

Sunshine Cleaning Systems Inc.

Bid Contact **Mark Klien**
Dave@sunclean.com
Ph 954-772-0884
Fax 954-566-7329

Address **3445 NE 12th Terrace**
Ft. Lauderdale, FL 33334

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

Sunshine Cleaning Systems Inc.

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

Attachments

Price_Sheet_for_Agreement_No._1_-_GCE 4.xlsx

Price_Sheet_for_Agreement_No._2_-_Main_Library 3.xlsx

Price_Sheet_for_Agreement_No._3_-_South_Regional_Courthouse 3.xlsx

Price_Sheet_for_Agreement_No._4_-_BCJC 4.xlsx

Evaluation Criteria 4- FROM 2021 BID 8.pdf

18764965 Broward County COI.pdf

Broward County biz license 2023.pdf

Living Wage Affidavit.pdf

Living Wage Ordinance.pdf

LOI Broward County.pdf

SCSI FS 2021 and 2020.pdf

Sunbiz Annual Report 2021.pdf

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	\$ 49,815.90	\$ 597,790.80	\$ 51,499.08	\$ 617,988.96	\$ 1,215,779.76
		12	MTH	Restroom Cleaning	\$ 3,736.19	\$ 44,834.28	\$ 3,862.43	\$ 46,349.16	\$ 91,183.44
		12	MTH	Floor Care	\$ 7,472.38	\$ 89,668.56	\$ 7,724.86	\$ 92,698.32	\$ 182,366.88
		12	MTH	Cleaning Supplies	\$ 2,131.83	\$ 25,581.96	\$ 2,195.79	\$ 26,349.48	\$ 51,931.44
		12	MTH	Paper Products/Trash Bags	\$ 1,784.26	\$ 21,411.12	\$ 1,784.26	\$ 21,411.12	\$ 42,822.24
				Additional Services					
		1	YR	Deep Cleaning	\$ 14,944.77	\$ 14,944.77	\$ 15,449.72	\$ 15,449.72	\$ 30,394.49
		1	YR	Window Cleaning	\$ 6,977.00	\$ 6,977.00	\$ 6,977.00	\$ 6,977.00	\$ 13,954.00
		525	HR	Porter Hours Per Month	\$ 18.93	\$ 119,259.00	\$ 19.50	\$ 122,850.00	\$ 242,109.00
		15,701	SQF	Pressure Cleaning	\$ 0.05	\$ 785.07	\$ 0.05	\$ 785.07	\$ 1,570.15
		38,064	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 4,567.70	\$ 0.12	\$ 4,567.70	\$ 9,135.40
		47,580	SQF	Electrostatic Disinfection	\$ 0.10	\$ 4,758.02	\$ 0.10	\$ 4,758.02	\$ 9,516.04
		Total					\$ 930,578.28		\$ 960,184.55
2	GOVERNMENTAL CENTER EAST COMPLEX ANNEX BUILDING 115 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 17,145.34	\$ 205,744.08	\$ 17,644.08	\$ 211,728.96	\$ 417,473.04
		12	MTH	Restroom Cleaning	\$ 1,285.90	\$ 15,430.80	\$ 1,323.31	\$ 15,879.72	\$ 31,310.52
		12	MTH	Floor Care	\$ 2,571.80	\$ 30,861.60	\$ 2,646.61	\$ 31,759.32	\$ 62,620.92
		12	MTH	Cleaning Supplies	\$ 245.47	\$ 2,945.64	\$ 167.92	\$ 2,015.04	\$ 4,960.68
		12	MTH	Paper Products/Trash Bags	\$ 269.31	\$ 3,231.72	\$ 269.31	\$ 3,231.72	\$ 6,463.44
				Additional Services					
		1	YR	Deep Cleaning	\$ 5,142.60	\$ 5,142.60	\$ 5,293.22	\$ 5,293.22	\$ 10,435.82
		1	YR	Window Cleaning	\$ 6,977.00	\$ 6,977.00	\$ 6,977.00	\$ 6,977.00	\$ 13,954.00
		173	HR	Porter Hours Per Month	\$ 18.93	\$ 39,298.68	\$ 19.50	\$ 40,482.00	\$ 79,780.68
		3,950	SQF	Pressure Cleaning	\$ 0.02	\$ 79.00	\$ 0.02	\$ 79.00	\$ 157.99
		9,575	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 1,149.04	\$ 0.12	\$ 1,149.04	\$ 2,298.08
		14,363	SQF	Electrostatic Disinfection	\$ 0.10	\$ 1,436.30	\$ 0.10	\$ 1,436.30	\$ 2,872.60
		Total					\$ 312,296.46		\$ 320,031.32
3	GOVERNMENTAL CENTER EAST COMPLEX 350 GARAGE TRAINING CENTER 101 SW 1ST AVENUE FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 118.93	\$ 1,427.16	\$ 124.33	\$ 1,491.96	\$ 2,919.12
		12	MTH	Restroom Cleaning	\$ 8.92	\$ 107.04	\$ 9.33	\$ 111.96	\$ 219.00
		12	MTH	Floor Care	\$ 17.84	\$ 214.08	\$ 18.65	\$ 223.80	\$ 437.88
		12	MTH	Cleaning Supplies	\$ 1.69	\$ 20.28	\$ 1.74	\$ 20.88	\$ 41.16
		12	MTH	Paper Products/Trash Bags	\$ 0.44	\$ 5.28	\$ 0.44	\$ 5.28	\$ 10.56
				Additional Services					
		1	YR	Deep Cleaning	\$ 35.68	\$ 35.68	\$ 37.30	\$ 37.30	\$ 72.98
		1	YR	Window Cleaning	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 50.00
		5	HR	Porter Hours Per Month	\$ 18.93	\$ 1,135.80	\$ 19.50	\$ 1,170.00	\$ 2,305.80
		231	SQF	Pressure Cleaning	\$ 0.01	\$ 2.31	\$ 0.01	\$ 2.31	\$ 4.62
		700	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 84.00	\$ 0.12	\$ 84.00	\$ 168.00
		140	SQF	Electrostatic Disinfection	\$ 0.10	\$ 14.00	\$ 0.10	\$ 14.00	\$ 28.00
		Total					\$ 3,070.63		\$ 3,186.49
4	GOVERNMENTAL CENTER EAST COMPLEX ERP & PRINT SHOP BUILDING 151 SW 2ND STREET FORT LAUDERALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 2,180.83	\$ 26,169.96	\$ 2,518.01	\$ 30,216.12	\$ 56,386.08
		12	MTH	Restroom Cleaning	\$ 163.56	\$ 1,962.72	\$ 188.85	\$ 2,266.20	\$ 4,228.92
		12	MTH	Floor Care	\$ 327.12	\$ 3,925.44	\$ 377.70	\$ 4,532.40	\$ 8,457.84
		12	MTH	Cleaning Supplies	\$ 20.57	\$ 246.84	\$ 21.12	\$ 253.44	\$ 500.28
		12	MTH	Paper Products/Trash Bags	\$ 6.61	\$ 79.32	\$ 6.61	\$ 79.32	\$ 158.64
				Additional Services					
		1	YR	Deep Cleaning	\$ 654.25	\$ 654.25	\$ 755.40	\$ 755.40	\$ 1,409.65
		1	YR	Window Cleaning	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 60.00
		260	HR	Porter Hours Per Month	\$ -	\$ -	\$ -	\$ -	\$ -
		1,744	SQF	Pressure Cleaning	\$ 0.01	\$ 17.44	\$ 0.01	\$ 17.44	\$ 34.88
		2,643	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 317.13	\$ 0.12	\$ 317.13	\$ 634.26
		2,114	SQF	Electrostatic Disinfection	\$ 0.10	\$ 211.42	\$ 0.10	\$ 211.42	\$ 422.84
		Total					\$ 33,614.52		\$ 38,678.87
Total (1) - Summary, all facilities						\$ 1,279,559.89		\$ 1,322,081.23	\$ 2,601,641.12

Janitorial Services - Price Sheets - Agreement 1									
				Year 1		Year 2			
				Per Hour	Annual	Per Hour	Annual	2 years	
Additional Labor - Routine:									
	QTY	UOM	DESCRIPTION						
	50	HR	Project Supervisor	\$ 30.00	\$ 1,500.00	\$ 33.00	\$ 1,650.00	\$ 3,150.00	
	50	HR	Site Supervisor	\$ 24.30	\$ 1,215.00	\$ 25.03	\$ 1,251.50	\$ 2,466.50	
	50	HR	Full Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50	
	50	HR	Part Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50	
Additional Labor - Emergency:									
	50	HR	Project Supervisor	\$ 30.00	\$ 1,500.00	\$ 33.00	\$ 1,650.00	\$ 3,150.00	
	50	HR	Site Supervisor	\$ 24.30	\$ 1,215.00	\$ 25.03	\$ 1,251.50	\$ 2,466.50	
	50	HR	Full Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50	
	50	HR	Part Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50	
Pass Thru:	1	EA	Materials/Supplies		\$ 1,000.00		\$ 1,000.00	\$ 2,000.00	
Total (2)					\$ 10,216.00		\$ 10,703.00	\$ 20,919.00	
Grand Total - Whole Group (Total 1 + Total 2)									
					\$ 1,289,775.89		\$ 1,332,784.23	\$ 2,622,560.12	
Provide the Percentage of Price Attributed to Labor Portion of Services: 75%									
NAME OF COMPANY:				Sunshine Cleaning Systems					
AUTHORIZED PERSON NAME:				Thomas Melton					
AUTHORIZED PERSON TITLE:				Executive Vice President					
				DATE: Monday, November 14, 2022					

Janitorial Services - Price Sheets - Agreement 2											
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2				
					Unit Price	Annual	Unit Price	Annual	Two Year Total		
1	MAIN LIBRARY 100 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301			Basic Services							
		12	MTH	General Cleaning	\$ 47,670.17	\$ 572,042.04	\$ 49,152.56	\$ 589,830.72	\$ 1,161,872.76		
		12	MTH	Restroom Cleaning	\$ 3,575.26	\$ 42,903.12	\$ 3,686.44	\$ 44,237.28	\$ 87,140.40		
		12	MTH	Floor Care	\$ 7,150.53	\$ 85,806.36	\$ 7,372.88	\$ 88,474.56	\$ 174,280.92		
		12	MTH	Cleaning Supplies	\$ 1,839.88	\$ 22,078.56	\$ 1,895.08	\$ 22,740.96	\$ 44,819.52		
		12	MTH	Paper Products/Trash Bags	\$ 1,986.37	\$ 23,836.44	\$ 1,986.37	\$ 23,836.44	\$ 47,672.88		
				Additional Services							
		1	YR	Deep Cleaning	\$ 14,301.05	\$ 14,301.05	\$ 14,745.77	\$ 14,745.77	\$ 29,046.82		
		1	YR	Window Cleaning	\$ 13,955.00	\$ 13,955.00	\$ 13,955.00	\$ 13,955.00	\$ 27,910.00		
		195	HR	Porter Hours Per Month	\$ 18.93	\$ 44,296.20	\$ 19.50	\$ 45,630.00	\$ 89,926.20		
		9,833	SQF	Pressure Cleaning	\$ 0.07	\$ 688.28	\$ 0.07	\$ 688.28	\$ 1,376.55		
		23,836	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 2,860.37	\$ 0.12	\$ 2,860.37	\$ 5,720.74		
		47,673	SQF	Electrostatic Disinfection	\$ 0.10	\$ 4,767.28	\$ 0.10	\$ 4,767.28	\$ 9,534.56		
				Total		\$ 827,534.69		\$ 851,766.65	\$ 1,679,301.35		
		Total (1) - Summary, all facilities						\$ 827,534.69		\$ 851,766.65	\$ 1,679,301.35
				QTY	UOM	DESCRIPTION	Year 1		Year 2		
							Per Hour	Annual	Per Hour	Annual	2 years
				Additional Labor - Routine:							
		50	HR	Project Supervisor	\$ 30.00	\$ 1,500.00	\$ 33.00	\$ 1,650.00	\$ 3,150.00		
		50	HR	Site Supervisor	\$ 24.30	\$ 1,215.00	\$ 25.03	\$ 1,251.50	\$ 2,466.50		
		50	HR	Full Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50		
		50	HR	Part Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50		
				Additional Labor - Emergency:							
		50	HR	Project Supervisor	\$ 30.00	\$ 1,500.00	\$ 33.00	\$ 1,650.00	\$ 3,150.00		
		50	HR	Site Supervisor	\$ 24.30	\$ 1,215.00	\$ 25.03	\$ 1,251.50	\$ 2,466.50		
		50	HR	Full Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50		
		50	HR	Part Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50		
		Pass Thru:	1	EA	Materials/Supplies	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00		
Total (2)						\$ 10,216.00		\$ 10,703.00	\$ 20,919.00		
Grand Total - Whole Group (Total 1 + Total 2)						\$ 837,750.69		\$ 862,469.65	\$ 1,700,220.35		
Provide the Percentage of Price Attirbuted to Labor Portion of Services: 75%											
NAME OF COMPANY: Sunshine Cleaning Systems, LLC											
AUTHORIZED PERSON NAME: Thomas Melton											
AUTHORIZED PERSON TITLE: Executive Vice President											
DATE: Monday, November 14, 2022											

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 3550 HOLLYWOOD BOULVARD HOLLYWOOD, FL 33021			Basic Services							
		12	MTH	General Cleaning	\$ 11,166.70	\$ 134,000.40	\$ 11,565.59	\$ 138,787.08	\$ 272,787.48		
		12	MTH	Restroom Cleaning	\$ 837.50	\$ 10,050.00	\$ 867.42	\$ 10,409.04	\$ 20,459.04		
		12	MTH	Floor Care	\$ 1,675.00	\$ 20,100.00	\$ 1,734.84	\$ 20,818.08	\$ 40,918.08		
		12	MTH	Cleaning Supplies	\$ 504.97	\$ 6,059.64	\$ 520.12	\$ 6,241.44	\$ 12,301.08		
		12	MTH	Paper Products/Trash Bags	\$ 647.50	\$ 7,770.00	\$ 647.50	\$ 7,770.00	\$ 15,540.00		
				Additional Services							
		1	YR	Deep Cleaning	\$ 3,350.01	\$ 3,350.01	\$ 3,469.68	\$ 3,469.68	\$ 6,819.69		
		1	YR	Window Cleaning	\$ 3,975.00	\$ 3,975.00	\$ 3,975.00	\$ 3,975.00	\$ 7,950.00		
		173	HR	Porter Hours Per Month	\$ 18.93	\$ 39,298.68	\$ 19.50	\$ 40,482.00	\$ 79,780.68		
		8,547	SQF	Pressure Cleaning	\$ 0.07	\$ 598.29	\$ 0.07	\$ 598.29	\$ 1,196.58		
		15,540	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 1,864.80	\$ 0.12	\$ 1,864.80	\$ 3,729.60		
		10,360	SQF	Electrostatic Disinfection	\$ 0.10	\$ 1,036.00	\$ 0.10	\$ 1,036.00	\$ 2,072.00		
				Total		\$ 228,102.82		\$ 235,451.41	\$ 463,554.23		
		Total (1) - Summary, all facilities						\$ 228,102.82		\$ 235,451.41	\$ 463,554.23
				QTY	UOM	DESCRIPTION	Year 1		Year 2		
					Per Hour	Annual	Per Hour	Annual	2 years		
				Additional Labor - Routine:							
		50	HR	Project Supervisor	\$ 30.00	\$ 1,500.00	\$ 33.00	\$ 1,650.00	\$ 3,150.00		
		50	HR	Site Supervisor	\$ 24.30	\$ 1,215.00	\$ 25.03	\$ 1,251.50	\$ 2,466.50		
		50	HR	Full Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50		
		50	HR	Part Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50		
				Additional Labor - Emergency:							
		50	HR	Project Supervisor	\$ 30.00	\$ 1,500.00	\$ 33.00	\$ 1,650.00	\$ 3,150.00		
		50	HR	Site Supervisor	\$ 24.30	\$ 1,215.00	\$ 25.03	\$ 1,251.50	\$ 2,466.50		
		50	HR	Full Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50		
		50	HR	Part Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$ 1,921.50		
		Pass Thru:	1	EA	Materials/Supplies	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00		
Total (2)						\$ 10,216.00		\$ 10,703.00	\$ 20,919.00		
Grand Total - Whole Group (Total 1 + Total 2)						\$ 238,318.82		\$ 246,154.41	\$ 484,473.23		
Percentage of Price Attributed to Labor Portion of Services 75%											
NAME OF COMPANY: Sunshine Cleaning Systems, LLC											
AUTHORIZED PERSON NAME: Thomas Melton											
AUTHORIZED PERSON TITLE: Executive Vice President											
DATE: Monday, November 14, 2022											

Janitorial Services - Price Sheets - Agreement 4									
ITEM NO.	FACILITY LOCATION	QTY	UOM	DESCRIPTION	Year 1		Year 2		
					Unit Price	Annual	Unit Price	Annual	Two Year Total
1	BROWARD COUNTY JUDICIAL COMPLEX NORTH BUILDING 201 SE 6TH STREET FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 45,399.11	\$ 544,789.32	\$ 46,764.95	\$ 561,179.40	\$ 1,105,968.72
		12	MTH	Restroom Cleaning	\$ 3,404.93	\$ 40,859.16	\$ 3,507.37	\$ 42,088.44	\$ 82,947.60
		12	MTH	Floor Care	\$ 6,809.87	\$ 81,718.44	\$ 7,014.74	\$ 84,176.88	\$ 165,895.32
		12	MTH	Cleaning Supplies	\$ 2,130.92	\$ 25,571.07	\$ 2,227.77	\$ 26,733.24	\$ 52,304.31
		12	MTH	Paper Products/Trash Bags	\$ 2,811.21	\$ 33,734.55	\$ 2,811.21	\$ 33,734.52	\$ 67,469.07
				Additional Services					
		1	YR	Deep Cleaning	\$ 13,619.73	\$ 13,619.73	\$ 14,029.48	\$ 14,029.48	\$ 27,649.21
		1	YR	Window Cleaning	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 10,400.00
		87	HR	Porter Hours Per Month	\$ 17.61	\$ 18,384.84	\$ 19.50	\$ 20,358.00	\$ 38,742.84
		10,602	SQF	Pressure Cleaning	\$ 0.07	\$ 742.16	\$ 0.07	\$ 742.16	\$ 1,484.32
		22,168	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 2,660.21	\$ 0.12	\$ 2,660.21	\$ 5,320.42
		44,979	SQF	Electrostatic Disinfection	\$ 0.10	\$ 4,497.94	\$ 0.10	\$ 4,497.94	\$ 8,995.88
				Total		\$ 771,777.42		\$ 795,400.27	\$ 1,567,177.69
2	BROWARD COUNTY JUDICIAL COMPLEX EAST BUILDING 201 SE 6TH STREET FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 21,352.44	\$ 256,229.28	\$ 21,986.77	\$ 263,841.24	\$ 520,070.52
		12	MTH	Restroom Cleaning	\$ 1,601.43	\$ 19,217.16	\$ 1,649.01	\$ 19,788.12	\$ 39,005.28
		12	MTH	Floor Care	\$ 3,202.87	\$ 38,434.44	\$ 3,298.02	\$ 39,576.24	\$ 78,010.68
		12	MTH	Cleaning Supplies	\$ 804.16	\$ 9,649.92	\$ 828.28	\$ 9,939.36	\$ 19,589.28
		12	MTH	Paper Products/Trash Bags	\$ 1,290.91	\$ 15,490.92	\$ 1,290.91	\$ 15,490.92	\$ 30,981.84
				Additional Services					
		1	YR	Deep Cleaning	\$ 6,405.73	\$ 6,405.73	\$ 6,596.03	\$ 6,596.03	\$ 13,001.76
		1	YR	Window Cleaning	\$ 6,775.00	\$ 6,775.00	\$ 6,775.00	\$ 6,775.00	\$ 13,550.00
		53	HR	Porter Hours Per Month	\$ 18.93	\$ 12,039.48	\$ 19.50	\$ 12,402.00	\$ 24,441.48
		5,680	SQF	Pressure Cleaning	\$ 0.07	\$ 397.60	\$ 0.07	\$ 397.60	\$ 795.20
		13,770	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 1,652.37	\$ 0.12	\$ 1,652.37	\$ 3,304.74
		20,655	SQF	Electrostatic Disinfection	\$ 0.10	\$ 2,065.46	\$ 0.10	\$ 2,065.46	\$ 4,130.92
				Total		\$ 368,357.36		\$ 378,524.34	\$ 746,881.70
3	BROWARD COUNTY JUDICIAL COMPLEX MIDRISE BUILDING 540 SE 3RD AVENUE FORT LAUDERDALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 13,232.34	\$ 158,788.08	\$ 13,574.62	\$ 162,895.44	\$ 321,683.52
		12	MTH	Restroom Cleaning	\$ 992.43	\$ 11,909.16	\$ 1,018.10	\$ 12,217.20	\$ 24,126.36
		12	MTH	Floor Care	\$ 1,984.85	\$ 23,818.20	\$ 2,036.19	\$ 24,434.28	\$ 48,252.48
		12	MTH	Cleaning Supplies	\$ 504.10	\$ 6,049.20	\$ 517.19	\$ 6,206.28	\$ 12,255.48
		12	MTH	Paper Products/Trash Bags	\$ 814.24	\$ 9,770.88	\$ 814.24	\$ 9,770.88	\$ 19,541.76
				Additional Services					
		1	YR	Deep Cleaning	\$ 3,969.70	\$ 3,969.70	\$ 4,072.39	\$ 4,072.39	\$ 8,042.09
		1	YR	Window Cleaning	\$ 3,985.00	\$ 3,985.00	\$ 3,985.00	\$ 3,985.00	\$ 7,970.00
		27	HR	Porter Hours Per Month	\$ 18.93	\$ 6,133.32	\$ 19.50	\$ 6,318.00	\$ 12,451.32
		5,374	SQF	Pressure Cleaning	\$ 0.07	\$ 376.18	\$ 0.07	\$ 376.18	\$ 752.36
		11,074	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 1,328.84	\$ 0.12	\$ 1,328.84	\$ 2,657.67
		13,028	SQF	Electrostatic Disinfection	\$ 0.10	\$ 1,302.78	\$ 0.10	\$ 1,302.78	\$ 2,605.56
				Total		\$ 227,431.33		\$ 232,907.26	\$ 460,338.60
4	BROWARD COUNTY JUDICIAL COMPLEX SOUTH GARAGE 612 SOUTH ANDREWS AVENUE FORT LAUDERALE, FL 33301			Basic Services					
		12	MTH	General Cleaning	\$ 3,238.02	\$ 38,856.24	\$ 3,322.42	\$ 39,869.04	\$ 78,725.28
		12	MTH	Restroom Cleaning	\$ 242.85	\$ 2,914.20	\$ 249.18	\$ 2,990.16	\$ 5,904.36
		12	MTH	Floor Care	\$ 485.70	\$ 5,828.40	\$ 498.36	\$ 5,980.32	\$ 11,808.72
		12	MTH	Cleaning Supplies	\$ 107.00	\$ 1,284.00	\$ 110.21	\$ 1,322.52	\$ 2,606.52
		12	MTH	Paper Products/Trash Bags	\$ 175.98	\$ 2,111.76	\$ 175.98	\$ 2,111.76	\$ 4,223.52
				Additional Services					
		1	YR	Deep Cleaning	\$ 971.41	\$ 971.41	\$ 996.72	\$ 996.72	\$ 1,968.13
		1	YR	Window Cleaning	\$ 495.00	\$ 495.00	\$ 495.00	\$ 495.00	\$ 990.00
		5	HR	Porter Hours Per Month	\$ 18.93	\$ 1,135.80	\$ 19.50	\$ 1,170.00	\$ 2,305.80
		4,646	SQF	Pressure Cleaning	\$ 0.07	\$ 325.20	\$ 0.07	\$ 325.20	\$ 650.40
		10,699	SQF	Carpet Cleaning, Additional	\$ 0.12	\$ 1,283.91	\$ 0.12	\$ 1,283.91	\$ 2,567.83
		2,816	SQF	Electrostatic Disinfection	\$ 0.10	\$ 281.56	\$ 0.10	\$ 281.56	\$ 563.12
				Total		\$ 55,487.49		\$ 56,826.20	\$ 112,313.68
Total (1) - Summary, all facilities						\$ 1,423,053.60		\$ 1,463,658.07	\$ 2,886,711.67

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	\$ 30.00	\$ 1,500.00	\$ 33.00	\$ 1,650.00	\$	3,150.00
	50	HR	Site Supervisor	\$ 24.30	\$ 1,215.00	\$ 25.03	\$ 1,251.50	\$	2,466.50
	50	HR	Full Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$	1,921.50
	50	HR	Part Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$	1,921.50
Additional Labor - Emergency:									
	50	HR	Project Supervisor	\$ 30.00	\$ 1,500.00	\$ 33.00	\$ 1,650.00	\$	3,150.00
	50	HR	Site Supervisor	\$ 24.30	\$ 1,215.00	\$ 25.03	\$ 1,251.50	\$	2,466.50
	50	HR	Full Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$	1,921.50
	50	HR	Part Time Service Crew Emp.	\$ 18.93	\$ 946.50	\$ 19.50	\$ 975.00	\$	1,921.50
Pass Thru:	1	EA	Materials/Supplies		\$ 1,000.00		\$ 1,000.00	\$	2,000.00
Total (2)					\$ 10,216.00		\$ 10,703.00	\$	20,919.00
Grand Total - Whole Group (Total 1 + Total 2)					\$ 1,433,269.60		\$ 1,474,361.07	\$	2,907,630.67
Provide Percentage of Price Attributed to Labor Portion of Services <u>75%</u>									
NAME OF COMPANY:				Sunshine Cleaning Systems,LLC					
AUTHORIZED PERSON NAME:				Thomas Melton					
AUTHORIZED PERSON TITLE:				Executive Vice President					
				DATE: Monday, November 14, 2022					



**Janitorial Services
Broward County Facilities
Bid #BLD2124561P1**

EVALUATION CRITERIA

November 17, 2022



November 14, 2022

Broward County Purchasing Division
115 S Andrews Ave STE 212
Fort Lauderdale, FL 33301

Attention: Angie Salinas, Contract Grant Administrator Senior

Dear Ms. Salinas,

We understand and respect that the agreements in this RFP have OESBD reserves. We would like, however, consideration of our proposal should the need arise. Sunshine Cleaning Systems was founded 46 years ago in Broward County. For decades, our team has had an association with the County professionally as a vendor, and personally, as users of various facilities and as consumers of the excellent services the County provides. As such, we are intimately familiar with all aspects of the locations we are bidding on in this RFP.

We believe our team, which includes an experienced subcontractor in Celebrity Janitorial, is a great fit for this work. Together we have a depth of experience in serving Broward County, including having cleaned the Main Library and the Government Center. We consider our direct experience to be a distinct advantage for the County should we be called upon to provide services.

As current vendors for the County we understand the present challenges of maintaining public facilities to a high level of health and cleanliness. As a CIMS-GB Certified Company we rely on strict standards to deliver consistent, quality services designed to meet the County's specific needs. The GB designation refers to our commitment to helping customers achieve their Green initiatives. In addition, our management team and staff have undergone specific Covid-19 training and we've created multi-level pandemic response plans through our Hygienic Clean Disinfecting Services. We have also earned the GBAC STAR Accreditation at our headquarters facility. GBAC STAR facilities demonstrate that a comprehensive program is in place supporting health, wellness, and resilience. This not only makes our facility safer, but it also provides valuable insight and resources as we continue to assist customers in navigating through more systematic and enhanced cleaning processes.

We have an extremely skilled management team who is already leading operations in two of the Agreements that we are bidding on. We feel that we are especially prepared to accept the custodial responsibilities for all the facilities on which we are proposing. This is an exceptional opportunity, and we look forward to continuing our working relationship with the County. It is very gratifying to serve the local community that we have been a part of for four and a half decades. If you have any questions regarding our proposal, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Laura Coenen".

Senior Advisor
Sunshine Cleaning Systems, LLC



Contents

1. Ability of Personnel:	4
2. Vendor Experience:	11
3. Past Performance:	16
4. Project Approach:	17
5. Location:	68
6. Pricing:	69



Evaluation Criteria

Janitorial Services – County Facilities

1. Ability of Personnel:

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

Various members of Sunshine's corporate level staff will be active in the operations and team performance on these Agreements. All are Broward County based and have experience on these, and similar Broward County Agreements. Our Project Managers and staff will have their full support. One exceptional advantage Sunshine brings to this procurement is that our corporate headquarters is centrally located in Ft. Lauderdale. This proximity enables any of our area managers and corporate representatives to easily assist in the performance of this contract. Whether it's a routine inspection, customer meeting, backup support, or a full-scale emergency, our top team members are only minutes from any facility. We are all committed to support each Agreement in this procurement.

Corporate Leadership

Laura Coenen, Senior Advisor, brings over 30 years of industry leadership and management to Sunshine with a focus on streamlining procedures and processes using technology. Prior to Sunshine she was Senior VP of Operations for TEAM Software, an ERP Software leader in the janitorial and security market. The technology expertise and leadership she acquired at TEAM Software has been instrumental in helping Sunshine integrate software and technology to improve quality inspections, biometric clocks, communication of deficiencies and action items to Sunshine accounts. Her leadership and guidance have allowed Sunshine to increase revenue, cut expenses and become a more profitable organization, driving results through strategic goals and teamwork.



Randy Kierce, Chief Operating Officer, Randy has over 25 years of industry experience and works closely with all of Sunshine's divisions and service accounts. As head of operations, Randy has extensive experience in contract building maintenance with hands on experience in all phases of janitorial, window cleaning, carpet care, floor care, and pressure cleaning services. Randy plays an instrumental role in the development and ongoing maintenance of our training, safety program, and quality control initiatives, along with job-starts and project management.



Dave Dyrek, EVP Sales and Marketing, oversees sales and marketing programs for the company. He develops formal bid qualifying proposals and submittal materials for purchasing committees and delivers shortlist presentations. Dave develops sales strategies, customer retention initiatives, generates marketing materials, directs employee engagement and development programs, and assists in establishing corporate policies and objectives. Throughout his career, Dave has been involved in team initiatives and operational enhancements to foster growth for the company.

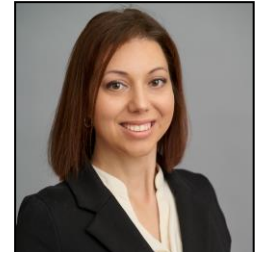




Rishi Bajnath, Sunshine's Controller, assists with monthly invoicing for Sunshine's airports, regional accounts, and all local Broward County accounts. Rishi prepares monthly utilization reports, monitors, and submits subcontractor payroll checks, manages accounting records, produces reports, and ensures all liability certificates are current.



Krissy Mulder, Human Resources Director, brings nearly two decades of Human Resources experience to Sunshine, focusing on strategic planning and national employment law expertise. Krissy's progressive technical resources, prolific communications, and robust development programs have led to a significant cost reduction in many areas of operations. She is particularly familiar with employee benefits administration, worker's compensation management, policy, and procedure development, progressing company culture, and mediating disputes. Krissy also serves as the Compliance and Safety Officer increasing training, development, and facilitation.



Mike Woodson, CBSE, Sales and Quality Control Director, has been responsible for solidifying Sunshine's Quality Control measures and has made a great impact in working with project managers and supervisors in bolstering QC efforts companywide and in utilizing Sunshine's eHub quality monitoring software package. Mike has over sixteen years of janitorial management, operations, and quality control experience.



1.2. Project Managers, Assistant Project Managers, Quality Control Managers and Supervisors are required management/supervisory positions. Submit resumes describing how each person intended to be assigned to one or more of these positions meets or exceeds the experience requirements as detailed in Specifications and Requirements Section 6.2. Each resume should indicate the position the person is intended to fill and for which Agreement(s). If a position is being filled by a sub-contractor employee, include those resumes with the Agreement number(s) and positions identified.

The Project Manager, Assistant Project Manager, and all key staff for each agreement will be well qualified and have the required years of industry experience. All are well-trained in their discipline, with many having direct experience in these very same Agreements, specifically, the Government Center and the Main Library.

Derek Auckland, Florida Operations Manager- Derek is based in South Florida and is responsible for all operations in the state. Derek has deep experience working with cities and municipalities including with several Broward County facilities. Derek will be instrumental in our startup efforts (where applicable) for this project and will stay with the transition team until high quality standards are maintained. Derek will have operational oversight of all four Agreements for which we are bidding.

Isabel Aquino, Project Manager Broward County- Isabel oversees Government Operation accounts and compliance for Sunshine. She oversees training initiatives for managers and supervisors. Isabel has five years of managerial experience at Sunshine and currently leads our team at the Main Library and the Government Center.



Bruce Walker, RBSM, Area Manager. Bruce has extensive experience running large projects and teams of employees. Bruce is a 36-year veteran of the janitorial industry. Before becoming an area manager, Bruce served 14 years as the Project Director of the Ft. Lauderdale/Hollywood International Airport for Sunshine managing a staff of 300 employees. Prior to that, Bruce spent 19 years in the janitorial supply business with a major supply house. He will be a key asset to the success of this project. Bruce will provide support for all Agreements.

Subcontractor Key Staff

Sunshine's proposed subcontractor is Celebrity Janitorial and Cleaning. They are a Broward County Certified CBE and SBE that was founded by Wilensky Morisset. Celebrity is extremely well qualified for this work and has managed dozens of similar projects involving the very same tasks outlined in these specifications. Celebrity currently holds contracts with Broward County.

Celebrity Janitorial and Cleaning Services provides all custodial/janitorial services, cleaning supplies, materials and equipment for commercial and residential facilities. Services offered include floor care and maintenance, office building maintenance, day porters, emergency/on-call, dusting, mopping/sweeping, vacuuming, window washing, air quality control and waste removal. Celebrity also offers sanitizing and disinfecting services while providing all products and supplies necessary for accomplishment of the needs of each building.



Derek Auckland
Florida Operations Manager

Work Experience

Florida Operations Manager

Sunshine Cleaning Systems, Fort Lauderdale, FL 2020 to present

- Responsible for all operations throughout the state of Florida

Regional Sales & Quality Control

Sunshine Cleaning Systems, Fort Lauderdale, FL 2016 to present

- Responsible for sales in the Florida market
- Oversees customer relations for region
- Responsible for onsite quality control programs

Operations Manager

Sunshine Cleaning Systems, Fort Lauderdale, FL 2010 to 2016

- Manage all janitorial contracts in Broward and North Palm Beach Counties.
- Oversee 75 employees.
- Manage and schedule our internal floor crew. (carpet cleaning, terrazzo polishing, refinishing VCT)
- Complete weekly inspections in janitorial accounts to assure customer satisfaction.
- Manage the budget of hours for each account.

Customer Service Representative

Hillsboro Club, Hillsboro Beach, FL 2008 to 2010

Assistant Job Superintendent

T.H. Properties, Harleysville, PA 2001 to 2004

- Managed and directed each phase of the homebuilding process.
- Assured that all vendors met deadlines and township inspections.
- Worked closely to our sales agents.
- Knowledgeable of each step of the building process.
- Coordinated walkthroughs during each stage of the construction process.

Education

Lancaster College, Lancaster, PA

- GBAC Fundamentals, SARS-CoV-2/Covid 19
- Spartan Clean Check
 - Pandemic Disinfection
 - Post Pandemic Disinfection and Clean Up
- Computer Aided Design (CAD) certified, Gerber Technology, New York, New York



Isabel Aquino

PROFESSIONAL EXPERIENCE

SUNSHINE CLEANING SYSTEMS, INC. Fort Lauderdale, FL
Onsite Project Manager, June 2017 – Present

ATHENA MEDICAL GROUP, Coral Springs, FL
Revenue Cycle Manager, December 2021 – Present

MEDNAX, Sunrise, FL
Revenue Cycle Manager, 2011– October 2021

EDUCATION

Northern Essex College, Lawrence, MA

ADDITIONAL SKILLS OR MEMBERSHIPS

- Operational Proficiency
- Customer Satisfaction
- Leadership and Management
- Revenue Cycle Management



Mike Woodson, CBSE
Director of Sales & Quality Control Manager

Work Experience

Quality Control Manager

Sunshine Cleaning Systems, Inc. Ft. Lauderdale, FL 2017 to Present

Quality Assurance/Sales

Stockton Maintenance Group 2007 to 2017

Vice President Business Development

Armstrong Custom Painting 2005 to 2007

Regional Manager, Responsible for Sales and Operations

D&A Building Services 2003 to 2005

1980 to 2003

Regional Manager, Pitney Bowes Management Services

General Manager, BCT Inc.

Store Manager, Winn Dixie Stores Inc.

Qualifications

Over 15 years of experience in Custodial Services and over 35 years of management experience.

Biography

Mr. Woodson joined Sunshine Cleaning Systems in 2017 bringing with him substantial experience in sales, operations, and quality control /assurance. Mike has distinguished himself in a short period of time, and is responsible for quality control/assurance Company wide.

Training

Training in the Building Services industry includes seminars from 3M, Diversey Chemicals, IWCA, ISSA, and BSCAI, as well as managerial training in human resources and project management.

- GBAC Fundamentals, SARS-CoV-2/Covid 19
- ISSA CMI COVID 19 and Disinfection Defense
- ISSA CMI Crisis Management
- Spartan Clean Check
 - Pandemic Disinfection
 - Post Pandemic Disinfection and Clean Up
- IWCA Exterior Window Cleaning Safety Training
- Carpet, Hard Floors, and Marble and Stone Care
- OSHA Certified
- ISSA Standards and Productivity
- 3M Green Cleaning
- Fire prevention and extinguisher



Bruce Walker, RBSM
Area Manager

Work Experience

Sunshine Cleaning Systems, Inc. Ft. Lauderdale, FL

Area Manager

2015- Present

Oversees all south Florida accounts for the company. Responsible for the performance of regional management and supervisory staff. Accountable for budgets, staffing, equipment and supply inventory, start-ups and transitions, customer relations, and quality control.

Project Manager- Ft. Lauderdale Hollywood Int. Airport

2000-2015

- Directed all management supervision and a staff of over 300 custodians at Ft. Lauderdale Hollywood International airport for major multi-year maintenance operation.
- Accountable for all contracted custodial functions including janitorial, window cleaning, pressure cleaning, diamond grinding & polishing of terrazzo floor, high reach work and specialty services.
- Planned and ensured work is completed properly, on time and safely per the contract specifications and meets established quality standards for high profile account.
- Responsible for creating and maintaining budget for \$12 million contract.
- Responsible for allocation of labor, supplies and equipment for over 1.5 million sq. ft. of space.
- Purchased all chemicals, supplies and capital equipment: monitors supply inventory.
- Oversaw hiring, disciplinary action, performance reviews and termination.
- Administered personnel policies, training, safety, inspections, quality control programs, work scheduling and employee relations initiatives.
- Interfaced in a customer service capacity with Broward County Aviation Department administrators, airline representatives, high level government officials and the traveling public.
- Has track record of successful negotiations regarding labor union contracts.

Manufacturer's Representative

Standard Sanitary Supply Ft. Lauderdale, FL

1981- 2000

Responsible for sales to major accounts representing a variety of brands of chemicals and equipment selling primarily to janitorial service companies. Promoted to direct and streamline logistical operations and oversee the customer service division.

Education

Fairmont State University, West Virginia

- GBAC Fundamentals, SARS-CoV-2/Covid 19
- Spartan Clean Check
 - Pandemic Disinfection
 - Post Pandemic Disinfection and Clean Up
- Registered Building Service Manager (RBSM) since 2003



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.

1. Ft. Lauderdale Hollywood International Airport (FLL)

- a. Contract name.** Janitorial Services
- b. Detailed contract scope of work.** For 36 years Sunshine has had the cleaning contract for the Ft. Lauderdale Hollywood International Airport. Sunshine provides janitorial services, carpet care, window cleaning, pressure cleaning, and grinding and polishing over 900,000 sq. ft. of decorative terrazzo flooring. We also provide restorative deep cleaning work on 38 escalators.
- c. Contract start and end date.** 1986 – present
- d. Contract annual value.** \$15 million
- e. Name of agency that issued the contract.** Broward County
- f. Name and address of each facility on the contract.** 200 Terminal Drive Ft. Lauderdale, FL 33315
- g. Number of floors in each facility on the contract.** Number of floors - 1-4
- h. Size of each facility area cleaned in square feet.** 2.2 million cleanable sq. ft.
- i. Number of days per week service is/was provided.** 7 days per week
- j. Total number of Vendor's employees assigned to each facility.** 365
- k. Total number of daily facility users: employees, customers, passengers, etc.** 98,000
- l. Whether or not the facility operated 24 hours per day, 7 days per week.** Yes
- m. Whether or not the contract required background checks.** Yes, high level, 10 years Federal
- n. Whether or not the contract required green cleaning.** Yes

2. Charlotte Douglas International Airport (CLT)

- a. Contract name.** Janitorial Services
- b. Detailed contract scope of work.** Provided janitorial services plus project work that included caring for over one million sq. ft. of carpet and 500,000 sq. ft. of terrazzo floor polishing, window cleaning, pressure cleaning, and specialty escalator cleaning. We currently continue to provide terrazzo floor maintenance, ramp cleaning, and surface cleaning of over 10 million sq. ft. of parking facilities Airport.
- c. Contract start and end date.** 2010-2020
- d. Contract annual value.** \$12 million
- e. Name of agency that issued the contract.** City of Charlotte
- f. Name and address of each facility on the contract.** 5601 Wilkinson Blvd. Charlotte, NC 28208
- g. Number of floors in each facility on the contract.** 1-5
- h. Size of each facility area cleaned in square feet.** 1.6 million cleanable sq. ft.
- i. Number of days per week service is/was provided.** Service provided 7 days per week
- j. Total number of Vendor's employees assigned to each facility.** 290 employees
- k. Total number of daily facility users: employees, customers, passengers, etc.** 120,000
- l. Whether or not the facility operated 24 hours per day, 7 days per week.** Yes
- m. Whether or not the contract required background checks.** Yes, high level
- n. Whether or not the contract required green cleaning.** Yes



3. Broward County

- a. **Contract name.** Janitorial Services
- b. **Detailed contract scope of work.** Provide janitorial services, window cleaning, and pressure cleaning services six days per week at the Broward County Government Center and the Main Library.
- c. **Contract start and end date.** 2020 - present
- d. **Contract annual value.** \$1.35 million
- e. **Name of agency that issued the contract.** Broward County
- f. **Name and address of each facility on the contract.** Broward County Government Center 115 S. Andrews Ave. Ft. Lauderdale, Florida, 33301, Broward County Main Library 100 S. Andrews Ave. Ft. Lauderdale, FL 33301
- g. **Number of floors in each facility on the contract.** 1 - 8
- h. **Size of each facility area cleaned in square feet.** 600,813 total sq. ft.
- i. **Number of days per week service is/was provided.** 7 days
- j. **Total number of Vendor's employees assigned to each facility.** Gov Center 39, Main Library 16
- k. **Total number of daily facility users: employees, customers, passengers, etc.** 79,420
- l. **Whether or not the facility operated 24 hours per day, 7 days per week.** Yes
- m. **Whether or not the contract required background checks.** Yes
- n. **Whether or not the contract required green cleaning.** Yes

4. Manatee County, Florida

- a. **Contract name.** Janitorial Services
- b. **Detailed contract scope of work.** Provide janitorial services to over 76 separate locations throughout Manatee County. Buildings consist of County Administration Building, Judicial Center, libraries, beach facilities, parks and recreation, transit, laboratories, utilities, water treatment, landfill operations, public works, and various other public offices and complexes.
- c. **Contract start and end date.** October 2018 - present
- d. **Contract annual value.** \$756,000
- e. **Name of agency that issued the contract.** Manatee County
- f. **Name and address of each facility on the contract.** There are 76 locations. The main purchasing address is 1112 Manatee Ave West Ste. 803 Bradenton, FL 34205
- g. **Number of floors in each facility on the contract.** 1 - 10
- h. **Size of each facility area cleaned in square feet.** Various sizes, up to 30,000 sq. ft.
- i. **Number of days per week service is/was provided.** 5 - 7
- j. **Total number of Vendor's employees assigned to each facility.** 40
- k. **Total number of daily facility users: employees, customers, passengers, etc.** Various. There are very busy government buildings, rec centers, libraries, etc.
- l. **Whether or not the facility operated 24 hours per day, 7 days per week.** Some facilities are 24/7.
- m. **Whether or not the contract required background checks.** Yes
- n. **Whether or not the contract required green cleaning.** Yes

5. City of Pompano Beach

- a. **Contract name.** Janitorial Services
- b. **Detailed contract scope of work.** Responsible for cleaning 14 locations includes City Hall, public works, utilities operations and administrative buildings, water treatment plants, fire department administrative and training facilities.
- c. **Contract start and end date.** 2020 - present
- d. **Contract annual value.** \$138,007.80
- e. **Name of agency that issued the contract.** City of Pompano Beach



- f. Name and address of each facility on the contract.** Main address: 1190 NE 3rd Ave Building C Pompano Beach, FL 33060
- g. Number of floors in each facility on the contract.** 1 - 4
- h. Size of each facility area cleaned in square feet.** 2,000 - 60,000 sq. ft.
- i. Number of days per week service is/was provided.** 5 - 7
- j. Total number of Vendor's employees assigned to each facility.** 20
- k. Total number of daily facility users.** employees, customers, passengers, etc. Unsure exactly, but mostly busy public facilities.
- l. Whether or not the facility operated 24 hours per day, 7 days per week.** No
- m. Whether or not the contract required background checks.** Yes
- n. Whether or not the contract required green cleaning.** Yes

6. City of Coconut Creek

- a. Contract name.** Janitorial Services
- b. Detailed contract scope of work.** Day and night janitorial cleaning, window cleaning, carpet care, floor care, and high touch point disinfecting. Also responsible for park restroom daily cleaning and Hygienic Clean electrostatic disinfecting services.
- c. Contract start and end date.** 2020 - present
- d. Contract annual value** \$453,853
- e. Name of agency that issued the contract.** City of Coconut Creek
- f. Name and address of each facility on the contract.** 4900 West Copans Rd. Coconut Creek FL 33063
- g. Number of floors in each facility on the contract.** 1-2
- h. Size of each facility area cleaned in square feet.** 11 facilities, 14 parks 154,000 sq. ft.
- i. Number of days per week service is/was provided.** 4 and 7 days
- j. Total number of Vendor's employees assigned to each facility.** Up to 25
- k. Total number of daily facility users: employees, customers, passengers, etc.** Busy public facility
- l. Whether or not the facility operated 24 hours per day, 7 days per week.** No
- m. Whether or not the contract required background checks.** Yes
- n. Whether or not the contract required green cleaning.** Yes

7. City of Tamarac

- a. Contract name.** Janitorial Services
- b. Detailed contract scope of work.** Day and night janitorial cleaning, window cleaning, carpet care, floor care, and high touch point disinfecting with Hygienic Clean electrostatic services.
- c. Contract start and end date.** 2020 - present
- d. Contract annual value.** \$294,939
- e. Name of agency that issued the contract.** City of Tamarac
- f. Name and address of each facility on the contract.** 6011 Nob Hill Rd. Tamarac, FL 33321
- g. Number of floors in each facility on the contract.** 1-3
- h. Size of each facility area cleaned in square feet.** 1,200-45,000 sq.ft.
- i. Number of days per week service is/was provided.** 5-7 days
- j. Total number of Vendor's employees assigned to each facility.** Varies per location
- k. Total number of daily facility users: employees, customers, passengers, etc.** 25-2,200
- l. Whether or not the facility operated 24 hours per day, 7 days per week.** Some locations 7 days
- Whether or not the contract required background checks.** Yes
- n. Whether or not the contract required green cleaning.** Yes



8. City of West Palm Beach

- a. **Contract name.** Janitorial Services
- b. **Detailed contract scope of work.** Provide janitorial services to seventeen buildings throughout the city of West Palm Beach
- c. **Contract start and end date.** 1998 - present
- d. **Contract annual value.** \$800,000
- e. **Name of agency that issued the contract.** City of West Palm Beach
- f. **Name and address of each facility on the contract.** 401 Clematis St. West Palm Beach, FL 33401
- g. **Number of floors in each facility on the contract.** 1-6
- h. **Size of each facility area cleaned in square feet.** 100-65,000 sq. ft.
- i. **Number of days per week service is/was provided.** 7 days
- j. **Total number of Vendor's employees assigned to each facility.** 1-15
- k. **Total number of daily facility users: employees, customers, passengers, etc.** Several hundred
- l. **Whether or not the facility operated 24 hours per day, 7 days per week.** Some are 7 days
- m. **Whether or not the contract required background checks.** Yes
- n. **Whether or not the contract required green cleaning.** Yes

9. City of Miami Gardens

- a. **Contract name.** Janitorial Services
- b. **Detailed contract scope of work.** Provide janitorial services for the City of Miami Gardens, City Hall facilities, Public Works facilities, Police Department facilities and Various Park facilities.
- c. **Contract start and end date.** 2021 - present
- d. **Contract annual value** \$573,863
- e. **Name of agency that issued the contract.** City of Miami Gardens
- f. **Name and address of each facility on the contract.** 18605 NW 27th Avenue Miami Gardens, FL 33056
- g. **Number of floors in each facility on the contract.** 1-4, 3 buildings, 15 parks
- h. **Size of each facility area cleaned in square feet.** 95,000 sq. ft.
- i. **Number of days per week service is/was provided.** 5 – 7 days
- j. **Total number of Vendor's employees assigned to each facility.** 9
- k. **Total number of daily facility users: employees, customers, passengers, etc.** Several hundred
- l. **Whether or not the facility operated 24 hours per day, 7 days per week.** Some are 7 days
- m. **Whether or not the contract required background checks.** Yes
- n. **Whether or not the contract required green cleaning.** Yes

10. South Piedmont Community College

- a. **Contract name.** Janitorial Services
- b. **Detailed contract scope of work.** Provide janitorial services for four campus locations in 2 counties.
- c. **Contract start and end date.** 2021 - present
- d. **Contract annual value** \$300,000
- e. **Name of agency that issued the contract.** South Piedmont Community College
- f. **Name and address of each facility on the contract.** 680 U.S. Highway 74W Polkton, NC 28135
- g. **Number of floors in each facility on the contract.** 1-4
- h. **Size of each facility area cleaned in square feet.** 263,000 sq. ft.
- i. **Number of days per week service is/was provided.** 5 days
- j. **Total number of Vendor's employees assigned to each facility.** 4-10
- k. **Total number of daily facility users: employees, customers, passengers, etc.** Several thousand



-
- l. Whether or not the facility operated 24 hours per day, 7 days per week.** Some are 7 days
 - m. Whether or not the contract required background checks.** Yes
 - n. Whether or not the contract required green cleaning.** Yes

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

- a. Number of full-time management/supervisory employees - 46
- b. Number of part-time management/supervisory employees - 8
- c. Number of full-time workers - 352
- d. Number of part-time workers - 164
- e. Total number of employees - 516



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.

Vendor Reference Verification Forms have been distributed to our references.



4. Project Approach:

4.1. Submit transition plan for each Agreement which 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. Provide number of days Vendor estimates will need for adequate preparation between contract award and 1st day of services for each facility, excluding County security requirements. Describe Vendor's typical approach when starting new contract.

Direct Experience with Broward County Facilities

Sunshine knows that understanding the specifications is the key to meeting and exceeding quality standards of any job. This is our first step on our approach and applies to each Agreement. As well, having a great team is fundamental to success. Any subcontractor that we use will be responsible for their own area and will do outstanding work in their respective roles. All will be successful and accomplished local service providers. Collectively, our team has successfully performed at some of the facilities in the agreements we are bidding on. That direct experience is invaluable. All staff members will be trained and guided by the same goals to achieve top quality and first-rate customer service for the County, the employees occupying the buildings, and the public utilizing the facilities. In general, and depending on the complexity of the transition, our team can start a project within 45-90 days of award.



Understanding expectations

Another important factor in our approach is understanding the customer's expectations. Having worked extensively for dozens of cities and municipalities, including Broward County, our team understands the innerworkings of a variety of public facilities and knows what is expected. We've developed many customized maintenance programs to meet your specifications. Sunshine works with its customers to help refine the scope to meet facility changes and developments, as well as innovations in cleaning technologies. Our approach continues to evolve as we make fine adjustments to improve. Our relationship with customers along with constructive dialog about the work leads to the achievement of shared goals.

Quality Management Systems

Other critical parts of our approach include our start up and transition and quality control. Both are explained in detail in the following sections and both approaches are very systematic. Our focus on quality stems from our association CIMS-GB. For the past eight years Sunshine has been a certified by ISSA and the American Institute of Cleaning Sciences as a CIMS-GB firm. CIMS stands for Cleaning Industry Management Standard, and GB is for Green Building. Through CIMS-GB, Sunshine offers Quality Management System (QMS) standards that necessitate establishing and meeting its customers', as well as its own, requirements for the project at hand. We rely on these systems to fulfill our obligation to you.



We are very familiar with this work and are confident in our hours and staffing. Sunshine conducts careful work loading that takes into consideration each task and operation. As work proceeds there may be instances where adjustments need to be made, but our experience shows that our initial estimates are generally accurate.

If Sunshine is awarded the two contracts it already holds, a large-scale transition will not be required, nor will an extensive and costly apprenticeship period with an unfamiliar company. This is advantageous to the County and will guarantee no service interruptions or failures.



While retaining Sunshine would obviate the need for an extensive transition, a renewed contract would not simply result in another day at the office for our team. We will immediately proceed to administering many elements of our standard transition in a completed structured manner.

This would include:

- renewed commitment to the County and its staff
- renewed commitment to Sunshine Team Members at the County
- renewed commitment to our SBE subcontractors
- refresher training in all aspects of our service
- Review and updating of equipment, if needed
- advancing innovation and technology to improve processes and quality
- continually refining customer service initiatives

There are always improvements to be made in an operation of this complexity. That is why we will never rest on our laurels. The most important aspects are our obligation to the work, setting high standards, and reassuring the County team of our dedication to the goals of this project. We will also continue to field a well-trained staff and work to enhance our team's experience through engagement.

Start Up & Transition Plan

For accounts that require a transition we have a systematic procedure to ensure a smooth changeover. The plan we recommend will result in a renewed and advanced operation at your facility. Each stage is meticulously planned and scheduled and builds a foundation for each successive action. Depending on the complexity of the operation, planning begins many weeks in advance and is tightly scheduled. Sunshine generously budgets dollars and labor hours during the startup phase. We understand that the window of opportunity to start the job correctly is limited. Therefore, our priority is to begin day one from a position of strength and confidence in knowing we are prepared.

Our main goals are to minimize service disruption, maintain continuity and enhance service. Your confidence in our team creates a strong obligation on our part to perform at the highest level possible in this new partnership. Our promise of a successful startup begins with a solid plan that is skillfully executed.

Transition Stages					
Initial facility staff meetings	Sunshine site transition team established	Support personnel assigned roles	Initiate Transition Task Checklist	Comprehensive site and current operation analysis	Staffing Evaluation

Initial facility staff meetings

Collaborating with your facilities team will begin as soon as possible after the contract is awarded. First, we want to clearly understand your biggest concerns and solve your problems. Facilities are unique and always have idiosyncrasies and trouble spots. We need to know what they are.

Second, we want to be perfectly clear in communicating our plan of action as we move through the transition

These discussions will give us the opportunity to:

- present our approach and transition schedule
- coordinate proposed activities with the on-going service program
- compliment your operations



Our experience in large facility transitions allows us to:

- minimize transition issues
- relieve you of the burden day-to-day involvement
- create contingency plans for unexpected issues, such as date changes (we've been asked to start large jobs in as little as a week's time)

Sunshine Site Transition Team

Your initial planning meeting will include Sunshine's COO and managers assigned to the transition team. The rest of the startup team will include seasoned production specialists skilled in training, equipment set-up and maintenance, inventory control, security, safety, H.R., and quality control. As the leader of the core team, the head of operations will be on location surveying and learning before the start of service and will remain on site until consistent quality standards are achieved.

Our on-site staff will:

- anticipate any potential issues that may crop up in the early part of the project,
- add staff members as needed to ensure the first weeks of service stay on schedule, and
- furnish and arrange office space, storage areas, and employee break room facilities.

Support Personnel Roles

For a large-scale transition, several departments are involved ensuring that no transition task is left undone. The goal is to accomplish all the necessary front-end duties as quickly as possible so that more time can be spent on proper onboarding, orientation, and training (including Employee Security Awareness Program training) of our new onsite staff. Our experience has taught us that by coordinating deadlines from a solid work plan and assisting each other, the overall operation becomes very manageable.

Transition Task Checklist

Our proven and concise "Transition Task Checklist" enables our team to complete all work successfully and on time. Below is an example of a general transition schedule, which will be customized according to your needs. This approach allows us to highlight milestones and pertinent dates so that every transition team member's duty is clearly established. As we move through each step, the Transition Task Checklist becomes a working control document. The Checklist is updated by each department lead as the work is completed. Our schedule is available to your team, and progress reports will be communicated to you.

Comprehensive Site and Current Operation Analysis**This analysis allows us to:**

1. Continue site visits until we have a full understanding of your facility, its rhythm, and culture.
2. Observe and correlate the current staff's techniques, workflows, and equipment to the SOW.

Once, through this analysis, we fully understand the intricacies of your facility and the existing operation management, we will adjust the day one operational work plan. In addition, notes from this research assist in formulating more precise inspection reports and training programs and help us identify opportunities for fresh ideas. Most of the tasks outlined in this project parallel the dozens of tasks we've successfully completed in the past and currently perform.



Approach to Procurement

Previewing existing equipment usage, often the highest expense area, allows us to make more prudent procurement decisions. Our purchasing volume is such that our vendors are quick to give us a first look and demo of the newest and most technologically advanced equipment, including communication devices for managers and supervisors.

“...a good start-up is never noticed; a bad start-up is never forgotten.”

Typically, when we start a new job the materials and supplies (if required) will be ordered and transitioned into each area with the help of our equipment manufacturer reps, our long-time suppliers, and Sunshine’s transition equipment team. Our suppliers and equipment team are skilled at quickly moving equipment in/out and in all manners of staging and logistics. We

are familiar with transition protocol, loading docks, equipment rooms, power requirements and negotiating large equipment and quantities of supplies in and out of any setting. We will work with your staff well before the start date to identify opportunities to transfer supplies and equipment as soon as is reasonable.

Staffing Reviews

Staffing reviews allow us to become acquainted with the current cleaning staff. We have found that transitions unfold smoothest by communicating to staff early on through a formal introduction of our leadership team, a review of our intentions moving forward, and a clear explanation about how the change may impact employees. In our experience, any managerial change can create confusion and anxiety for the staff. We want to ensure the staff that we are there to continue to serve the customers with the finest team possible.

We are always open to retaining the current staff, unless instructed otherwise by the customer. Generally, we collect information and interview the existing staff with the intention of offering employment to as many quality employees as possible.

Sunshine has a comprehensive onboarding program in place where strict background checks, employment screening, and hiring standards must be met. Qualified candidates will be enrolled in Sunshine’s Shine & Succeed, our employee engagement and development program discussed in the next section.

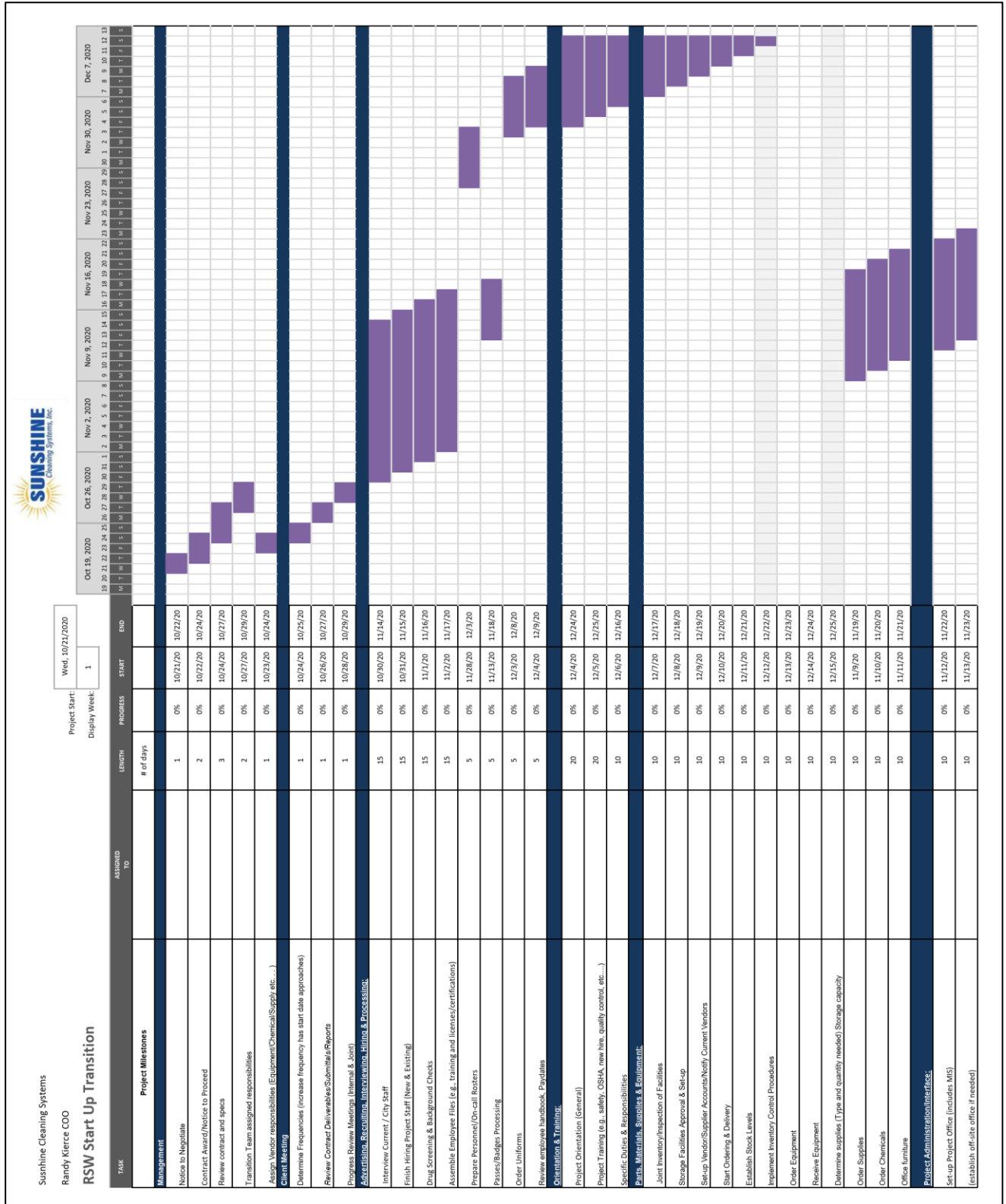
The staffing review phase also includes:

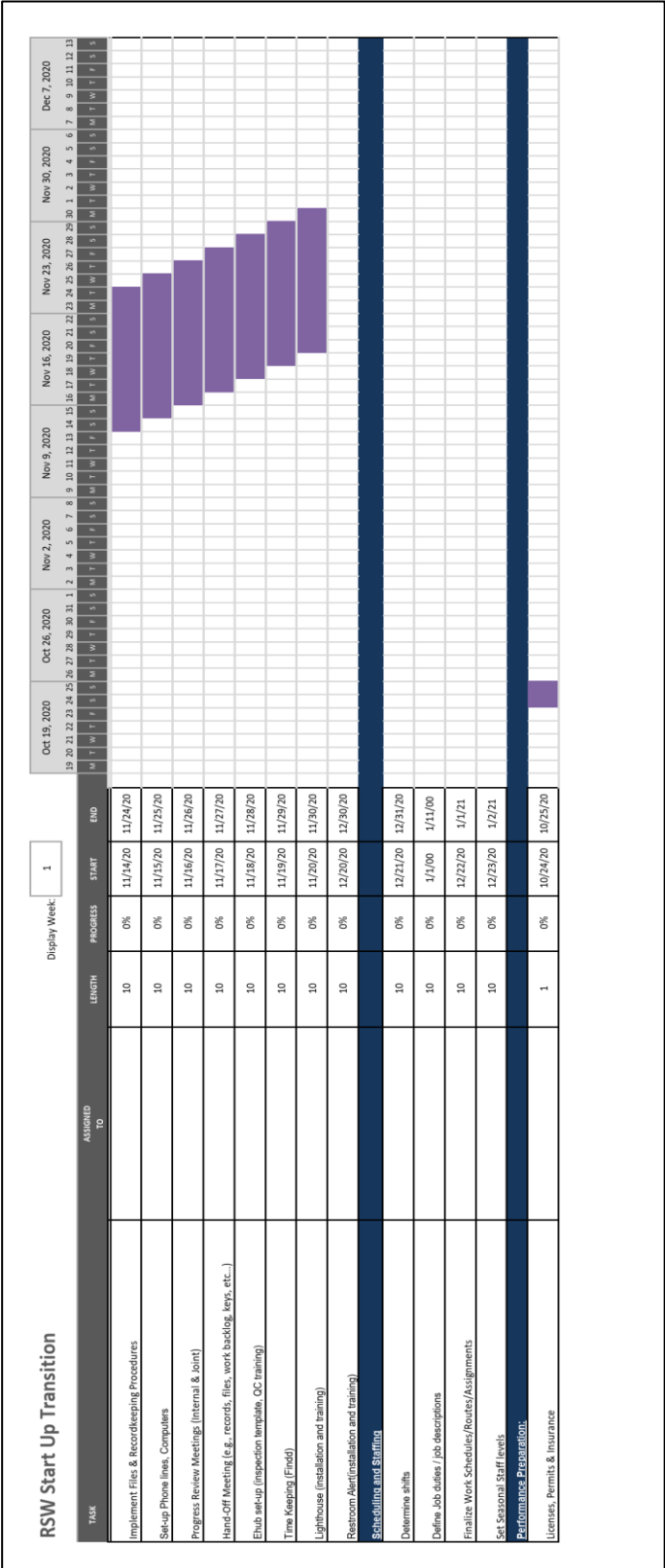
- uniform fitting
- onboarding paperwork
- benefits enrollment, orientation
- badge processing
- key control systems
- review of Sunshine’s Employee Code of Conduct
- safety & security training
- other contract details specific to staff members

More in-depth conversations and site tours with the project manager and his leadership team would also take place at this time. If additional labor is required immediate recruitment efforts will take place through our H.R. department.



Transition Timeline



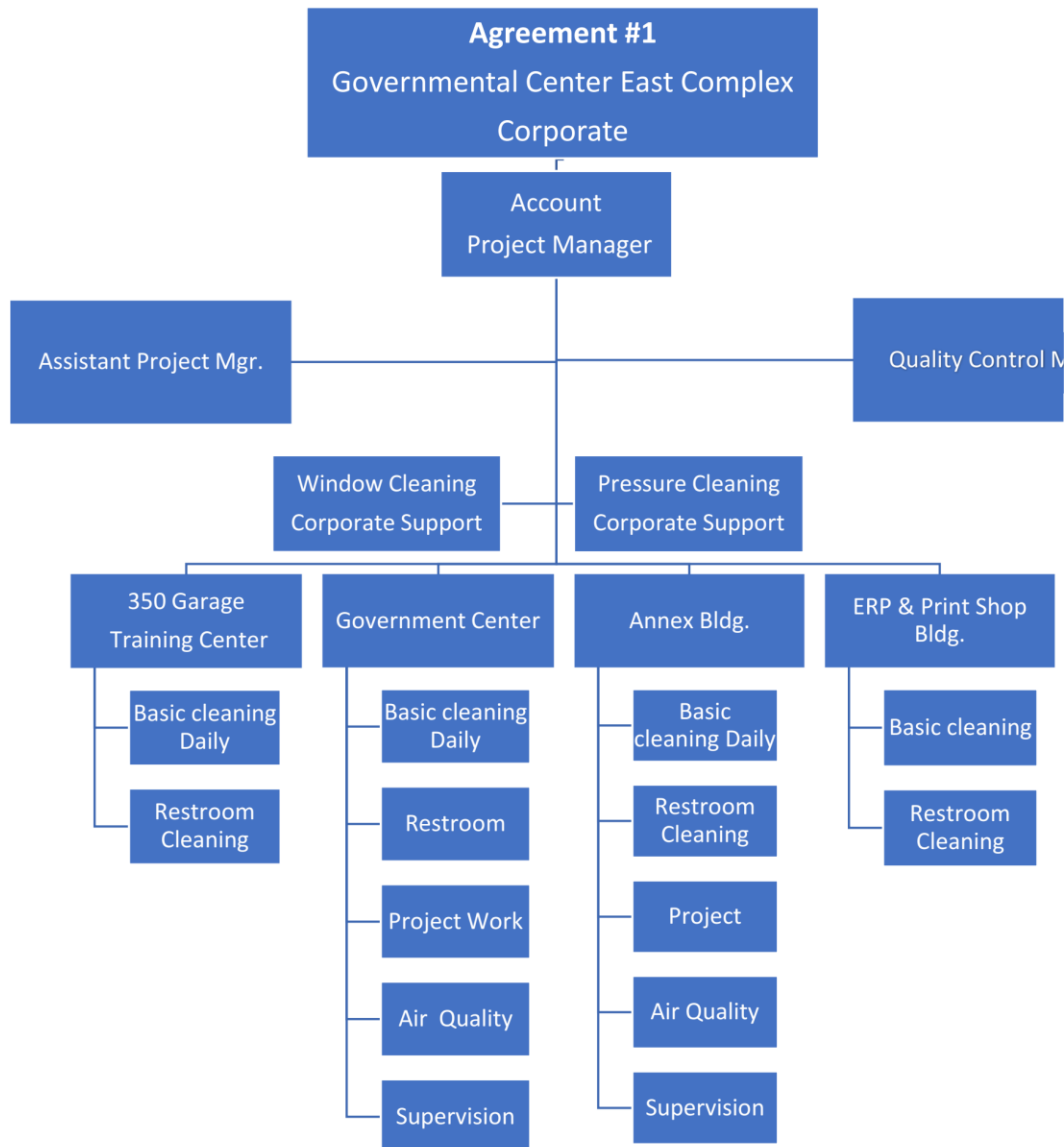




4.2. Submit a staffing plan for each Agreement on which the Vendor is proposing. At a minimum, the plan is to include each facility within the Agreement. For each facility, list each position identified in the solicitation along with the planned number of employees. If employees, such as project crews, 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.

In staffing an account, we typically collect information and interview the current staff with the intention of retaining as many quality employees as possible. Regardless, all service crew members will be part of our comprehensive onboarding program to assure the placement of experienced, competent, and well qualified personnel. Sunshine's HR team uses a variety of techniques and programs to evaluate, develop, and motivate employees. As Sunshine strives for continuous improvement, it will spend considerable resources on retraining and in-service training for existing team members.

Sunshine's subcontractor, Celebrity Janitorial, will have a role in all facilities of all agreements.



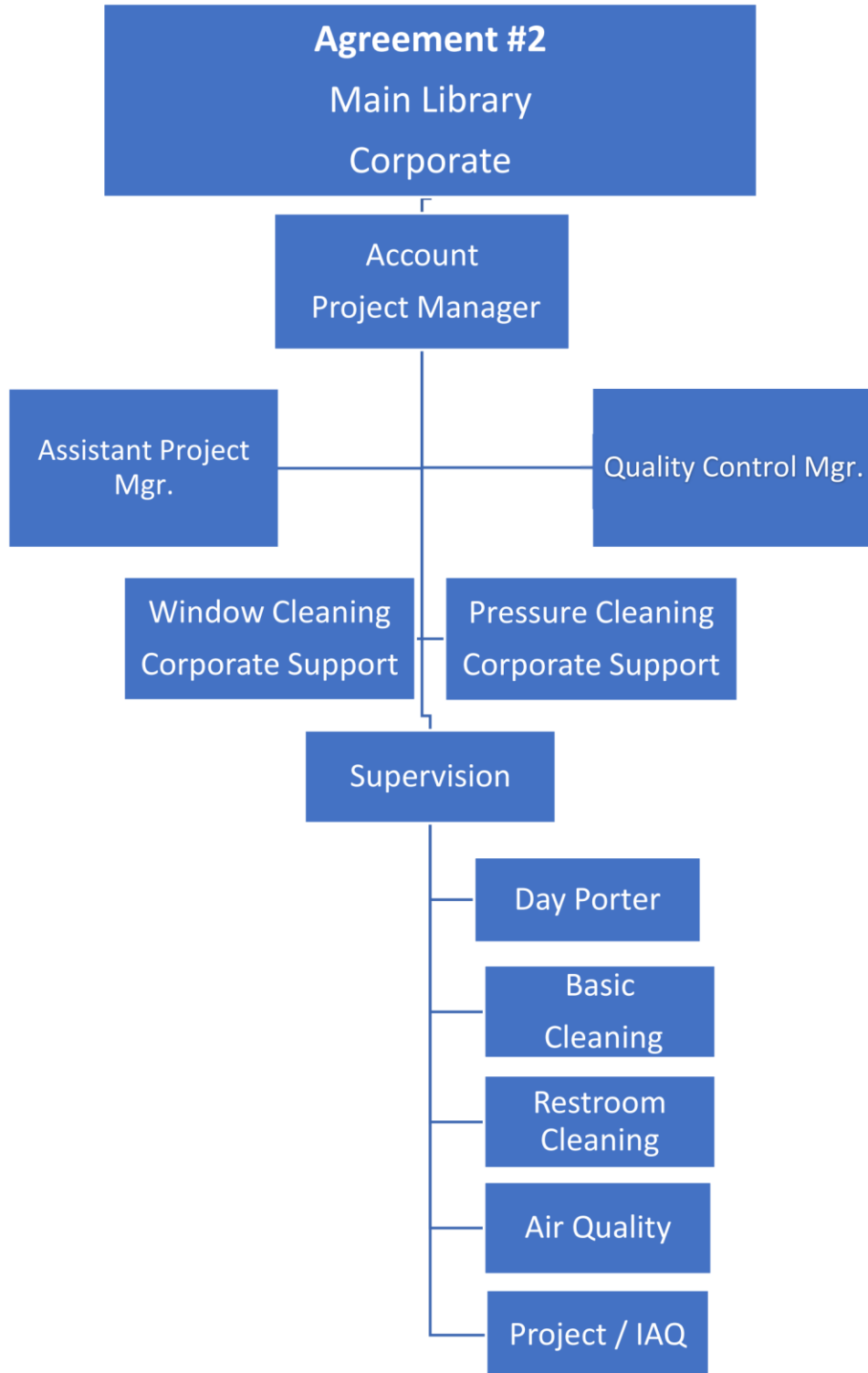
GOVERNMENTAL CENTER EAST COMPLEX

PROPOSED STAFFING BY LOCATION

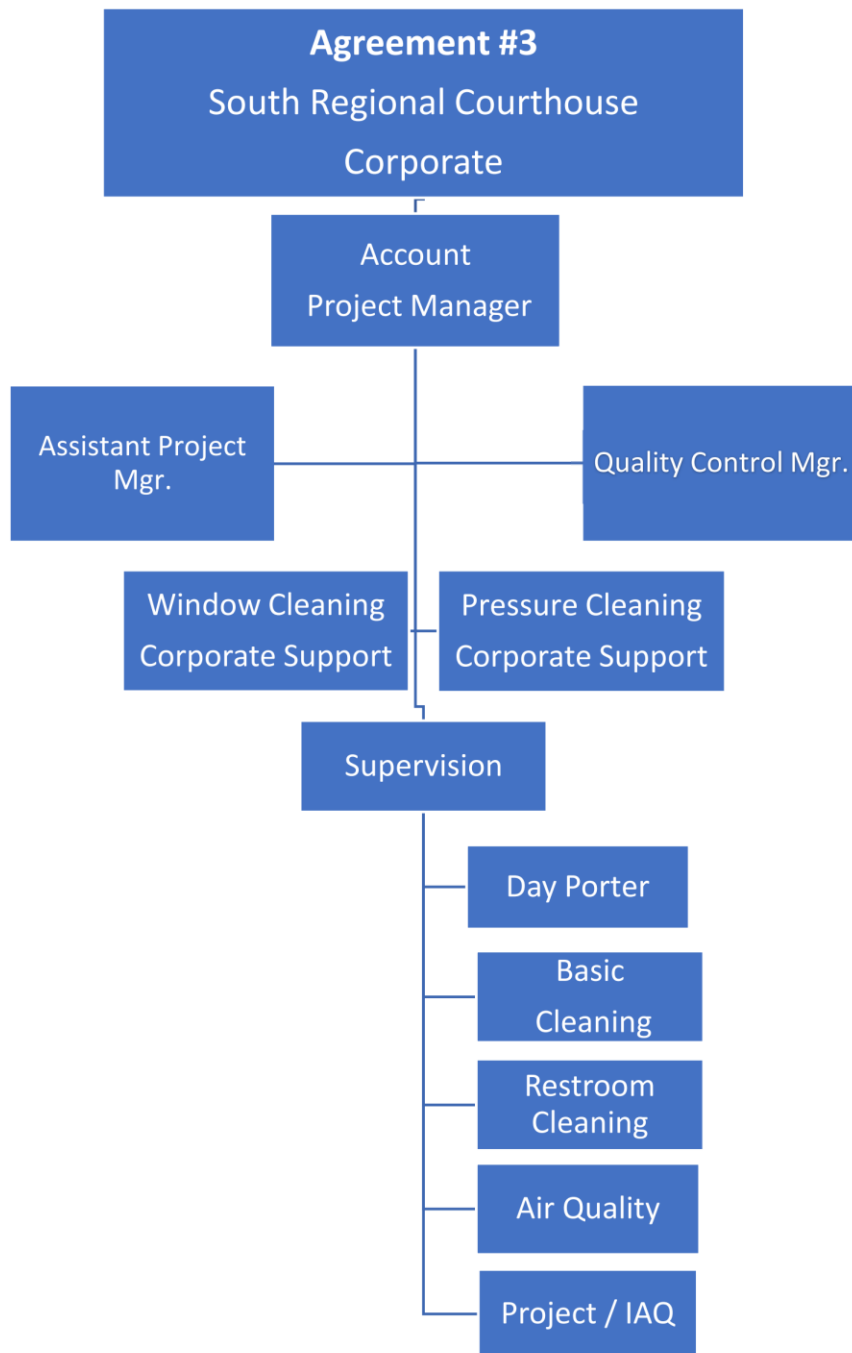
[illegible]



CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
ANNEX BLDG								
SUPERVISOR	5.00	5.00	5.00	5.00	5.00			25.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
350 GARAGE TRAINING CENTER								
CLEANING TECH	5.00	5.00	5.00	5.00	5.00			25.00
ERP & PRING SHOP BLDG								
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
TOTALS	204.0 0	204.0 0	204.0 0	204.0 0	204.0 0	0.0 0	0.0 0	1020.0 0

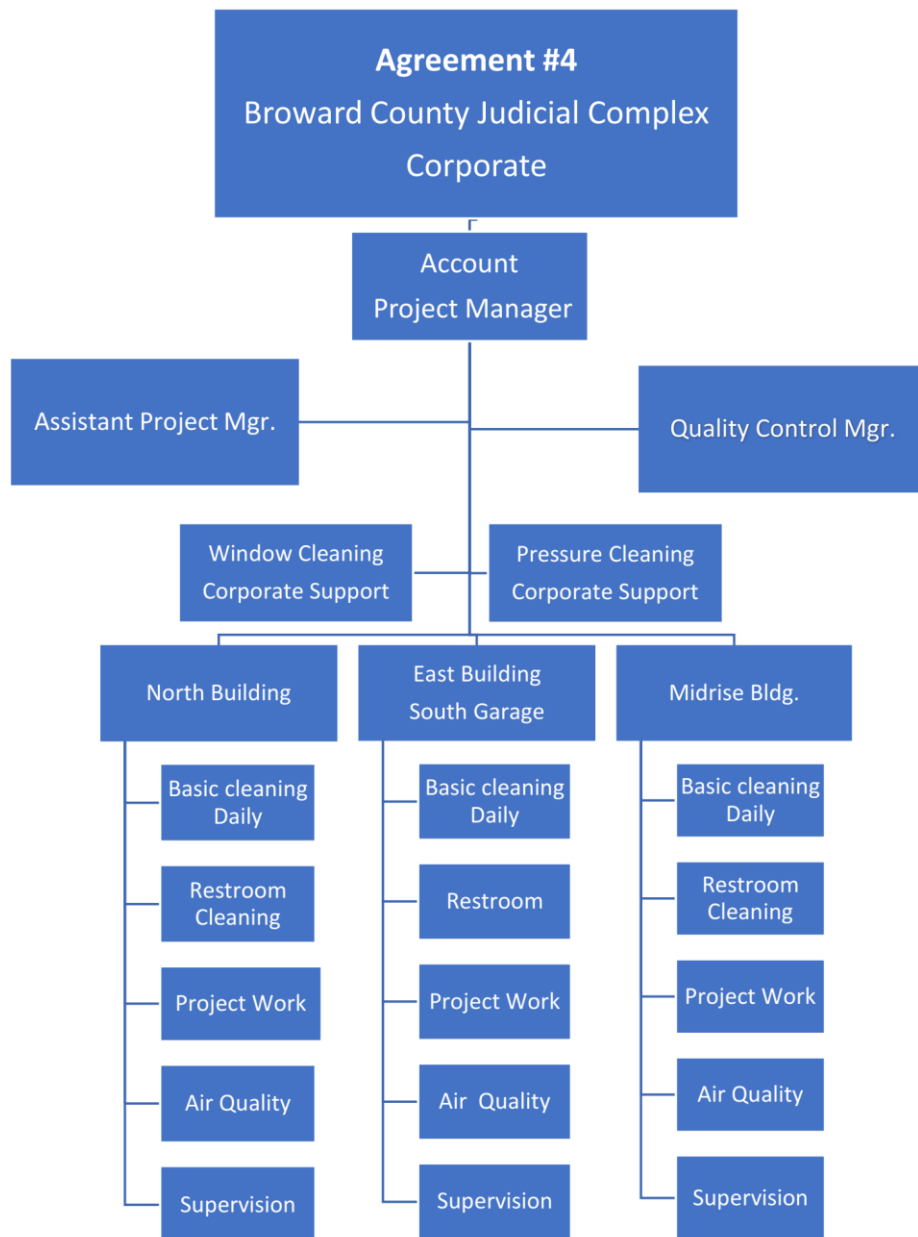


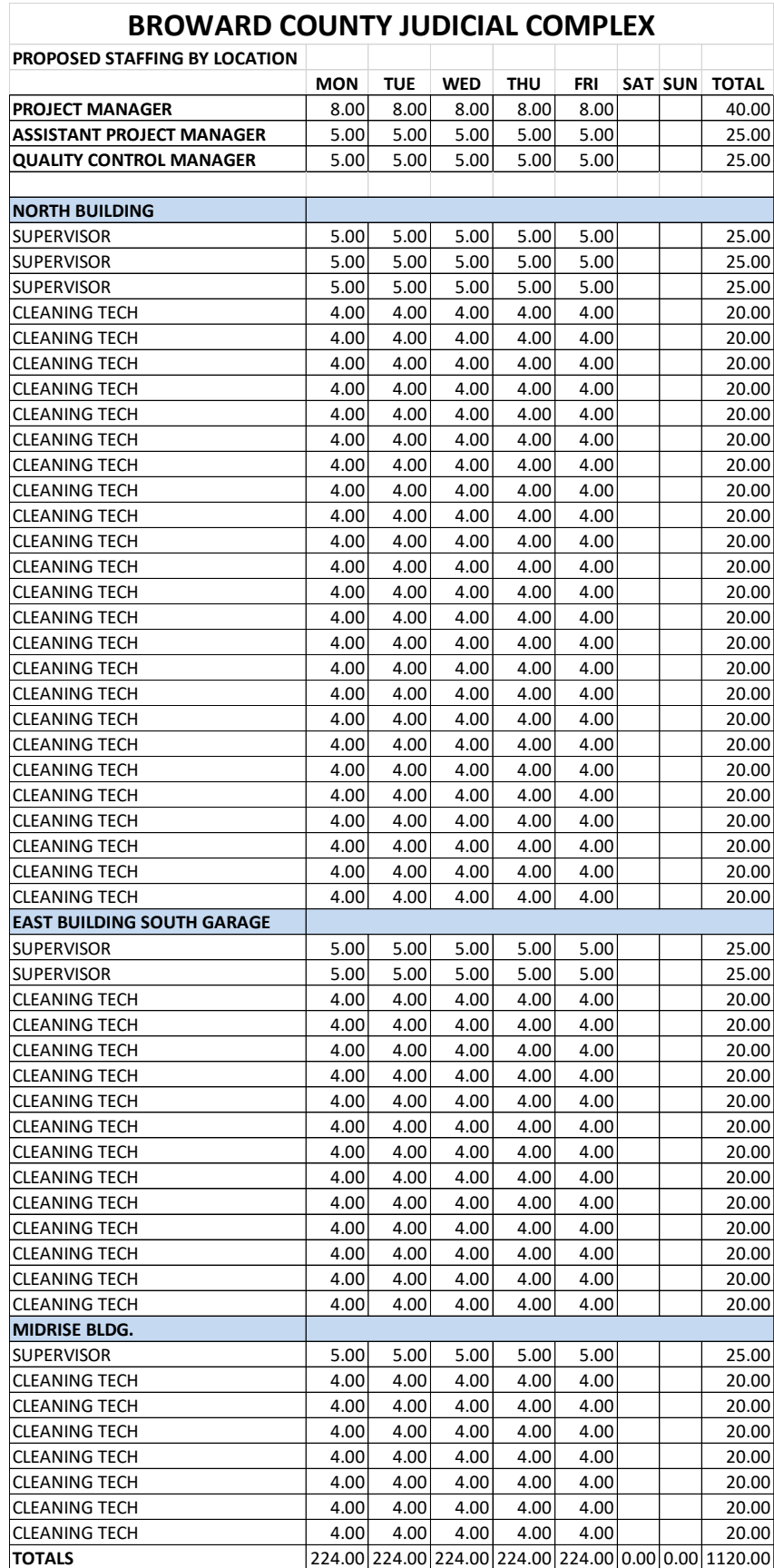
[illegible]





SOUTH REGIONAL COURTHOUSE								
PROPOSED STAFFING BY LOCATION								
	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
PROJECT MANAGER	5.00	5.00	5.00	5.00	5.00			25.00
ASSISTANT PROJECT MANAGER	5.00	5.00	5.00	5.00	5.00			25.00
QUALITY CONTROL MANAGER	5.00	5.00	5.00	5.00	5.00			25.00
SOUTH REGIONAL COURTHOUSE								
SUPERVISOR	5.00	5.00	5.00	5.00	5.00			25.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
CLEANING TECH	4.00	4.00	4.00	4.00	4.00			20.00
TOTALS	48.00	48.00	48.00	48.00	48.00	0.00	0.00	240.00







Sunshine Cleaning Systems, Inc. has been in the commercial cleaning business since 1976. Since then, we have hired and managed thousands of team members. That experience has led to the development of our unique and proven Shine & Succeed program, an integrated training and career growth effort that touches each team member from day one. Our goal is to ensure that each person we hire feels like a special member of the Sunshine family. All staff members will participate in Shine & Succeed.

Our investment in staff through **Shine & Succeed** results in their higher commitment to you as our valued customer.

The benefits to you are many and include:

- Higher quality service
- More qualified, loyal, and conscientious employees
- Lower turnover
- Safer environments

More than a dozen different programs are part of **Shine & Succeed** and center on such core areas as:

- Hiring practices
- Staff development and training
- Management
- Staff recognition
- Career growth



THE DETAILED ELEMENTS OF **SHINE & SUCCEED** ARE:

Recruitment and Hiring

Sunshine begins with identifying the staffing needs of the contract, including the job requirements and specific desires of the client. Our corporate human resources (HR) team then develops a precise recruitment plan along with the local managers who will be responsible for the contract. They discuss job descriptions, skills, experience required, and local labor market and trends.

Our recruitment steps are:

1. Post open leadership positions internally
2. Secure listings on job search engines
3. Host job fairs, as necessary

Ideal candidates are:

- Most qualified cleaning staff in the local market
- The best fit for the Sunshine family culture
- Superior attitudes, professionalism, and a solid work ethic
- A genuine desire to grow and develop and are most likely to remain with Sunshine for the long-term



Screening and Selection Process

HR and the facility site managers work together to identify the top candidates by pre-screening each candidate, conducting phone interviews, and then scheduling in-person interviews to confidently select quality candidates. We are crystal clear with each candidate regarding our high standards and expectations.



Pre-Employment Screenings

Once an eligible candidate has been identified and the job offer has been extended, we will then begin the background screening process, which consists of the following:

- Drug Screening
- Criminal Background Investigation
- E-verify
- Reference Check



Onboarding and Orientation

- HR and the on-site management team walk the new employee through the new hire procedure and set the training schedule
- New hire's date to report to work is communicated
- Specific job functions are clearly explained
- Baseline for evaluation is established
- All job descriptions are written specifically based on the RFP to ensure no task is left undone

Sunshine complies with all federal and state requirements:

- Equal Employment (EEOC) standards
- Fair Credit Reporting Act (FCRA)
- Immigration Reform and Control Act of 1986 (IRCA)

Training and Development

Our more than four decades of experience clearly demonstrates the benefits of high-quality employee training and career development. Here are just a few of the steps we take in this area:

- Outline a syllabus at the start of a job to train new team members early and often so proper work habits can be established
- Make a significant investment in the proper training of each employee
- Provide refresher training in order to build on good habits
- Incorporate safety into each training session

Note: See Training and Customer Service Section for further details.



Trusworthy
Respectful
Teamwork
Innovative
Safety

*Well trained employees feel more appreciated, are happier and do better work
a central tenet at Sunshine for the benefit of our customers.*



MENTORING AND ENGAGEMENT

Our **Shine & Succeed** Mentoring Program accelerates the employee development process. New hires receive a series of focused training sessions before they start work, a proven process for ensuring their overall future success. Our goal is to make sure each employee is both well-trained and comfortable in their position and environment. Confidence and trust in Sunshine and the management team at that facility are also critical.

The program pairs a manager, supervisor, or experienced employee, with a new hire to:

- Continue training and development of new employees.
- Further orient new employees to their surroundings, tasks, and tools.
- Bridge relationships with customers and co-workers.
- Develop both mentees and mentors in such skills as:
 - Leadership
 - Interpersonal Relationships
 - Communications
 - Work Responsibility
- Provide training on other aspects of their position, such as using the eHub employee dashboard and other technology and understanding our comprehensive benefits package,
- Ensure Sunshine's values, such as customer service, respect, and teamwork, are being demonstrated on the job
- Build loyalty and team morale
- Reduce turnover
- Evaluate progress and recommend immediate improvement strategies, as needed



In addition to development benefits the mentee enjoys, our experience shows that new mentors who participate in the program often demonstrate newfound leadership skills, paving their way to advancement and greater responsibilities within the company.

Engagement

At the core of our **Shine & Succeed** program is engagement, which starts with recognition and appreciation. Sunshine's success depends on our most valued asset – our employees; therefore, we believe showing appreciation for their hard work strengthens their loyalty and customer satisfaction.

Examples of our recognition programs include:

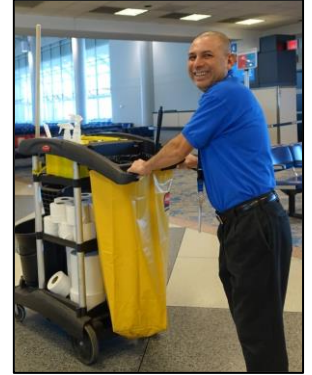
- Regular distribution of gift cards and certificates for excellence and high achievement
- Pizza parties for crew members handling demanding jobs, unexpected customer requests or emergency work
- Employee Security Awareness Program (ESAP)
- Moose Award – awarded to individuals exhibiting the characteristics of dedication, customer service and pride, on which our company was founded





Team Building Activities Include:

- Training managers to show respect and compassion for employees and to communicate effectively. We also provide on-going guidance regarding how to develop, praise and guide team members, celebrating both large and small wins along the way
- Pot-luck meals, raffles, impromptu parties, birthdays, and celebrations of other personal milestones
- Supporting local charities through team participation
- Celebrating the wins of team members
- Raising money for employees in need



Managers play the most crucial role in the engagement process and in enhancing the employee experience. We train managers to respect and show compassion for employees and to communicate effectively. We seize every opportunity to recognize our team.

Path to Success

All of the components of Shine & Succeed connect to create a high level of trust, loyalty and pride between the company and our team members.

We know that cultivating mutual respect creates a stronger team because we've been using these strategies for decades. Together, with all our employees at Sunshine, we are a united force striving every day to deliver excellent services to our customers.

Pride in our work is a characteristic we all share at Sunshine Cleaning Systems.



PATH TO SUCCESS

MENTORING & ENGAGEMENT

TRAINING & DEVELOPMENT

ONBOARDING & ORIENTATION

SUCCESSFUL RECRUITMENT



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.

Sunshine Cleaning Systems purchases all major equipment directly from the manufacturers. Presently we have National Account Pricing with Tennant, Windsor Karcher Group and The Whittaker Company, which makes up the major equipment required in this solicitation. All equipment that goes into a new account will be new or in new condition with a full maintenance program from the manufacturer.

This maintenance plan includes preventive measures as well as regular inspections by equipment technicians. This program assures us all equipment will be in top working order. When it makes economic sense Sunshine will lease major equipment instead of purchasing. This is another strategy that allows for all equipment to be new upon arrival with a full warranty for the life of the lease. This ensures that we will have the equipment on the floor working and not sitting in a repair shop. All training for the major equipment for this account will be provided by the vendor of the equipment onsite upon delivery as well as ongoing training by management and training specialists from Sunshine's local headquarters. Sunshine currently has several pieces of new equipment in nearby warehouses in Broward County that could be used for the start of this project. Equipment will be dedicated to each Agreement to avoid transporting equipment from account to account.

Agreement 1 Equipment List

GOVERNMENT CENTER EAST

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	10	New
26" Chariot Vacuum	Karcher	-	New
Backpack Vacuum	Pro Team	5	New
Maids Cart	Rubbermaid	5	New
Brute/dolly	Rubbermaid	7	New
Gondola	Toter	2	New
Wet vacuum	Renown	-	New
Floor Machine 20"	General	-	New
Chariot 26" Scrubber	Karcher	-	New
Tenant T7 riding scrubber	Tennant	-	New
Tenant T12 riding scrubber	Tennant	-	New
Tenant T350 riding scrubber	Tennant	-	New
Floor Fans	Renown	-	New
Whittaker Carpet Cleaner	Whittaker	-	New
Portable extractor	Tennant	-	New
Host Dry Cleaner	Host	-	New
Miscellaneous equipment		15	New


**GOVERNMENT CENTER
ANNEX**

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	4	New
26" Chariot Vacuum	Karcher	-	New
Backpack Vacuum	Pro Team	2	New
Maids Cart	Rubbermaid	2	New
Brute/dolly	Rubbermaid	4	New
Gondola	Toter	-	New
Wet vacuum	Renown	-	New
Floor Machine 20"	General	-	New
Chariot 26" Scrubber	Karcher	-	New
Tenant T7 riding scrubber	Tennant	-	New
Tenant T12 riding scrubber	Tennant	-	New
Tenant T350 riding scrubber	Tennant	-	New
Floor Fans	Renown	-	New
Whittaker Carpet Cleaner	Whittaker	-	New
Portable extractor	Tennant	-	New
Host Dry Cleaner	Host	-	New
Miscellaneous equipment		7	New

GOVERNMENT CENTER PRINT SHOP

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	1	New
26" Chariot Vacuum	Karcher	-	New
Backpack Vacuum	Pro Team	-	New
Maids Cart	Rubbermaid	-	New
Brute/dolly	Rubbermaid	-	New
Gondola	Toter	-	New
Wet vacuum	Renown	-	New
Floor Machine 20"	General	-	New
Chariot 26" Scrubber	Karcher	-	New
Tenant T7 riding scrubber	Tennant	-	New
Tenant T12 riding scrubber	Tennant	-	New
Tenant T350 riding scrubber	Tennant	-	New
Floor Fans	Renown	-	New
Whittaker Carpet Cleaner	Whittaker	-	New
Portable extractor	Tennant	-	New
Host Dry Cleaner	Host	-	New
Miscellaneous equipment		1	New

**GOVERNMENT CENTER TRAINING CENTER**

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	1	New
26" Chariot Vacuum	Karcher	-	New
Backpack Vacuum	Pro Team	-	New
Maids Cart	Rubbermaid	-	New
Brute/dolly	Rubbermaid	1	New
Gondola	Toter	-	New
Wet vacuum	Renown	-	New
Floor Machine 20"	General	-	New
Chariot 26" Scrubber	Karcher	-	New
Tenant T7 riding scrubber	Tennant	-	New
Tenant T12 riding scrubber	Tennant	-	New
Tenant T350 riding scrubber	Tennant	-	New
Floor Fans	Renown	-	New
Whittaker Carpet Cleaner	Whittaker	-	New
Portable extractor	Tennant	-	New
Host Dry Cleaner	Host	-	New
Miscellaneous equipment		1	New

Agreement 2 Equipment List**MAIN LIBRARY**

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	8	New
26" Chariot Vacuum	Karcher	1	New
Backpack Vacuum	Pro Team	4	New
Maids Cart	Rubbermaid	3	New
Brute/dolly	Rubbermaid	7	New
Gondola	Toter	2	New
Wet vacuum	Renown	-	
Floor Machine 20"	General	-	
Chariot 26" Scrubber	Karcher	-	
Tenant T7 riding scrubber	Tennant	-	
Tenant T12 riding scrubber	Tennant	-	
Tenant T350 riding scrubber	Tennant	-	
Floor Fans	Renown	2	New
Whittaker Carpet Cleaner	Whittaker	2	New
Portable extractor	Tennant	-	
Host Dry Cleaner	Host	-	
Miscellaneous equipment		15	New



Agreement 3 Equipment List

SOUTH REGIONAL COURTHOUSE

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	3	New
26" Chariot Vacuum	Karcher	-	New
Backpack Vacuum	Pro Team	2	New
Maids Cart	Rubbermaid	2	New
Brute/dolly	Rubbermaid	3	New
Gondola	Toter	1	New
Wet vacuum	Renown	-	New
Floor Machine 20"	General	-	New
Chariot 26" Scrubber	Karcher	-	New
Tenant T7 riding scrubber	Tennant	-	New
Tenant T12 riding scrubber	Tennant	-	New
Tenant T350 riding scrubber	Tennant	-	New
Floor Fans	Renown	-	New
Whittaker Carpet Cleaner	Whittaker	-	New
Portable extractor	Tennant	-	New
Host Dry Cleaner	Host	-	New
Miscellaneous equipment		5	New

Agreement 4 Equipment List

JUDICIAL CENTER EAST BLDG.

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	7	New
26" Chariot Vacuum	Karcher	-	New
Backpack Vacuum	Pro Team	3	New
Maids Cart	Rubbermaid	3	New
Brute/dolly	Rubbermaid	7	New
Gondola	Toter	1	New
Wet vacuum	Renown	-	
Floor Machine 20"	General	-	
Chariot 26" Scrubber	Karcher	-	
Tenant T7 riding scrubber	Tennant	-	
Tenant T12 riding scrubber	Tennant	-	
Tenant T350 riding scrubber	Tennant	-	
Floor Fans	Renown	-	New
Whittaker Carpet Cleaner	Whittaker	-	New
Portable extractor	Tennant	-	
Host Dry Cleaner	Host	-	
Miscellaneous equipment		12	New

**JUDICIAL CENTER MIDRISE BLDG.**

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	4	New
26" Chariot Vacuum	Karcher	-	New
Backpack Vacuum	Pro Team	1	New
Maids Cart	Rubbermaid	2	New
Brute/dolly	Rubbermaid	4	New
Gondola	Toter	-	New
Wet vacuum	Renown	-	
Floor Machine 20"	General	-	
Chariot 26" Scrubber	Karcher	-	
Tenant T7 riding scrubber	Tennant	-	
Tenant T12 riding scrubber	Tennant	-	
Tenant T350 riding scrubber	Tennant	-	
Floor Fans	Renown	-	New
Whittaker Carpet Cleaner	Whittaker	-	New
Portable extractor	Tennant	-	
Host Dry Cleaner	Host	-	
Miscellaneous equipment		7	New

JUDICIAL CENTER NORTH BLDG.

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	8	New
26" Chariot Vacuum	Karcher	-	New
Backpack Vacuum	Pro Team	5	New
Maids Cart	Rubbermaid	5	New
Brute/dolly	Rubbermaid	7	New
Gondola	Toter	2	New
Wet vacuum	Renown	1	New
Floor Machine 20"	General	1	New
Chariot 26" Scrubber	Karcher	1	New
Tenant T7 riding scrubber	Tennant	-	
Tenant T12 riding scrubber	Tennant	-	
Tenant T350 riding scrubber	Tennant	-	
Floor Fans	Renown	4	New
Whittaker Carpet Cleaner	Whittaker	-	
Portable extractor	Tennant	-	
Host Dry Cleaner	Host	-	
Miscellaneous equipment		26	New

**JUDICIAL CENTER SOUTH BLDG.**

Equipment	Manufacturer	Qty	Condition
15" Upright vacuum	Pro Team	1	New
26" Chariot Vacuum	Karcher	-	New
Backpack Vacuum	Pro Team	-	New
Maids Cart	Rubbermaid	-	New
Brute/dolly	Rubbermaid	2	New
Gondola	Toter	1	New
Wet vacuum	Renown	-	New
Floor Machine 20"	General	-	New
Chariot 26" Scrubber	Karcher	-	New
Tenant T7 riding scrubber	Tennant	-	New
Tenant T12 riding scrubber	Tennant	-	New
Tenant T350 riding scrubber	Tennant	-	New
Floor Fans	Renown	-	New
Whittaker Carpet Cleaner	Whittaker	-	New
Portable extractor	Tennant	-	New
Host Dry Cleaner	Host	-	New
Miscellaneous equipment		2	New



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

Safety Training and Awareness

Having skillful employees is only part of the equation. Each job must be performed safely and in a safe environment. At Sunshine, safety is our number one priority.

Our safety measures are not only geared for our team, they are designed for the health and safety of those around us: our customer, facility occupants and visitors. Sunshine's workplace safety program was created and developed in compliance with all OSHA standards, and in cooperation with industry leaders. All safety regulations are strictly monitored by our safety director, reviewed monthly by our in-house safety committee. All new hires receive safety training as part of their orientation, as well as refresher/in-service safety training on a periodic basis.



At Sunshine we practice the Five Golden Rules of Safety:

1. Accidents and Injuries are preventable.
2. Each of us has a personal responsibility for safety and the safety of others on and off the job.
3. No business objective is so important that it will be pursued at the sacrifice of safety.
4. Safe conduct of operations is a condition of employment at Sunshine Cleaning Systems.
5. A job is well done only if it is done safely.



Safety is so important that it is part of our Corporate Values Statement. It's part of our DNA because we fully understand all the benefits related to running an operation with a safety-first attitude. According to OSHA, employers pay nearly \$1 billion per week for worker's compensation alone. In addition to worker's comp costs, there are medical expenses, legal fees, accident investigation, hiring and training replacement employees, lost productivity, damage to property or equipment and other associated costs. Injuries on the job negatively affect employee morale and lead to absenteeism that could have been avoided.

Creating a safe environment increases
productivity and diminishes claims.

The work we do can be physically demanding and hazardous at times, so our goal is to minimize the probability of accidents. As part of our goal to support a happy and healthy workforce, we hold periodic safety meetings and distribute a safety manual to prevent unsafe working conditions, whenever and wherever possible.



Our safety program is administered by our in-house safety committee, which works closely with our risk management representatives. Sunshine will assign a risk control specialist, whenever necessary, to inspect conditions at existing work sites, review work techniques, and setup safety training programs specific to our industry. This proactive approach to safety in the workplace has allowed Sunshine to closely monitor and control its general liability and worker's compensation losses. Specific safety courses can be found in the next section.



Safety Training Topics

- Required PPE personal protective equipment and where and when it is to be used
- General hazards and hazards specific to the job assigned
- Safety rules
- Hazard communication program, including right-to-know policy
- Injury prevention program
- Workers' compensation and accident reporting
- Safety incentive programs
- Substance abuse policy
- Pandemic/virus outbreaks
- Specific job hazards
- Accident and injury prevention
- Use of personal protective equipment
- Use of warning signs (e.g., wet floor)
- Safe lifting procedures and other ergonomic practices
- Accident handling procedures, emergency telephone numbers, and whom to notify
- Location and use of first-aid kits
- Emergency procedures
- Evacuation procedures, including location of exits
- Fire prevention, including location and use of fire extinguishers and fire alarms
- Medical services and first aid
- Use of hand tools
- Use of power tools and equipment
- Respiratory protection
- Hazard communication, including location and review of applicable MSDSs
- Bloodborne pathogens
- Fall prevention
- Workplace violence
- Fleet safety
- Equipment lockout and tagging procedures



Training & Development

Sunshine understands the profound value of training and places emphasis on active learning initiatives. Complete participation is part of our culture and key to increasing the skill level and knowledge base of all team members. Training is time consuming and comes at a cost, but the benefits are crystal clear:

- Improves employee performance, pride, and motivation
- Increases employee satisfaction and morale
- Identifies and improves weaknesses
- Sets a high standard operating procedure
- Increases quality, productivity, and consistency
- Improves safety record
- Substantially reduces costs
- Higher employee retention rates

“Tell me and I forget,
teach me and I may
remember, **involve me**
and I learn.”
– Benjamin Franklin

Training Delivery

Sunshine has a variety of custodial and safety training media: bound manuals, software based, flip cards, posters, etc. Some programs are instructor led and classroom based, some delivered by equipment and supply vendors onsite. The most effective approach, however, is the hands-on sessions. After telling and showing the proper technique, the student must perform, practice, and review the activity until it is mastered. Critical reviews are constant until the required performance levels are achieved.

Classes are led by our in-house trainers, management staff, and safety coordinators. Recurring training takes place on a calendar and is delivered at customer facilities throughout the year. Advanced classes are typically web-based training programs, seminars, and various industry conference learning opportunities.

Depending on the job topics may include:

Cleaning for Health	Bloodborne Pathogens
Personal Protective Equipment (PPE)	Ergonomics
OSHA Hazard Communication	Chemical Safety SDS
Driving/Vehicle Safety	Planning for Emergencies
Safety Communications	Equipment and tools maintenance
Carpet & Floor Care	Environmental/GREEN
Restroom Cleaning	Quality Control/Inspections
Incident/Accident Reporting	Personal Safety
Operational/Equipment Safety Training	Specialty Services Training
General Safety Inspection Programs	Customer Service
Pandemic/Post Pandemic Cleaning	Project Work



Sunshine provides both their managerial and production personnel with training programs recognized and certified by the Building Service Contractors Association International, (BSCAI), the International Sanitary Supply Association (ISSA), and industry suppliers and manufacturers. These programs are specifically designed to meet the needs of our industry and keep our personnel educated and informed on all aspects of the contract cleaning business. In addition, Sunshine continuously trains and certifies staff in specific disciplines. These include certifications in carpet and hard floor care, terrazzo and granite restoration, restroom cleaning, safety, traffic control, lift and ladder work, and others.

New Hire Orientation Training

Onboarding and Orientation training are critical phases in the life of a cleaning service employee. After carefully selecting the best candidates, providing them with the proper introduction to their jobs and the facilities must be done in a clear, personal, and comprehensive manner. Sunshine's orientation procedures are designed to increase the likelihood of successful employment. After the Onboarding is completed the Orientation basics include:

- Complete facility tour
- Introduction to the work site and co-workers
- Detailed review of all responsibilities
- Site specific rules and regulations
- Equipment, tools, and task training
- Initial safety training



Sunshine's Mentoring Program coincides with the Orientation phase. Each employee is assigned a mentor to assist with each step in the progression. The mentor will work closely with the new hire during the first few weeks of employment reinforcing proper work habits, improving efficiencies and techniques, and supporting as needed. We have found that strict focus on the fundamentals creates a lasting impression. Good habits are formed, reliability and self-sufficiency builds. Once the foundational work is successful the mentor will reduce contact time and will follow up with refresher training and continued mentoring on a periodic basis. All training is recorded in a training logbook and copies are kept onsite.

In-service & On The job Training

Once the employee is comfortable in his/her duties we utilize cross-training as a means of broadening the employee's scope of performance. This keeps the job interesting while allowing Sunshine to secure a workforce that is trained and experienced in most, if not all phases of the service requirements. These sessions apply to advancing education especially when equipment and supplies are updated or changed. This is especially true for technological advances, which can occur frequently.



Safety and accident prevention training is also an integral part of recurring training. As safety is our number one requirement for a job well done, it natural lends itself to a more consistent and efficient



faithfulness to the scope of service. We must, therefore, ensure a safe workplace for our customers, employees, and facility patrons.

One of Sunshine's core training initiatives is the Spartan CleanCheck Training System, a web-based learning series that provides instruction on a wide range of cleaning applications, and comes with array of topics on proper cleaning techniques and protocols delivered in the following ways:

- Web- based video tutorials
- Web- or paper-based testing
- Training manuals
- On-the-job cards
- Compliance documentation and tracking
- Employee recognition certificates

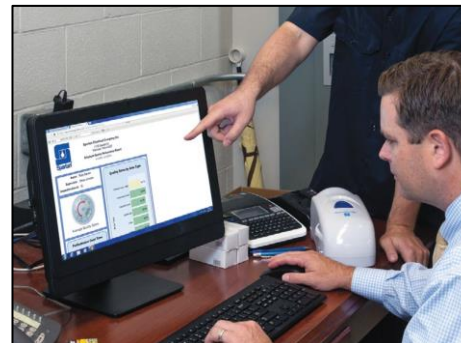
Users are provided with a training manual that allows them to follow along as they watch, as well as procedure cards for use in the field. Programs also incorporate a formal review and test to check for understanding. Initial training of new employees and the retraining of current employees is an important aspect of Sunshine's commitment to provide Quality Service to each of its clients.



Management & Supervisor Education

The following is a basic outline of available in-house training programs for management and supervisory personnel:

- Account Management
- Client Relations
- Managing People
- Communications in Management
- Train the Trainer
- Staffing and Scheduling
- Conflict Resolution
- Mentoring and Motivation
- Personnel Policies, Evaluation and Professional Development



This is just the core of training available to all supervisory and management personnel. A complete program covering safety, OSHA training, equal employment opportunity laws, discrimination and sexual harassment laws, and program development. Supervisors also receive intense training before starting any new assignment, so they have a complete command of hiring and discipline, payroll issues, customer service, inspection procedures, quality control, and new hire orientation. The goal is for each manager and supervisor to be prepared to lead and manage the account before the start date. We want you to have confidence that providing a first-rate staff is our priority.



Customer Service & Hospitality Training

Experience has taught us the value of providing excellent customer service. This is especially true at public facilities where the cleaning staff is highly visible. Our focus on providing top-notch customer service, we believe, is the reason for Sunshine's high customer retention rate.



Currently, we offer services to dozens of public facilities, and at this very moment it is likely that someone at one of our facilities is interacting with a member of the public, a facility employee, or direct customer. All these groups, as users of the facility, are customers of Sunshine. That's why great service must begin with the front-line staff. Every new hire goes through a rigorous orientation that features specific customer service training. We also require in-service training throughout the year that encompasses several components of customer service.

While our team diligently performs their cleaning duties, visitors and patrons of the facility invariably seek out our staff for some sort of information or assistance. That is why one of our first training modules in orientation familiarizes our staff with the most common questions. "Where is the nearest restroom?" "Where can I find a ...?" "Can you tell me how to get to...?" In this job we need to know the facility and supply accurate information or know where to find the information.

We will make sure that positions having greater interaction with the public are staffed with personnel well versed in customer service principals and have the proper communication skills. We teach our staff how to listen, understand body language, to know when to engage, to anticipate a customer need, and to take responsibility for a situation. We make our expectations with our employees clear on this topic. They are to be properly dressed in a clean and pressed uniform, be neatly groomed, smile, and be courteous. Most of all, they must continue to carry out Team Sunshine's mission and demonstrate its core values at all times.

"Your mission statement may be on the wall, but your core values are displayed in the actions and attitudes of your employees."

The same courtesy and respect that is paid to the visitors of the facility will be paid to your employees, other vendors, security personnel, and anybody else on the property. Our goal is to enhance our customers' experience in any way we can, while still fulfilling our core mission and commitment to you, our customer. These days, life can be stressful. If we can help smooth the journey, we've done our job.

Much of our customer service training curriculum comes from a program we began over fifteen years ago called Project SMILE. Project SMILE was originally developed for an airport account to improve communication, language skills, and teach sound customer service principles. We recognized that some of our employees lacked a certain proficiency when interacting with customers, so we used the training time to improve communication and methods of engaging with customers in a pleasing manner.

Much of our adherence to customer service policies, procedures and standards would come in the form of initial training that is positively reinforced. Like any successful learning experience repetition underpins the desired behavior. Starting employees on the correct path is our first goal. Measuring would be in the form of feedback and observation. In other facilities we serve customers use text and email for feedback. This helps in gauging our performance and addressing deficiencies. Supervisors play a strong role in the process of training and monitoring. When we see a break in adherence or receive a report of substandard



customer service being administered by one of our employees, corrective action takes place. The same strict guidelines that apply to a cleaning task apply here.

Customer service is not separate from the job description, it is part of it and is mandatory. Sunshine has a reputation for making a positive contribution to the experience of facility staff and visitors in other accounts. We want to continue to enhance that experience for everyone we encounter at your facility. A smile, a kind word or providing information is a simple act that can guarantee a brighter day.

Cleaning for Health

Sunshine understands that utilizing best cleaning practices is the only way to minimize and control the spread of contagious viruses. Studies have shown that proper cleaning can reduce exposure by 80 to 90 percent. Recognizing these principles is essential as the safety of our customers and employees could not be more important.



Sunshine has put into place a training program designed to address these issues. The program begins by outlining how viruses and bacteria materialize in and around a facility. It details hotspots and high touch areas that need greater attention and emphasizes detailed cleaning procedures required to contain the spread of infection. Whether it's an airport, school, office complex, health facility, or government facility, our entire team understands the protocol.

While frequent disinfecting has been standard in healthcare settings, it has now become a priority in nearly all the facilities we serve. In addition to adopting more stringent procedures, Sunshine has increased its reliance on treating facilities with hospital grade cleaners and disinfectants. More and more requests are being made for our Hygienic Clean Disinfecting Services. Hygienic Clean uses an electronic spray treatment system that disinfects, sanitizes, and deodorizes various surfaces and is 99.999% effective against a variety of bacteria and viruses. Our hospital grade disinfectant is registered with the EPA and safe for users and building occupant.

The proper cleaning process for effectiveness is two-fold: thoroughly clean surfaces to remove visible grime and soil, then disinfect the same surfaces. The first cleaning will allow the disinfectant application to work properly, taking full advantage of the dwell time required for maximum effect. The training in this series also includes lessons in employee/occupant safety, adjusting frequencies, and techniques to avoid cross-contamination.



HYGIENIC CLEAN

In response to Covid-19 we have launched Sunshine HYGIENIC CLEAN for immediate Covid-19 prevention and confirmed exposure cleaning. Our specialists are highly trained in Pandemic Disinfecting. We help facilities re-open and maintain clean, safe, and healthy facilities and provide operating guidance. In the past, Sunshine has assisted its customers in mitigating viruses such as H1N1, SARS, and other contagions. The service and commitment required during a virus outbreak has shifted to a much higher standard.



HYGIENIC CLEAN applies the following three levels of service:

- Preventing Outbreaks
- Recovery from Known Infections
- Facility and Business Re-opening

Cleaning to prevent outbreaks is the new normal now required at all facilities, buildings, and businesses. Protecting your employees and guests is a priority. In prevention mode, one of our qualified specialists performs a site assessment collaboratively with the customer. This consultation is critical. It allows us to understand customer needs and provides an opportunity for us to educate the customer on what is required to fully solve the problem.



If there has been a confirmed contamination, we begin with another consultation with our experts. It is imperative that we are completely familiar with all the details on the contamination. We need to know Who? What? Where? When? How? After the contaminated area is closed and a recommended waiting period, we begin with a full forensic disinfecting wipe down. We then proceed with applications of our electrostatic disinfecting sprayer. We also work with the customer on drafting a post contamination prevention plan, which includes scheduled cleaning using the elements of our preventive service. Our goal is for the facility manager and potential visitors to feel confident that the building is safe and Healthy.

Education and Training Education

While we have utilized the components of Sunshine HYGIENIC CLEAN to some degree in the past, we now have refined our goals more precisely. We have increased our knowledge base and updated our skills with virus specific educational courses. Many of our managers and supervisors have been trained through the Global Biorisk Advisory Council (GBAC), a division of the ISSA. The GBAC training includes preventative measures, response, infection control, and contamination control, emphasizing the novel coronavirus (SARS-CoV-2).



The valuable information that we acquire is communicated with our team and customers. We must continue to educate our customers and team members. The flow of information required to properly address the issue is moving fast, and so are we. Keeping all stakeholders apprised of developments and the steps we are taking is a key to building trust and gaining the confidence that the facilities we serve are safe and healthy for employees and guests.



ESAP Security Training

Sunshine developed its award-winning Employee Security Awareness Program (ESAP) in response to heightened security threats in the facilities we serve. The idea was simple: provide additional training to Sunshine employees to be more aware of their surroundings, and reward those who exemplify this awareness.

Since much of our work is in highly secured facilities, we felt the need to prepare our staff to be the “extra eyes and ears” of onsite security. We don’t encourage our team to chase anybody down (though that has happened), we just want our staff to recognize when things are amiss: luggage or a package left behind, un-badged personnel in a secure area, a display of behavior out of context. We were early adopters of, “If you see something, say something”, and advance the matter to the proper authorities.



A recipient of the ESAP award was Patricia Young. She was attending to her duties in the ladies’ room at the Charlotte Douglass Airport and noticed a loaded handgun in the waste receptacle. She immediately knew what to do. She moved the receptacle into a secured closet, contacted her crew leader, who then notified the Charlotte police to handle the matter. We thank Patricia for her contribution.

Other ESAP award recipients have included incidents involving the return of large sums of cash, reporting of theft, other weapon recoveries, challenging

unauthorized personnel in a secured area and even the apprehension of a felon. The last item refers to an individual climbing an airport perimeter fence and running toward gated aircraft one late evening. A nearby Sunshine team member, who was pressure cleaning at the time, went in full pursuit and subdued the suspect as he was attempting to board a plane. Though we never anticipated, nor would ever encourage an employee to go to such extremes, the employee not only earned an ESAP award, but was officially recognized by airport and county staff.



Although much of our training mirrors that of airport SIDA training, we believe periodic in-service training in this area empowers our employees to feel more comfortable in being proactive. In addition, we use the model at non-airport accounts that have security concerns and our customers have greatly appreciated this extra sense of security. The program has been such a success that our ESAP initiative was awarded top prize as the “Most Innovative Idea” in our industry. Such awards are icing on the cake, just knowing that Sunshine can offer customers greater value along with our services is rewarding in itself.





Record Keeping for Training

Below is a sample training syllabus taken directly from this RFP that would be administered within the first month of employment, then on an annual basis as requested. Record keeping is completed by using a training logbook located onsite that lists topics, dates, participants, and training instructors. Documentation used to present the material is also kept in the logbook or training library for future reference and is available to all personnel and customers.

Sample Training Topics specific to this RFP

- Orientation to housekeeping operations
- Green cleaning policies and procedures
- Housekeeping chemicals- proper use and dilution
- Tools and equipment – proper use and care
- Restroom cleaning and disinfection
- Office and related area cleaning
- Repetitive floor care
- Project floor care
- Trash collection and recycling
- Common cleaning mistakes
- Body mechanics
- Quality control
- Inspection techniques
- Safety and security: asbestos, blood borne pathogens, hazardous materials
- Emergency procedures and evacuations
- Incident/accident reporting
- PPE
- HIPAA privacy training
- Occupational health and administration infection control
- CFR federal alcohol and drug abuse confidentiality regulations

Pandemic Response

Sunshine's response to a pandemic is outlined in our **Hygienic CLEAN** program in our training section. We employ specialists that are highly trained in prevention and in responding to confirmed exposure situations. All managers are required to take the GBAC certification course that includes preventative measures, response, infection control, and contamination control, emphasizing the novel coronavirus (SARS-CoV-2).

We have been helping a variety of facilities disinfect including schools, airports, businesses, and government facilities. Over the years we have assisted customers with other viruses such as H1N1, SARS, and others. The most important aspect of responding to a pandemic is gathering information. We will work with your team to assess the circumstances and create a response that is specific and comprehensive.

Disaster Prevention and Recovery Services

We have always viewed our services as essential and we want to continue that performance even in the midst of an emergency. There are many threats to be aware of. Our Continuity Operations Plan incorporates procedures, resources for our team, and processes to effectively work through those threats.

**Threats include:**

Accidents	Chemical spills
Power failures	Pandemics
Terrorist activities	Earthquakes
Workplace violence	Tornadoes
Vandalism	Hurricanes
Infrastructure incidents	Floods
	Fires

Prior to an emergency, Sunshine procures equipment, supplies, communications, and other emergency related resources for each region of its operations. We ready an emergency team to support accounts so as not to deplete the current onsite staffing. We realize that we have a commitment to our customers and an important role to play, especially during emergencies. Emergency supplies and equipment include:

Satellite phones	Fuel reserves
Satellite radios	Shutter boards
Fans and carpet dryers	PPE
Truck mounted extraction units	Foul weather gear
Floor squeegees	Additional uniforms
Buckets and mops	Flash/flood lights
Response vehicles	Air compressors
Water and food supplies	Batteries
Generators	Chainsaws
Water pumps	

At the beginning of hurricane season, for example, equipment and supplies are assessed and checked so that they are in top working order. A requisition order is completed, and items are repaired or purchased as needed ahead of the season. Debit cards are issued to local managers for emergency supplies and refresher training occurs.

We stay in close contact with customers during emergency events. We communicate our approach with as much forewarning as possible. Our plans dictate who, what, where, when, and how. We institute a calling tree plan and a contingency plan if communications are shut down. We will assist your response team in any way possible.

Safeguard Sunshine Team Members

One of the most important aspects of our continuity plan is to first make sure our staff have their own family and property safe and secure. In the case of a predicted storm, for example, we allow managers on the emergency team enough time off to secure their homes and prepare for their family's wellbeing. We also provision food, water, and fuel at our branch offices for use by our team. For our customers to have our full attention during an emergency our team must the peace of mind that everyone at home is safe. It is not uncommon for us to have emergency assignments at customer facilities that require our assistance for 24 hours or longer.



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

Green Cleaning

Sunshine is well aware of Broward County's commitment to green cleaning procedures and Sunshine has experience in cleaning LEED facilities as well as those emulating the LEED program. We understand that traditional janitorial cleaning can negatively impact the environment as well as the health and productivity of our employees and facility occupants. The results can increase health care costs, liability, and lost time due to illness. Green cleaning can help reduce those associated costs and make for a healthier environment. Green Cleaning, cleaning to protect health without harming the environment, enhances the reputation and brand of both our company and the facilities we serve.

Sunshine's Green cleaning practices and training programs offer benefits to all areas of its operation. As we inspect your facility, we will identify the chemicals, paper/plastic, equipment, tools, and cleaning procedures being used and make the appropriate recommendations. Sunshine has worked with dozens of clients to offer the same customizable green cleaning programs. This will certainly be the case in our work at your facility. Upon notification of award, Sunshine will adopt a green cleaning policy for each location that addresses the County's Green Cleaning Policies. This includes our equipment, supplies and training programs that will be tailored to your sustainability initiatives.

For eight years Sunshine was certified as an ISO 9000 company. This was at a time when very few janitorial companies had such a designation. ISO brought more structure, quality assurance initiatives, and sustainability programs to our team. When the Cleaning Industry Management Standard (CIMS) became available Sunshine earned its CIMS-GB certification with honors. For three years we utilized both certifications taking the best principles from each. Considering that CIMS is industry based and has evolved into a more focused program, we eventually ended our relationship with ISO. The GB in CIMS-GB stands for Green Building and refers to our commitment to helping customers achieve their Green initiatives. We would be glad to incorporate all your environmental initiatives into our cleaning plan. In addition to complying with the Green components of the specifications for this contract, we will share ideas we believe will enhance your green footprint and benefit your facility's employees and visitors.



Equipment, Supplies and Training

Sunshine is accustomed to working in accordance with the standards promoted by the U.S. Environmental Protection Agency's Environmentally Preferable Purchasing (EPP) program, the Green Seal program, and those standards and practices specified by the U.S. Green Building Council LEED EBOM program. Additionally, we have developed Green Cleaning Standard Operating Procedures (GCSOP) and training that will govern our work. These procedures comprise an entire program affecting our selection of cleaning solutions, equipment, goals for training, and best practices. Our team is committed to practicing environmentally conscious cleaning and sanitation procedures at your facility. That is why a lot of resources are devoted to keeping our team trained and informed regarding best practices.





Sunshine's desire with its green initiative is to partner with customers towards achieving the maximum benefit for all. We have experience working with a variety of facilities and meeting each customer's Green objectives. For customers just starting out we offer simple solutions such as introducing environmentally friendly products and equipment. We also have experience designing recycling programs and assisting customers in earning points to advance their LEED certification programs. We've worked with clients big and small to make their facilities cleaner and greener for their employees and visitors.



Below are a few examples of our strategies, many which coincide with Broward County's Green policies.

- Color coded cloths to reduce cross-contamination
- Micro-fiber mopping systems
- Chemical management/dilution systems to reduce waste and expenses
- HEPA filtration vac systems and the dry method of carpet care
- Green Seal cleaners, CARB VOC compliant and other certified chemicals
- Efficient floor machines using less chemical, water and energy to prolong the life of the surface
- Water-fed pole, chemical-free window cleaning system
- Smart packaging to reduce materials and shipping resources
- Training specific to Sunshine's GCSOP with an emphasis on safety
- Focus on hand hygiene and disinfecting touch points
- Collecting occupant feedback for evaluation and continuous improvement
- Educating, training, and motivating custodial staff to work in an environmentally responsible manner
- Complying with all relevant legislation and industry standards regarding green cleaning

We don't have all the answers, that's why we continually aim to improve our environmental performance by keeping current on industry developments. Our staff regularly consults with supply manufacturers and vendors, participates in association seminars, webinars, and attends industry conferences and trade shows. Being a CIMS-GB certified company is also a factor in our continuing education. We are audited regularly on our practices and operational procedures, and any Green initiative where we participate is included. We are proud of our quality certifications and designations and how their influence has helped further our Green programs and those of our customers.



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

Quality Control

All agreements will follow the same quality control provisions outlined below.

Sunshine takes a multi-pronged approach to comply with the specifications, improve quality, and stay ahead of potential service issues. Our process consists of quantifiable and measurable monitoring procedures and a system that includes:

- frequent field audits,
- a method for identifying missed service items and deficiencies,
- corrective action procedures, and
- a process for closing the loop on reported items.



We achieve outstanding quality by:

- sourcing the proper and most advanced equipment and cleaning products for the job.
- employing highly skilled and experienced leaders.
- providing superior training programs, and
- including excellent H.R. and administrative support.

1 Quality Systems
2 Service Delivery
3 Human Resources
4 Health, Safety & Environment
5 Management Commitment
6 Green Buildings & Service

Green Excellence

Sunshine was an ISO 9000 certified company for eight years. Beginning in 2014, we earned the Cleaning Industry Management Systems – Green Building (CIMS-GB) certification with Honors. Both of these excellent Quality Systems organizations have helped shape our business and refined corporate operating and service delivery systems.

Setting a Baseline

For every facility, parameters and a baseline of expectations must be established. Our operations team along with managers, supervisors, and start-up team members, examine the specifications and review individual tasks, locations, and frequencies to document all areas under our responsibility. This forms the baseline for creating each inspection and implementing the work plan.

Inspection Program



Inspections begin with the front-line staff. We start by hiring the best, providing comprehensive training and engaging them in our positive, supportive company culture.

Each of our team members understands the mandatory cleaning levels and expectations of their job at your facility. Their precise role will be clarified in depth during orientation training. Our team members understand how their jobs impact the entire operation and just how important they are to the entire organization.



Our multi-level inspection programs include regular walks throughout the facility, modeled after the proven “Manage by Walking Around” (MBWA) philosophy. In general, most quality inspections are performed daily. When a deficiency is discovered, corrective action procedures take priority. In all cases, an immediate response is desirable, however, there are times when the correction needs to take place on a later shift. Our goal is to have zero defects. Quality Control managers are actively involved in these important projects, making sure operations are running smoothly and to the customer’s standards. We rely on the latest technology to keep operations on track.

Technology - eHub Workforce Management

Our management process and communications are orchestrated through our eHub mobile/desktop application. This technology allows field managers and supervisors to use any mobile device in real time to easily track work orders, perform inspections, address deficiencies, and respond to action items 24/7/365.

Dates, times, locations, and those “owning” the incident are documented for your review. eHub can capture photos and provide custom monitoring and reporting. The password-protected customer interface allows you to submit and monitor action items, perform inspections, view deficiencies and track our team’s progress as it is happening.

With eHub, Sunshine uses a variety of reporting systems to compare actual performance vs. various benchmarks and Key Performance Indicators. Standards and customized inspection reports are stored in a user-friendly format to simplify the process. Most inspections are conducted daily. Each inspection report for this contract will be designed for the area being serviced and based on the specifications.

Activities, events, messages, and reporting are reviewed regularly by supervision, project managers, quality control and area managers, as well as Sunshine’s COO and CEO.

Since every Sunshine employee is an eHub user, we are all connected.



Workforce Management

Gives Sunshine’s field-based managers access to the tools needed to do their jobs. eHub seamlessly connects the field to the back office, so we always have access to the latest information. We manage budgets, schedules, and timekeeping; create and complete work tickets; and send messages and requests. Plus, we can fill open shifts, capture billable work, and complete and sign off on inspections all through our secure web or mobile app.



Employee Self-Service

The self-service portal boosts employee engagement and productivity while reducing paper and lost information. eHub gives our employees the tools they need, when—and where—they need them. Our team can view pay stubs, schedules, benefits, job information; messages and tax information, accept open shift offers; and clock in and out on-site, all with the employee self-service features in eHub.



Customer Self-Service

eHub’s customer self-service portal connects Sunshine with its customers, reducing response time and improving accountability. Customers can access invoices, work schedules, messages, rosters, and time and attendance information on their own. eHub lets you easily request additional work or coverage, complete inspections, and review results.



eHub Mobile

on the go solution from TEAM

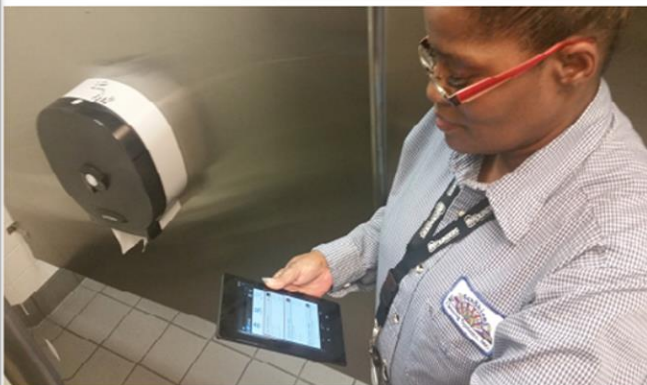
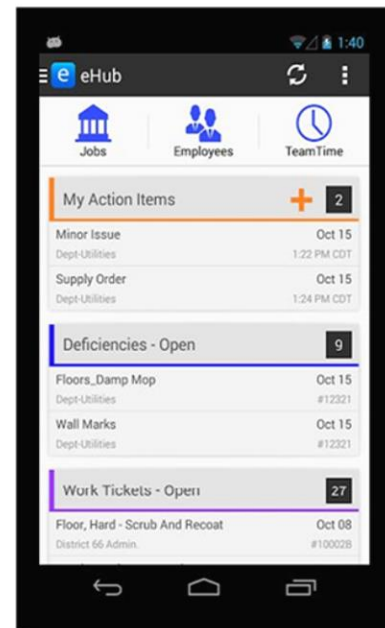


PROJECT MANAGER FEATURES

- Create, modify & complete work tickets
- View job location & map it
- Perform inspections or surveys on site & add photos & notes
- View inspection/survey results & manage deficiencies
- Clock in to or out of jobs
- Verify employee location using geo-location tracking
- Submit & monitor Action Items, customer requests or supply orders
- Call, text or email directly from the application
- View employee pay stubs & hours/rate info
- Review, modify or approve timekeeping records
- Monitor employee departures & arrivals in real-time

EMPLOYEE FEATURES

- View timekeeping records
- View paycheck information
- View hourly benefits
- Clock in to or out of jobs
- Access job location information
- Perform inspections & surveys
- View job information, messages, documents, links & events
- Submit Action Items like customer requests or supply orders



CUSTOMER FEATURES

- Submit & monitor Action Items like complaints or invoice disputes
- Perform job inspections or surveys
- View results & deficiencies
- View work tickets
- View dashboard
- Monitor employee departures & arrivals in real-time



Sample QC Reports

QA Checkpoints

Lookup

Job Number 123705
Template Broward College Central Inspection
Status Completed
Site Building 1008
Date Performed 01/06/2021
Time Performed 12:42
Employee Woodson, Michael R
Contact 3455
CSS User

Results: **Actual** 78 Points, **Q.O.** 86 Points, **Possible** 90 Points, **Percentage** 87%, **3**

Images:

Signatures Captured ☐

Emp Super CSS ☒ Publish ☒

Description	Response	Weight	Value	Score	Q.O.	Notes	Details
123705 - Broward College Central Inspection			78	87%	95%		
Common Area		2x	78	87%	95%		
Lobby		1x	0				
Restroom - Ladies		1x	77	91%	95%		
Restroom - Men's		1x	5	100%	95%		Chrome is polished and free of dust and dirt.
Commodities	Pass	1x	5	100%	95%		Commodities are clean and sanitized.
Dispensers	Pass	1x	5	100%	95%		Dispensers are clean and free of dust and dirt.
Dispensers Stocked	Pass	1x	5	100%	95%		Dispensers are stocked with the correct product.
Dusting_High	Pass	1x	5	100%	95%		High dusting detail is clean of cobwebs and dust.
Mirrors	Pass	1x	5	100%	95%		Mirrors are clean and free of streaks and dust.
Partitions	Pass	1x	5	100%	95%		Partitions are clean, free of graffiti and dust.
Trash Receptacles	Pass	1x	5	100%	95%		Trash receptacles have been emptied and liners are clean.
Faucets	Pass	1x	5	100%	95%		Faucets are clean and polished.
Sinks	Pass	1x	5	100%	95%		Sinks are clean and free of debris.
Urinals	Fail	1x	1	20%	85%	some urine tracks	Urinals are clean and free of debris.
Vents diffusers speakers	N/A	1x	5	100%	95%		Vents are free of dust and filters are clean.
Walls	Pass	1x	5	100%	95%		Walls are free of marks and spots.
Counters	Pass	1x	5	100%	95%		Counters are clean, free of dust and dirt.
Floor_Baseboards	Pass	1x	5	100%	95%		Baseboards are clean and free of dust.
Floor_Edging And Corners	Fail	1x	1	20%	95%	dirt build up in corner	Edges and corners of the floor are clean and free of dust and dirt.
Floor_Finish Condition	N/A	1x	5	100%	95%		Floor finish is in good condition, clean, free of scuffs and marks.
Door_Framework	Pass	1x	5	100%	95%		Door framework is clean and free of dirt and dust.
Door_Surface	Pass	1x	5	100%	95%		Door surface is clean.
Kitchen		1x	0				
Building Exterior		1x	0				
Interior Stairwells		1x	1	20%	95%		
Hallways		1x	0				
Office Area			0				
Gymnasium			0				
Classrooms And Laboratories			0				
Theater			0				
Safety Professionalism			0				
Parking Garage			0				



QA: Deficiency Review												
From Date: 07/07/2021		Job Number: 128705		<input type="checkbox"/> Open Status Only								
To Date: 03/02/2021		Tier: 		Refresh								
Checkpoint ID	Status	Performed On	Job	Job Description	Template Type	Score	Area	Item	Notes	Assigned Work Tickets	Employee #	Employee Name
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Lobby	Floors_Baseboar	dust along edges			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Lobby	Window Ledges	dust along bottom			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Restroom - Men's	Commodos	some toilets need			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Restroom - Men's	Dispensers_Stock	soap dispenser n			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Restroom - Men's	Dusting_High	tops of partitions			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Restroom - Men's	Partitions	dust accumulation			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Restroom - Men's	Urinals	urine track on bott			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Interior Stairwells	Stairwells	dust in corners of			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Hallways	Floor	dust along edge			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Hallways	Floor_Dust And D	dust bunnies			
4624	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Hallways	Floors_Edging An	behind doors			
4625	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Restroom - Men's	Urinals	some urine tracks			
4625	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Restroom - Men's	Floors_Edging An	dirt build up in cor			
4625	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Interior Stairwells	Stairwells	carpet spots and t			
4626	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Lobby	Window Ledges	dust on bottom le			
4626	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Hallways	Floor	dust along edges			
4626	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Hallways	Floor_Dust And D	dust along edges			
4626	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Hallways	Floor_Baseboard	dust build up			
4626	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Hallways	Floors_Edging An	dust behind doors			
4627	Closed	01/06/2021	128705	Broward College - Centr	Inspection	Fail (1)	Restroom - Men's	Urinals	need attention			

Sunshine Cleaning Systems, Inc.

Building Inspection

Performed by: Walker, Gary B. on 6/11/2020 9:54:AM

Points:	Actual	Quality Objective	Possible	Employee:	
Percentage:	222	196	230	Deficiencies:	2
	97 %	85 %	100 %	Result:	12 % Above Target

Notes:

Description	Actual	Quality Objective	Deficiencies:	Images:
Common Area - Lobby	100 %	85 %	0	0
Common Area - Break Room	NaN	85 %	0	0
Office Area - Private Offices	NaN	85 %	0	0
Office Area - Conference Room	NaN	85 %	0	0
Office Area - Hallway	NaN	95 %	0	0
Safety/Professionalism - Employee Appearance	100 %	90 %	0	0
Restroom - Men's	87 %	95 %	2	1
Restroom - Ladies	NaN	95 %	0	0
Restroom - Family	NaN	95 %	0	0
Janitors Closet	100 %	95 %	0	0



Goal vs. Actual Performance Measures

Share action items

9:09
LTE
Action Item
January 17, 2020 11:40 AM
Read Only

SUBMITTED BY
Michelle Jones
#5661
ITEM

DESCRIPTION
Bldg. 17 3rd floor handicapped stall has broken missing electrical plate behind toilet, needs reported right away

JOB
Broward College - Central Campus

TYPE
Major Issue

STATUS
Done

HISTORY
"reported to maintenance"
Submitted - Done
February 18, 2020 - 10:58 AM
Michelle Jones
"I sent it to Larry?"
Joseph Bromley
January 17, 2020 - 12:48 PM
January 17, 2020 - 12:41 PM

Main
Jobs
Employees
Message Center
More

Send photos of problem areas

9:08
LTE
Deficiency
Broward College - Central Campus #128705

Dusting_Detail: All surfaces are free of dust.

Score
Fail (1)

Status
Closed

Michelle Jones - 2/20/2020 10:09:02 AM - Dusted and clean

Created By
Auckland, Derek Alan #90499

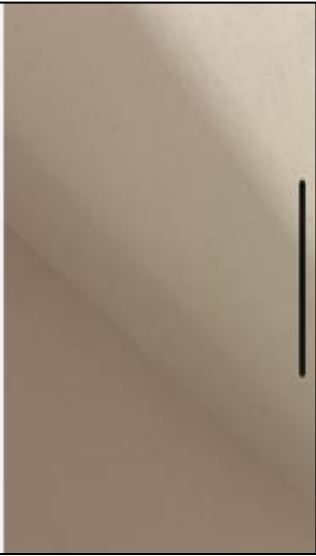
Created Date
February 18, 2020

Notes
Dust the wall above the doors from the stairwell entering the 3rd floor

Site
Building 17

Section
Common Area

Area
Lobby



Group areas by SOW

9:08
LTE
Deficiencies
Broward College - Central Campus #128705
Open Closed

Broward College - Central Campus - Building 10

Shower curtains
Feb 26
Men's Locker Room

Carpet_Corners And Edges
Feb 26
Private Offices

Door_Framework
Feb 26
Private Offices

Commodies
Feb 26
Restroom - Men's

Door_Framework
Feb 26
Restroom - Men's

Sinks
Feb 26
Restroom - Men's

Urinals
Feb 26
Restroom - Men's

Broward College - Central Campus - Building 11

Door_Surface
Feb 26
Lobby

Dusting_Detail
Feb 26
Lobby

Door_Surface
Feb 26
Restroom - Men's

Dusting_High
Feb 26
Restroom - Men's

Stairwells
Feb 26
Stairwells

Broward College - Central Campus - Building 17

Dusting_High
Feb 18
Restroom - Men's

Broward College - Central Campus - Building 19

Vents diffusers speakers
Feb 18
Restroom - Men's

Main
Jobs
Employees
Message Center
More



Kwantek Applicant Tracking System

Another quality measure that is often overlooked is in recruiting efficiencies. Sunshine has adopted technologies to achieve proficiencies in hiring and onboarding. These tools maximize the important work our HR team devotes to this aspect of our business. Tools like this assist tremendously in delivering first-rate service to our customers.

Sunshine understands the inherent challenges when hiring employees in the cleaning industry where turnover rates can be high. Kwantek, our applicant tracking system, provides tools to generate more applicants, screens for a better fit, and manages the compliance aspect of onboarding. We've automated key processes that allow our HR team to help find and

hire the right cleaners efficiently to reduce cost, risk and errors. This affords our HR experts more time to devote to employee engagement and development programs such as Shine and Succeed.



Kwantek simplifies what is typically a challenging and lengthy process. We can post jobs to popular job boards automatically, direct applicants to simple bilingual and mobile applications on our own dedicated web portal and do it all with less paper and fewer manual processes. We engage applicants with automated communications tools, schedule interviews, follow up seamlessly, and easily integrate comprehensive background checks. Dedicating more time to improving training delivery and team building programs provides a great advantage for Sunshine and its customers.

Findd Biometric and Facial Recognition Time Tracking

We use a biometric facial recognition time recording systems for all our accounts. This technology has enabled each employee to be responsible for their own clock ins and outs, allowing for seamless transmission of timekeeping data for payroll processing accuracy. In seeking better and more efficient methods of managing our accounts, we continue to upgrade our time tracking system with facial recognition technology. This technology has proven to be more accurate, convenient, and easier to use with any tablet, laptop, or smartphone. No proprietary hardware is needed. It is a far more advanced technology than finger or hand punch readers and eliminates false punches, mistaken identity, or ghost employees.



Knowing Who, Where and When about employees at all times, frees up management to concentrate on getting the work completed for the customer.



Employee Pre- Shift Questionnaire – OPTIONAL – dependent of recommendations/CDC guidance

Due to Covid-19 we have the ability to administer questions to all employees as they arrive at the worksite via an app from one of our technology partners. As long as there is a threat of infection this precaution is available for the safety of our staff, our customers, building occupants and visitors.

The app interface consists of the following screens:

- Language Selection:** A screen titled "Please Select Your Language:" with two buttons: "English" and "Spanish".
- Punch Screening Questions:** A screen featuring a red octagonal "STOP" sign. Below it, text reads: "For the health & safety of others, please only enter this building if you can answer NO to the following questions:". At the bottom is a blue "Start" button.
- Screening Questions 1/4 (English):** "Have you traveled to any of these location in the last 14 days?" with a list: China, Iran, South Korea, Italy, Japan. Buttons: "No" (green), "Yes" (red).
- Screening Questions 2/4 (English):** "Have you had contact with anyone with confirmed COVID-19 in the last 14 days?" Buttons: "No" (green), "Yes" (red).
- Screening Questions 3/4 (English):** "Have you had any of these symptoms in the last 14 days?" with a list: Fever greater than 100, Difficulty Breathing, Cough. Buttons: "No" (green), "Yes" (red).
- Screening Questions 4/4 (English):** "Are you currently experiencing fever over 100, difficulty breathing, or cough?" Buttons: "No" (green), "Yes" (red).
- Preguntas de detección 1/4 (Spanish):** "¿Ha viajado a alguna de estas ubicaciones en los últimos 14 días?" with a list: China, Corri, Corea del Sur, Italia, Japón. Buttons: "¡No!" (green), "¡Si" (red).
- Preguntas de detección 3/4 (Spanish):** "¿Ha tenido alguno de estos síntomas en los últimos 14 días?" with a list: Fiebre mayor de 100, Respiración dificultosa, Tos. Buttons: "¡No!" (green), "¡Si" (red).
- Preguntas de detección 4/4 (Spanish):** "¿Actualmente tiene fiebre de más de 100, dificultad para respirar o tos?" Buttons: "¡No!" (green), "¡Si" (red).



Other Quality Assurance Metrics

A Secret Shopper program is another value tool we use to understand and improve performance. Here's how it works to help us garner both positive and negative feedback:

- A corporate or regional manager, unknown to the local staff members, visits the facility unannounced.
- This person observes the general workflow of the operation and is informed of any recurring issues to note.
- Because our employees are trained to conduct themselves as if the world is watching, we usually discover employees doing exactly what they were trained to do. In the case of deficiencies, the issues are immediately addressed.

We also closely monitor our customer's social media posts, which is often an early revelation by a disgruntled guest of a deficiency. By monitoring Facebook, Twitter, Instagram, and other platforms we are generally able to address the item before it becomes a larger issue or P.R. concern.

Of course, any email or text from facility visitors and customers that alert our team to pertinent issues are immediately investigated. These can also come in the form of messages sent via other facility technology interfaces that we may be using such as Restroom Alert and Traf-Sys, for example. Optionally, we can conduct customer surveys, often a source of constructive evaluation of our work.

Below is a more in-depth look at the intricacies of the Quality Control Plan proposed for your facility.

Quality Control Plan

A formal Quality Control Plan (QCP) will be designed for your facility. It will describe all aspects of our proposed standards, assurance processes, procedures, and practices, and address several aspects of quality control, including:

- caliber of personnel
- line responsibility
- procedures, inspection, equipment, and organization
- capability to perform
- amount of work to be inspected and frequency of inspections
- trend analysis
- process for acceptance, rejection, documentation, and resolution of deficiencies
- corrective action to identify substandard performance
- interface with our client's inspectors

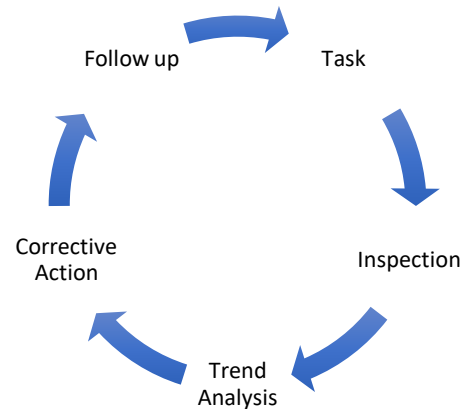


Our QCP process addresses the essential items in sufficient detail to indicate that we have a thorough understanding and reasonable approach to properly managing the work. Sunshine proposes the following as it relates to our QCP:

- it will become a compliance document upon contract award
- it will remain in effect for the life of the contract
- it will be changed or updated as needed

**Highlights of the QCP are:****Responsibility for Surveillance of Work.**

- Area Supervisor and Project Manager are responsible for daily inspections.
- Quality Assurance Manager and Quality Assurance Inspector make regularly scheduled inspections to ensure the level of quality remains consistent with our client's expectations.
- Corporate staff perform random periodic on-site inspections.

**Trend Analysis**

Trend analysis identifies substandard work by relying on inspection results and systematic data gathering. The primary tool is visual inspections of in-progress and completed work with inspection results measured against objective performance standards. The results are then analyzed to identify trends in performance. The appropriate corrective actions are determined by inspection results and trends identified. Results could be increased inspections, reviewing, and improving processes, or substituting personnel.

Corrective Action to Identify Substandard Performance

The keys to the success of this method are identifying and establishing objectives and quantifiable standards upon which performance can be measured. The diversity and quantity of inspections conducted are important and can include:

- formalized checklists
- in-progress inspections
- input from those involved in performing the work

The number of inspections is important because it helps ensure that through over-sampling, performance standards are maintained, and trends can be rapidly identified and corrected. To ensure proper effectiveness of inspections, Sunshine will develop a Master Inspection Schedule. This Schedule will provide details and summarize areas to be inspected on a monthly basis, type of inspection to be performed, and frequency of inspection. The schedule also identifies who performs the inspection.

Other processes of our quality measures are found in our overall operations and management plan, such as:

- staffing plan,
- training programs,
- equipment maintenance plan, and
- employee QC roles

Corrective Action

The key elements of Sunshine's corrective action procedure involve:

- Immediately correcting the problem to meet performance standards
- Instituting systematic corrective action to prevent recurrence



Sunshine utilizes inspections and associated surveillance techniques to identify potential problems before they amount to a deficiency. Area Supervisors and Quality Assurance Staff conduct inspections and involve all facility employees in the inspection cycle. This approach drastically reduces the likelihood of a problem going undetected for any period and virtually ensures service output does not fall below established performance standards.

Once a deficiency is identified, our Quality Control Program triggers a procedure for corrective action. This procedure focuses on three steps:

1. Immediate corrective action,
2. Root-Cause Analysis, and
3. Process Control and Performance Improvement.

Coupled with our aggressive inspection system, the three steps are designed to eliminate reliance on the customer identifying the deficiency.

Immediate Corrective Action

This short-term solution focuses on correcting the deficiency as soon as possible after identification and reestablishing quality levels at or above acceptable performance standards. After correction, the work is immediately re-inspected for adherence to applicable standards.

Root-Cause Analysis

Directly after re-inspection has occurred, our supervisor performs a Root-Cause Analysis. This analysis simply means that the defect is analyzed to identify the underlying, procedural, or systematic cause of the problem. To fully ensure identification, our supervisor employs a routine, systematic approach to problem resolution, working to eliminate non-contributing factors. We methodically narrow down possibilities so that the contributing cause can be identified.

Process Control and Performance Improvement

Once the root cause of the problem has been identified, focus is then shifted to developing long-term process control and performance improvement measures that concentrate on preventing reoccurrence, thus continually improve services. The benefit of these measures is that they optimize the process and procedure by eliminating any weak links. Sunshine's approach to effecting suitable preventive and corrective actions relies on developing a customized case-by-case response to the problem. This could entail revising our approach and/or retraining. Once the final method is implemented, the deficient work is incorporated into our inspection system to verify complete elimination of the problem and confirm that service output is at or above acceptable standards.

Quality Management System

As mentioned at the beginning of this section, Sunshine takes the quality of its work seriously. That is why we have taken the time and expense of being certified and earning the Cleaning Industry Management – Green Building (CIMS-GB) standard certification with honors. The GB designation in CIMS refers to our commitment to helping customers achieve their Green initiatives.



CIMS Applies to management, operations, performance systems and processes. We use Standards to help us deliver consistent, quality services designed to meet the customer's specifications. Of the hundreds of thousands of commercial cleaning companies worldwide there are only a few hundred companies CIMS



certified. With standards everything is measured with the specifications in mind. We are regularly audited on these processes by independent firms.

Sunshine's Quality Management System (QMS) standards necessitate establishing and meeting its customers as well as its own requirements for the project at hand. Sunshine does not just clean; it cleans to meet a specification or a certain standard of "clean".



Having undergone a comprehensive assessment of its management structure
and green cleaning operations by an independent accredited CIMS-GB assessor

Sunshine Cleaning Systems, Inc.

is hereby CERTIFIED WITH HONORS to
the ISSA Cleaning Industry Management Standard
Green Building Criteria

and has successfully demonstrated a commitment to the delivery of
environmentally preferable services designed to meet customer needs and expectations.

This Certification is valid October 15, 2022 through October 15, 2024.



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

John Barrett, Executive Director
ISSA



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).

Since its founding 46 years ago, Sunshine has been based and headquartered in Broward County, FL. We have submitted our Location Certification Form as required.



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:

$(\text{Lowest Proposed Price} / \text{Proposer's Price}) \times 20 = \text{Price Score}$

Price sheets have been completed and submitted as instructed.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/12/2022

8/2/2022

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).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcts@lockton.com	CONTACT NAME: PHONE (A/C. No. Ext): E-MAIL ADDRESS:		FAX (A/C. No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED 1483487 SUNSHINE CLEANING SYSTEMS, INC. 3445 NE 12TH TERRACE FT LAUDERDALE FL 33334	INSURER A: General Casualty Company of Wisconsin		24414
	INSURER B: Berkshire Hathaway Specialty Insurance Company		22276
	INSURER C: Travelers Casualty and Surety Co of America		31194
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 18764965

REVISION NUMBER: XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	CCI1388023	11/12/2021	11/12/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	CCI1388023	11/12/2021	11/12/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX MEDICAL PAYMENT \$ 10,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	CCU1388023	11/12/2021	11/12/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
B	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 <input checked="" type="checkbox"/> N	N/A	SUWC351174	3/6/2022	3/6/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	EMPLOYEE THEFT INCLUDING THIRD PARTY	N	N	105687333	11/12/2021	11/12/2022	EMPLOYEE THEFT \$300,000 EMPLOYEE THEFT OF CLIENT PROPERTY \$1,000,000

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

THE CERTHOLDER IS AN ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY COVERAGE, WHICH IS PRIMARY COVERAGE TO THE ADDITIONAL INSURED AND OTHER AVAILABLE INSURANCE WILL BE NON-CONTRIBUTORY AS REQUIRED BY CONTRACT, SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY. COUNTY SHALL BE PROVIDED 30 DAYS WRITTEN NOTICE OF CANCELLATION, 10 DAYS' NOTICE OF CANCELLATION FOR NON-PAYMENT

CERTIFICATE HOLDER

CANCELLATION

18764965
Broward County
115 South Andrews Avenue
Fort Lauderdale FL 33301

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

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: SUNSHINE CLEANING SYSTEMS INC**Receipt #:** 325-161
Business Type: CLEANING/JANITORIAL (COMMERCIAL)
JANITORIAL SVC)**Owner Name:** LARRY CALUFETTI
Business Location: 3445 NE 12 TER
FT LAUDERDALE
Business Phone: 954-772-0884**Business Opened:** 04/25/1995
State/County/Cert/Reg:
Exemption Code:

Rooms

Seats

Employees
20

Machines

Professionals

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
150.00	0.00	0.00	0.00	0.00	0.00	150.00

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:LARRY CALUFETTI
3445 NE 12 TER
FORT LAUDERDALE, FL 33334**Receipt #** 1CP-21-00007879
Paid 08/01/2022 150.00
07/28/2022 Effective Date**2022 - 2023**

LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in Periscope S2G.

Covered Employer: Sunshine Cleaning Systems, Inc.

Address: 3445 NE 12th Terrace, Ft. Lauderdale, Florida, 33334

Local Contact: Randy Kierce

E-Mail Address: randy@sunclean.com

Address: 3445 NE 12th Terrace, Ft. Lauderdale, Florida, 33334

Contract

Amount:

Using Agency

Served: Solicitation

No. and Title: BLD212245611 Janitorial Services for County Facilities

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

- A. ☒ Receive a minimum pay of \$ 14.44 per hour and are provided health benefits valued at \$ 3.65 per hour.
- B. ☐ Receive a minimum pay of \$ _____ per hour and are not provided health benefits.

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

Name	Job Class	A or B	Name	Job Class	A or B
<u>TBD</u>	<u>Cleaning Tech</u>	<u>A</u>	<u>TBD</u>	<u>Cleaning Tech</u>	<u>A</u>
<u>TBD</u>	<u>Cleaning Tech</u>	<u>A</u>	<u>TBD</u>	<u>Cleaning Tech</u>	<u>A</u>
<u>TBD</u>	<u>Cleaning Tech</u>	<u>A</u>	<u>TBD</u>	<u>Cleaning Tech</u>	<u>A</u>
<u>TBD</u>	<u>Cleaning Tech</u>	<u>A</u>	<u>TBD</u>	<u>Cleaning Tech</u>	<u>A</u>

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

I, Randy Kierce, Vice President / Chief Operating Officer of Sunshine Cleaning Systems hereby
attest that(Print Name) (Company)

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

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

Signature

Randy Kierce

Title Vice President, COO

SWORN TO AND SUBSCRIBED BEFORE ME this 10 day of October

2022

STATE OF Florida

COUNTY OF Broward

K Mulder Kristine Mulder

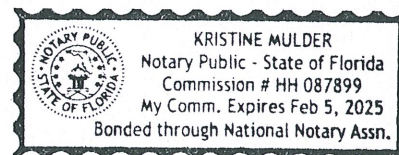
Public)

My commission expires: 2/5/25
(SEAL)Notary Public (Sign name of Notary)

Personally Known ☒

or Produced Identification ☐

Type of Identification Produced:



APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM

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

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: _____ Contact Person: _____

Company Address: _____

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

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____ Agency Contact Phone: _____

Contract Amount: \$ _____

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

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

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

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

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

SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT

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

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

Signature Title

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20____

STATE OF _____

COUNTY OF _____

Notary Public (Sign name of Notary Public) My commission expires: _____ (SEAL)

Personally Known ☐ or Produced Identification ☐ Type of Identification Produced: _____

LIVING WAGE ORDINANCE REQUIREMENTS AND AFFIDAVIT FORM

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

a bid to the Vendor.

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

- L. Subcontracts: Covered employees of Vendor's subcontractors, providing covered services pursuant to the Vendor's contract, shall be paid wage rates, as adjusted, in accordance with the Living Wage Ordinance. The Vendor shall insert in any subcontracts the applicable clauses as required by the Living Wage Ordinance and also a clause requiring the subcontractors to include these clauses in all other subcontracts. The Vendor shall be responsible for compliance by any subcontractor with the Living Wage Ordinance as it applies to their subcontract.

- M. Complaints and Hearings; Termination and Debarment: If a covered employee believes that he or she is not being paid in accordance with the Living Wage Ordinance the employee may file a complaint with the Office of Intergovernmental Affairs and Professional Standards in accordance with the County's Living Wage Complaint Procedures. Complaints will be investigated, determinations issued, and hearings afforded to the effected parties in accordance with the County's Living Wage Complaint Procedure. Covered employers found to have violated the Living Wage Ordinance may suffer any or all sanctions provided for in the Living Wage Ordinance, including wage restitution, damages, termination or suspension of payment under the contract, termination of the contract, and debarment. The Living Wage Ordinance also provides employees with a private right of action in court.

LIVING WAGE ORDINANCE 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: Sunshine Cleaning Systems, LLC
Address: 3445 NE 12th Terrace, Oakland Park, FL 33334
Email Address: Randy@sunclean.com
Local Contact: Randy Kierce
Contract Amount: Approximately \$7.4 million
Using Agency Served: Broward County Facilities Management Division
Solicitation No. and Title: 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 \$ 3.65 per hour.

☐ \$ _____ per hour and are not provided health care benefits.

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
TBD			TBD		
TBD			TBD		
TBD			TBD		

(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.

Randy Kierce

Printed Name

Digitally signed by Randy Kierce
Date: 2022.11.08 10:30:10 -05'00'

Signature

11/8/22

Date

DECLARATION FOR EXEMPTION FROM BROWARD COUNTY LIVING WAGE ORDINANCE REPORTING REQUIREMENTS

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

SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)

Company Name: _____ Contact Person: _____

Company Address: _____

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

SECTION 2: USING AGENCY AND SOLICITATION INFORMATION

Using Agency: _____

Solicitation No. and Title: _____

Using Agency Contact Name: _____

Agency Contact Phone: _____

Contract Amount: \$ _____

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

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

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

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

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

Under penalties of perjury, I declare that I have read the foregoing Declaration for Exemption from Broward County Living Wage Ordinance Reporting Requirements and that the facts stated in it are true.

Printed Name

Signature

Date



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 for County Facilities

Bidder/Offeror Name: Sunshine Cleaning Systems

Address: 3445 NE 12th Terrace City: Fort Lauderdale State: FL Zip: 33334

Authorized Representative: Randy Kierce Phone: 954-605-2276

CBE Firm/Supplier Name: Celebrity Janitorial and Cleaning, LLC

Address: 1200 SW 71 Ave City: Plantation State: FL Zip: 33317

Authorized Representative: Wilensky Morisset Phone: (954) 655-1373

- 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 ¹	CBE Contract Amount ²	CBE Percentage of Total Project Value
Janitorial/Custodial Services	561720	\$6.8 mil	30 %
Providing Management, Supervision, Labor			%
on Agreements 1,2,3 and 4			%

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

CBE Firm/Supplier Authorized Representative

Signature: Wilensky Morisset Title: Owner Date: 10/12/22

Bidder/Offeror Authorized Representative

Signature: Digitally signed by Randy Kierce
Date: 2022.10.12 14:05:00 -04'00' Title: Vice President Date: 10/12/22

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

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

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

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORTBroward County Board of
County Commissioners

BLD2124561P1

DOCUMENT# F47062

Entity Name: SUNSHINE CLEANING SYSTEMS, INC.**Current Principal Place of Business:**3449-3445 N.E. 12TH TERR.
OAKLAND PARK, FL 33334**Current Mailing Address:**3449-3445 N.E. 12TH TERR.
OAKLAND PARK, FL 33334**FEI Number:** 59-2142301**Certificate of Status Desired:** Yes**Name and Address of Current Registered Agent:**COENEN, LAURA
3449-3445 N.E. 12TH TERR.
OAKLAND PARK, FL 33334 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:** LAURA COENEN

03/12/2021

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title SECRETARY
Name CALUFETTI-SCHUMACHER, ERIN L.
Address 3445 N.E. 12 TERR
City-State-Zip: OAKLAND PARK FL 33334

Title PRESIDENT, DIRECTOR
Name COENEN, LAURA
Address 3449-3445 N.E. 12TH TERR.
City-State-Zip: OAKLAND PARK FL 33334

Title VP
Name KIERCE, RANDALL
Address 3449-3445 N.E. 12TH TERR.
City-State-Zip: OAKLAND PARK FL 33334

Title TREASURER
Name AUCLAND, JENNA L.
Address 3449-3445 N.E. 12TH TERR.
City-State-Zip: OAKLAND PARK FL 33334

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: LAURA COENEN

PRESIDENT

03/12/2021

Electronic Signature of Signing Officer/Director Detail

Date

FILED
Mar 12, 2021
Secretary of State
6236366430CC

Supplier: **Sunshine Cleaning Systems 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:
$$\frac{(\text{Lowest Proposed Price}/\text{Vendor's Price})}{x (\text{Maximum Number of Points for Price})} = \text{Price Score}$$
 - d. After completion of scoring, the County may negotiate pricing as in its best interest.
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: Sunshine Cleaning Systems 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: **Sunshine Cleaning Systems, LLC.**

2. Doing Business As/ Fictitious Name (if applicable):

3. Federal Employer I.D. no. (FEIN): **592142301**

4. Dun and Bradstreet No.: **032722301**

5. Website address (if applicable): **www.sunclean.com**

6. Principal place of business address: **Sunshine HQ**
3445 ne 12th terrace
Ft. Lauderdale, FL 33334

7. Office location responsible for this project: **Sunshine HQ**
3445 ne 12th terrace
Ft. Lauderdale, FL 33334

8. Telephone no.: **954 772-0884** Fax no.:

9. Type of business (check appropriate box):

Corporation (specify the state of incorporation:

☐

Sole Proprietor

☐

Limited Liability Company (LLC)

☒

Limited Partnership

☐

General Partnership (State and County Filed In)

☐

Other – Specify

☐

10. List [Florida Department of State, Division of Corporations](#) document number (or registration number if fictitious name):
F47062

11. List name and title of each principal, owner, officer, and major shareholder:

- a) **Laura Coenen, President**
- b) **Randy Kierce, V.P.**
- c) **Erin Calufetti, Secretary**
- d) **Jenna Auckland, Treasurer**

12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:

Name: **Randy Kierce**

Title: **COO**

E-mail: **Randy@sunclean.com**

Telephone No.: **9547720884**

Name: **David Dyrek**

Title: **EVP Sales and Marketing**

E-mail: **dave@sunclean.com**

Telephone No.: **9547720884**

- 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: **Florida**%.
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:

David Dyrek

*AUTHORIZED SIGNATURE/NAME

EVP Sales & Marketing

TITLE

10/31/2022

DATE

Vendor Name: **Sunshine Cleaning Systems, LLC.**

* 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: **Sunshine Cleaning Systems 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: **George Platt**

Lobbyist's Firm: **LSN Partners**

Phone: **954 522-3588**

E-mail: **info@LSNpartners.com**

Name of Lobbyist: **Bernie Friedman**

Lobbyist's Firm: **Becker Poliakoff**

Phone: **954 985-4180**

E-mail: **bfriedman@bplegal.com**

David Dyrek
Authorized Signature/Name

Sunshine Cleaning Systems, LLC.
Vendor Name

EVP Sales & Marketing
TITLE

11/11/2022
DATE

Revised May 1, 2021

Supplier: Sunshine Cleaning Systems Inc.**DOMESTIC PARTNERSHIP ACT CERTIFICATION (REQUIREMENT AND TIEBREAKER)**

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed should be returned with the Vendor's submittal. If the is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, as amended, requires all Vendors contracting with the County, in an amount over \$100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over \$100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).



1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses



2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.



3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.



4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(check only one below)**.



The Vendor employs less than five (5) employees.



The Vendor does not provide benefits to employees' spouses.



The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.



The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.



The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).



The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

David Dyrek

EVP Sales &
Marketing
TitleSunshine Cleaning
Systems. Inc.
Vendor Name

11/11/2022

Authorized Signature/Name

Date

Revised May 1, 2021

Supplier: Sunshine Cleaning Systems Inc.

Office of Economic and Small Business Requirements: Small Business Enterprises

- A. In accordance with the Broward County Business Opportunity Act of 2012, codified in Section 1-81 of the Broward County Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for Small Business Enterprises (SBE).
- B. Only Vendors that are currently certified as SBEs or obtain SBE certification prior to the solicitation due date will be eligible for award of this contract award. Vendors are SBE-certified to provide goods and/or services to the County based on the Vendors' demonstration to the Office of Economic and Small Business Development (OESBD) that they provide such goods and/or services during the normal course of their respective businesses. Brokers are not eligible for certification.
- C. An SBE-certified Vendor must provide a commercially useful function for a project. A SBE-certified Vendor that seeks to act as a broker or does not provide a commercially useful function on a project shall be subject to decertification by OESBD.
- D. It is the Vendor's responsibility to ensure it is compliant with the Business Opportunity Act related requirements and solicitation deadlines by contacting OESBD to verify the Vendor's current SBE status or to obtain the applicable SBE certification.
- E. For detailed information regarding SBEs or to find the application for certification, contact OESBD at (954) 357-6400 or visit the website at: www.broward.org/EconDev/SmallBusiness.

Revised May 1, 2021

Supplier: Sunshine Cleaning Systems 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

Revised May 1, 2021

Supplier: **Sunshine Cleaning Systems Inc.****LITIGATION HISTORY FORM**

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

- ☒ There are no material cases for this Vendor; or
☐ Material Case(s) are disclosed below:

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

Vendor Name: Sunshine Cleaning Systems, Inc.

Revised May 1, 2021

Supplier: **Sunshine Cleaning Systems Inc.**

AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION

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

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

The Vendor hereby certifies that: (select one)

- ☒ No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"
- ☐ Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Authorized Signature Name: **David Dyrek**

Title: **EVP Sales & Marketing**

Vendor Name: **sunshine cleaning system LLC**

Date: **11/11/2022**

Revised 11/24/2021

Supplier: **Sunshine Cleaning Systems Inc.**

Workforce Investment Program Requirements:

- A. In accordance with [Broward County Workforce Investment Program, Administrative Code, Section 19.211, the Workforce Investment Program](#) (Program) this solicitation is a covered contract if the open-end contract award value exceeds \$500,000 per year or if the individual project value exceeds \$500,000 under a fixed-term contract. The Program encourages Vendors to utilize [CareerSource Broward](#) (CareerSource) and their contract partners as a firstsource for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.
- B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the **Workforce Investment Program Certification Form** with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.
- C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:
1. be bound to contractual obligations under the contract;
 2. use good faith efforts to meet First Source Referral goal for vacancies that result from award of this contract;
 3. publicly advertise any vacancies that are the direct result of this contract, exclusively with CareerSource for at least five (5) business days;
 4. review qualifications of CareerSource's Qualified Referrals and use good faith efforts to interview Qualified Referrals that appear to meet the required qualifications;
 5. use good faith efforts to hire Qualifying New Hires (as defined by the Program) for at least fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
 6. obtain a hired worker's written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
 7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
 8. provide to the County any documents and records demonstrating Vendor's compliance and good faith efforts to comply with the Program;
 9. submit to the County an annual report by January 31st and within 30 days of contract completion or expiration; and
 10. ensure that all of its subcontractors comply with the requirements of the Program.
- D. Further information about the Program, Vendor's obligations, and the Qualifying New Hire's certification may be obtained on the Office of Economic and Small Business Development website:
broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx. Vendor is responsible for reading and understanding requirements of the Program.
- E. Subcontractors: Vendor's subcontractors shall use good faith efforts to meet the First Source Referral and the Qualifying New Hires goals, in accordance with the Program. The Vendor shall include in any subcontracts a requirement that the all subcontractors comply with the Program

requirements. The Vendor shall be responsible for compliance by any subcontractor with the Program as it applies to their subcontract.

- F. Reporting: Vendor shall maintain and make available to County upon request all records documenting Vendor's compliance and its subcontractors' compliance with the requirements of the Program, and shall submit the required reports to the Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of this contract. Failure to timely comply with reporting requirements shall constitute a material breach of this contract.
- G. Evaluation: The Contract Administrator will document the Vendor's compliance and good faith efforts as part of the Vendor's Performance Evaluation.
- H. Failure to demonstrate good faith efforts to meet the First Source Referral and the Qualifying New Hires goal shall constitute a material breach of this contract.

WORKFORCE INVESTMENT PROGRAM CERTIFICATION

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

In accordance with the Workforce Investment Program

Sunshine Cleaning Systems, LLC. (Vendor) agrees to be bound to the contractual obligations of the Workforce Investment Program, Broward County Administrative Code Section 19.211, requiring our firm to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm. Receipt of the signed statement from the Vendor is a matter of responsibility. A firm not offering an affirmative response in this regard will be found "non-responsible" to the solicitation and not eligible for further evaluation or award.

David Dyrek
AUTHORIZED SIGNATURE/NAME

EVP Sales & Marketing
TITLE

11/12/22
DATE

Revised May 1, 2021

Supplier: **Sunshine Cleaning Systems 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)



Term or Condition Article / Section	Insert proposed modifications to the contract terms and conditions or proposed additional terms and condition	Provide brief justification for proposed modifications

Vendor Name: Dave@sunclean.com

Revised May 1, 2021

Supplier: Sunshine Cleaning Systems 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 Main Library	R2112705P1_2	Libraries	2018	2,040,660	589,286
2.	Janitorial Services Government Center	R2112705P1_1	Government Center	2018	3,666,935	1,111,488
3.						
4.	Janitorial Services FLL	BLD2117566	Aviation	2019	30,016,052	8,487,621
5.	Janitorial Services FLL Group 1	R1073611P1 Group 1	Aviation	2019	38,437,524	11,361,913
6.	Janitorial Services FLL Group 2	R1073611P1 Group 2	Aviation	2019	52,624,415	11,937,049
7.						

Grand Total **126,785,586 33,487,357**

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: Sunshine Cleaning Systems, Inc.

David Dyrek
Authorized Signature/Name

EVP Sales and Marketing
Title

11/11/22
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: Sunshine Cleaning Systems, Inc.**David Dyrek**
Authorized Signature/Name**EVP Sales & Marketing**
Title**11/11/2022**
Date

Revised May 1, 2021

Supplier: **Sunshine Cleaning Systems Inc.**

LOCATION CERTIFICATION

Refer to applicable sections for submittal instructions. Failure to submit required forms or information by stated timeframes will deem vendor ineligible for local preference or location tiebreaker.

Broward County [Code of Ordinances, Section 1-74](#), et seq., provides certain preferences to Local Businesses, Locally Based Businesses, and Locally Based Subsidiaries, and the [Broward County Procurement Code](#) provides location as the first tiebreaker criteria. Refer to the ordinance for additional information regarding eligibility for local preference.

For Invitation for Bids:

To be eligible for the Local Preference best and final offer ("BAFO") and location tiebreaker, the Vendor **must** submit this fully completed form and a copy of its Broward County local business tax receipt **at the same time it submits its bid. Vendors who fail to comply with this submittal deadline will not be eligible for either the BAFO or the location tiebreaker.**

For Request for Proposals (RFPs), Request for Letters of Interest (RLIs), or Request for Qualifications (RFQs):

For Local Preference eligibility, the Vendor **should** submit this fully **completed form** and **all Required Supporting Documentation** (as indicated below) at the time Vendor submits its response to the procurement solicitation. If not provided with submittal, the Vendor **must** submit within three business days after County's written request. Failure to submit required forms or information by stated timeframes will deem the Vendor ineligible for local preference.

To be eligible for the location tiebreaker, **the Vendor must submit this fully completed form and a copy of its Broward County local business tax receipt at the same time it submits its response.** Vendors who fail to comply with this submittal deadline will not be eligible for the location tiebreaker.

The undersigned Vendor hereby certifies that (check the box for only one option below):

- ☐ **Option 1:** The Vendor is a **Local Business**, but does not qualify as a **Locally Based Business** or a **Locally Based Subsidiary**, as each term is defined by [Section 1-74, Broward County Code of Ordinances](#). The Vendor further certifies that:
- A. It has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
 - i. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - ii. in an area zoned for the conduct of such business,
 - iii. that the Vendor owns or has the legal right to use, and
 - iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the "Local Business Location").

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

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

- i. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - ii. in an area zoned for the conduct of such business,
 - iii. that the Vendor owns or has the legal right to use, and
 - iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation as so defined, the "Local Business Location");
- B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;
- C. The Vendor's management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;
- D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and
- E. Less than fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the owned, directly or indirectly, by one or more entities with a principal place of business Vendor located outside of Broward County is **0%**.

If Option 2 selected, indicate **Local Business Location**:

☒ **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 **100%**.

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

**3445 NE 12th Terrace
Ft. Lauderdale, FL 33334**

- ☐ **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 **Florida**% of the total equity interests in the joint venture.

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

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

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

1. Broward County local business tax receipt.

Option 3 (Locally Based Subsidiary)

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

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

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

If requested by County (any option):

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

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

Indicate Local Business Location:

True and Correct Attestations:

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

AUTHORIZED SIGNATURE/NAME: **David Dyrek**

TITLE: **EVP Sales and Marketing**

VENDOR NAME: **sunshine cleaning system LLC**

DATE: **11/11/2022**

Revised May 1, 2021

Supplier: **Sunshine Cleaning Systems 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: **Celebrity Janitorial and Cleaning**
Subcontracted Firm's Address: **1200 SW 71st Ave Plantation, FL. 33317**
Subcontracted Firm's Telephone Number: **954 655-1373**
Contact Person's Name and Position: **Willensky Morisset, Owner**
Contact Person's E-Mail Address: **celebrityjanitorialandcleaning@gmail.com**
Estimated Subcontract/Supplies Contract Amount: **30%**
Type of Work/Supplies Provided: **Provide management, supervision, and labor.**
- 2. Subcontracted Firm's Name:
Subcontracted Firm's Address:
Subcontracted Firm's Telephone Number:
Contact Person's Name and Position:
Contact Person's E-Mail Address:
Estimated Subcontract/Supplies Contract Amount:
Type of Work/Supplies Provided:
- 3. Subcontracted Firm's Name:
Subcontracted Firm's Address:

Subcontracted Firm's Telephone Number:
Contact Person's Name and Position:
Contact Person's E-Mail Address:
Estimated Subcontract/Supplies Contract Amount:
Type of Work/Supplies Provided:

4. Subcontracted Firm's Name:
Subcontracted Firm's Address:
Subcontracted Firm's Telephone Number:
Contact Person's Name and Position:
Contact Person's E-Mail Address:
Estimated Subcontract/Supplies Contract Amount:
Type of Work/Supplies Provided:

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge.

David Dyrek
Authorized Signature/Name

EVP Sales and Marketing
Title

sunshine cleaning system LLC
Vendor Name

11/12/22
Date

Revised 11/24/2021

Supplier: **Sunshine Cleaning Systems Inc.**

CRIMINAL HISTORY SCREENING PRACTICES CERTIFICATION FORM

The completed and signed form should be returned with Vendor's submittal. If Vendor does not provide it with the submittal, Vendor must submit the completed and signed form within three business days after County's request. Vendor shall be deemed nonresponsive for failure to fully comply within stated timeframes.

Section 26-125(d) of the Broward County Code of Ordinances ("Criminal History Screening Practices") requires that a Vendor seeking a contract 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: **David Dyrek**

VENDOR NAME: **sunshine cleaning system LLC**

TITLE: **EVP Sales & Marketing**

DATE: **11/11/2022**

Revised June 17, 2022

Supplier: Sunshine Cleaning Systems 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.

David Dyrek
Authorized Signature/Name

EVP Sales & Marketing
TITLE

Sunshine Cleaning Systems, LLC
Vendor Name

11/12/22
DATE

Revised May 1, 2021

Supplier: **Sunshine Cleaning Systems 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 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: **Sunshine Cleaning Systems 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