official business link to the U.S. Government, managed by the U.S. Small Business Administration (SBA). It provides a single access point to government services and information to help the nation's businesses with their operations, and includes workplace health and safety information. Go to:

[www.business.gov/topic/Workplace\\_Health\\_and\\_Safety](http://www.business.gov/topic/Workplace_Health_and_Safety).

- **California Department of Public Health, Occupational Health Branch, Employer Resource Links**

This site has links to various resources to help small business owners, including health and safety factsheets and other educational materials. Call OHB at (510) 620-5757 or go to:

[www.cdph.ca.gov/HealthInfo/workplace/Pages/EmployerLinks.aspx](http://www.cdph.ca.gov/HealthInfo/workplace/Pages/EmployerLinks.aspx).

- **California Division of Workers' Compensation**

This site has information for employers and injured workers on workers' compensation benefits.

[www.dir.ca.gov/dwc](http://www.dir.ca.gov/dwc).

- **Federal Occupational Safety and Health Administration (OSHA) eTools**

OSHA's eTools are "stand-alone," interactive, web-based training tools on occupational safety and health topics. They are highly illustrated and utilize graphical menus. Some also allow the user to ask questions and receive reliable advice on how OSHA regulations apply to their workplace. This site also has links to specific safety topics. Go to:

[www.osha.gov/dts/osta/oshasoft/index.html](http://www.osha.gov/dts/osta/oshasoft/index.html).

- **Federal OSHA Small Business Outreach Training Program**

This online guide contains links to basic information about selected topics in occupational safety and health, specifically focusing on the needs of small business. Go to:

[www.osha.gov/dcsp/smallbusiness/index.html](http://www.osha.gov/dcsp/smallbusiness/index.html).

- **National Institute for Occupational Safety and Health (NIOSH), Safety and Health Resource Guide for Small Businesses**

This guide is intended to help small business owners, employers, and managers deal with occupational safety and health concerns. It contains telephone numbers, e-mail and Internet addresses, and mailing information that will connect small businesses to government agencies, private organizations, consultants, and others who can help with occupational safety and health issues. You can also click on the “NIOSH topics” button for a comprehensive alphabetical list of NIOSH health and safety information and materials. Go to:

[www.cdc.gov/niosh/docs/2003-100/default.html](http://www.cdc.gov/niosh/docs/2003-100/default.html).

- **North Carolina State University, Safety and Health Management Systems for Small Businesses**

This is a free, online training course, funded by an OSHA-sponsored grant and developed by North Carolina State University, designed to assist small and medium-sized businesses in developing and implementing an effective safety and health management system. Go to:

[www.ies.ncsu.edu/safetyhealthmgmt/](http://www.ies.ncsu.edu/safetyhealthmgmt/)

- **California Commission on Health and Safety and Workers’ Compensation (CHSWC), Worker Occupational Safety and Health Training and Education Program (WOSHTEP), California Resource Centers**

The WOSHTEP Resource Centers provide written materials including factsheets, brochures, pamphlets, books, and reports. The Resource Centers also offer technical assistance, research assistance, and referrals to state and local health and safety agencies. WOSHTEP staff also offer free 24-hour classes that prepare workers to become Worker Occupational Safety and Health (WOSH) Specialists. The CHSWC website links to *A Guidebook for Injured Workers*, a publication on how to navigate the workers’ compensation system,

[www.dir.ca.gov/chswc](http://www.dir.ca.gov/chswc).

**Northern California Resource Center**

Labor Occupational Health Program  
at UC Berkeley  
2223 Fulton Street, 4th Floor  
Berkeley, CA 94720-5120  
(510) 643-4335  
andrews2@berkeley.edu  
[www.lohp.org](http://www.lohp.org)

For assistance in Spanish, please call:  
Valeria Velazquez, (510) 643-2090

**Central Valley Resource Center**

Western Center for Agricultural Health  
and Safety at UC Davis  
One Shields Ave.  
Davis, CA 95616-8757  
(530) 752-4050  
agcenter@ucdavis.edu  
[agcenter.ucdavis.edu](http://agcenter.ucdavis.edu)

For assistance in Spanish, please call:  
Teresa Andrews, (530) 754-8678

**Southern California Resource Center**

Labor Occupational Safety and Health  
Program at UCLA  
Peter V. Ueberroth Building, Suite 2107  
10945 LeConte Ave., Box 951478  
Los Angeles, CA 90095-1478  
(310) 794-5964  
lauriek@ucla.edu  
[www.losh.ucla.edu](http://www.losh.ucla.edu)

For assistance in Spanish, please call:  
Jessica Martinez, (310) 794-5971

## References

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- Department of Industrial Relations, Cal/OSHA Consultation Service, Research and Education Unit. *Working Safer and Easier: For Janitors, Custodians, and Housekeepers*. 2005.  
[www.dir.ca.gov/dosh/dosh\\_publications/Janitors.pdf](http://www.dir.ca.gov/dosh/dosh_publications/Janitors.pdf).
- Thomas Barron. Janitorial Products Pollution Prevention Project. *Factsheets*. 1999.  
[www.wsppn.org/Janitorial/factsheets.cfm](http://www.wsppn.org/Janitorial/factsheets.cfm).

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**Commission on Health and Safety  
and Workers' Compensation (CHSWC)**

1515 Clay Street, Room 901  
Oakland, CA 94612  
(510) 622-3959  
[www.dir.ca.gov/chswc](http://www.dir.ca.gov/chswc)

**Labor Occupational Health Program  
(LOHP)**

University of California, Berkeley  
2223 Fulton Street, 4th Floor  
Berkeley, CA 94720-5120  
(510) 643-4335  
[www.lohp.org](http://www.lohp.org)

**Labor Occupational Safety and  
Health Program (LOSH)**

University of California, Los Angeles  
Peter V. Ueberroth Bldg., Suite 2107  
10945 LeConte Avenue, Box 951478  
Los Angeles, CA 90095-1478  
(310) 794-5964  
[www.losh.ucla.edu](http://www.losh.ucla.edu)

**Western Center for Agricultural  
Health and Safety**

University of California, Davis  
One Shields Avenue  
Davis, CA 95616-8757  
(530) 752-4050  
[agcenter.ucdavis.edu](http://agcenter.ucdavis.edu)

The Janitorial Safety Training Program was developed by the Labor Occupational Health Program (LOHP) at the University of California, Berkeley as part of the Worker Occupational Safety and Health Training and Education Program (WOSHTEP). WOSHTEP is administered by the Commission on Health and Safety and Workers' Compensation in the Department of Industrial Relations through interagency agreements with the Labor Occupational Health Program at the University of California, Berkeley and the Labor Occupational Safety and Health Program at the University of California, Los Angeles.

Commission on Health and Safety and  
Workers' Compensation (CHSWC)  
1515 Clay Street, Room 901  
Oakland, CA 94612  
(510) 622-3959  
[www.dir.ca.gov/chswc](http://www.dir.ca.gov/chswc)

Labor Occupational Health Program (LOHP)  
University of California, Berkeley  
2223 Fulton Street, 4th Floor  
Berkeley, CA 94720-5120  
(510) 643-4335  
[www.lohp.org](http://www.lohp.org)

UCLA Labor Occupational Safety  
and Health Program (LOSH)  
Peter V. Ueberroth Bldg., Suite 2107  
10945 Le Conte Ave., Box 951478  
Los Angeles, CA 90095-1478  
(310) 794-5964  
[www.losh.ucla.edu](http://www.losh.ucla.edu)

Western Center for Agricultural  
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One Shields Avenue  
Davis, CA 95616-8757  
(530) 752-4050  
[agcenter.ucdavis.edu](http://agcenter.ucdavis.edu)

Technical Reviewers

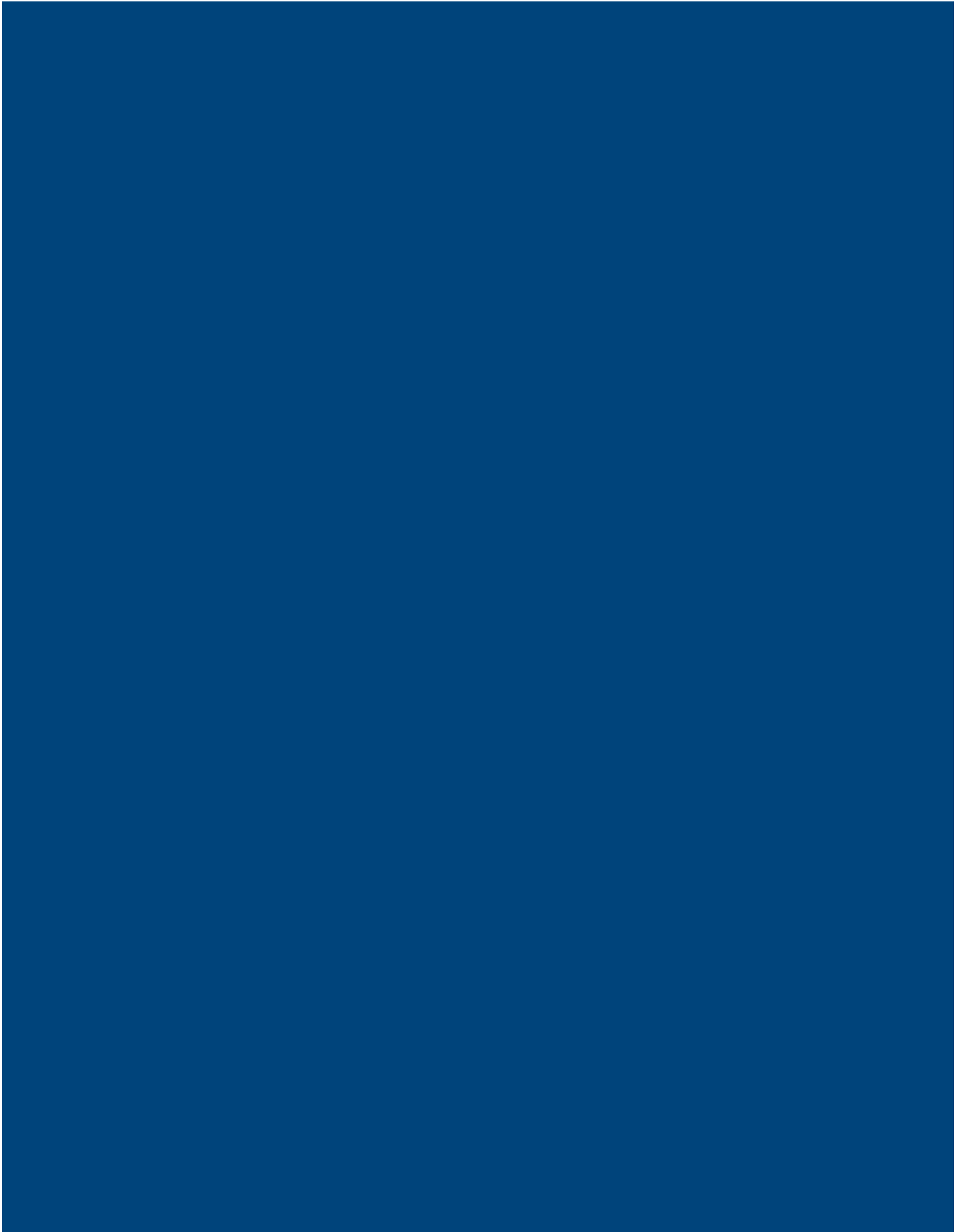
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Selma Meyerowitz, CHSWC  
Irina Nemirovsky, CHSWC  
Ed Walters, Praetorian Financial Group  
Alison Ascher Webber, Building Skills Partnership

Writing and Design

Helen Chen, LOHP, Lead Writer  
Eugene Darling, LOHP, Editor  
Lisa de Avila, Spanish Translation  
Kate Oliver, LOHP, Designer  
Stoller Design Group, Designer  
Christine Wong, Illustrator  
Mary Ann Zapalac, Illustrator  
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# JANITORIAL SAFETY TRAINING GUIDE



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Chemical Hazards  
Electrical Hazards  
Ergonomic Hazards  
Injuries on the Job  
Planning for Emergencies  
Robberies and Assaults  
Slips and Falls



# About the Janitorial Safety Training Program

**Welcome to the Janitorial Safety Training Program!** If you are an owner or manager, this program will help you conduct a series of short health and safety training sessions for your employees.

There are eight training sessions, five to fifteen minutes each. The training materials focus on health and safety in the janitorial industry and cover these topics: Safety Orientation; Chemical Hazards; Electrical Hazards; Ergonomic Hazards; Injuries on the Job; Planning for Emergencies; Robberies and Assaults; and Slips and Falls.

## WHY USE THIS PROGRAM?

The Janitorial Safety Training Program is designed specifically for small business owners and managers who need to train janitorial employees working alone or in small teams to clean buildings. This Training Program can help:

- Prevent job injuries and illnesses. Regular training helps employees learn how to avoid hazards, keeps lines of communication open between you and your employees, and lets employees know that you are serious about promoting safe work practices.
- Lower workers' compensation costs. Employers in California experience higher costs for workers' compensation medical care than employers in most other states, and California ranks among the highest in workers' compensation premium rates.

The cost of workers' compensation for the janitorial industry is about four times the average cost of workers' compensation in California, according to the Workers' Compensation Insurance Rating Bureau.

- Reduce the number of days away from work and lost productivity. The best way to reduce costs, retain jobs, and maintain a productive workforce is to reduce injuries.
- Meet training requirements under California's occupational health and safety laws.

## MATERIALS INCLUDED

The Janitorial Safety Training Program includes two sets of materials: one for owners and managers, and one for employees.

- The Training Guide is designed to be used **by owners and managers**. It contains:
  - step-by-step instructions for conducting the training sessions, and
  - background information and resources for owners and managers.
- The eight loose-leaf handouts in the packet are designed **for employees**. There is one handout for each of the eight training sessions. Each of these handouts has an Activity on one side, and a Tipsheet on the other. You can photocopy these **double-sided** handouts and pass them out to your employees during the training sessions.

The Janitorial Safety Training materials are available in Spanish.



# Conducting the Janitorial Safety Training Program

## WHAT IS IN THE TRAINING SESSION?

The eight training sessions (five to fifteen minutes each) address some of the most common hazards in the janitorial industry. The topics are listed below:

- Safety Orientation
- Injuries on the Job
- Chemical Hazards
- Planning for Emergencies
- Electrical Hazards
- Robberies and Assaults
- Ergonomic Hazards
- Slips and Falls

### NOTE

Other health and safety trainings may be required. See page 17.

Document all trainings by recording the date, topic, name of the trainer, and names of employees. If you have fewer than 10 employees, just keep a log of the instructions provided to each employee.

## WHEN TO CONDUCT THE TRAININGS

It is best to conduct the Safety Orientation when employees are first hired. For existing employees, you may wish to hold a Safety Orientation to review safe and healthy work practices.

The remaining seven training sessions can be conducted in any order. If possible, try to hold seven short training sessions spread out over several weeks. This gives employees an opportunity to absorb the information. If this is not possible, you can hold a single training session covering all the topics at once.

## HOW TO MAXIMIZE EMPLOYEE PARTICIPATION

It is best to conduct training sessions in groups (two to twenty-five employees) to foster discussion and the exchange of ideas. In the janitorial setting, however, it may be more feasible to conduct one-on-one training sessions with your employees, since employees are often working alone to clean buildings.

Whether your training sessions are held in a group or one-on-one, encourage employees to speak up about their concerns. Involving your employees in identifying potential problems is an effective way to get employee buy-in regarding the importance of health and safety. Also, encourage employees to offer suggestions to improve health and safety. Since they are doing the work day-to-day, they know what works and what doesn't. They may also have ideas that can be shared with other employees.

## TRAINING PROGRAM

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**HOW TO CONDUCT THE SAFETY ORIENTATION**

(15 minutes, plus on-the-job training time)

Each employee should receive a Safety Orientation at his or her worksite before beginning work. This is your opportunity to train employees on how to do their job as safely as possible, right from the start.

1. Pass out the Safety Orientation handout to each employee. Turn to the Activity page.
2. Read the introduction aloud.
3. Ask everyone to look at the picture of the janitor. Five common janitorial hazards are shown here. In each bubble, there is a description of the hazard as well as possible injuries and illnesses that might result.
4. Read the Discussion Questions and solicit responses. Address any other hazards or concerns that are raised by employees. Emphasize to employees that it is important to report any symptoms of illness to you right away.
5. Flip to the Tipsheet page. Read the introduction aloud together.

6. Using the Checklist as a guide, provide the information requested and show the employee how to do his or her job *safely*. Carefully demonstrate each task.

For example, if you are demonstrating how to use floor stripper, instruct employees to dilute the stripper with as much water as the manufacturer allows, and wear gloves and goggles. (See the *Chemical Hazards Tipsheet*).

7. Once all the topics have been covered and the employee is comfortable with his or her job tasks, everyone should sign off. A signature here means that the employee received training on these topics.
8. Read the box aloud. Encourage employees to approach you with any questions or concerns about health and safety on the job.

ACTIVITY

### Safety Orientation

Each year in California, over 4,000 janitors suffer on-the-job injuries and illnesses and need to take time off work. Many of these injuries and illnesses are preventable.

This safety orientation is designed to spark discussion about workplace health and safety and to encourage both management and employees to make janitorial work safer. The picture below summarizes some of the **hazards** in the janitorial industry and some of the **injuries and illnesses** that could result:


**ERGONOMIC HAZARDS:**  
 Repetitive tasks like mopping and wringing can cause aches, pains, and numbness in the neck, arms, and hands. Lifting heavy items can strain the back.

**ROBBERIES AND ASSAULTS:**  
 Janitors working alone at night may face special risks.

**ELECTRICAL HAZARDS:**  
 The presence of water combined with the use of electrical equipment can cause electrical shock.

**CHEMICAL HAZARDS:**  
 Toxic chemicals found in cleaning and other products can cause eye irritation, skin rashes, coughing, dizziness, and more serious illness.

**SLIPS AND FALLS:**  
 Wet floors and uneven carpets can cause slips and falls, which can result in broken bones, sprains, and other injuries.



**Discussion Questions for Management & Employees**

1. Can you think of other hazards in your workplace?
2. What should you do if you experience these (or any other) health symptoms?

Janitorial Safety Training Program WOSHTEP

TIPSHEET

### Safety Orientation Checklist

**Instructions:** To prevent injuries and illnesses on the job, each employee should receive a safety orientation before beginning work. The checklist below summarizes the topics that are usually covered in the safety orientation.

The employee (name) \_\_\_\_\_ has been:

- \_\_\_\_\_ Informed about the elements of the company's written safety program.
- \_\_\_\_\_ Informed about the regular safety meetings.
- \_\_\_\_\_ Told to immediately report all injuries and shown how to do this.
- \_\_\_\_\_ Informed about hazards and how to protect themselves (chemicals, slippery floors, ladders, etc.).
- \_\_\_\_\_ Shown where the first aid supplies are located and whom to contact for first aid.
- \_\_\_\_\_ Shown where the fire extinguisher is located and how to operate it.
- \_\_\_\_\_ Told what to do during any emergencies that might occur.
- \_\_\_\_\_ Informed of and trained on chemical hazards according to the Cal/OSHA Hazard Communication standard training requirements, including what an MSDS is, how to read a label, and what precautions to take.
- \_\_\_\_\_ Trained on safe methods for performing the specific job the employee was assigned, including any hazards associated with that job, such as heavy or repetitive lifting, stripping floors, cleaning toilets, etc.

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

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

**Additional Trainings**  
 As part of an on-going conversation on workplace health and safety, your supervisor will offer further trainings and materials on the following topics:
 

- Chemical Hazards
- Planning for Emergencies
- Electrical Hazards
- Robberies and Assaults
- Ergonomic Hazards
- Slips and Falls
- Injuries on the Job

WOSHTEP Janitorial Safety Training Program

## HOW TO CONDUCT THE REMAINING SEVEN TRAININGS

(5 to 10 minutes each)


The remaining seven training sessions can be conducted in any order. The basic instructions for each training are given below. The *Chemical Hazards* handout is shown as an example.

ACTIVITY


### Chemical Hazards

Janitors can become sick if exposed to toxic chemicals contained in products like floor strippers or cleaning solutions.


Look at the pictures below. Which of these activities are safe? Which are unsafe? Why?



**A.** Using an unlabeled container.



**B.** Opening windows while using chemicals.



**C.** Diluting floor stripper with water.

**Answers:**

**A. Unsafe.** All containers should be clearly labeled.

**B. Safe.** Half-opening windows and doors improves ventilation.

**C. Safe.** Half-strengthening chemicals and pour according to manufacturer's directions.

#### Discussion Questions for Management & Employees

- What chemicals do you work with?
- Which chemicals are you most concerned about? Why?
- What can management and employees do to protect everyone from chemical exposure? (Flip this page over for tips on reducing chemical exposure. )

Janitorial Safety Training Program WOSHTEP

TIPSHEET

### Chemical Hazards

#### Management Can Make the Workplace Safer

Provide less toxic cleaning products when possible. See a list of janitorial cleaning products certified by Green Seal at [www.greenseal.org](http://www.greenseal.org).

Make sure all containers are properly labeled. When chemicals are transferred into a different container, the new container must be labeled, according to law.

Train employees about hazardous chemicals and how to safely use them. Employers are also required by law to train workers on how to read labels, how to read the Material Safety Data Sheets (MSDS), and where the MSDSs are kept.

Check with the building owner about keeping the heating, ventilating, and air conditioning system on during cleaning hours to keep air moving.

#### Employees Can Follow Safe Work Practices

Use mild cleaners for regular cleaning. Save stronger chemicals for stubborn stains. Specialized chemicals (such as metal or window cleaners) are often the most toxic.

Dilute chemicals (such as disinfectant) with as much water as possible while still getting the job done. Follow the manufacturer's directions.

Open windows and doors, if possible, when using chemicals.

Do not mix chemicals unless instructed to by the manufacturer.

Close all containers, especially spray bottles, when not in use.

Pour chemicals (such as toilet bowl cleaner) from a low height to avoid splashing.

#### Employees Can Use Protective Clothing & Equipment

Use gloves and goggles when appropriate.

**Stripping Floors Can Be Very Hazardous**

- Strip the floors less often by keeping floors clean. Use floor mats at all entry ways to catch dirt.
- Properly dilute the floor stripper to make it less toxic. Often, a concentrated solution is meant to be mixed with water. Follow the manufacturer's directions.
- Wear gloves and goggles.

WOSHTEP Janitorial Safety Training Program

1. Remind employees that you are conducting a series of short health and safety trainings. Pass out the handout for today's training topic.
2. Turn to the Activity page. Read aloud the instructions for the activity. Explain that this is not a pop quiz, but an activity to get ideas flowing. Give employees a few minutes to complete the activity.
3. Ask employees to share their answers. Discuss and check the answers against those given in the box. (Some activities call for brainstorming.)
4. Read the Discussion Questions. Use these to spark discussion between you and employees and to help you take **joint actions** to prevent injuries and illnesses. Be open to employees' suggestions for improving health and safety.
5. Flip to the Tipsheet page. Read the tips aloud. These are simple tips that are often used in the janitorial industry. You and your employees may have even better solutions that fit your workplace. Keep in mind that it is better to remove a hazard altogether than to use protective gear (see *Taking the Safest Approach* on page 15).
6. Ideally, at the end of the training, you and your employees will each have action items to follow up on. For example, if you are training on Chemical Hazards, you could agree to buy a mild glass cleaner, and employees could agree to open doors and windows. Note: you may need to purchase supplies (such as labels) so that employees can follow safe work practices.
7. Follow up with employees after the training session to share progress on action items. Continue with the next training, until all the topics have been covered.



# Safety Pays!

Taking risks is a part of running a business, particularly for small business owners. You take risks in product development, marketing, and advertising to stay competitive. But some risks are just not worth the gamble. One of these is risking the safety and health of those who work for you. By implementing a strong safety and health program, you can accomplish three important things at once:

## 1. Prevent Human Suffering

One serious injury in your workplace can have a devastating impact on your employees, their families, and you. By preventing that serious accident, you can help:

- Save lives.
- Reduce workers' pain and disability.
- Reduce the impact of workers' injuries on their families and communities.
- Protect co-workers from the stress of filling in for people who are off the job.

*"I couldn't care less about the fines. It was losing one of our own. We were all devastated. I will never get over it."*

—Employer of a worker killed on the job

*"It wasn't just the pain after the accident, or that I couldn't support my family on the limited benefits. It affected every part of my life—my ability to participate in sports, church activities, volunteering in my kids' school— I lost it all."*

—Injured worker

## 2. Save Money

For every dollar spent on the direct costs of a worker's injury or illness (medical expenses and lost wages), it's estimated that you, the employer, will spend at least as much again to cover the indirect and hidden costs. In most cases, you may spend 4-6 times more. Consider what one injury with lost workdays would cost you in terms of:

- Productive time lost by the injured employee.
- Productive time lost by employees and supervisors attending the accident victim.
- Clean up and start up of operations interrupted by the accident.
- Time and cost for repair or replacement of any damaged equipment or materials.
- Overtime costs when other workers must fill in.
- Fines for violating regulations.

## BACKGROUND INFO

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- Cost of time spent on the investigation.
- Cost of completing paperwork generated by the incident.
- Time to hire or to retrain others to replace the injured worker until his/her return.
- Loss of skills of valuable employees.
- Low worker morale and perhaps less efficiency and increased absenteeism.
- Increased workers' compensation insurance rates.

*"Every \$1 invested in workplace safety results in \$3 or more in savings. Safety is an investment, not a cost."*  
—Insurance industry study

### 3. Promote a Positive Image

An effective health and safety program can also make your business stand out. It can:

- Increase worker morale (show that workers' well-being comes first) and decrease turnover.
- Attract top employees.
- Help the company stand out in the community as a caring employer.
- Improve client and investor relations by demonstrating an excellent safety record.
- Avoid bad publicity from fines, accidents, and incidents.

*"A big accident or fine may be a rare event, but it can cost a great deal in terms of public image. We had a disastrous experience with OSHA and paid dearly for it. We never want to be embarrassed like that again!"*  
—Safety manager

*"A company's reputation is of significant value in generating a favorable return on investment. A company or organization will benefit from a favorable reputation by becoming the first choice of customers, investors, suppliers, and employees."*  
—Business researcher

### References

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McDonald C. Workplace safety pays, survey shows. *National Underwriter*, Sept. 17, 2001: 105, 38: ABI/INFORM Global pg. 26.

Schulte PA. Characterizing the burden of occupational injury and disease. *Journal of Occupational and Environmental Medicine*, 47(6):607-622, June 2005.

Portions of this factsheet were adapted from the *Guide to Developing Your Workplace Injury and Illness Prevention Program*, Cal/OSHA Consultation, rev. 2005.

# Taking the Safest Approach

Many hazards exist in the janitorial industry, but there are steps that can be taken to improve safety dramatically. As the safety pyramid below shows, there are three main ways to protect workers.

The best way to prevent injuries is to remove the hazard altogether (#1 below), or keep it isolated, away from workers, so it cannot hurt anyone. This way the workplace itself is safer!

Removing the hazard can sometimes be the most difficult solution or take the longest time to implement. You may need other solutions to protect you in the meantime, like changing the way the work is done (#2) or using protective clothing and equipment (#3).



## EXAMPLE

Chemicals like toilet bowl cleaners can splash into janitors' eyes. What controls can be put in place to keep workers from getting hurt?

### 1. Is there a way to remove the hazard?

Use a less toxic product that causes fewer health problems. This is the safest approach.

### 2. What improvement in work practices would help?

Train workers on the importance of pouring chemicals from a low height to avoid splashing.

### 3. What protective clothing or equipment would help?

Use goggles to prevent any splashes from getting into the eyes.





# What Health and Safety Training Is Required?

**Note:** The laws and regulations cited in this booklet are available online. The laws are in the California Labor Code, and the regulations are in the California Code of Regulations (CCR). For the laws, go to [www.leginfo.ca.gov](http://www.leginfo.ca.gov) (link to: California Law). For the regulations, go to [www.oal.ca.gov](http://www.oal.ca.gov) (link to: Cal. Code Regs.).

This Janitorial Safety Training Program can help you provide basic health and safety training to your employees, but additional training may be required. The following is an overview of training requirements under the Injury and Illness Prevention Program (IIPP) standard, Hazard Communication standard, Emergency Action Plan standard, and other job-specific standards.

## OVERVIEW OF TRAINING REQUIREMENTS

All California employers are required to provide health and safety training to all of their employees. The broadest training requirements fall under **Cal/OSHA's Injury and Illness Prevention Program (IIPP) standard** (required under California Labor Code Section §6401.7). Training must be provided to all workers on the hazards in your workplace:

- when they start working for you;
- when they're given a new job assignment; and
- whenever new procedures or equipment are introduced.

Two other standards that affect most workers are Cal/OSHA's **Hazard Communication standard**, which requires training on any chemicals to which employees may be exposed, including cleaning products, and the **Emergency Action Plan standard**, which requires training on how to respond to emergencies in the workplace. These three standards are summarized in this section. However, this booklet is not designed to ensure full compliance with all Cal/OSHA standards, so be sure to check the relevant standards yourself, as needed.

Janitors working in health care or some other settings need **bloodborne pathogen** training if they are at risk of coming into contact with infectious diseases.

[www.dir.ca.gov/dosh/dosh\\_publications/dontrisk.html](http://www.dir.ca.gov/dosh/dosh_publications/dontrisk.html)

Cal/OSHA requires training in other specific standards, such as asbestos, fall protection, forklifts, and hearing protection. To find out which training requirements affect your employees, go to:

[www.dir.ca.gov/dosh/dosh\\_publications/TrainingReq.htm](http://www.dir.ca.gov/dosh/dosh_publications/TrainingReq.htm).

## Injury and Illness Prevention Program Standard [Title 8 CCR §1509 and §3203]

The Injury and Illness Prevention Program (IIPP) standard requires every California employer to establish, implement, and maintain an effective IIPP to promote health and safety in the workplace.

An IIPP must be a written plan that includes all of the following elements:



- **Management commitment and assignment of responsibilities.** Someone with the authority and responsibility for the program must be identified and given management's full support to implement the program.
- **A system for ensuring that employees follow safe and healthy work practices.** This should include a plan for providing re-training to employees when necessary.
- **Safety communication system.** Employers must communicate with employees about safety in a language they can understand and in a manner that does not depend on employees' reading and writing skills. Communication systems may include safety meetings, written materials, health and safety committees, or other methods that encourage employees to share their safety concerns or suggestions without fear of being fired or punished.
- **Hazard identification and control.** There must be specific procedures for identifying, evaluating, and correcting hazards, including scheduled periodic inspections of the workplace. Hazards must be corrected as soon as they are found, or as quickly as possible, with priority given to the most serious hazards.
- **Incident investigation.** There must be a process for investigating work-related injuries and illnesses. Written documentation of incidents should be kept, indicating why they occurred and what actions will be taken to prevent them in the future.
- **Training.** Training must be provided to all employees when the IIPP is established, to all new employees when they start, and to anyone with a new job assignment. Whenever new substances, processes, procedures, or equipment are introduced in the workplace, employees must receive training about them.

The written IIPP must be made available to all workers. Records must be kept to document that there is an effective program in place. These records must include scheduled inspections, actions taken to correct problems, and types, dates, and providers of training. Please note that while all employers need to have written IIPPs, there are some exceptions to the documentation requirements if you have fewer than 10 employees.

See the *Resources* section for more information on IIPPs.

## Hazard Communication Standard [Title 8 CCR §5194]

This Cal/OSHA regulation requires employers to provide information to employees about the chemicals and other hazardous substances to which they may be exposed at work by providing Material Safety Data Sheets (MSDSs), chemical labels, and training.

**MSDS.** Manufacturers of products containing hazardous ingredients must prepare MSDSs for those products and distribute them to purchasers (such as employers). The MSDS identifies the manufacturer, contents, toxicity, and safety hazards of the chemical product. It describes routes of exposure (skin, inhalation, or ingestion) and explains how to prevent health problems. Employers must have an up-to-date MSDS for each hazardous product they use and must make MSDSs available to employees. Employers can get MSDSs by calling their chemical supplier, or, in some cases, from the internet.

**Chemical labels.** Employers must make sure that all products with hazardous ingredients are properly labeled. Original labels must include the identity of the hazardous substance (matching the corresponding MSDS), appropriate hazard warnings, and the name and address of the manufacturer or importer. This labeling requirement applies to all containers, even those into which a smaller amount of the chemical has been poured.

**Training.** Employers are required to train workers about the hazardous substances used at work, their health effects, how to work safely with them, how to read an MSDS, and where the MSDSs are kept. The training must also cover how accidental chemical releases are detected and what emergency procedures should be followed in case of a spill or leak.

Employers are required to describe in writing the elements of the workplace's hazard communication program and how the workplace will comply with this Cal/OSHA standard. This written program must be available at the worksite and communicated to all affected workers.

See the *Resources* section for more information on hazard communication programs.

## Emergency Action Plan Standard [Title 8 CCR §3220]

Although Cal/OSHA does not explicitly require every business to have an Emergency Action Plan, most businesses need to have one to meet local city or county requirements, or because a business' work falls under other Cal/OSHA standards that do require one. It is a good idea for *every* business to have an Emergency Action Plan.

This Cal/OSHA regulation sets minimum requirements for what Emergency Action Plans should include when they are required. Employers with more than 10 employees must have such a plan in writing. Employers with 10 or fewer employees do not need to have a written plan, but they do need to meet all the other requirements of the Emergency Action Plan standard and must communicate these elements to employees.

The Emergency Action Plan must include the following elements:

- Emergency escape procedures and routes.
- Procedures explaining how critical operations will be maintained during and after an emergency (if necessary).
- Procedures to account for all employees after an emergency evacuation has been completed.
- Rescue and medical duties for staff. Employees should know who is trained in first aid or CPR and where to get medical attention if needed.
- How employees should report fires and other emergencies.
- Who is responsible for coordinating emergency response.

**Alarm system.** The employer must have an alarm system that can be seen, heard, and understood by all employees.

**Evacuation.** The plan should designate inside shelters, exits, evacuation routes and procedures, and outside meeting places. Exits and evacuation routes should be checked periodically to be sure they are not blocked.

**Training.** The employer must designate and train key staff to assist in evacuation procedures. All employees need to understand what to do during different kinds of emergencies. Employees should be trained so they understand: their responsibilities during an emergency; the alarm system and “all clear” announcements; where to gather during an emergency; how to report an emergency; what to do if there is a chemical spill; and who has training in first aid and training in the use of fire extinguishers.

See the *Resources* section for more information on emergency action plans.

# Basics of Cal/OSHA

Cal/OSHA is the California state program responsible for protecting the health and safety of workers. Cal/OSHA makes sure that employers follow occupational safety and health regulations and keep the workplace safe.

Almost all workers in California are protected by Cal/OSHA regulations (often called “standards”). This includes public employees and immigrant workers who are not legally authorized to work in California.

## Employer Responsibilities Under Cal/OSHA

Employers must:

- Provide their employees with work and workplaces that are safe and healthy.
- Be aware of the hazards their employees face on the job, train every worker about the specific hazards on each job assignment, and keep records of this training.
- Correct any hazardous conditions that they know may result in serious injury to their employees. Failure to do so could result in criminal charges, monetary penalties, and even jail time.
- Comply with all applicable Cal/OSHA standards, including training requirements.
- Notify the nearest Cal/OSHA office of any serious injury or fatality that occurs on the job, or any serious illness caused by the job. This must be done immediately after calling for emergency help to assist the injured worker.
- Display Cal/OSHA’s *Safety and Health Protection on the Job* poster so that workers are aware of basic rights and responsibilities. This poster is also available in Spanish.

The Cal/OSHA Consultation Service provides technical assistance to employers on health and safety issues. Consulting services include on-site visits (no fee), assistance in complying with Cal/OSHA standards, educational seminars, and publications.

See the *Resources* section for more information on Cal/OSHA and Cal/OSHA Consultation Services.



# Safer Jobs for Teens

Some janitorial companies employ teens. You should know that each year 50 teens under 18 die from work injuries in the U.S. About 55,000 are injured seriously enough to require emergency room treatment. There's a lot that employers can do to prevent injuries to their teen workers. The measures you take to keep teens safe will help protect all employees. Here are six steps to safer teen jobs:

## 1. Know the Law

- Understand the California child labor laws. These prohibit teens from working late and/or long hours, and doing especially dangerous work.
- Understand Cal/OSHA's workplace safety and health regulations. These are designed to protect all employees, including teens, from injury.

## 2. Check Your Compliance

- Make sure teen employees are not assigned work schedules that violate the law or are given prohibited job tasks like operating heavy equipment or using power tools.

## 3. Check Work Permits

- Workers under 18 must apply for work permits at their school or school district office before beginning a new job. Work permits are not required for those who have graduated from high school or passed the high school equivalency exam.

## 4. Stress Safety to Supervisors

- Make sure frontline supervisors who give teens their job assignments know the law. Encourage supervisors to set a good example. They are in the best position to influence teens' attitudes and work habits.

## 5. Set Up a Safety and Health Program

- Make sure all jobs and work areas are free of hazards. The law requires you to provide a safe and healthy workplace. Under Cal/OSHA regulations, every workplace must have an Injury and Illness Prevention Program (IIPP). Involve every worker in the program, including teens. Find out if there are simple low-cost safety measures that can prevent injuries.

## 6. Train Teens to Put Safety First

- Give teens clear instructions for each task. Provide **hands-on** training on the correct use of equipment. Show them what safety precautions to take. Point out possible hazards. Give them a chance to ask questions.
- Observe teens while they work, and correct any mistakes. Retrain them regularly.
- Encourage teens to let you know if there's a problem or directions are unclear. Make sure teens feel free to speak up.
- Prepare teens for emergencies—accidents, fires, violent situations, etc. Show them escape routes and explain where to go if they need emergency medical treatment.
- Supply personal protective equipment when needed—goggles, safety shoes, masks, hard hats, gloves, etc. Be sure that teens know how to use it.

## WHAT WORK DOES THE LAW PROHIBIT TEENS FROM DOING?

Child labor laws restrict the kinds of work that youth age 14 to 17 are allowed to do, with even further restrictions for youth age 14 and 15. Formal paid employment is not allowed for youth under age 14. Child labor laws apply even if youth are working for their family members.

Workers under age 18 may not:

- Operate power-driven machinery, such as box crushers or forklifts.
- Work in dangerous jobs, such as demolition work or work that involves going on or near the roof.

In addition, workers age 14 and 15 may not:

- Do any construction work.
- Do dry cleaning or work in commercial laundries.
- Work on a ladder or scaffold.
- Work in a warehouse.

These are just a few examples of prohibited tasks. For more information, go to [www.dir.ca.gov/DLSE](http://www.dir.ca.gov/DLSE) and click on “child labor.”

## WHAT HOURS MAY TEENS WORK IN CALIFORNIA?

This table shows the hours that teens may work in California.

Some school districts may have more restrictive regulations. Also, there are some exceptions for teens in Work Experience Education programs.

For more information on employing teens, visit the National Young Worker Safety Resource Center website at: [www.youngworkers.org](http://www.youngworkers.org).

Work Hours for Teens		
	Ages 14 and 15	Ages 16 and 17
<b>Work Hours</b>	<ul style="list-style-type: none"> <li>• 7 am–7 pm, from Labor Day–June 1</li> <li>• Not during school hours</li> <li>• 7 am–9 pm, from June 1–Labor Day</li> </ul>	<ul style="list-style-type: none"> <li>• 5 am–10 pm when there is school the next day</li> <li>• 5 am–12:30 am when there is no school the next day</li> </ul>
<b>Maximum Hours When School Is in Session</b>	18 hours a week, but not over: <ul style="list-style-type: none"> <li>• 3 hours a day on school days</li> <li>• 8 hours a day Saturday–Sunday and holidays</li> </ul>	48 hours a week, but not over: <ul style="list-style-type: none"> <li>• 4 hours a day Monday–Thursday</li> <li>• 8 hours a day Friday–Sunday and holidays</li> </ul>
<b>Maximum Hours When School Is not in Session</b>	<ul style="list-style-type: none"> <li>• 40 hours a week</li> <li>• 8 hours a day</li> </ul>	<ul style="list-style-type: none"> <li>• 48 hours a week</li> <li>• 8 hours a day</li> </ul>



# Resources

## RESOURCES FOR WRITING YOUR IIPP

- **Cal/OSHA Guide to Developing Your Workplace Injury and Illness Prevention Program (IIPP)**

This manual describes the employer's responsibilities in establishing, implementing, and maintaining an IIPP (see page 18). It also outlines steps that can be taken to develop an effective program that helps assure the safety and health of employees on the job. The manual includes checklists for self-inspection. Contact your local Cal/OSHA area office for a copy, or download it at:

[www.dir.ca.gov/dosh/dosh\\_publications/iipp.html](http://www.dir.ca.gov/dosh/dosh_publications/iipp.html).

- **Resources from Your Workers' Compensation Insurance Broker**

Most workers' compensation insurers offer loss control assistance, including help with putting together your IIPP. Contact your insurance broker to find out what resources may be available from your insurance company. You can also download a sample IIPP from the State Compensation Insurance Fund (SCIF) website at:

[www.scif.com/safety/IIPP.html](http://www.scif.com/safety/IIPP.html).

- **Other Web Resources**

Many private companies offer online programs for a fee (at least \$100), with step-by-step instructions to guide you through the process of developing your IIPP. You can search for these programs online. Make sure they are in compliance with *California* laws.

## RESOURCES FOR OTHER REQUIRED SAFETY PLANS

- **Cal/OSHA Guide to the Hazard Communication Regulation**

This guide describes the employer's responsibilities in establishing, implementing, and maintaining a Hazard Communication Program (see page 19). Contact your local Cal/OSHA area office for a copy, or download it at:

[www.dir.ca.gov/dosh/dosh\\_publications/hazcom.pdf](http://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf).

- **Federal Occupational Safety and Health Administration (OSHA) Evacuation Plans and Procedures eTool**

This eTool will help small, low-hazard service or retail businesses implement an Emergency Action Plan and comply with OSHA's emergency standards. Download it at:

[www.osha.gov/SLTC/etools/evacuation/index.html](http://www.osha.gov/SLTC/etools/evacuation/index.html).

## INDUSTRY OR HAZARD-SPECIFIC FACTSHEETS

- **Multilingual Health and Safety Resources: A Guide to Worker Training Materials on the Web**

The California Commission on Health and Safety and Workers' Compensation (CHSWC) provides a collection of links to worker training materials available online in various languages. Materials include factsheets, checklists, curricula, and other educational resources. Go to:

[www.dir.ca.gov/chswc/MultilingualGuide/MultilingualGuideMain.html](http://www.dir.ca.gov/chswc/MultilingualGuide/MultilingualGuideMain.html).

- **U.C. Berkeley Labor Occupational Health Program, Links to Topical Factsheets**

This is a collection of links to online factsheets, listed by topic, on specific workplace hazards and industries. Go to:

[www.lohp.org](http://www.lohp.org). (Click on Publications).

- **UCLA Labor Occupational Safety and Health (UCLA-LOSH) Program, Factsheets**

This is a collection of videos, factsheets, and books on many workplace health and safety topics. Many of the materials are available in Spanish. Go to:

[www.losh.ucla.edu/catalog/index.html](http://www.losh.ucla.edu/catalog/index.html).

- **Cal/OSHA Consultation Service, Division of Occupational Safety and Health Publications**

This collection has a variety of posters, brochures, factsheets, and guides on many topics. Many are in English and/or Spanish, with the ergonomics posters and job safety pamphlets available in a variety of languages. Call Cal/OSHA Consultation at (800) 963-9424, or go to:

[www.dir.ca.gov/dosh/PubOrder.asp](http://www.dir.ca.gov/dosh/PubOrder.asp).

- **California Department of Public Health, Occupational Health Branch (OHB) Publications**

This site has factsheets and other publications on specific chemicals, other hazards, and hazards in particular types of work. Call OHB at (866) 627-1586 or go to:

[www.cdph.ca.gov/programs/ohb/Pages/Publications.aspx](http://www.cdph.ca.gov/programs/ohb/Pages/Publications.aspx).

- **New Jersey Occupational Health Services, Hazardous Substance Factsheets**

Factsheets for over 1700 chemicals, with 600 in Spanish. Go to:

[web.doh.state.nj.us/rtkhsfs/indexFs.aspx](http://web.doh.state.nj.us/rtkhsfs/indexFs.aspx).

## SOURCES OF ADDITIONAL HEALTH AND SAFETY AND WORKERS' COMPENSATION INFORMATION

- **Cal/OSHA Consultation Service**

The Cal/OSHA Consultation Service provides technical assistance to employers on health and safety issues. Consulting services include free on-site visits, assistance in complying with Cal/OSHA standards, educational seminars, and publications.

The Consultation Service is separate from the Cal/OSHA Enforcement Unit, and consultants are not involved with enforcement activities such as inspections, citations, and fines. All communications between the employer and the Consultation Service are confidential and are not shared with enforcement staff. In exchange for this free consultation, however, employers must agree to correct in a timely manner any serious hazards that are identified.

Cal/OSHA publications provide information about Cal/OSHA programs, standards, and general health and safety topics. Various types of guidelines and model IIPP plans also are available. You can obtain copies of Cal/OSHA publications by phoning (800) 963-9424, or from their website:

[www.dir.ca.gov/dosh/consultation.html](http://www.dir.ca.gov/dosh/consultation.html).

- **U.S. Small Business Administration**

This site is the official business link to the U.S. Government, managed by the U.S. Small Business Administration (SBA). It provides a single access point to government services and information to help the nation's businesses with their operations, and includes workplace health and safety information. Go to:

[www.business.gov/topic/Workplace\\_Health\\_and\\_Safety](http://www.business.gov/topic/Workplace_Health_and_Safety).

- **California Department of Public Health, Occupational Health Branch, Employer Resource Links**

This site has links to various resources to help small business owners, including health and safety factsheets and other educational materials. Call OHB at (510) 620-5757 or go to:

[www.cdph.ca.gov/HealthInfo/workplace/Pages/EmployerLinks.aspx](http://www.cdph.ca.gov/HealthInfo/workplace/Pages/EmployerLinks.aspx).

- **California Division of Workers' Compensation**

This site has information for employers and injured workers on workers' compensation benefits.

[www.dir.ca.gov/dwc](http://www.dir.ca.gov/dwc).

- **Federal Occupational Safety and Health Administration (OSHA) eTools**

OSHA's eTools are "stand-alone," interactive, web-based training tools on occupational safety and health topics. They are highly illustrated and utilize graphical menus. Some also allow the user to ask questions and receive reliable advice on how OSHA regulations apply to their workplace. This site also has links to specific safety topics. Go to:

[www.osha.gov/dts/osta/oshasoft/index.html](http://www.osha.gov/dts/osta/oshasoft/index.html).

- **Federal OSHA Small Business Outreach Training Program**

This online guide contains links to basic information about selected topics in occupational safety and health, specifically focusing on the needs of small business. Go to:

[www.osha.gov/dcsp/smallbusiness/index.html](http://www.osha.gov/dcsp/smallbusiness/index.html).

- **National Institute for Occupational Safety and Health (NIOSH), Safety and Health Resource Guide for Small Businesses**

This guide is intended to help small business owners, employers, and managers deal with occupational safety and health concerns. It contains telephone numbers, e-mail and Internet addresses, and mailing information that will connect small businesses to government agencies, private organizations, consultants, and others who can help with occupational safety and health issues. You can also click on the “NIOSH topics” button for a comprehensive alphabetical list of NIOSH health and safety information and materials. Go to:

[www.cdc.gov/niosh/docs/2003-100/default.html](http://www.cdc.gov/niosh/docs/2003-100/default.html).

- **North Carolina State University, Safety and Health Management Systems for Small Businesses**

This is a free, online training course, funded by an OSHA-sponsored grant and developed by North Carolina State University, designed to assist small and medium-sized businesses in developing and implementing an effective safety and health management system. Go to:

[www.ies.ncsu.edu/safetyhealthmgmt/](http://www.ies.ncsu.edu/safetyhealthmgmt/)

- **California Commission on Health and Safety and Workers’ Compensation (CHSWC), Worker Occupational Safety and Health Training and Education Program (WOSHTEP), California Resource Centers**

The WOSHTEP Resource Centers provide written materials including factsheets, brochures, pamphlets, books, and reports. The Resource Centers also offer technical assistance, research assistance, and referrals to state and local health and safety agencies. WOSHTEP staff also offer free 24-hour classes that prepare workers to become Worker Occupational Safety and Health (WOSH) Specialists. The CHSWC website links to *A Guidebook for Injured Workers*, a publication on how to navigate the workers’ compensation system,

[www.dir.ca.gov/chswc](http://www.dir.ca.gov/chswc).

**Northern California Resource Center**

Labor Occupational Health Program  
at UC Berkeley  
2223 Fulton Street, 4th Floor  
Berkeley, CA 94720-5120  
(510) 643-4335  
andrews2@berkeley.edu  
[www.lohp.org](http://www.lohp.org)

For assistance in Spanish, please call:  
Valeria Velazquez, (510) 643-2090

**Central Valley Resource Center**

Western Center for Agricultural Health  
and Safety at UC Davis  
One Shields Ave.  
Davis, CA 95616-8757  
(530) 752-4050  
agcenter@ucdavis.edu  
[agcenter.ucdavis.edu](http://agcenter.ucdavis.edu)

For assistance in Spanish, please call:  
Teresa Andrews, (530) 754-8678

**Southern California Resource Center**

Labor Occupational Safety and Health  
Program at UCLA  
Peter V. Ueberroth Building, Suite 2107  
10945 LeConte Ave., Box 951478  
Los Angeles, CA 90095-1478  
(310) 794-5964  
lauriek@ucla.edu  
[www.losh.ucla.edu](http://www.losh.ucla.edu)

For assistance in Spanish, please call:  
Jessica Martinez, (310) 794-5971

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**Commission on Health and Safety  
and Workers' Compensation (CHSWC)**

1515 Clay Street, Room 901  
Oakland, CA 94612  
(510) 622-3959  
[www.dir.ca.gov/chswc](http://www.dir.ca.gov/chswc)

**Labor Occupational Health Program  
(LOHP)**

University of California, Berkeley  
2223 Fulton Street, 4th Floor  
Berkeley, CA 94720-5120  
(510) 643-4335  
[www.lohp.org](http://www.lohp.org)

**Labor Occupational Safety and  
Health Program (LOSH)**

University of California, Los Angeles  
Peter V. Ueberroth Bldg., Suite 2107  
10945 LeConte Avenue, Box 951478  
Los Angeles, CA 90095-1478  
(310) 794-5964  
[www.losh.ucla.edu](http://www.losh.ucla.edu)

**Western Center for Agricultural  
Health and Safety**

University of California, Davis  
One Shields Avenue  
Davis, CA 95616-8757  
(530) 752-4050  
[agcenter.ucdavis.edu](http://agcenter.ucdavis.edu)



## QUALITY CONTROL PROGRAM



## **QUALITY CONTROL PROGRAM**

L&B Janitorial Services, Inc. (“L&B”) is committed to providing and continually improving contract cleaning services to meet customer requirements and exceed expectations. Our services are delivered through a dedicated, stable, and fully trained workforce compliant with legal and regulatory requirements. The Quality Control Manager is familiar with customer requirements and ensures all contract specifications are met. In addition, the Quality Control Manager is granted authority to carry out the provisions of the contract. All members of L&B’s team are accountable for quality control and continuous improvement. L&B has established an effective protocol to consistently provide quality services to clients. The thorough approach to quality control has been designed to focus on the standardization of procedures and performance. This philosophy is reinforced in our Employee Training Program. By engaging our staff, we can proactively identify and take advantage of practices to enhance overall performance and customer satisfaction. A combination of high standards of performance and monitoring is necessary to achieve an effective quality control program.

Standards of Performance center on:

- Employee Training o Hiring o Screening o Training Manual and Employee Handbook
- Professionalism
- Safety
- Honesty and Dependability
- Administrative and Management Support
- Routine Inspections and Evaluations Monitoring System includes but is not limited to:
- Documentation of Complaints and Requests
- Cleaning Schedule Checklists/Logs
- Weekly Reports by Facility Supervisors
- Quality Inspections by the Senior and Executive Management Team

\*Forms found in the Project Site Logbook

In addition, the components of our Quality Control Program include, but are not limited to the following:

- Inspection Process
- Preventative and Corrective Action Program
- Key Performance Indicators
- Collaboration with our Supply Chain
- Process Optimization
- Rewards and Recognition Program

### **INSPECTION PROCESS**

Inspections play a critical role in our Quality Control Program. Inspections are one of the tools used for measuring performance, monitoring deficiencies, and maintaining quality.

Each site is regularly inspected by:

- Cleaning staff and technicians who provide janitorial services – daily at the beginning and end of the shift with the Facility Supervisor
- Facility Supervisors – inspect daily at the beginning and end of the shift with the cleaning staff and technicians to ensure the scheduled cleaning tasks have been completed to standard
- The Quality Control Manager via unscheduled inspections will use the daily, weekly, monthly, quarterly, semi-annual and annual cleaning schedules, Facility Supervisor Reports, Emergency and Non-Emergency Work Order/Service Requests and Vendor Complaint Forms (items listed can be found in the Project Site Logbook) to confirm cleaning tasks and requested services have been completed to standard
- Senior and Executive Management via unscheduled inspections and client visits.

Areas to be inspected include but are not limited to the areas identified in the contract and specified in the County Quality Control Inspection Form found in the Project Site Logbook.

- Arrival/Public Access Areas • Interior Public/Service Areas
- Administrative/Private Offices
- Employee/Joint Use Areas • Support/Service Areas
- Specialty Areas (including Patient-Care Areas where applicable)
- Restrooms
- Carpet Floors
- Hard Floors
- Administrative Duties

L&B utilizes color-coded and clearly labeled microfiber mops, towels, and other similar wiping materials to eliminate cross contamination. One color will be designated for restrooms (BLUE) and another color for other areas (YELLOW/GREEN). Mops, towels, and other similar wiping materials used to clean restrooms will not be used to clean other areas and vice versa. BLUE microfiber mops and towels will be used to clean the restrooms and GREEN microfiber mops and YELLOW microfiber towels will be used for all other areas. These items will be clearly labeled for identification purposes. In addition, employees are 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 Facility Supervisors will limit cross contamination and maintain quality standards.

The County Quality Control Inspection Form found in the Project Site Log Book serves as a guide for inspections, as well as Internal Inspection Forms, Daily, Weekly, Monthly, Quarterly, Semi-Annual, and Annual Cleaning Schedule Checklists and Facility Supervisor Weekly Reports, enable Facility Supervisors, Quality Control Managers, and the Senior and Executive Management Team to be able to document and identify deficiencies in the quality of services performed and address the deficiencies before the level of performance is unacceptable. (The forms mentioned above can be found in the Project Site Logbook.)

County and Employee Work Order/Service Request Forms are found in the Project Site Logbook – allowing individuals to document and identify deficiencies (i.e., monthly, quarterly, semi-annually, and annually tasks) that need to be addressed sooner than the scheduled service date.

All Work Order/Service Request Forms, Project Completion Reports, Facility Supervisor Weekly Reports and County Quality Control Inspection Reports will be filed appropriately in the Project Site Logbook.

All Internal Documents and Inspection Forms will be filed appropriately at the L&B office.

### **CORRECTIVE AND PREVENTATIVE ACTION PROGRAM**

The Corrective and Preventative Action Program is designed to drive our commitment to continuous learning and improvement.

Corrective and Preventative Action is based on feedback from:

- Customer Inspections/Evaluations
- Employees
- Internal Inspections/Evaluations

Facility Supervisors receive feedback regarding custodial issues and/or suggestions for improvement at weekly debriefing meetings with the Program Manager and Director of Operations. If items require immediate attention, County officials can communicate with L&B personnel via phone or email. The Quality Control Manager and Facility Supervisor will be notified to address the issue appropriately.

Emergency service calls and emails shall be recorded by L&B and carefully monitored by the County. Employees must complete the Emergency Work Order/Service Request Form found in the Project Site Logbook. This form should be filed appropriately in the Project Site Logbook once the request has been completed.

Complaints against L&B processed utilizing a vendor complaint form, are to be corrected within ten (10) calendar days of formal complaint. The form should be filed appropriately in the Project Site Logbook once the request has been completed.

Comments and feedback are frequently reviewed, along with results from Field Inspections, and addressed during daily debriefing meetings Facility Supervisors conduct, weekly Management Meetings, and monthly staff meetings to maintain quality standards.

Action Plans are developed when deemed necessary and applicable, to resolve any issues and/or to take advantage of improvement opportunities to maintain quality standards.

The Action Plans are project managed:

- A staff member is assigned to lead the investigation and facilitate meetings with all appropriate parties if necessary
- Projects are reviewed on a regular basis at all levels of the organization
- Each corrective action receives closure and follow-up to ensure the action has the desired effect

## **KEY PERFORMANCE INDICATORS**

Employees are given the knowledge, tools, and skills to provide quality janitorial services. To maintain performance and quality standards, hiring and screening efforts, retention and staffing must be monitored and changed accordingly if necessary.

### **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.

All employees are authorized to work in the United States of America (I-9) and within the regulations of EEOC (Equal Employment Opportunity).

### **Retention**

Employees are our greatest asset and have mastered the art of retention through, management commitment, communication strategies, talent recognition, competitive compensation and programs, and labor harmony.

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.

### **Staffing**

Effective labor management is the key to keeping costs low and production and quality standards high. By reviewing Facility Supervisor Weekly Reports, Employee Evaluations, and Internal Inspection Reports, we can make all necessary changes to staffing (within compliance of the said contract) to reduce discrepancies and maintain quality and productivity. In addition, L&B uses addition Key Performance Indicators (KPI's) to continually assess the effectiveness of our processes.

Example KPI's are:

- Employee Turnover Rate.

- Number of complaints (where applicable) and inspection scores by Site, Customer, Supervisor, Employee
- Supplier Performance by Quality, Service Level, Ease of doing business, Price
- Response Times on regular customer requests and on emergencies

We work towards maintaining quality standards of performance and service by reviewing the KPI's listed above, in addition to Inspection reports and Weekly Facility Supervisor reports, and Employee Evaluations.

In addition, the L&B Senior and Executive Management Team periodically conduct field audits of all personnel to maintain quality standards. Progress reports for all personnel during field audits and routine Employee Evaluations are reviewed to maintain quality standards and monitor discrepancies.

### **COLLABORATION WITH OUR SUPPLY CHAIN**

Our supplier partners are an integral part of the L&B team, and are fully integrated in our day-to-day operations:

- Keep us informed about new products, equipment, cleaning methods and best practices.
- Provide training and technical support to all levels of the L&B organization.

### **PROCESS OPTIMIZATION**

The Quality Control Program also targets areas where improvements can be made to ensure the highest level of quality care and services for our clients.

One of the keys to L&B's sustained success is its willingness to challenge current processes and a commitment to adopt practices that improve customer satisfaction.

As a result, all processes are continuously monitored and evaluated based on input from all stakeholders, customers, suppliers, and employees.

Proposed changes are reviewed at the management level and are implemented and monitored by our experienced supervisory staff. Every process has control points to ensure it is being properly executed and that the necessary data is being collected to monitor effectiveness and results.

The thorough approach to quality control has been designed to focus on the standardization of procedures and performance. Establishing performance standards enable L&B to monitor and address deficiencies and maintain quality standards.

Our highly trained and experienced supervisors routinely inspect and monitor our cleaning technicians to ensure that all contract specifications are 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. Supervisors conduct routine and random inspections to ensure that the level of cleaning remains at a high-quality standard to meet quality specifications as outlined in the RFP. Our

ability to assess, document, and communicate efficiently and effectively, ensures that the janitorial cleaning needs of each facility are exceeded.

L&B utilizes Team Leaders, which are Site-Supervisors in training, working closely with Supervisors and Project Managers to provide excellent leadership, individualized, one-on-one training, advice and assistance to ensure that each employee is properly trained to perform all tasks safely and correctly. Our knowledgeable, skilled and experienced cleaning technicians will complete all tasks effectively, efficiently and safely. In addition, when on the premises, L&B employees will be dressed neatly and professionally as outlined in the RFP and photo identification badges will be worn by all employees at all times. To meet the basic janitorial service requirements for each facility, L&B will provide daily, weekly, quarterly, and annual tasks schedules and regular internal inspections and site visits by the L&B management team. The use of tasks schedules, internal inspections, and site visits also enables accountability and provides feedback opportunities to our cleaning technicians to maintain communication and ensure standardization of service performance. L&B utilizes Project Site Logbooks to stay organized and to maintain records, staff schedules, and task checklists. Project Site Logbooks are placed at each facility to document cleaning technician work hours, daily tasks, County requests and display MSDS sheets for all chemical products. They are another means of internal communication for L&B employees and external communication of services with County Liaisons.

L&B utilizes a Performance Standard Chart to compare actual performance. Please refer to Performance Standard Chart detailed below.

Performance Objective	Performance Standard	Performance Threshold
<b>Basic Cleaning Services</b>	Floors, baseboards, corners and wall edges are free of dirt, dust and debris. Trash is empty; Plastic liners are in good condition. Trash containers are free of odors and visible dirt. Trash is emptied into outdoor trash collection container. Ash containers are emptied and free of ashes, odors and stains. Glass and mirrors have no traces of film, dirt, smudges, or water. Drinking fountains are disinfected and free of streaks, stains, spots, smudges, scale and other deposits. Stairways are free of dirt, debris, marks, smudges, scuffs and other foreign matter. Carpets are free of dirt, debris, litter and other foreign matter. Dust is not visible.	95% of all facilities are without customer complaints for the month.
<b>Basic Restrooms/ Locker Rooms Cleaning Services</b>	Restrooms and locker rooms are disinfected and free of dirt, deposits, streaks and odors. Showers are disinfected and free of soap films, scum and other deposits. Toilets and urinals are disinfected and free of scale, stains, scum and other deposits. Floors are free of litter, dirt, dust and debris. Supplies are adequate until next service.	95% of all facilities with rest rooms/locker rooms are without customer complaints for the month.
<b>Periodic Cleaning Services</b>	Floors have a glossy uniform appearance free of scuffmarks, heel marks, wax build-up, and other stains and discoloration. Windows are free of film, dirt, smudges, water, and other foreign matter. Carpets are free of stains and discoloration.	95% of all facilities receiving periodic services are without customer complaints for the reporting period.



**QUALITY CONTROL INSPECTION REPORT FORM**

FACILITY: \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

FACILITY INSPECTED BY: \_\_\_\_\_

AREAS INSPECTED	NUMBER OF NOTED ISSUES	RATING (0.00-5.00)	COMMENTS
ARRIVAL/PUBLIC ACCESS AREAS			
INTERIOR PUBLIC/SERVICE AREAS			
EMPLOYEE/GROUP WORK AREAS			
ADMINISTRATIVE/PRIVATE OFFICES			
EMPLOYEE/JOINT USE AREAS			

INSPECTION REPORT FORM

1



AREAS INSPECTED	NUMBER OF NOTED ISSUES	RATING (0.00-5.00)	COMMENTS
SUPPORT/SERVICE AREAS			
SPECIALTY AREAS INCLUDING PATIENT-CARE AREAS (IF APPLICABLE)			
RESTROOMS			
CARPET FLOORS			
HARD FLOORS			
ADMINISTRATIVE DUTIES			

**OVERALL AVERAGE INSPECTION RATING** (RATING BASED ON A 5-POINT SCALE) 1 \_\_\_\_\_

**OVERALL CORRECTIVE ACTIONS/COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF INSPECTOR:** \_\_\_\_\_

INSPECTION REPORT FORM

2



## **GREEN CLEAN TRAINING MANUAL**





## L&B JANITORIAL GREEN CLEAN TRAINING MANUAL



L and B Janitorial Services, Incorporated (“L&B”) is committed to maintaining green cleaning techniques using Green Seal certified chemicals and supplies.

The L&B 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 affected 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. Additional annual training.

### 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 (IAQ) 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.

L&B is committed to cleaning to protect health without harming the environment.

L&B is operationally efficient while minimizing environmental impacts to the county facilities.

To maximize green building cleaning practices L&B provides standardized Green Cleaning Education and Training for all employees, utilizes Green Seal Approved cleaning and paper products, utilizes color-coded microfiber towels and mops for designated use in restrooms, patient bedrooms and public areas to mitigate contamination, and implements recycling program.

## **SAFETY**

It is the responsibility of each employee to correct or report any unsafe conditions or practices that he or she may observe.

The site supervisor is responsible for training and reinforcing safe working environments and safe working techniques and cleaning practices.

L&B employees injured or not feeling well while on duty and/or while performing work tasks as described in L&B task checklists, must report such incidents immediately to their Site Supervisor for documentation. Appropriate measures must be taken, if necessary (i.e., call 911, first aid kit, send employee home, etc.).

L&B employees are trained to report any suspicious or illegal activity. Employees are to never make contact with, pursue, or interfere with an individual or group who may be engaging in suspicious or illegal activity, but must immediately report all situations by calling 911, reporting to the facility security personnel on duty/security office, and Site Supervisor.

L&B's training plan is modeled in accordance with the Department of Homeland Security's Emergency Management Agency. All on-site staff are required to report all injuries to the on-site supervisor or a manager as soon as possible prior to the end of their shift. Adequate footwear which affords substantial foot protection is required to be worn. Employees must report suspicious persons or activities to their supervisor, building management, and/or on-duty security personnel immediately.

# CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

**JEAN BERNARD PIERRE-LOUIS**

HAS SUCCESSFULLY COMPLETED THE

**GREEN BUILDING CLEANING PROGRAM**



A handwritten signature in blue ink, appearing to read 'Jean Bernard Pierre-Louis'.

PRESIDENT, L&B JANITORIAL SERVICES, INC.

# CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

**EGELENE PIERRE-LOUIS**

HAS SUCCESSFULLY COMPLETED THE

**GREEN BUILDING CLEANING PROGRAM**



PRESIDENT, L&B JANITORIAL SERVICES, INC.



# CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

**DYNORA PIERRE-LOUIS**

HAS SUCCESSFULLY COMPLETED THE

**GREEN BUILDING CLEANING PROGRAM**



A handwritten signature in blue ink, appearing to read 'Dynora'.

PRESIDENT, L&B JANITORIAL SERVICES, INC.

# CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

**DARWIN PIERRE-LOUIS**

HAS SUCCESSFULLY COMPLETED THE

**GREEN BUILDING CLEANING PROGRAM**



A blue ink signature of Darwin Pierre-Louis.

PRESIDENT, L&B JANITORIAL SERVICES, INC.

# CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

**ROUSSETTE LUMA**

HAS SUCCESSFULLY COMPLETED THE

**GREEN BUILDING CLEANING PROGRAM**



PRESIDENT, L&B JANITORIAL SERVICES, INC.



# CERTIFICATE of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

**PIERRE CHERY**

HAS SUCCESSFULLY COMPLETED THE

**GREEN BUILDING CLEANING PROGRAM**



A handwritten signature in blue ink, appearing to read 'P. Chery'.

PRESIDENT, L&B JANITORIAL SERVICES, INC.



Broward County Board of County Commissioners  
BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES



**5. LOCATION**

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**5. LOCATION**

**5.1 Refer to Location Certification Form and submit as instructed.**

**Points shall be allocated as follows based on the vendor's selection of one of the five options in the Location Certification Form: Option 1 (0 points); Option 2 (5 points); Option 3 (3 points); Option 4 (points range from 0-5 depending on the composition of the joint venture); and Option 5 (0 points).**

**BUSINESS LOCATION**

L&B Janitorial Services, Incorporated  
2692 N.W. 31st Avenue  
Lauderdale Lakes, Florida 33311

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT**

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

**VALID OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023**

**DBA:**  
**Business Name:** L & B JANITORIAL SERVICES INC

**Receipt #:** 325-4360  
**Business Type:** CLEANING/JANITORIAL (CLEANING SERVICE)

**Owner Name:** PIERRE LOUIS EGELENE  
**Business Location:** 2692 NW 31 AVE  
LAUDERDALE LAKES

**Business Opened:** 12/04/1995  
**State/County/Cert/Reg:**  
**Exemption Code:**

**Business Phone:**

Rooms                      Seats                      Employees                      Machines                      Professionals  
3

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

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

**THIS BECOMES A TAX RECEIPT**

**WHEN VALIDATED**

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

**Mailing Address:**

PIERRE LOUIS EGELENE  
4176 DERBY DR  
DAVIE, FL 33330

**Receipt #** 01A-21-00004774  
**Paid** 09/13/2022 33.00

**2022 - 2023**

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

 <p><b>City of Lauderdale Lakes</b> 4300 N W 36 Street Lauderdale Lakes, FL 33319-5599 (954) 535-2700</p>	<h1 style="margin: 0;">22-23</h1>	<h2 style="margin: 0;">LOCAL BUSINESS TAX RECEIPT</h2>
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**Notice**

This receipt becomes null & void if ownership, business name or address is changed. Taxee must apply within 10 days of such change for transfer. Fee will apply. All applicable building & zoning regulations pertaining to business location must be followed.

**L & B JANITORIAL SERVICES, INC.**  
2692 NW 31 AVENUE  
LAUDERDALE LAKES, FL 33311

Business License ID	Number
5660      343.0	8676
Type	License Fee
JANITORIAL SERVICE	115.76
	Issued
	10/01/2022
	Expires
	09/30/2023

FORM LLIC3      tylerbusinessforms.com      877.749.2090

DO NOT ACCEPT UNLESS THIS DOCUMENT IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH AND A MICROPRINT BORDER		
 <p><b>City of Lauderdale Lakes</b> 4300 N W 36 Street Lauderdale Lakes, FL 33319-5599 (954) 535-2700</p>	<h1 style="margin: 0;">22-23</h1>	<h2 style="margin: 0;">CERTIFICATE OF USE</h2>

**Notice**

This certificate of use becomes null & void if ownership, business name, type of use or address is changed. Certificate holder must apply prior to such change. All applicable building & zoning regulations pertaining to business location must be followed. Failure to accurately report all lines of business, or any substantial change in work performed, may result in revocation.

**L & B JANITORIAL SERVICES, INC.**  
2692 NW 31 AVENUE  
LAUDERDALE LAKES, FL 33311

Business License ID	Number
5660	8677
Type	License Fee
JANITORIAL SERVICE	50.00
	Issued
	10/01/2022
	Expires
	09/30/2023

FORM LLIC3      tylerbusinessforms.com      877.749.2090

Broward County Board of County Commissioners  
BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES



## 6. PRICING

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**6. PRICING**

**6.1 Price Sheet must be completed and submitted using the attached form.**

**Each Agreement will be individually scored for evaluation criteria pricing purposes.**

**Total points awarded for price for each Agreement will be determined by applying the following formula:**

**$(\text{Lowest Proposed Price} / \text{Proposer's Price}) \times 20 = \text{Price Score}$**

Janitorial Services - Price Sheets - Agreement 1											
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2				
					Unit Price	Annual	Unit Price	Annual	Two Year Total		
1	GOVERNMENTAL CENTER EAST COMPLEX GOVERNMENTAL CENTER 115 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301			Basic Services							
		12	MTH	General Cleaning	\$ 32,841.00	\$ 394,092.00	\$ 33,826.00	\$ 405,912.00	\$ 800,004.00		
		12	MTH	Restroom Cleaning	\$ 6,960.00	\$ 83,520.00	\$ 7,168.80	\$ 86,025.60	\$ 169,545.60		
		12	MTH	Floor Care	\$ 12,180.00	\$ 146,160.00	\$ 12,545.40	\$ 150,544.80	\$ 296,704.80		
		12	MTH	Cleaning Supplies	\$ 1,964.00	\$ 23,568.00	\$ 2,022.92	\$ 24,275.04	\$ 47,843.04		
		12	MTH	Paper Products/Trash Bags	\$ 4,567.00	\$ 54,804.00	\$ 4,704.01	\$ 56,448.12	\$ 111,252.12		
				Additional Services							
		1	YR	Deep Cleaning	\$ 9,121.88	\$ 9,121.88	\$ 14,892.00	\$ 14,892.00	\$ 24,013.88		
		1	YR	Window Cleaning	\$ 5,800.00	\$ 5,800.00	\$ 5,974.00	\$ 5,974.00	\$ 11,774.00		
		525	HR	Porter Hours Per Month	\$ 27.38	\$ 172,494.00	\$ 28.20	\$ 177,660.00	\$ 350,154.00		
		15,701	SQF	Pressure Cleaning	\$ 0.10	\$ 1,570.15	\$ 0.10	\$ 1,570.15	\$ 3,140.29		
		38,064	SQF	Carpet Cleaning, Additional	\$ 0.18	\$ 6,851.55	\$ 0.18	\$ 6,851.55	\$ 13,703.10		
		47,580	SQF	Electrostatic Disinfection	\$ 0.10	\$ 4,758.02	\$ 0.10	\$ 4,758.02	\$ 9,516.04		
				Total		\$ 902,739.60		\$ 934,911.28	\$ 1,837,650.87		
		2	GOVERNMENTAL CENTER EAST COMPLEX ANNEX BUILDING 115 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301			Basic Services					
				12	MTH	General Cleaning	\$ 11,847.51	\$ 142,170.12	\$ 12,084.47	\$ 145,013.64	\$ 287,183.76
				12	MTH	Restroom Cleaning	\$ 2,000.00	\$ 24,000.00	\$ 2,040.00	\$ 24,480.00	\$ 48,480.00
12	MTH			Floor Care	\$ 2,450.00	\$ 29,400.00	\$ 2,450.00	\$ 29,400.00	\$ 58,800.00		
12	MTH			Cleaning Supplies	\$ 850.00	\$ 10,200.00	\$ 850.00	\$ 10,200.00	\$ 20,400.00		
12	MTH			Paper Products/Trash Bags	\$ 1,750.00	\$ 21,000.00	\$ 1,750.00	\$ 21,000.00	\$ 42,000.00		
				Additional Services							
1	YR			Deep Cleaning	\$ 1,500.00	\$ 1,500.00	\$ 1,545.00	\$ 1,545.00	\$ 3,045.00		
1	YR			Window Cleaning	\$ 500.00	\$ 500.00	\$ 51.00	\$ 51.00	\$ 551.00		
173	HR			Porter Hours Per Month	\$ 27.38	\$ 56,840.88	\$ 28.20	\$ 58,543.20	\$ 115,384.08		
3,950	SQF			Pressure Cleaning	\$ 0.18	\$ 710.97	\$ 0.18	\$ 710.97	\$ 1,421.94		
9,575	SQF			Carpet Cleaning, Additional	\$ 0.15	\$ 1,436.30	\$ 0.15	\$ 1,436.30	\$ 2,872.60		
14,363	SQF			Electrostatic Disinfection	\$ 0.10	\$ 1,436.30	\$ 0.10	\$ 1,436.30	\$ 2,872.60		
				Total		\$ 289,194.57		\$ 293,816.41	\$ 583,010.98		
3	GOVERNMENTAL CENTER EAST COMPLEX 350 GARAGE TRAINING CENTER 101 SW 1ST AVENUE FORT LAUDERDALE, FL 33301					Basic Services					
				12	MTH	General Cleaning	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 3,600.00
				12	MTH	Restroom Cleaning	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 1,920.00
		12	MTH	Floor Care	\$ 180.00	\$ 2,160.00	\$ 180.00	\$ 2,160.00	\$ 4,320.00		
		12	MTH	Cleaning Supplies	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 1,200.00		
		12	MTH	Paper Products/Trash Bags	\$ 75.00	\$ 900.00	\$ 75.00	\$ 900.00	\$ 1,800.00		
				Additional Services							
		1	YR	Deep Cleaning	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 20.00		
		1	YR	Window Cleaning	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 20.00		
		5	HR	Porter Hours Per Month	\$ 10.00	\$ 600.00	\$ 10.00	\$ 600.00	\$ 1,200.00		
		231	SQF	Pressure Cleaning	\$ 0.25	\$ 57.75	\$ 0.25	\$ 57.75	\$ 115.50		
		700	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 140.00	\$ 0.20	\$ 140.00	\$ 280.00		
		140	SQF	Electrostatic Disinfection	\$ 0.10	\$ 14.00	\$ 0.10	\$ 14.00	\$ 28.00		
				Total		\$ 7,251.75		\$ 7,251.75	\$ 14,503.50		
		4	GOVERNMENTAL CENTER EAST COMPLEX ERP & PRINT SHOP BUILDING 151 SW 2ND STREET FORT LAUDERDALE, FL 33301			Basic Services					
				12	MTH	General Cleaning	\$ 575.00	\$ 6,900.00	\$ 575.00	\$ 6,900.00	\$ 13,800.00
				12	MTH	Restroom Cleaning	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 1,920.00
12	MTH			Floor Care	\$ 355.45	\$ 4,265.40	\$ 355.45	\$ 4,265.40	\$ 8,530.80		
12	MTH			Cleaning Supplies	\$ 98.75	\$ 1,185.00	\$ 98.75	\$ 1,185.00	\$ 2,370.00		
12	MTH			Paper Products/Trash Bags	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 3,600.00		
				Additional Services							
1	YR			Deep Cleaning	\$ 200.00	\$ 200.00	\$ 220.00	\$ 220.00	\$ 420.00		
1	YR			Window Cleaning	\$ 40.00	\$ 40.00	\$ 45.00	\$ 45.00	\$ 85.00		
260	HR			Porter Hours Per Month	\$ 10.00	\$ 31,200.00	\$ 10.00	\$ 31,200.00	\$ 62,400.00		
1,744	SQF			Pressure Cleaning	\$ 0.05	\$ 87.21	\$ 0.05	\$ 87.21	\$ 174.42		
2,643	SQF			Carpet Cleaning, Additional	\$ 0.05	\$ 132.14	\$ 0.05	\$ 132.14	\$ 264.28		
2,114	SQF			Electrostatic Disinfection	\$ 0.01	\$ 21.14	\$ 0.01	\$ 21.14	\$ 42.28		
				Total		\$ 46,790.89		\$ 46,815.89	\$ 93,606.78		
Total (1) - Summary, all facilities						\$ 1,245,976.80		\$ 1,282,795.32	\$ 2,528,772.13		

Janitorial Services - Price Sheets - Agreement 1									
				Year 1		Year 2			
	QTY	UOM	DESCRIPTION	Per Hour	Annual	Per Hour	Annual	2 years	
Additional Labor - Routine:									
	50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00	
	50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00	
	50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00	
	50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00	
Additional Labor - Emergency:									
	50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00	
	50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00	
	50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00	
	50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00	
Pass Thru:	1	EA	Materials/Supplies		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00	
<b>Total (2)</b>					\$ 12,552.00		\$ 12,880.00	\$ 25,432.00	
<b>Grand Total - Whole Group (Total 1 + Total 2)</b>									
					\$ 1,258,528.80		\$ 1,295,675.32	\$ 2,554,204.13	
Provide the Percentage of Price Attributed to Labor Portion of Services: <u>75%</u>									
NAME OF COMPANY: <u>L&amp;B Janitorial Services, Inc.</u>									
AUTHORIZED PERSON NAME: <u>Jean Bernard Pierre Louis</u>									
AUTHORIZED PERSON TITLE: <u>CEO</u>									
DATE: <u>Wednesday, November 16, 2022</u>									



Janitorial Services - Price Sheets - Agreement 2									
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		Two Year Total
					Unit Price	Annual	Unit Price	Annual	
1	MAIN LIBRARY			Basic Services					
	100 SOUTH ANDREWS AVENUE	12	MTH	General Cleaning	\$ 27,772.31	\$ 333,267.72	\$ 28,605.48	\$ 343,265.76	\$ 676,533.48
	FORT LAUDERDALE, FL 33301	12	MTH	Restroom Cleaning	\$ 4,329.00	\$ 51,948.00	\$ 4,458.87	\$ 53,506.44	\$ 105,454.44
		12	MTH	Floor Care	\$ 10,557.00	\$ 126,684.00	\$ 10,873.71	\$ 130,484.52	\$ 257,168.52
		12	MTH	Cleaning Supplies	\$ 1,425.25	\$ 17,103.00	\$ 1,468.01	\$ 17,616.12	\$ 34,719.12
		12	MTH	Paper Products/Trash Bags	\$ 2,565.48	\$ 30,785.76	\$ 2,642.44	\$ 31,709.28	\$ 62,495.04
				Additional Services					
		1	YR	Deep Cleaning	\$ 8,868.83	\$ 8,868.83	\$ 9,134.89	\$ 9,134.89	\$ 18,003.72
		1	YR	Window Cleaning	\$ 11,104.75	\$ 11,104.75	\$ 11,437.89	\$ 11,437.89	\$ 22,542.64
		195	HR	Porter Hours Per Month	\$ 27.38	\$ 64,069.20	\$ 28.20	\$ 65,988.00	\$ 130,057.20
		9,833	SQF	Pressure Cleaning	\$ 0.10	\$ 983.25	\$ 0.11	\$ 1,081.58	\$ 2,064.83
		23,836	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 4,767.28	\$ 0.21	\$ 5,005.64	\$ 9,772.92
		47,673	SQF	Electrostatic Disinfection	\$ 0.12	\$ 5,720.74	\$ 0.13	\$ 6,197.46	\$ 11,918.20
				Total		\$ 655,302.53		\$ 675,427.58	\$ 1,330,730.11
<b>Total (1) - Summary, all facilities</b>						\$ 655,302.53		\$ 675,427.58	\$ 1,330,730.11
				Additional Labor - Routine:					
		50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
		50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
		50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
				Additional Labor - Emergency:					
		50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.30	\$ 1,615.00	\$ 3,184.00
		50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
		50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		Pass Thru:	1	EA	Materials/Supplies	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
<b>Total (2)</b>						\$ 12,552.00		\$ 12,885.00	\$ 25,437.00
<b>Grand Total - Whole Group (Total 1 + Total 2)</b>						\$ 667,854.53		\$ 688,312.58	\$ 1,356,167.11
Provide the Percentage of Price Attributed to Labor Portion of Services: <u>75%</u>									
NAME OF COMPANY: <b>L&amp;B Janitorial Services, Inc.</b>									
AUTHORIZED PERSON NAME: <b>Jean Bernard Pierre-Louis</b>									
AUTHORIZED PERSON TITLE: <b>CEO</b>									
DATE: <b>Wednesday, November 16, 2022</b>									

Janitorial Services - Price Sheets - Agreement 3									
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		Two Year Total
					Unit Price	Annual	Unit Price	Annual	
1	SOUTH REGIONAL COURTHOUSE 3550 HOLLYWOOD BOULEVARD HOLLYWOOD, FL 33021			<b>Basic Services</b>					
		12	MTH	General Cleaning	\$ 4,588.93	\$ 55,067.16	\$ 4,726.60	\$ 56,719.20	\$ 111,786.36
		12	MTH	Restroom Cleaning	\$ 2,955.01	\$ 35,460.12	\$ 3,043.66	\$ 36,523.92	\$ 71,984.04
		12	MTH	Floor Care	\$ 1,699.53	\$ 20,394.36	\$ 1,750.52	\$ 21,006.24	\$ 41,400.60
		12	MTH	Cleaning Supplies	\$ 1,720.00	\$ 20,640.00	\$ 1,771.60	\$ 21,259.20	\$ 41,899.20
		12	MTH	Paper Products/Trash Bags	\$ 1,034.00	\$ 12,408.00	\$ 1,065.02	\$ 12,780.24	\$ 25,188.24
				<b>Additional Services</b>					
		1	YR	Deep Cleaning	\$ 4,995.87	\$ 4,995.87	\$ 5,145.75	\$ 5,145.75	\$ 10,141.62
		1	YR	Window Cleaning	\$ 2,629.56	\$ 2,629.56	\$ 2,708.45	\$ 2,708.45	\$ 5,338.01
		173	HR	Porter Hours Per Month	\$ 27.38	\$ 56,840.88	\$ 28.20	\$ 58,543.20	\$ 115,384.08
		8,547	SQF	Pressure Cleaning	\$ 0.10	\$ 854.70	\$ 0.11	\$ 940.17	\$ 1,794.87
		15,540	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 3,108.00	\$ 0.21	\$ 3,263.40	\$ 6,371.40
		10,360	SQF	Electrostatic Disinfection	\$ 0.12	\$ 1,243.20	\$ 0.13	\$ 1,346.80	\$ 2,590.00
				<b>Total</b>		\$ 213,641.85		\$ 220,236.57	\$ 433,878.42
		<b>Total (1) - Summary, all facilities</b>						\$ 213,641.85	
		<b>QTY</b>	<b>UOM</b>	<b>DESCRIPTION</b>	Year 1		Year 2		
					<b>Per Hour</b>	<b>Annual</b>	<b>Per Hour</b>	<b>Annual</b>	<b>2 years</b>
				<b>Additional Labor - Routine:</b>					
		50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
		50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
		50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
				<b>Additional Labor - Emergency:</b>					
		50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00
		50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00
		50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
		50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00
				<b>Pass Thru:</b>					
		1	EA	Materials/Supplies		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
				<b>Total (2)</b>		\$ 12,552.00		\$ 12,880.00	\$ 25,432.00
				<b>Grand Total - Whole Group (Total 1 + Total 2)</b>		\$ 226,193.85		\$ 233,116.57	\$ 459,310.42
<b>Percentage of Price Attributed to Labor Portion of Services</b> <u>75%</u>									
NAME OF COMPANY: <b>L&amp;B Janitorial Services, Inc.</b>									
AUTHORIZED PERSON NAME: <b>Jean Bernard Pierre-Louis</b>									
AUTHORIZED PERSON TITLE: <b>CEO</b>									
DATE: <b>Wednesday, November 16, 2022</b>									

Janitorial Services - Price Sheets - Agreement 4											
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		Two Year Total		
					Unit Price	Annual	Unit Price	Annual			
1	BROWARD COUNTY JUDICIAL COMPLEX NORTH BUILDING 201 SE 6TH STREET FORT LAUDERDALE, FL 33301	Basic Services									
		12	MTH	General Cleaning	\$ 31,303.49	\$ 375,641.88	\$ 32,242.59	\$ 386,911.08	\$ 762,552.96		
		12	MTH	Restroom Cleaning	\$ 5,155.00	\$ 61,860.00	\$ 5,309.68	\$ 63,716.16	\$ 125,576.16		
		12	MTH	Floor Care	\$ 9,611.82	\$ 115,341.84	\$ 9,900.17	\$ 118,802.04	\$ 234,143.88		
		12	MTH	Cleaning Supplies	\$ 1,787.00	\$ 21,444.00	\$ 1,840.61	\$ 22,087.32	\$ 43,531.32		
		12	MTH	Paper Products/Trash Bags	\$ 2,515.00	\$ 30,180.00	\$ 2,587.36	\$ 31,048.32	\$ 61,228.32		
		Additional Services									
		1	YR	Deep Cleaning	\$ 16,941.00	\$ 16,941.00	\$ 17,449.23	\$ 17,449.23	\$ 34,390.23		
		1	YR	Window Cleaning	\$ 3,023.98	\$ 3,023.98	\$ 3,114.70	\$ 3,114.70	\$ 6,138.68		
		87	HR	Porter Hours Per Month	\$ 27.38	\$ 28,584.72	\$ 28.20	\$ 29,440.80	\$ 58,025.52		
		10,602	SQF	Pressure Cleaning	\$ 0.10	\$ 1,060.23	\$ 0.11	\$ 1,166.25	\$ 2,226.48		
		22,168	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 4,433.68	\$ 0.21	\$ 4,655.37	\$ 9,089.05		
		44,979	SQF	Electrostatic Disinfection	\$ 0.12	\$ 5,397.53	\$ 0.13	\$ 5,847.32	\$ 11,244.85		
		Total					\$ 663,908.86		\$ 684,238.59	\$ 1,348,147.45	
		2	BROWARD COUNTY JUDICIAL COMPLEX EAST BUILDING 201 SE 6TH STREET FORT LAUDERDALE, FL 33301	Basic Services							
				12	MTH	General Cleaning	\$ 15,341.87	\$ 184,102.44	\$ 15,802.13	\$ 189,625.56	\$ 373,728.00
12	MTH			Restroom Cleaning	\$ 2,276.33	\$ 27,315.96	\$ 2,344.62	\$ 28,135.44	\$ 55,451.40		
12	MTH			Floor Care	\$ 5,379.51	\$ 64,554.12	\$ 5,540.90	\$ 66,490.80	\$ 131,044.92		
12	MTH			Cleaning Supplies	\$ 1,310.00	\$ 15,720.00	\$ 1,349.30	\$ 16,191.60	\$ 31,911.60		
12	MTH			Paper Products/Trash Bags	\$ 2,056.00	\$ 24,672.00	\$ 2,117.68	\$ 25,412.16	\$ 50,084.16		
Additional Services											
1	YR			Deep Cleaning	\$ 7,076.14	\$ 7,076.14	\$ 7,288.42	\$ 7,288.42	\$ 14,364.56		
1	YR			Window Cleaning	\$ 2,842.55	\$ 2,842.55	\$ 2,927.83	\$ 2,927.83	\$ 5,770.38		
53	HR			Porter Hours Per Month	\$ 27.38	\$ 17,413.68	\$ 28.20	\$ 17,935.20	\$ 35,348.88		
5,680	SQF			Pressure Cleaning	\$ 0.10	\$ 568.00	\$ 0.11	\$ 624.80	\$ 1,192.80		
13,770	SQF			Carpet Cleaning, Additional	\$ 0.20	\$ 2,753.95	\$ 0.21	\$ 2,891.64	\$ 5,645.59		
20,655	SQF			Electrostatic Disinfection	\$ 0.12	\$ 2,478.55	\$ 0.13	\$ 2,685.10	\$ 5,163.65		
Total					\$ 349,497.39		\$ 360,208.55	\$ 709,705.94			
3	BROWARD COUNTY JUDICIAL COMPLEX MIDRISE BUILDING 540 SE 3RD AVENUE FORT LAUDERDALE, FL 33301			Basic Services							
				12	MTH	General Cleaning	\$ 9,276.38	\$ 111,316.56	\$ 9,554.67	\$ 114,656.04	\$ 225,972.60
		12	MTH	Restroom Cleaning	\$ 2,121.98	\$ 25,463.76	\$ 2,185.64	\$ 26,227.68	\$ 51,691.44		
		12	MTH	Floor Care	\$ 2,774.00	\$ 33,288.00	\$ 2,857.22	\$ 34,286.64	\$ 67,574.64		
		12	MTH	Cleaning Supplies	\$ 985.94	\$ 11,831.28	\$ 1,015.52	\$ 12,186.24	\$ 24,017.52		
		12	MTH	Paper Products/Trash Bags	\$ 1,050.00	\$ 12,600.00	\$ 1,081.50	\$ 12,978.00	\$ 25,578.00		
		Additional Services									
		1	YR	Deep Cleaning	\$ 2,165.17	\$ 2,165.17	\$ 2,230.13	\$ 2,230.13	\$ 4,395.30		
		1	YR	Window Cleaning	\$ 1,753.91	\$ 1,753.91	\$ 1,806.53	\$ 1,806.53	\$ 3,560.44		
		27	HR	Porter Hours Per Month	\$ 27.38	\$ 8,871.12	\$ 28.20	\$ 9,136.80	\$ 18,007.92		
		5,374	SQF	Pressure Cleaning	\$ 0.10	\$ 537.40	\$ 0.11	\$ 591.14	\$ 1,128.53		
		11,074	SQF	Carpet Cleaning, Additional	\$ 0.20	\$ 2,214.73	\$ 0.21	\$ 2,325.46	\$ 4,540.19		
		13,028	SQF	Electrostatic Disinfection	\$ 0.12	\$ 1,563.34	\$ 0.13	\$ 1,693.61	\$ 3,256.95		
		Total					\$ 211,605.26		\$ 218,118.27	\$ 429,723.53	
		4	BROWARD COUNTY JUDICIAL COMPLEX SOUTH GARAGE 612 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301	Basic Services							
				12	MTH	General Cleaning	\$ 1,943.64	\$ 23,323.68	\$ 2,001.95	\$ 24,023.40	\$ 47,347.08
12	MTH			Restroom Cleaning	\$ 557.34	\$ 6,688.08	\$ 574.06	\$ 6,888.72	\$ 13,576.80		
12	MTH			Floor Care	\$ 993.49	\$ 11,921.88	\$ 1,023.29	\$ 12,279.48	\$ 24,201.36		
12	MTH			Cleaning Supplies	\$ 754.22	\$ 9,050.64	\$ 776.85	\$ 9,322.20	\$ 18,372.84		
12	MTH			Paper Products/Trash Bags	\$ 875.00	\$ 10,500.00	\$ 901.25	\$ 10,815.00	\$ 21,315.00		
Additional Services											
1	YR			Deep Cleaning	\$ 954.37	\$ 954.37	\$ 983.00	\$ 983.00	\$ 1,937.37		
1	YR			Window Cleaning	\$ 272.16	\$ 272.16	\$ 280.32	\$ 280.32	\$ 552.48		
5	HR			Porter Hours Per Month	\$ 27.38	\$ 1,642.80	\$ 28.20	\$ 1,692.00	\$ 3,334.80		
4,646	SQF			Pressure Cleaning	\$ 0.10	\$ 464.57	\$ 0.11	\$ 511.03	\$ 975.61		
10,699	SQF			Carpet Cleaning, Additional	\$ 0.20	\$ 2,139.86	\$ 0.20	\$ 2,139.86	\$ 4,279.71		
2,816	SQF			Electrostatic Disinfection	\$ 0.12	\$ 337.87	\$ 0.13	\$ 366.03	\$ 703.90		
Total					\$ 67,295.91		\$ 69,301.04	\$ 136,596.95			
Total (1) - Summary, all facilities						\$ 1,292,307.42		\$ 1,331,866.45	\$ 2,624,173.87		

Janitorial Services - Price Sheets - Agreement 4									
			Year 1		Year 2				
	QTY	UOM	DESCRIPTION	Per Hour	Annual	Per Hour	Annual	2 years	
Additional Labor - Routine:									
	50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00	
	50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00	
	50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00	
	50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00	
Additional Labor - Emergency:									
	50	HR	Project Supervisor	\$ 31.38	\$ 1,569.00	\$ 32.20	\$ 1,610.00	\$ 3,179.00	
	50	HR	Site Supervisor	\$ 29.38	\$ 1,469.00	\$ 30.20	\$ 1,510.00	\$ 2,979.00	
	50	HR	Full Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00	
	50	HR	Part Time Service Crew Emp.	\$ 27.38	\$ 1,369.00	\$ 28.20	\$ 1,410.00	\$ 2,779.00	
Pass Thru:	1	EA	Materials/Supplies	\$	1,000.00		\$ 1,000.00	\$ 2,000.00	
<b>Total (2)</b>				\$	12,552.00		\$ 12,880.00	\$ 25,432.00	
<b>Grand Total - Whole Group (Total 1 + Total 2)</b>					\$ 1,304,859.42		\$ 1,344,746.45	\$ 2,649,605.87	
Provide Percentage of Price Attributed to Labor Portion of Services <u>75%</u>									
NAME OF COMPANY:			<b>L&amp;B Janitorial Services, Inc.</b>						
AUTHORIZED PERSON NAME:			<b>Jean Bernard Pierre-Louis</b>						
AUTHORIZED PERSON TITLE:			<b>CEO</b>						
			DATE: <b>Wednesday, November 16, 2022</b>						

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**LIVING WAGE ORDINANCE WRITTEN DECLARATION**

This solicitation is subject to the Broward County's Living Wage Ordinance, Section 26-100, et seq., of the Broward County Code of Ordinances ("Living Wage Ordinance"). By responding to the solicitation, Vendor agrees to comply with the provisions of the Living Wage Ordinance and acknowledges the penalties for noncompliance.

This completed and signed form declaration should be returned with the Vendor's submittal. If not provided with the submittal, the Vendor must submit within three business days after the County's request. The Vendor may be deemed nonresponsive for failure to fully comply with the stated timeframes. The Vendor should scan and upload the completed, signed form(s) in Periscope S2G.

Employer: L&B Janitorial Services, Inc.
Address: 2692 NW 31st Avenue Lauderdale Lakes FL 33311
Email Address: landbjanitorial@gmail.com
Local Contact: Jean Bernard Pierre-Louis
Contract Amount: TBA
Using Agency Served: Broward County Board of County Commissioners, FL
Solicitation No. and Title: Bid BLD2124561P1 - Janitorial Services for County Facilities

All covered employees, including those of the Vendor's subcontractors, providing services pursuant to the Vendor's contract with the County, must be paid wage rates in accordance with the Living Wage Ordinance, as adjusted annually, no less than either (a) the living wage rate with health care benefits (in addition to providing health care benefits), or (b) the living wage rate without health care benefits. Proof of the provision of health care benefits must be submitted to the County to qualify for the living wage rate with health care benefits. In addition, all such covered employees must be provided paid time off under either the accrual method or the lump sum method, as described in the Living Wage Ordinance.

There will be no increase in contract prices paid by the County to the Vendor due to any increase in wages or other benefits, including paid time off, required to be paid or provided to employees covered by the Living Wage Ordinance.

Further information about the Vendor's obligations under the Living Wage Ordinance can be found at the Purchasing Division's website (hyperlink).

In accordance with the Living Wage Ordinance, as amended:

1. Vendor agrees to pay its covered employees at least:

☐ \$ 15.00 per hour and are provided health care benefits valued at \$ 3.56 per hour.

☒ \$ 18.56 per hour and are not provided health care benefits.

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

2. Vendor agrees to provide its covered employees with paid time off in the following manner:

☒ Covered employees earn at least one (1) hour of paid time off for every thirty (30) hours worked (Vendor is not required to provide paid time off to a covered employee in excess of forty (40) hours on an annual basis).

☐ Covered employees are awarded no less than forty (40) hours of paid time off at the beginning of each twelve-month period of employment, which award must occur by 90 days after the covered employee's effective date of hire, or January 1, 2023, whichever is later.

3. Vendor agrees to provide the applicable living wage statement regarding wage rates and requirements for paid time off with the covered employee's first paycheck or direct deposit receipt, and every six (6) months thereafter.

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
TBA					

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

Under penalties of perjury, I declare that I have read the foregoing Living Wage Ordinance Written Declaration and that the facts stated in it are true.

**Jean Bernard Pierre-Louis**

Printed Name



Signature

11/15/2022

Date

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
01/21/2022

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

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

<b>PRODUCER</b> Accredited Insurance 6099 Hollywood Blvd Hollywood, FL 33024 Phone (954) 964-5444 Fax (954) 964-0772		<b>CONTACT NAME:</b> Patricia FAX No. Ext: (954) 964-5444 FAX No: (954) 964-0772 E-MAIL: patricia@accreditedins.com ADDRESS:	
<b>INSURED</b> L & B JANITORIAL SERVICES, INC 4176 DERBY DRIVE DAVIE FL 33330-		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: HALLMARK SPECIALTY INSURER B: NATIONAL UNION FIRE INS CO INSURER C: INSURER D: INSURER E: INSURER F:	


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSR	INSR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	Y	G09400800-3	01/23/2022	01/23/2023	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 100,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMPROP AGG \$ 1,000,000.00
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> OWNED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	Y		EBU 042761536-1	01/23/2022	01/23/2023	EACH OCCURRENCE \$ 1,000,000.00 AGGREGATE \$ 1,000,000.00
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	N			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

ADDITIONAL INSURED: BROWARD COUNTY

<b>CERTIFICATE HOLDER</b> BROWARD COUNTY 115 S ANDREWS AVENUE FT. LAUDERDALE, FL 33301	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03) QF

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**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**LITIGATION HISTORY FOR L&B JANITORIAL SERVICES, INC.**

LITIGATION HISTORY				
DATE	CASE NUMBER	PARTIES	DESCRIPTION	DEPOSITION
02/13/2019	19-005302IF	Marie Charles Lambert	Accident without injury in moving vessel	Settlement
09/22/2022	2019CA029753	Diane Castillo Lopez	Plaintiff alleges slip and fall at BARC Central	Pending
11/15/2018	CACE20-016841	Kristin Glansen	Plaintiff alleges slip and fall outside the shower at BARC Central	Pending



**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

STATE OF FLORIDA  
DIVISION OF ADMINISTRATIVE HEARINGS  
OFFICE OF THE JUDGES OF COMPENSATION CLAIMS  
FT. LAUDERDALE DISTRICT- JUDGE ILIANA FORTE

EMPLOYEE: Marie Charles Lambert 2020 NE 169th Street, Apt. 415 Miami, FL 33162	ATTORNEY FOR EMPLOYEE: Robert M. Anselmo Rosenberg & Rosenberg, P.A 2501 Hollywood Blvd Ste 110 Hollywood, FL 33020
EMPLOYER: L & B Janitorial Service, Inc. 4176 Derby Drive Davie, FL 33330	ATTORNEY FOR EMPLOYER/CARRIER/SA: April R. Burnette Law Office of Roberto Mendez 903 Northwest 65 <sup>th</sup> Street, Suite 300 Boca Raton, FL 33487
CARRIER: Technology Insurance Company, Inc. PO Box 94574 Cleveland, OH 44101	OJCC Case Number: 19-005302IF
SERVICING AGENT: AmTrust North America of Florida, Inc. P.O. Box 94574 Cleveland, OH 44101	D/A: 2/13/2019

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ORDER UNDER SECTION 440.20 (1) (c), (d), & (e), FLORIDA STATUTES

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Pursuant to Subsections 440.20 (1) (c), (d), & (e), Florida Statutes, the parties have reached a settlement agreement for \$7,500.00. After reviewing the attached documentation, the undersigned Judge of Compensation Claims finds that:

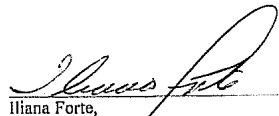
1. The amount of attorney's fee of \$1,375.00 as evidenced in the attached Attorney Fee Data Sheet and supporting documentation, is reasonable and in accordance with Florida Bar Rules 4-1.5 (a) – (f) and meets the requirements of Workers' Compensation Law.
2. The costs of \$250.00 payable in relation to the settlement are appropriately documented and reasonable.
3. The settlement allocation provides for the appropriate recovery of child support arrearages in the amount of \$0.00 as evidenced by the supporting documentation. \$0.00 shall be withheld from the settlement proceeds and paid directly to the proper authorities.

OJCC# 19-005302IF  
Page 1 of 2

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

4. The Claimant will receive net settlement proceeds totaling \$5,875.00, after payment of attorney's fees, costs, and allocation of \$0.00 of the settlement proceeds to payment of child support arrearages.
5. The settlement proceeds shall be paid within fourteen (14) days of this Order, pursuant to Florida Statutes Section 440.20(11) (c), unless any separate time frames for payment have been agreed to by the parties in the settlement documents.

It is ORDERED and ADJUDGED that the attorney's fee of \$1,375.00 plus costs of \$250.00 are awarded and attorney's' fees shall not be subject to modification.

  
Ilana Forte,  
Judge of Compensation Claims

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished via electronic service to: Counsel for the Claimant, Robert M. Anselmo at [RAnselmo@rrpalaw.com](mailto:RAnselmo@rrpalaw.com), [mdor@rrpalaw.com](mailto:mdor@rrpalaw.com), Paul Rosenberg at [paulh@rrpalaw.com](mailto:paulh@rrpalaw.com), [mhelms@rrpalaw.com](mailto:mhelms@rrpalaw.com); Staff Attorney for the E/C/SA, April R. Burnette, [april.burnette@amtrustgroup.com](mailto:april.burnette@amtrustgroup.com) and [QJCCnmili@amtrustgroup.com](mailto:QJCCnmili@amtrustgroup.com); and the Carrier and Servicing Agent at [ELWCLegal@amtrustgroup.com](mailto:ELWCLegal@amtrustgroup.com) on this 4th day of November 2019.

  
Office of the Judges of Compensation Claims

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

Filing # 157971609 E-Filed 09/22/2022 03:39:04 PM

IN THE CIRCUIT COURT OF THE 17th JUDICIAL CIRCUIT AND FOR BROWARD  
COUNTY, FLORIDA  
CASE NO: 2019CA029753  
DIANE LOPEZ-CASTILLO,  
Plaintiff,  
L&B JANITORIAL SERVICES, INC. a  
Florida Profit Corporation  
Defendant.

\_\_\_\_\_  
**PLAINTIFF'S NOTICE OF TAKING DEPOSITION**  
**(via zoom)**

PLEASE TAKE NOTICE that the Plaintiff, DIANE LOPEZ-CASTILLO, will take the depositions  
of the following:

**Deponent: Egelene Pierre-Louis**  
**Date: Wednesday, November 30, 2022**  
**Time: 10:00 a.m.**  
**Location: Remotely via Zoom - Link will be provided by Court Reporting Office.**

**Deponent: Solange Borbua**  
**Date: Wednesday, November 30, 2022**  
**Time: 11:00 a.m.**  
**Location: Remotely via Zoom - Link will be provided by Court Reporting Office.**

upon oral examination before Empire Legal Reporting, a Notary Public in and for the State of Florida  
at Large, or some other officer duly authorized by law to take depositions. The depositions will  
continue from day to day until completed. The depositions are being taken for the purpose of  
discovery, for use at trial, or both of the foregoing, or for such other purposes as are permitted under  
the applicable and governing rules.

**CERTIFICATE OF SERVICE**

WE HEREBY CERTIFY that a true correct copy of the foregoing was electronically filed via the E-  
Portal filing system and served via email on this 22nd of September 2022 upon: Anita Tamayo  
Figueroa, Esq. Ascendant Commercial Insurance, P.O. Box 141368, Coral Gables,  
Florida 33114; [courtdocuments1@ascendantgroup.com](mailto:courtdocuments1@ascendantgroup.com); [lvarela@ascendantgroup.com](mailto:lvarela@ascendantgroup.com)

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

CHALIK AND CHALIK, P.A.  
Attorneys for Plaintiff  
10063 N. W. 1st Court  
Plantation, Florida 33324  
Tel.: (954) 476-1000  
Fax: (954) 472-1173  
Designated e-mail: [litigation@chaliklaw.com](mailto:litigation@chaliklaw.com)  
By \_\_\_\_\_  
DEBI F. CHALIK  
Florida Bar No. 179566  
cc: Empire Legal Reporting

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, PERSONS, INCLUDING THE  
HEARING IMPAIRED, NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING

NEEDS TO CONTACT THE ABOVE PERSON NO LATER THAN SEVEN (7) DAYS PRIOR TO THE  
PROCEEDING: FOR COURT PROCEEDINGS - CONTACT THE COURT ADA COORDINATOR; AND, FOR  
DEPOSITIONS - CONTACT THE ABOVE ATTORNEY.

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

Andrew J. Meyers  
County Attorney



OFFICE OF THE COUNTY ATTORNEY  
115 S. Andrews Avenue, Suite 423  
Fort Lauderdale, Florida 33301

954-357-7600 · FAX 954-357-7641

July 23, 2021

**Via Email (landbjanitorial@gmail.com and INFO@ASCENDANTCLAIMS.COM) and**  
**VIA Certified Mail**

L & B Janitorial Services, Inc. ( 7019 1120 0000 9141 3342 )  
2692 NW 31<sup>st</sup> Avenue  
Lauderdale Lakes, FL 33311

L & B Janitorial Services, Inc. ( 7019 1120 0000 9141 3373 )  
4196 Derby Drive  
Davie, FL 33331

L & B Janitorial Services, Inc. ( 7019 1120 0000 9141 3397 )  
4176 Derby Drive  
Davie, FL 33330

Jean Bernard Pierre-Louis ( 7019 1120 0000 9141 3366 )  
L & B Janitorial Services, Inc.  
4176 Derby Drive  
Davie, FL 33330

Ascendant Commercial ( 7019 1120 0000 9141 3359 )  
P.O. Box 141368  
Coral Gables, FL 33114

Ascendant Commercial Insurance, Inc. ( 7019 1120 0000 9141 3380 )  
P.O. Box 141368  
Coral Gables, FL 33114

Ascendant Commercial Insurance, Inc. ( 7019 1120 0000 9141 3328 )  
2199 Ponce De Leon Boulevard  
Suite 500  
Coral Gables, FL 33134

Ascendant Claims Services ( 7019 1120 0000 9141 3335 )  
P.O. Box 141739  
Coral Gables, FL 33114

Broward County Board of County Commissioners  
Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Dale V.C. Holness • Nan H. Rich • Tim Ryan • Barbara Sharief • Michael Udine  
[broward.org/legal](http://broward.org/legal)

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

*Kristin Glansen v. Broward County*  
July 23, 2021  
Page 2

Re: Case Name: *Kristin Glansen v. Broward County*  
Case Number: CACE20-016841  
Incident date: November 15, 2018  
Subject: **Formal Demand for L & B Janitorial Services, Inc. & Ascendant Commercial Insurance, Inc., to indemnify, defend, and hold Broward County harmless for the above referenced matter**  
Policy Number: GL-43649-4

To whom it may concern:

Please be advised that this is a formal demand by Broward County to L & B Janitorial Services, Inc. ("L & B") & Ascendant Commercial Insurance, Inc. ("Ascendant") to immediately indemnify, defend, and hold Broward County harmless regarding the lawsuit filed by Kristin Glansen against Broward County for an alleged incident occurring on November 15, 2018, at Broward Addiction and Recovery Center Ft. Lauderdale located at 325 SW 28th Street, Fort Lauderdale, 33315. A copy of the Complaint is enclosed for convenience.

Prior to the subject incident, Broward County entered into a contract with L & B for various services, including but not limited to janitorial maintenance. An electronic copy of the L & B contract is attached to the email correspondence for convenience. A print copy of the L & B contract is available upon request. Plaintiff, Kristin Glansen, alleges that she fell on water outside of the shower due to a failure to maintain the shower facilities in a safe condition.

The Complaint further asserts that the premises were negligently maintained in a number of ways, including the following: failing to use reasonable care to assure that the subject premises was maintained in a reasonably safe condition; failing to use reasonable care in selecting, instructing, and supervising individuals or entities instructed to maintain the subject property in a reasonably safe manner; failing to ensure that the subject premises were maintained and monitored in accordance with reasonable care and standards. Due to the allegations of failure to maintain the area in a safe and hazard free condition, and because L & B was responsible for maintaining that area under the contract, we are seeking defense, indemnification, and hold harmless under the L & B contract and Ascendant insurance policy.

Under the L& B contract with Broward County, L & B is required to indemnify, hold harmless and defend Broward County for all causes of action and/or claims that are alleged to be caused in whole or in part by any negligent act of L & B and/or its employees. The L & B contract with Broward County also states, "L & B shall name Broward County as an additional insured under the primary and non-contributory Commercial General Liability policy." See L & B Contract Art. 6 Insurance, Section 6.2. The Certificate of Liability Insurance specifically adds Broward County to the Ascendant Policy number GL-43649-4 as an additional insured. A copy of the Certificate of Liability Insurance is enclosed for your convenience.

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

*Kristin Glansen v. Broward County*  
July 23, 2021  
Page 3

Broward County filed an Answer to the Complaint on January 11, 2021. The undersigned filed Responses to Plaintiff's Request for Admissions, but Responses to Plaintiff's Interrogatories and Requests for Production remain outstanding. We received an extension from Plaintiff until July 30, 2021, to respond to same. A copy of Plaintiff's outstanding discovery requests are attached for convenience. Kindly forward this letter to your attorneys in order for this matter to be expeditiously resolved. Please email me at [swilliamsleon@broward.org](mailto:swilliamsleon@broward.org) to confirm L & B and/or Ascendant's acceptance of this tender of indemnity and defense for the above-mentioned lawsuit within ten (10) days.

Please also consider this correspondence a formal request for a certified copy of the Ascendant policy inclusive of all declarations pages and endorsements within ten (10) days.

Please feel free to contact me at [swilliamsleon@broward.org](mailto:swilliamsleon@broward.org) with any questions or concerns. Thank you in advance for your anticipated cooperation in this matter.

Very truly yours,

/s/ Shannon Williams-Leon  
Assistant County Attorney

Enclosures (5)

-Complaint

-L & B Janitorial Services, Inc. Contract (full contract sent via email and available in print form upon request)

-Certificate of Liability Insurance

-Plaintiff's Interrogatories to Broward County

-Plaintiff's Request for Production to Broward County

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

Filing # 126767355 E-Filed 05/13/2021 03:00:59 PM

**IN THE COUNTY COURT OF THE 17<sup>th</sup> JUDICIAL DISTRICT IN AND FOR  
BROWARD COUNTY, FLORIDA**

**KRISTIN GLANSEN,**

**Plaintiff,**

**CASE NO. CACE-20-016841**

**vs.**

**BROWARD COUNTY,**

**Defendant.**

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**PLAINTIFF'S FIRST REQUEST FOR PRODUCTION TO DEFENDANT**

COMES NOW, the Plaintiff, KRISTIN GLANSEN, by and through her undersigned counsel, and pursuant to Rule 1.350 of the Florida Rules of Civil Procedure, and hereby requests that the Defendant, BROWARD COUNTY., to produce and permit for inspection/copy the following documents and papers within the time afforded by the Florida Rules of Civil Procedure.

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the above and foregoing was served via the Florida Courts e-filing portal on May 13, 2021 which served a copy on all counsel of record.

**REDONDO LAW P.A.**

*Counsel for the Plaintiff*

2828 Coral Way, Suite 303

Miami, Florida 33145

Telephone: (305) 908-6778

Primary e-mail: [mike@redondolawfirm.com](mailto:mike@redondolawfirm.com)

Secondary e-mail: [service@redondolawfirm.com](mailto:service@redondolawfirm.com)

By: /s/ Michael D. Redondo  
Michael D. Redondo, Esq.  
Florida Bar No. 86550



**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

Filing # 114828035 E-Filed 10/12/2020 04:10:58 PM

IN THE CIRCUIT COURT OF THE  
17TH JUDICIAL CIRCUIT IN AND  
FOR BROWARD COUNTY, FLORIDA

Kristin Glansen,  
Plaintiff,

CASE NO.:

20-16841

v.

Broward County,

Defendant.

**COMPLAINT FOR DAMAGES**

Plaintiff, Kristin Glansen, by and through her attorneys, hereby sue Defendant, Broward County ("Defendant"), and allege as follows:

**GENERAL ALLEGATIONS**

1. This is an action for damages in excess of Thirty Thousand Dollars (\$30,000.00), exclusive of attorneys' fees and costs.
2. Plaintiff, Kristin Glansen, at all times material and relevant hereto, was a resident of Broward County, Florida and otherwise *sui juris*.
3. Defendant, Broward County is a political subdivision of the State of Florida.
4. The incident giving rise to this action occurred in Broward County, Florida.
5. Jurisdiction and venue are proper in Broward County, Florida because it is where the cause of action accrued.
6. All conditions precedent to the filing of this suit have been completed or waived.

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

**FACTUAL ALLEGATIONS COMMON TO ALL COUNTS**

7. On or about November 15, 2018, Defendant was the owner and operator of the Broward Addiction Recovery Center located at 325 SW 28<sup>th</sup> Street, Fort Lauderdale, Florida 33315 (the "Property").
8. On or about November 15, 2018 Plaintiff was lawfully on the premises as a business invitee.
9. On or about November 15, 2018 Plaintiff fell at the subject premises.
10. As a result of the fall, the Plaintiff suffered serious and permanent injury.
11. Plaintiff's fall occurred while she was stepping out of the shower at the Property. Plaintiff's fall was caused by water present on the floor outside of the shower. The presence of the water outside of the shower was due to Defendant's failure to maintain the shower facilities in a reasonably safe manner, including but not limited to inadequate shower drainage systems and/or insufficiently operating shower curtains, creating a dangerous condition.
12. This dangerous condition existed with a sufficient length of time so that Defendant knew or should have known of its existence.
13. Plaintiff's injury was a direct and proximate result of the negligence and carelessness of the Defendant.

**COUNT I - NEGLIGENCE AGAINST DEFENDANT**

14. Plaintiff readopts and realleges paragraphs 1 through 13 as if fully set forth herein.
15. Defendant anticipated or should have anticipated the risk of injury, harm, or damage to Plaintiff in light of the fact that it failed to reveal, identify, or warn of the danger which it knew of or should have known of.

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

16. Defendant knew, or in the exercise of reasonable care should have known, of the unreasonably dangerous condition of its premises and the risk of injury to Plaintiff and all similarly situated business invitees.

17. Defendant owed Plaintiff and all other business invitees of the subject premises the following duties:

- a. to use reasonable care in maintaining the subject premises in a reasonably safe condition;
- b. to warn of latent or concealed perils that were known or should have been known to Defendant;
- c. to use reasonable care in selecting, instructing, or supervising individuals or entities instructed to repair, modify, alter, or maintain the subject property in a reasonably safe manner;
- d. to not engage in activity which it knew or should have known would result in serious harm;
- e. to use reasonable care to learn of any dangerous conditions on the subject premises and;
- f. to ensure that the subject premises were used, maintained, and monitored in accordance with reasonable care and in accordance with reasonable standards.

18. Defendant breached the duty of care it owed the Plaintiff in the following non-exhaustive manner:

- a. failing to use reasonable care to assure that the subject premises was maintained in a reasonably safe condition;
- b. failing to warn others of a latent or concealed danger or defect which was known or should have been known to Defendant;
- c. failing to use reasonable care in selecting, instructing, or supervising individuals or entities instructed to repair, modify, alter or maintain the subject property in a reasonably safe manner;
- d. engaging in activity which it knew or should have known would result in serious harm;
- e. failing to use reasonable care to learn of any dangerous conditions on the subject premises; and
- f. failing to ensure that the subject premises was used, maintained, and monitored in accordance with reasonable care and in accordance with reasonable standards.

19. Plaintiff neither knew nor should have known of said dangerous condition and risk.

**Broward County Board of County Commissioners**  
**BID BLD2124561P1: JANITORIAL SERVICES COUNTY FACILITIES**

20. As a direct and proximate result of the negligence of Defendant, Plaintiff, has suffered bodily injury and resulting pain and suffering, disability, disfigurement, mental anguish, loss of capacity for the enjoyment of life, expense of hospitalization, medical and nursing care and treatment, loss of earnings, loss of ability to earn money and other damages to be determined. Plaintiff has expended and will in the future be compelled to expend monies for doctor bills and other expenses in and about the treatment of her injuries. Plaintiff has undergone medical treatment and will in the future be compelled to undergo medical treatment. The losses are either permanent or continuing and Plaintiff will suffer the losses in the future.

**WHEREFORE**, Plaintiff, Kristin Glansen, demands judgment for damages, costs and interest against Defendant, Broward Addiction Recovery Center and demands trial by jury of all issues triable as a right by a jury.

**DATED** this 12th day of October 2020.

Respectfully submitted,

**REDONDO LAW P.A.**  
*Counsel for Plaintiff*  
2828 Coral Way, Suite 201  
Miami, Florida 33145  
Ph: 305-908-6778  
Fax: 305-831-7029  
Michael Redondo, Esq.  
Florida Bar No. 86550  
Primary E-mail: [mike@redondolawfirm.com](mailto:mike@redondolawfirm.com)  
Secondary E-mail: [service@redondolawfirm.com](mailto:service@redondolawfirm.com)

By: /s Michael Redondo  
Michael Redondo, Esq.

**Supplier: L&B Janitorial Services Inc.**

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

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

Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in Periscope S2G for the response to be deemed valid by the County. Refer to the Purchasing Division website or contact Periscope S2G for submittal instructions.

**A. Responsiveness Criteria:**

A Responsive (Vendor) means a vendor who submits a response to a solicitation that the Director of Purchasing determines meets all requirements of the solicitation.

**The required information and applicable forms must be submitted with solicitation response, electronically through Periscope SG2 by the solicitation's due date and time. Failure to timely submit may result in Vendor being deemed non-responsive.** 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 Form**. 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. Criminal History Screening Practices Certification**

Refer to **Criminal History Screening Practices Certification Form**. 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.

**3. 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:**

A 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.

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 the 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 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 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 obtain the required insurance coverages.

#### 6. **Ownership Disclosure**

Vendor must submit a completed Ownership Disclosure Form at the link below.

- a. Broward County is collecting entity ownership information for Vendors. This is for informational purposes **only** and the data will be used for Broward County's research on possible contracting opportunity disparities. The forms will be maintained separately from all other records of this solicitation and will be accessible only by authorized personnel. The information provided will **not** be used in determining whether the Vendor will receive a contract award.
- b. The Ownership Disclosure Form must be completed by the responding Vendor as a matter of Vendor responsibility. If not submitted by time of submittal, the Vendor shall be required to submit the form within three (3) business days after request by the County. Failure to submit the form within this timeframe may result in Vendor being deemed nonresponsible.
- c. Submit the form **only** through the link provided below. Do not submit the form as part of Vendor's response in Periscope S2G.
- d. Link for form submittal: Ownership Disclosure Form.

#### 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. Drug-Free Workplace Certification
- b. Non-Collusion Certification
- c. Public Entities Crimes Certification
- d. Scrutinized Companies List Certification

##### 2. **Subcontractors/Subconsultants/Suppliers Requirement**

If the Subcontractors/Subconsultants/Suppliers Information Form is included in the solicitation, 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 Requirement** form and submit as instructed.

#### D. **Standard Agreement Language Requirements**

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.



1. The applicable Agreement terms and conditions for this solicitation are indicated in the **Special Instructions to Vendors**.
2. 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.
- b. 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.
- c. 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. Cone of Silence**

1. The Board of County Commissioners updated provisions of the Cone of Silence Ordinance, Section 1-266, of the Broward County Code of Ordinances, effective as of April 1, 2022.
2. The County's Cone of Silence Ordinance prohibits all communications, oral or written, relating to a competitive solicitation among vendors/vendor representatives, County Staff, and Commissioner Offices while the Cone is in effect. Communications with Purchasing Division employees, the solicitation's designated Project Manager(s) or designee(s), the Office of Economic and Small Business Development (OESBD) Small Business Development Specialist Supervisor (954) 357-6400, and others as specifically identified in the Cone of Silence Ordinance are permitted. Additionally, communication is permitted at pre-bid conferences and negotiation meetings, as applicable.
3. The Cone of Silence begins upon the advertisement of an ITB, RFP, RFQ, or RLI. The Cone of Silence terminates when the solicitation is awarded, all responses are rejected, or the Board takes other action which ends the solicitation.
4. Any violations of the Code of Silence Ordinance by any vendor/vendor representative, may be reported to the County's Professional Standards/Human Rights Section. If the County's Professional Standards/Human Rights Section determines that a violation has occurred, a fine shall be imposed as provided in the Broward County Code of Ordinances. At the sole discretion of the Broward County Board of County Commissioners, a violation may void an award of the applicable competitive solicitation.
5. Review the Cone of Silence Ordinance, [Section 1-266](#) of the Broward County Code of Ordinances, for more detailed information.

#### **F. 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. Unless the Evaluation Criteria is identified in the solicitation as an Additional Responsiveness or Responsibility Requirement (i.e., Special Instructions to Vendors, e.g., pricing, certifications, etc.), a Vendor's failure to respond to evaluation criteria will not be considered a matter of responsiveness or responsibility. Vendors that fail to submit any information and/or documentation required by an evaluation criteria will not be evaluated or scored for the corresponding evaluation criteria.
3. The County is not required to request, consider, or analyze Vendor's Evaluation Criteria responses received after the solicitation response due date; however, the County reserves the right to obtain clarifying information from a Vendor in writing for the Evaluation Committee.
4. 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:  
$$\frac{(\text{Lowest Proposed Price}/\text{Vendor's Price})}{\text{x (Maximum Number of Points for Price)}} = \text{Price Score}$$
  - d. After completion of scoring, the County may negotiate pricing as in its best interest.
5. 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.

#### **G. Demonstrations**

Refer to **Special Instructions to Vendors** if Demonstrations are applicable. 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, 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.

#### **H. 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 during the presentation and subsequent question and answer period. Subconsultants partnering with multiple prime vendors may only be present during one presentation/question and answer session.

#### **I. 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.

#### **J. Evaluation Committee Meetings**

Evaluation Committee Meetings are posted on Broward County's Sunshine Meetings website.

#### **K. Committee Appointment**

The committee members appointed for this solicitation are available on the Purchasing Division's website under Committee Appointment.

**L. Committee Questions, Request for Clarifications, Additional Information**

1. 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.
2. 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.

**M. 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.

**N. 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. Electronic media, including flash drives, must also comply with this requirement and separate any files claimed to be confidential.
3. To submit confidential material, at least one copy (in print or electronic format) must be submitted in a sealed envelope, labeled "Confidential Matter" 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.

**O. 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 use, reproduce, and publish (including both hard copy and electronic copies) as reasonably necessary for the evaluation of the solicitation response 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.

**P. 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.

**Q. 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.

**R. 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;
3. Tiebreaker Criteria Form: Volume of Payments Over Five Years

**S. 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 recommendation for award and recommendation of rankings. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

**T. 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.

#### **U. 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.
4. 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.

## **V. 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.

## **W. 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.

## **X. 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.

## **Y. 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). Evaluation Criteria responses should be non-locked file format.

6. 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.
7. After all files are uploaded, Vendor must submit and CONFIRM its offer (by entering password) for offer to be received electronically through Periscope S2G.
8. 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 212  
Fort Lauderdale, FL 33301

9. 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 April 7, 2022

**Supplier: L&B Janitorial Services Inc.**

**VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS**  
**Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

The completed form, including acknowledgment of the standard certifications and should be submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may affect Vendor's evaluation.

**If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number.** The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name: **L&B Janitorial Services, Inc.**
2. Doing Business As/ Fictitious Name (if applicable):
3. Federal Employer I.D. no. (FEIN): **65-0685782**
4. Dun and Bradstreet No.: **011139700**
5. Website address (if applicable):
6. Principal place of business address: **2692 NW 31st Ave  
Lauderdale Lakes, FL 33311**
7. Office location responsible for this project: **2692 NW 31st Avenue  
Lauderdale Lakes, FL 33311**
8. Telephone no.: **954-739-1790** Fax no.: **954-765-6307**
9. Type of business (check appropriate box):

Corporation (specify the state of incorporation:	<input checked="" type="checkbox"/> <b>Florida</b>
Sole Proprietor	<input type="checkbox"/>
Limited Liability Company (LLC)	<input type="checkbox"/>
Limited Partnership	<input type="checkbox"/>
General Partnership (State and County Filed In)	<input type="checkbox"/>
Other – Specify	<input type="checkbox"/>

10. List [Florida Department of State, Division of Corporations](#) document number (or registration number if fictitious name):  
**P96000060900**

11. List name and title of each principal, owner, officer, and major shareholder:

a) **Jean Bernard Pierre-Louis, President**



b) **Egelene Pierre-Louis, Vice-President**

c)

d)

12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:

Name: **Jean Bernard Pierre-Louis**

Title: **President**

E-mail: **landbjanitorial@gmail.com**

Telephone No.: **954-829-6286**

Name: **Egelene Pierre-Louis**

Title: **Vice-President**

E-mail: **landbjanitorial@gmail.com**

Telephone No.: **954-298-0184**

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 of 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 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 this contract.
- Living Wage had an effect on the pricing. ☒ Yes ☐ No ☐ N/A
- If yes, Living Wage increased the pricing by: **4.2Florida%**.
22. Participation in Solicitation Development:
- ☒ I have not participated in the preparation or drafting of any language, scope, or specification that would provide my firm or any affiliate an unfair advantage of securing this solicitation that has been let on behalf of Broward County Board of County Commissioners.
- ☐ I have provided information regarding the specifications and/or products listed in this solicitation that has been let on behalf of Broward County Board of County Commissioners.
- If this box is checked, provide the following: Name of Person the information was provided:
- Title:
- Date information provided:
- For what purpose was the information provided?**

**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 Vendor hereby certifies that it has established a drug free workplace program in accordance with the requirements of Section 1-71, et. Seq., of the Broward County Code of Ordinances (Procurement From Businesses With Drug-Free Workplace Program).

**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:

**Jean Bernard Pierre-Louis**  
\*AUTHORIZED SIGNATURE/NAME

**President**  
TITLE

**11/11/2022**  
DATE

Vendor Name: **L&B janitorial Services, 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).

**Supplier: L&B Janitorial Services Inc.**

**LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION**

The completed should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- ☒ It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.
- ☐ It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

**Jean Bernard Pierre-Louis**  
**Authorized Signature/Name**

**CEO**  
**TITLE**

**L&B Janitorial Services, Inc.**  
**Vendor Name**

**11/11/2022**  
**DATE**

Revised May 1, 2021

**Supplier: L&B Janitorial Services Inc.****DOMESTIC PARTNERSHIP ACT CERTIFICATION (REQUIREMENT AND TIEBREAKER)**

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed should be returned with the Vendor's submittal. If the is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, as amended, requires all Vendors contracting with the County, in an amount over \$100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over \$100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).

☐

1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses

☒

2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.

☐

3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.

☐

4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(check only one below)**.

☐

The Vendor employs less than five (5) employees.

☐

The Vendor does not provide benefits to employees' spouses.

☐

The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.

☐

The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.

☐

The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).

☐

The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

Jean Bernard Pierre-Louis

CEO

L&B Janitorial Services,  
Inc.

11/11/2022

Authorized Signature/Name

Title

Vendor Name

Date

Revised May 1, 2021

**Supplier: L&B Janitorial Services Inc.**

**Office of Economic and Small Business Requirements: Small Business Enterprises**

- A. In accordance with the Broward County Business Opportunity Act of 2012, codified in Section 1-81 of the Broward County Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for Small Business Enterprises (SBE).
- B. Only Vendors that are currently certified as SBEs or obtain SBE certification prior to the solicitation due date will be eligible for award of this contract award. Vendors are SBE-certified to provide goods and/or services to the County based on the Vendors' demonstration to the Office of Economic and Small Business Development (OESBD) that they provide such goods and/or services during the normal course of their respective businesses. Brokers are not eligible for certification.
- C. An SBE-certified Vendor must provide a commercially useful function for a project. A SBE-certified Vendor that seeks to act as a broker or does not provide a commercially useful function on a project shall be subject to decertification by OESBD.
- D. It is the Vendor's responsibility to ensure it is compliant with the Business Opportunity Act related requirements and solicitation deadlines by contacting OESBD to verify the Vendor's current SBE status or to obtain the applicable SBE certification.
- E. For detailed information regarding SBEs or to find the application for certification, contact OESBD at (954) 357-6400 or visit the website at: [www.broward.org/EconDev/SmallBusiness](http://www.broward.org/EconDev/SmallBusiness).

Revised May 1, 2021

**Supplier: L&B Janitorial Services Inc.**

**Office of Economic and Small Business Requirements: CBE Reserve**

- A. In accordance with the Broward County Business Opportunity Act of 2012, Section 1-81, Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for County Business Enterprise (CBE) firms (CBE Reserve).
- B. CBEs and non-CBEs may respond to the solicitation.
- C. The CBE with the lowest responsive and responsible Bid, or with the highest-ranked responsive and responsible Proposal, as compared to all other CBEs (the "CBE Presumptive Awardee"), shall be awarded the contract if the CBE Presumptive Awardee meets the following requirements, as applicable:
  - (1) Monetary Differential: The total Bid or Proposal amount of the CBE Presumptive Awardee: (a)(i) does not exceed Three Million Dollars (\$3,000,000) and (ii) does not exceed the total amount of the lowest responsive and responsible Bid, or the total amount of the highest-ranked responsive and responsible Proposal, as applicable, from a non-CBE by more than ten percent (10%); or (b)(i) exceeds Three Million Dollars (\$3,000,000) and (ii) does not exceed the total amount of the lowest responsive and responsible Bid, or the total amount of the highest-ranked responsive and responsible Proposal, as applicable, from a non-CBE by more than five percent (5%); and
  - (2) Points Differential: For competitive solicitations in which the Proposals are assigned point totals, after deducting the points awarded for price from the total points awarded to each applicable Proposal, the total points assigned to the CBE Presumptive Awardee: (a) for Proposals that do not exceed Three Million Dollars (\$3,000,000), are not more than ten percent (10%) less than the total points assigned to the highest-ranked responsive and responsible non-CBE; or (b) for Proposals that exceed Three Million Dollars (\$3,000,000), are not more than five percent (5%) less than the total points assigned to the highest-ranked responsive and responsible non-CBE.

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

- D. If a non-CBE is awarded the contract because no CBE with capacity to perform the work submits a responsive and responsible Bid or Proposal, or because no CBE meets the applicable requirements stated above, any contract awarded to a non-CBE must include at least a twenty-five percent (25%) CBE goal (unless the CBE goal is waived or otherwise modified by Board action).
- E. It is the Vendor's responsibility to ensure compliance with the CBE requirements and adhere to solicitation deadlines. The Vendor must contact OESBD to verify current CBE status or to obtain CBE certification.
- F. The Work may only be performed by CBEs. The Vendor must perform one hundred percent (100%) of the Work as the prime Vendor or the prime Vendor may subcontract portions of Work to other CBEs. If the prime Vendor intends to subcontract any portion of the Work, the Vendor must complete a Letter of Intent (refer to Section G below).
- G. CBE Program Requirements: Vendor should submit all required forms and information with its solicitation submittal as a matter of responsibility. If the required forms and information are not provided with the Vendor's solicitation submittal, then Vendor must supply the required forms and information no later than three (3) business days after request by OESBD. Vendor may be

deemed non-responsible for failure to fully comply with this solicitation and CBE Program Requirements within these stated timeframes.

1. Vendor should include in its solicitation submittal a Letter of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier (LOI) for each CBE the Vendor intends to use to achieve the assigned reserve or CBE participation goal. If the Vendor is a CBE performing 100% of the work, an LOI should be submitted stating that 100% of the work will be completed by the CBE. The form is available at the following link:  
<http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf>
2. If Vendor is unable to attain the CBE participation goal or reserve, Vendor should include in its solicitation submittal an Application for Evaluation of Good Faith Efforts and all of the required supporting information. The is available at the following link:  
<http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf>
- H. A certified firm must provide a commercially useful function for the Project and may not act as a broker. A certified firm that seeks to act as a broker, or that does not provide a commercially useful function for the Project shall be subject to decertification by OESBD.
- I. Vendors are encouraged to purchase materials from certified CBE firms whenever possible.
- J. A joint venture is only eligible for award if all members of the joint venture are certified CBE firms.
- K. OESBD maintains an online directory of CBE firms. The online directory is available for use by Vendors at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>
- L. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the office's website at: <http://www.broward.org/EconDev/SmallBusiness/>
- M. If awarded the contract, Vendor agrees to and shall comply with all applicable requirements of this solicitation, the Business Opportunity Act, and the CBE Program in the award and administration of the contract, including the following:
  1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.
  2. All entities that seek to conduct business with the County, including Vendor or any Prime Contractors, Subcontractors, and Bidders/Offerors shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.
  3. If Vendor fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the "Commitment"), including CBE reserve, then Vendor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.
  4. Vendor shall comply with all applicable requirements of the Business Opportunity Act in the award of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the County to terminate this contract or to exercise any other remedy provided under this contract, the Broward County Code of Ordinances, the Broward County Administrative Code, or other applicable laws, with all such remedies being cumulative.
  5. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the County, for all completed subcontracted work and supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the County.
  6. Vendor understands that the County will monitor Vendor's compliance with the CBE Program requirements. All Vendors must provide OESBD with a Monthly Utilization Report (MUR)



to confirm its compliance with the Commitment agreed to in the contract; timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition of the County's payment of Vendor under the contract. This is also available online at:  
[www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx](http://www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx)

Revised May 1, 2021

Supplier: **L&B Janitorial Services Inc.****LITIGATION HISTORY FORM**

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

- ☐ There are no material cases for this Vendor; or  
☒ Material Case(s) are disclosed below:

Is this for a: (check type) <input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary, or <input checked="" type="checkbox"/> Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor: <b>L&amp;B Janitorial Services, Inc.</b> Or No <input type="checkbox"/>
Party	
Case Number, Name, and Date Filed	<b>CACE-22-001539</b>
Name of Court or other tribunal	<b>State of Florida Claims District</b>
Type of Case	Bankruptcy <input type="checkbox"/> Civil <input checked="" type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>
Claim or Cause of Action and Brief description of each Count	<b>Pending</b>
Brief description of the Subject Matter and Project Involved	<b>Slip and fall</b>
Disposition of Case  (Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)	Pending <input checked="" 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: <b>Anita Tamayo Figueroa, Esq</b> Email: <b>afigueroa@ascendantgroup.com</b> Telephone Number: <b>305-820-4360 Ext 1525</b>

**Vendor Name: L&B Janitorial Services Inc.**

Revised May 1, 2021

**Supplier: L&B Janitorial Services Inc.**

### **AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION**

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

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

The Vendor hereby certifies that: (select one)

- ☒ No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"
- ☐ Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Authorized Signature Name: **Jean Bernard Pierre-Louis**

Title: **CEO**

Vendor Name: **L&B Janitorial Services, Inc.**

Date: **11/11/2022**

Revised 11/24/2021

Supplier: **L&B Janitorial Services Inc.**

**Workforce Investment Program Requirements:**

- A. In accordance with [Broward County Workforce Investment Program, Administrative Code, Section 19.211, the Workforce Investment Program](#) (Program) this solicitation is a covered contract if the open-end contract award value exceeds \$500,000 per year or if the individual project value exceeds \$500,000 under a fixed-term contract. The Program encourages Vendors to utilize [CareerSource Broward](#) (CareerSource) and their contract partners as a firstsource for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.
- B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the **Workforce Investment Program Certification Form** with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.
- C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:
1. be bound to contractual obligations under the contract;
  2. use good faith efforts to meet First Source Referral goal for vacancies that result from award of this contract;
  3. publicly advertise any vacancies that are the direct result of this contract, exclusively with CareerSource for at least five (5) business days;
  4. review qualifications of CareerSource's Qualified Referrals and use good faith efforts to interview Qualified Referrals that appear to meet the required qualifications;
  5. use good faith efforts to hire Qualifying New Hires (as defined by the Program) for at least fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
  6. obtain a hired worker's written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
  7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
  8. provide to the County any documents and records demonstrating Vendor's compliance and good faith efforts to comply with the Program;
  9. submit to the County an annual report by January 31<sup>st</sup> and within 30 days of contract completion or expiration; and
  10. ensure that all of its subcontractors comply with the requirements of the Program.
- D. Further information about the Program, Vendor's obligations, and the Qualifying New Hire's certification may be obtained on the Office of Economic and Small Business Development website:  
[broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx](http://broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx). Vendor is responsible for reading and understanding requirements of the Program.
- E. Subcontractors: Vendor's subcontractors shall use good faith efforts to meet the First Source Referral and the Qualifying New Hires goals, in accordance with the Program. The Vendor shall include in any subcontracts a requirement that the all subcontractors comply with the Program

requirements. The Vendor shall be responsible for compliance by any subcontractor with the Program as it applies to their subcontract.

- F. Reporting: Vendor shall maintain and make available to County upon request all records documenting Vendor's compliance and its subcontractors' compliance with the requirements of the Program, and shall submit the required reports to the Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of this contract. Failure to timely comply with reporting requirements shall constitute a material breach of this contract.
- G. Evaluation: The Contract Administrator will document the Vendor's compliance and good faith efforts as part of the Vendor's Performance Evaluation.
- H. Failure to demonstrate good faith efforts to meet the First Source Referral and the Qualifying New Hires goal shall constitute a material breach of this contract.

### **WORKFORCE INVESTMENT PROGRAM CERTIFICATION**

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

In accordance with the Workforce Investment Program

**L&B Janitorial Services, 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.

**Jean Bernard Pierre-Louis**  
AUTHORIZED SIGNATURE/NAME

**CEO**  
TITLE

**9/18/2022**  
DATE

Revised May 1, 2021

**Supplier: L&B Janitorial Services Inc.****AGREEMENT EXCEPTION 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)



<b>Term or Condition Article / Section</b>	<b>Insert proposed modifications to the contract terms and conditions or proposed additional terms and condition</b>	<b>Provide brief justification for proposed modifications</b>

**Vendor Name: L&B Janitorial Services, Inc.**

Revised May 1, 2021

**Supplier: L&B Janitorial Services Inc.**

### VOLUME OF PREVIOUS PAYMENTS ATTESTATION FORM

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

**This completed form MUST be included with the Vendor's submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).**

Points assigned for Volume of Previous Payments will be based on the amount paid-to-date by the County to a prime Vendor **MINUS** the Vendor's confirmed payments paid-to-date to approved certified County Business Enterprise (CBE) firms performing services as Vendor's subcontractor/subconsultant to obtain the CBE goal commitment as confirmed by County's Office of Economic and Small Business Development. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must list all received payments paid-to-date by contract as a prime vendor from Broward County Board of County Commissioners. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must also list all total confirmed payments paid-to-date by contract, to approved certified CBE firms utilized to obtain the contract's CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date.

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

**The Vendor attests to the following:**

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	Prime: Paid to Date	CBE: Paid to Date
1.	Janitorial Services	R1214808PQ-1	Broward Addiction and Recovery Centers - BARC Central, Boohar Building, EP Mills	12/17/2015	4,710,564.90	4,710,564.90
2.	Janitorial Services	R1214808P4-1	Governmental Center West Annex; West Regional Courthouse, West Regional Mass Transit, Facilities Maintenance District, Emergency Operations Center, West Regional Courthouse	10/27/2015	2,978,694.09	2,978,694.09
3.	Janitorial Services	R1214808P8-1	South Regional Courthouse	4/11/2018	317,067.28	317,067.28
4.	Janitorial	R2112705P1	Governmental	6/1/2018	747,320.61	747,320.61

	Services		Center East Annex			
5.	Janitorial Services	BLD2117566P1	Broward County Aviation Department - Fort Lauderdale International Airport	08/03/2020	913,829.22	913,829.22
6.						
7.						

Grand Total      **9,667,476.1**      **9,667,476.1**

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: L&B Janitorial Services Inc**

**Jean Bernard Pierre-Louis**  
Authorized Signature/Name

**CEO**  
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.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Grand Total

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

**Vendor Name: L&B Janitorial Services Inc.****Jean Bernard Pierre-Louis**  
Authorized Signature/Name**CEO**  
Title**5/24/21**  
Date

Revised May 1, 2021

**Supplier: L&B Janitorial Services Inc.****LOCATION CERTIFICATION**

Refer to applicable sections for submittal instructions. Failure to submit required forms or information by stated timeframes will deem vendor ineligible for local preference or location tiebreaker.

Broward County [Code of Ordinances, Section 1-74](#), et seq., provides certain preferences to Local Businesses, Locally Based Businesses, and Locally Based Subsidiaries, and the [Broward County Procurement Code](#) provides location as the first tiebreaker criteria. Refer to the ordinance for additional information regarding eligibility for local preference.

**For Invitation for Bids:**

To be eligible for the Local Preference best and final offer ("BAFO") and location tiebreaker, the Vendor **must** submit this fully completed form and a copy of its Broward County local business tax receipt **at the same time it submits its bid. Vendors who fail to comply with this submittal deadline will not be eligible for either the BAFO or the location tiebreaker.**

**For Request for Proposals (RFPs), Request for Letters of Interest (RLIs), or Request for Qualifications (RFQs):**

For Local Preference eligibility, the Vendor **should** submit this fully **completed form** and **all Required Supporting Documentation** (as indicated below) at the time Vendor submits its response to the procurement solicitation. If not provided with submittal, the Vendor **must** submit within three business days after County's written request. Failure to submit required forms or information by stated timeframes will deem the Vendor ineligible for local preference.

To be eligible for the location tiebreaker, **the Vendor must submit this fully completed form and a copy of its Broward County local business tax receipt at the same time it submits its response.** Vendors who fail to comply with this submittal deadline will not be eligible for the location tiebreaker.

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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 .

If Option 2 selected, indicate **Local Business Location**:

**2692 NW 31st Ave  
Lauderdale Lakes, FL 33311**

☐ **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: **Bernard Pierre-Louis**

TITLE: **CEO/President**

VENDOR NAME: **L&B Janitorial Services, Inc.**

DATE: **landbjanitorial@gmail.com**

Revised May 1, 2021

Supplier: **L&B Janitorial Services Inc.**

**SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS REQUIREMENT**  
**Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

- A. The Vendor shall submit a listing of all subcontractors, subconsultants and major material suppliers (firms), if any, and the portion of the contract they will perform. A major material supplier is considered any firm that provides construction material for construction contracts, or commodities for service contracts in excess of \$50,000, to the Vendor.
- B. If participation goals apply to the contract, only non-certified firms shall be identified on the form. A non-certified firm is a firm that is not listed as a firm for attainment of participation goals (ex. County Business Enterprise or Disadvantaged Business Enterprise), if applicable to the solicitation.
- C. This list shall be kept up-to-date for the duration of the contract. If subcontractors, subconsultants or suppliers are stated, this does not relieve the Vendor from the prime responsibility of full and complete satisfactory performance under any awarded contract.
- D. After completion of the contract/final payment, the Vendor shall certify the final list of non-certified subcontractors, subconsultants, and suppliers that performed or provided services to the County for the referenced contract.
- E. The Vendor has confirmed that none of the recommended subcontractors, subconsultants, or suppliers' principal(s), officer(s), affiliate(s) or any other related companies have been debarred from doing business with Broward County or any other governmental agency.

If none, check the box below on this form. Use additional copies of this form(s) in Periscope S2G, if needed.

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.**

**Jean Bernard Pierre-Louis**  
**Authorized Signature/Name**

**CEO**  
**Title**

**L&B Janitorial Services**  
**Vendor Name**

**11/11/2022**  
**Date**

Revised 11/24/2021

**Supplier: L&B Janitorial Services Inc.**

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**CRIMINAL HISTORY SCREENING PRACTICES CERTIFICATION FORM**

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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 in the amount of \$100,000 or more with Broward County 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 requirement in the preceding sentence shall apply only to positions located within the United States that will foreseeably perform work under a contract with Broward County. 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 that, for positions located within the United States that will foreseeably perform work under a contract with Broward County, 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: **Jean Bernard Pierre-Louis**

VENDOR NAME: **L&B Janitorial Services, Inc**

TITLE: **President**

DATE: **09/18/2022**

Revised June 17, 2022



**Supplier: L&B Janitorial Services Inc.**

**SCRUTINIZED COMPANIES LIST REQUIREMENT CERTIFICATION**

The completed and signed 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.

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, by virtue of the signature below, certifies that:

- a. The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and a. 215.4725 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
- b. 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
- c. 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.

**Jean Bernard Pierre-Louis**  
**Authorized Signature/Name**

**President**  
**TITLE**

**L&B Janitorial Services, Inc.**  
**Vendor Name**

**09/18/2022**  
**DATE**

Revised May 1, 2021

**Supplier: L&B Janitorial Services Inc.**

**Security Requirements**

**A. General Security Requirements and Criminal Background Screening:**

1. All contractor and sub-contractor personnel requiring unescorted access to Broward County facilities must obtain a County issued contractor identification badge (contractor ID badge); except as specifically stated herein.
2. The background screening requirements for obtaining a contractor ID badge will depend on the facility to which unescorted access is being requested. Contract Administrators or designees and contractors may contact Broward County Security at (954) 357-6000 or [FMsecurity@broward.org](mailto:FMsecurity@broward.org) for the required background screening requirements associated with access to specific facilities. Contract Administrators will communicate all current and appropriate requirements to the contractor and sub-contractor throughout the contract period.

**B. General Facilities:**

1. Contractor and sub-contractor personnel servicing and requiring unescorted access to General Facilities must have a County issued contractor ID badge (contractor ID badge) which will be the responsibility of the contractor to obtain. Depending upon the request, the badge may carry electronic access privileges. The badge must be visible and worn at all times together with the contractor's company/business contractor ID badge. Similar to employee security/ID badges, requests for contractor ID badges are initially approved by the requesting agency director or designee and then submitted to Facilities Management Division (FMD) Security for final approval.
2. The issuance of a contractor ID badge for unescorted access to General Facilities requires a "Level 1" FDLE background check, which can be conducted by the Florida Department of Law Enforcement (FDLE). This "Level 1" FDLE background check is the contractor's responsibility and should be included in the bid price. FDLE background checks can be done by the contractor by phone at (850) 410-8109 or online at <https://web.fdle.state.fl.us/search/app/default>
3. Upon completion of the background check, the contractor must attach a copy of the results to the contractor's application for a contractor ID badge. The Project Manager or designee utilizing the service of the contractor will be the "Sponsor" and will either provide the contractor with a Contractor ID Badge Request or assist the contractor in completing an on-line application for the County issued contractor ID badge.
4. Requests for a contractor ID badge requiring an FDLE background check may require lengthy processing and review by the Broward Sheriff's Office (BSO). Contractors and subcontractors must therefore submit the request to Broward County Security at least two (2) weeks prior to the start of service by the contractor. When identification badges are ready, Broward County Security will contact the contractor to arrange pick up. Upon pick up, the applicant must present a valid Florida identification and must be accompanied by his or her supervisor. Broward County Security will then supply contractor ID badge valid for the anticipated period within which the work will be performed. The validity period must be clearly stated on the Contractor ID Badge Request Form; however, the period of validity will not exceed one (1) year. Background checks will be required for renewal of contractor ID badge. At the termination of the contract and separation of employee services, the contractor is responsible for the collection and return of all contractor ID badge to the Project Manager and/or to Broward County Security.
5. Compliance with the County's security requirements is part of the overall contract performance evaluation. Final payment will, in part, be contingent on the return of all contractor ID badges issued to contractor personnel.
6. Broward County Security is located at Governmental Center East, 115 South Andrews Avenue Fort Lauderdale, FL 33301. Telephone (954) 357-6000.
7. All contractors must wear distinctive and neat appearing uniforms with vendor's company name. Sub-contractor personnel must also have Broward County issued contractor IDs and meet the same security requirements and uniform standards as the primary contractor.

8. Contractors will not be allowed unescorted on the job site without proper County issued contractor ID badges.

**C. Facilities Critical to Security and Public Safety:**

Many Broward County government facilities will have areas designated as critical to security and public safety, pursuant to Broward County Ordinance 2003-08 Sections 26-121 and 26-122, as may be amended. The issuance of a contractor ID badge for unescorted access to facilities critical to security and public safety may entail a comprehensive statewide and national background check. Unescorted access to certain facilities occupied by the Broward Sheriff's Office (BSO) and the State Attorney's Office will require a national fingerprint-based records check per the Criminal Justice Information System (CJIS) policy.

A contractor employee found to have a criminal record consisting of felony conviction(s) shall be disqualified from access to the State Attorney's Offices and certain BSO facilities. A contractor employee with a record of misdemeanor offense(s) may be granted access if the System Security Officer (CSO), Terminal Access Coordinator (TAC), and FDLE determines that the nature of the offense(s) do not warrant disqualification. Applicant shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants.

**D. Contractor Work Crews:**

Background investigations are generally not required for each member of a contractor work crew working on county premises and outside a building or structure. Examples are landscape crews and roofers. If it is necessary to enter the building or structure unescorted, these work crew members should obtain a contractor ID badge. If not, work crew members must be escorted at all times by the project manager, or designee, and must be under the direct supervision of a foreperson for the contractor. The foreperson must be aware of the crew members' whereabouts, has completed the appropriate background check for the location and type of work being undertaken, and has been issued and is displaying a contractor ID badge.

All members of a night cleaning crew must complete a background investigation appropriate to the requirements of the facility and so should all work crew members not escorted when working at a critical county facility.

Notwithstanding, the using agency is best positioned and suited to determine the safeguards and requirements that should be in place to manage the risks and consequences associated with the roles and activities of contractor, subcontractor, and work crews, when requesting a contractor ID badge. The agency is aware of the characteristics of the client population being served by the classes of persons, the need to safeguard high-value assets, and the requirement to comply with all statutory requirements governing background investigations.

**E. Other Vendors:**

Consultants, delivery personnel, and vending machine operators, without a County issued contractor badge, may obtain a Visitor pass and should be escorted by County personnel when accessing and working in designated non-public and employee work areas at both general facilities and facilities critical to security and public safety.

**F. Port Everglades Locations:**

The Port Everglades Department requires persons to present, at port entry, a valid driver's license, and valid reason for wishing to be granted port access in order to obtain a temporary/visitor ID badge. For persons who will visit the Port more than 15 times in a 90-day period, a permanent identification badge must be obtained and paid for by the contractor for all employees, subcontractors, agents and servants visiting or working on the port project. A restricted access badge application process will include fingerprints and a comprehensive background check. Badges must be renewed annually and the fees paid pursuant to Broward County Administrative Code, Section 42.6. For further information, please call 954-765-4225.

1. All vehicles that are used regularly on the dock apron must have a Dockside Parking Permit. Only a limited number of permits will be issued per business entity. The fee is \$100.00 per permit/vehicle. Individuals requesting a permit must possess a valid Port- issued Restricted Access Area badge with a "Dock" destination. Requests for Dockside Parking Permits must be submitted in writing, on company letterhead, to the ID Badge Office. Applicants must demonstrate a need for access to the dock apron. Requests shall be investigated, and approved, if appropriate justification is provided. Supporting documentation

must be supplied, if requested. Dock permits are not transferable and must be affixed to the lower left corner of the permitted vehicle's windshield. Should the permit holder wish to transfer the permit to another vehicle during the term of issuance, the permit will be removed and exchanged at no charge for a new permit. Only one business entity representative will be permitted on the dock at a time at the vessel location.

2. The Federal Government has instituted requirements for a Transportation Worker Identification Credential (TWIC) for all personnel requiring unescorted access to designated secure areas within Port Everglades. The contractor will be responsible for complying with the applicable TWIC requirements. For further information, please call 1-855-347-8371, or go on line to <https://www.tsa.gov/for-industry/twic>.

**G. Airport Security Program and Aviation Regulations:**

1. Consultant/contractor shall observe all security requirements and other requirements of the Federal Aviation Regulations applicable to Consultant/contractor, including without limitation, all regulations of the United States Department of Transportation, the Federal Aviation Administration and the Transportation Security Administration. Consultant/contractor also agrees to comply with the County's Airport Security Program and the Restricted Area ("RA") Vehicle Access Program, and any amendments thereto, and to comply with such other rules and regulations as may be reasonably prescribed by the County, including any regulations pertaining to emergency response training, and to take such steps as may be necessary or directed by the County to insure that sub consultants/subcontractors, employees, invitees and guests of Consultant/contractor observe these requirements. If required by the Aviation Department, Consultant/contractor shall conduct background checks of its employees in accordance with applicable Federal Regulations. If as a result of the acts or omissions of Consultant/contractor, its sub consultants/subcontractors, employees, invitees or guests, the County incurs any fines and/or penalties imposed by any governmental agency, including without limitation, the United States Department of Transportation, the Federal Aviation Administration or the Transportation Security Administration, or any expense in enforcing any Federal regulations, including without limitation, airport security regulations, or the rules or regulations of the County, and/or any expense in enforcing the County's Airport Security Program, then Consultant/contractor agrees to pay and/or reimburse to County all such costs and expenses, including all costs of administrative proceedings, court costs, and attorney's fees and all costs incurred by County in enforcing this provision. Consultant/contractor further agrees to rectify any security deficiency or other deficiency as may be determined as such by the County or the United States Department of Transportation, Federal Aviation Administration, the Transportation Security Administration, or any other Federal agency with jurisdiction. In the event Consultant/contractor fails to remedy any such deficiency, the County may do so at the sole cost and expense of Consultant/contractor. The County reserves the right to take whatever action is necessary to rectify any security deficiency or other deficiency.

a) Access to Security Identification Display Areas and Identification Media.

Consultant/contractor shall be responsible for requesting the Aviation Department to issue Airport Issued Identification Media to all employees who are authorized access to Security Identification Display Areas ("SIDA") on the Airport, as designated in the Airport Security Program. In addition, consultant/contractor shall be responsible for the immediate reporting of all lost

or stolen Airport Issued Identification Media and the immediate return of the media of consultant/contractor's personnel transferred from the Airport, or terminated from the employ of the consultant/contractor, or upon termination of this Agreement. Before an Airport Issued Identification Media is issued to an employee, consultant/contractor shall comply with the requirements of applicable Federal regulations with regard to fingerprinting for criminal history record checks and security threat assessments, and shall require that each employee complete security training programs conducted by the Aviation Department. The consultant/contractor shall pay or cause to be paid to the Aviation Department such charges as may be established from time to time for lost or stolen Airport Issued Identification Media and those not returned to the Aviation Department in accordance with these provisions. The Aviation Department shall have the right to require the consultant/contractor to conduct background investigations

and to furnish certain data on such employees before the issuance of Airport Issued Identification Media, which data may include the fingerprinting of employee applicants for such media.

- b) Operation of Vehicles on the RA: Before the consultant/contractor shall permit any employee of consultant/contractor or of any subconsultant/subcontractor to operate a motor vehicle of any kind or type on the RA (and unless escorted by an Aviation Department approved escort), the consultant/contractor shall ensure that all such vehicle operators possess current, valid, and appropriate Florida driver's licenses. In addition, any motor vehicles and equipment of consultant/contractor or of any subconsultant/subcontractor operating on the RA must have an appropriate vehicle identification permit issued by the Aviation Department, which identification must be displayed as required by the Aviation Department.
- c) Consent to Search/Inspection: The consultant/contractor agrees that its personnel, vehicles, cargo, goods and other personal property are subject to being inspected and searched when attempting to enter or leave and while on the RA. The consultant/contractor further agrees on behalf of itself and its subconsultant/subcontractors, that it shall not authorize any employee or other person to enter the RA unless and until such employee or other person has executed a written consent-to-search/inspection acceptable to the Aviation Department. Consultant/contractor acknowledges and understands that the foregoing requirements are for the protection of users of the Airport and are intended to reduce incidents of cargo tampering, aircraft sabotage, thefts and other unlawful activities at the Airport. For this reason, consultant/contractor agrees that persons not executing such consent-to-search/inspection shall not be employed by the consultant/contractor or by any sub consultant/subcontractor at the Airport in any position requiring access to the RA or allowed entry to the RA by the consultant/contractor or by any sub consultant/subcontractor.
- d) Consultant/contractor understands and agrees that if any of its employees, or the employees of any of its sub consultants/subcontractors, are required in the course of the work to be performed under this Agreement to access or otherwise be in contact with Sensitive Security Information ("SSI") as defined and construed under Federal law, that individual will be required to execute a Sensitive Security Information Non-Disclosure Agreement promulgated by the Aviation Department.
- e) The provisions hereof shall survive the expiration or any other termination of this Agreement.

#### **H. Water and Wastewater Services (WWS):**

- 1. Contractors/Consultants may receive a WWS ID Badge and/or Access Card and/or Keys while working at WWS facility work sites. These items provide modified access to certain areas and systems otherwise restricted to non-WWS employees and can only be obtained from the WWS Security Manager. These items may be rescinded at the discretion of the WWS Security Officer. The WWS ID Badge, Access Card and/or Keys remain the property of Broward County and must be returned to your WWS contact person at the end of the contract/project.
- 2. All contractors will complete and sign the WWS Contractor/Consultant Security Memorandum and provide a copy of their Driver's License to be recorded on Schlage Card Access System Profile.
- 3. A lost or stolen ID Badge and/or Access Card and/or Keys must be reported to the Security Manager immediately.
- 4. WWS may terminate access to any contractor who acts inappropriately while on County property and has the right to contact BSO if necessary, to have the contractor removed and/or file charges against them.

#### **I. Additional Security Requirements for Parks and Recreation:**

- 1. Contractor expressly understands and agrees that a duty is hereby created under this Contract that requires contractor to provide ongoing disclosure throughout the term of this

Contract as provided for herein relative to the criminal background screening required by this Section.

2. Contractor shall perform criminal background screening as identified in Item 3 below on its officers, employees, agents, independent contractors and volunteers who will be working under this contract in any County park ("collectively referred to as "County Park Property"). Further, if contractor is permitted to utilize subcontractors under this contract, contractor shall perform or ensure that the background screening as required in Item 3 below is conducted on any permitted subcontractor, which term includes the subcontractor's officers, employees, agents, independent contractors and volunteers who will be working under this contract on County Park property.
3. Contractor shall not permit any person who is listed as a sexual predator or sexual offender on the Florida Department of Law Enforcement, Sexual Offenders and Predators Website or the United States Department of Justice, National Sex Offender Public Website, to provide any services for contractor on County Park Property. All persons subject to the criminal background screening under this contract shall be rescreened annually based on the date of initial screening.
4. Contractor shall maintain copies of the results of the criminal background screening required by this Section for the term of this contract and promptly forward copies of same to County, upon its request.
5. Contractor shall be required to furnish to County's Parks and Recreation Project Manager, on a monthly basis, an Affidavit affirming the persons listed in the Affidavit have been background screened as required in Item 3 above and have been deemed eligible by contractor to work on County Park property. Contractor's monthly Affidavit shall update information from the previous Affidavit by reconfirming the status of persons who have previously been deemed eligible as provided for above and updating the list, when applicable, to specifically identify new persons providing services for contractor under this Contract who have been background screened as required in Item 3 above and deemed eligible to work on County Park Property. The Contract Administrator may, in his or her discretion, permit contractor to furnish the monthly Affidavit in an electronic format.
6. In the event contractor obtains, or is provided, supplemental criminal background information, including police reports and arrest information, which potentially disqualifies a person previously deemed eligible by contractor to provide services under this contract, contractor shall take immediate action to review the matter; however, during such review time and until a determination of eligibility is made by contractor based on the requirements of this Section, contractor shall immediately cease allowing the person to work on County Park Property. Additionally, contractor shall be required to inform any person background screened pursuant to this Section who is providing services under this contract, to notify contractor within forty-eight (48) hours of any arrest related to sexual misconduct which has occurred after the person was deemed eligible to work on County Park Property.
7. Contractor shall, by written contract, require its permitted subcontractors to agree to the requirements and obligations of this Section.
8. County may terminate this contract immediately for cause, with Notice provided to contractor, for a violation related to contractor's failure to perform the required background screening on its officers, employees, agents, independent contractors and volunteers who will be working under this Agreement on County Park Property. County may also terminate this contract immediately for cause, with Notice provided to contractor, if County determines contractor failed to ensure that its permitted subcontractors, as defined in Item 2 above, have been background screened as required in this section prior to performing any services under this Agreement on County Park Property. Contractor will not be subject to immediate termination in the event County determines a violation of this Section was outside the reasonable control of contractor and contractor has demonstrated to County compliance with the requirements of this Section.
9. County may terminate this contract for cause if contractor fails to provide the monthly Affidavit to County as provided for under Item 5 above, and contractor does not cure said breach within five (5) days of Notice provided to contractor.

Revised May 1, 2021

## Supplier: L&B Janitorial Services Inc.

### 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, available here: <https://www.broward.org/purchasing>.

#### 1. Right to Object

For Requests for Proposals (RFP), Requests for Qualifications (RFQ) or Requests for Letters of Interest (RLI), 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 recommendation of ranking (if applicable) is posted on the Purchasing Division's website. The written objection must comply with the requirements stated in Section 21.42(h) of the Procurement Code. Failure to timely and fully meet any requirement will result in the loss of a right to object.

#### 2. Right to Protest

For Invitations to Bid (ITBs), RFP, RFQ, and RLIs, vendors may protest the specifications or requirements of a solicitation (or of any addenda). Protests must be received in writing by the Director of Purchasing within five (5) business days after the applicable solicitation (or addenda) is posted on the Purchasing Division's website.

For ITBs, vendors may protest a recommendation for award made by the Broward County Purchasing Division. For RFPs, RFQs, and RLIs, vendors may protest a final recommendation of ranking made by an Evaluation Committee. In all cases, protests must be filed in writing within five (5) business days after a recommended ranking or recommendation for award is posted on the Purchasing Division's website.

Any protest must comply with requirements stated in Part X of the Procurement Code, including a filing fee (if applicable). Failure to timely and fully meet any requirement will result in a loss of protest rights.

Vendors may appeal the denial of a protest. Section 21.81 of the Procurement Code identifies all other matters that may be appealed. Appeals may require payment of an appeal bond. Appeals must comply with requirements stated in Part XII of the Procurement Code. Failure to timely and fully meet any requirement will result in a loss of appeal rights.

#### Cone of Silence:

The Board of County Commissioners recently updated provisions of the Cone of Silence Ordinance, Section 1-266, of the Broward County Code of Ordinances, effective as of April 1, 2022.

The County's Cone of Silence Ordinance prohibits all communications, oral or written, relating to a competitive solicitation among vendors/vendor representatives, County Staff, and Commissioner Offices while the cone is in effect. Communications with Purchasing Division employees, the solicitation's designated Project Manager(s) or designee(s), the Office of Economic and Small Business (OESBD) Small Business Development Specialist Supervisor (954-357-6400), and others as specifically identified in the Cone of Silence Ordinance are permitted. Additionally, communication is permitted at pre-bid conferences and negotiation meetings, as applicable.

The Cone of Silence begins upon the advertisement of an ITB, RFP, RFQ, or RLI. The Cone of Silence terminates when the solicitation is awarded, all responses are rejected, or the Board takes other action which ends the solicitation.

Any violations of the Code of Silence Ordinance by any vendor/vendor representative, may be reported to the County's Professional Standards/Human Rights Section. If the County's Professional Standards/Human Rights Section determines that a violation has occurred, a fine shall be imposed as provided in the Broward County Code of Ordinances. At the sole discretion of the Broward County Board of County Commissioners, a violation may void an award of the applicable competitive solicitation.

Review the Cone of Silence Ordinance, Section 1-266 of the Broward County Code of Ordinances, for more detailed information.

Updated: April 1, 2022