

JANITORIAL MAINTENANCE SERVICES AGREEMENT

THIS SERVICES AGREEMENT ("Agreement") is entered on this 5th day of January, 2024, by and between the **Town of Highland Beach**, a Florida municipal corporation ("Town") and **Imperial Cleaning Corporation**, a Florida corporation, d/b/a Global Services ("Contractor").

RECITALS

WHEREAS, the Town is in need of a Contractor to provide janitorial maintenance services for Town-owned facilities; and

WHEREAS, Contractor has provided the Town with a proposal to provide the required services and has agreed to perform such services in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the sufficiency of which is hereby acknowledged by the parties, the Town and the Contractor agree as follows:

SECTION 1: INCORPORATION OF RECITALS.

The foregoing Recitals are incorporated into this Agreement as true and correct statements.

SECTION 2: CONTRACTOR'S SERVICES.

Contractor shall provide janitorial maintenance services to the Town five days per week (excluding identified holidays – New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, and Christmas Day) as set forth in Contractor's proposal attached hereto as **Exhibit "A"** and incorporated herein.

SECTION 3: INDEPENDENT CONTRACTOR RELATIONSHIP.

No relationship of employer or employee is created by this Agreement, it being understood that Contractor will act hereunder as an independent contractor and none of Contractor's, officers, directors, employees, independent contractors, representatives, or agents performing services for Contractor pursuant to this Agreement shall have any claim under this Agreement or otherwise against the Town for compensation of any kind under this Agreement. The relationship between the Town and Contractor is that of an independent contractor, and neither shall be considered a joint venturer, partner, employee, agent, representative or other relationship of the other for any purpose expressly or by implication.

SECTION 4: TERM, TIME AND TERMINATION.

a. Term; Renewal. The term of this Agreement shall commence upon the approval of this Agreement by the Town Commission and shall continue for a one-year period, or until such time as either party terminates this Agreement as set forth herein.

b. Termination without cause. Either party may terminate this Agreement at any time without cause by giving not less than sixty (60) days' written notice of termination.

c. Termination for cause. Either party may terminate this Agreement at any time in the event that the other party engages in any act or makes any omission constituting a material breach of any term or condition of this Agreement. The party electing to terminate this Agreement shall provide the other party with written notice specifying the nature of the breach. The party receiving the notice shall then have three (3) business days from the date of the notice in which to remedy the breach. If such corrective action is not taken within three (3) business days, then this Agreement shall terminate at the end of the three (3) business day period without further notice or demand.

d. Force Majeure. Neither party hereto shall be liable for its failure to perform hereunder due to any circumstances beyond its reasonable control, such as acts of God, wars, riots, national emergencies, sabotage, strikes, labor disputes, accidents, and governmental laws, ordinances, rules, or regulations. The Contractor or Town may suspend its performance under this Agreement as a result of a force majeure without being in default of this Agreement, but upon the removal of such force majeure, the Contractor or Town shall resume its performance as soon as is reasonably possible. Upon Contractor's request, the Town shall consider the facts and extent of any failure to perform the services and, if the Contractor's failure to perform was without its or its subcontractors' fault or negligence, the schedule and/or any other affected provision of this Agreement may be revised accordingly, subject to the Town's rights to change, terminate, or stop any or all of the services at any time. No extension shall be made for delay occurring more than three (3) days before a notice of delay or claim therefore is made in writing to the Town. In the case of continuing cause of delay, only one (1) notice of delay or claim is necessary.

SECTION 5: COMPENSATION

a. Payments. The Town agrees to compensate Contractor for weekly and optional services as set forth in **Exhibit "A."** The Town shall not reimburse Contractor for any additional costs incurred as a direct or indirect result of the Contractor providing services to the Town under this Agreement which exceed the amount set forth above. In the event the federal government imposes any regulations affecting the cost of providing services pursuant to this Agreement, such as an increase to the minimum wage, Contractor may request an increase in compensation from the Town by providing sixty (60) days' notice. Upon receipt of such request, the Town may either grant the request or terminate the Agreement as provided in Section 4.b above.

b. Invoices. Contractor shall render invoices to the Town, on a monthly basis, for services that have been rendered in conformity with this Agreement and **Exhibit "A."** The invoices shall specify the services performed and the time spent on the same. Invoices will normally be paid within thirty (30) days following the Town's receipt of Contractor's invoice. Invoices should be sent to the Town's finance department.

c. Change in Services or Locations. In the event the Town requests a change in services or seeks to add or delete locations to be serviced, the Town and Contractor shall negotiate a reasonable price adjustment.

SECTION 6: INDEMNIFICATION

Contractor, its officers, employees, and agents shall indemnify and hold harmless the Town, including its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees (at the trial and appellate levels), to the extent caused by the negligence, recklessness or intentionally wrongful conduct of Contractor and other persons employed or utilized by Contractor in the performance of the services under this Agreement. The Town agrees to be responsible for its own negligence. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Town or Contractor, nor shall this Agreement be construed as a waiver of sovereign immunity for the Town beyond the waiver provided in section 768.28, Florida Statutes.

SECTION 7: COMPLIANCE AND DISQUALIFICATION

Each of the parties agrees to perform its responsibilities under this Agreement in conformance with all laws, regulations and administrative instructions that relate to the parties' performance of this Agreement.

SECTION 8: PERSONNEL.

Contractor represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the Town. All the services required hereunder shall be performed by Contractor or under its supervision, and all personnel engaged in performing the services shall be fully qualified and authorized or permitted under federal, state, and local law to perform such services.

SECTION 9: SUBCONTRACTORS.

The Town reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and approve all qualifications of any subcontractor in order to make a determination as to the capability of the subcontractor to perform properly under this Agreement. All subcontractors providing services to Contractor under this Agreement will also be required to provide their own insurance coverage identical to those contained in this Agreement. If a subcontractor does not have insurance or does not meet the insurance limits as stated in this Agreement, Contractor shall indemnify and hold harmless the Town for any claim in excess of the subcontractor's insurance coverage, arising out of the negligent acts, errors, or omissions of the subcontractor. Contractor shall not charge an administrative fee or surcharge on any subcontractor's services; all sub-Contractor costs shall be a direct pass-through cost to the Town.

SECTION 10: FEDERAL AND STATE TAX.

The Town is exempt from payment of Florida State Sales and Use Tax. Contractor is not authorized to use the Town's Tax Exemption Number.

SECTION 11: INSURANCE.

Prior to commencing any services, Contractor shall provide proof of insurance coverage as required hereunder. Such insurance policy(s) shall be issued by the United States Treasury or insurance carriers approved and authorized to do business in the State of Florida, and who must have a rating of no less than "excellent" by A.M. Best or as mutually agreed upon by the Town and Contractor. All such insurance policies may not be modified or terminated without the express written authorization of the Town.

Type of Coverage

Amount of Coverage

Commercial general liability (Products/completed operations Contractual, insurance broad form property, Independent Contractor, personal injury)	\$1, 000,000 per occurrence \$2,000,000 annual aggregate
Automobile (owned, non-owned, & hired)	\$ 1,000,000 single limits
Worker's Compensation	Statutory limits - unless certificate of exemption is provided.

Proof of all insurance coverage shall be furnished to the Town by way of an endorsement to same or certificate of insurance prior to the provision of services. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this section. Failure to comply with the foregoing requirements shall not relieve Contractor of its liability and obligations under this Agreement.

SECTION 12: SUCCESSORS AND ASSIGNS. The Town and Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as agreed in writing by all parties, this Agreement is not assignable.

SECTION 13: DISPUTE RESOLUTION, LAW, VENUE AND REMEDIES.

All claims arising out of this Agreement or its breach shall be submitted first to mediation. The parties shall share the mediator's fee equally. The mediation shall be held in Palm Beach County. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

SECTION 14: WAIVER OF JURY TRIAL.

TO ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED TO THIS AGREEMENT.

SECTION 15: ACCESS AND AUDITS.

Contractor shall maintain adequate records to justify all payments made by the Town under this Agreement for at least three (3) years after completion of this Agreement and longer if required by applicable federal or state law. The Town shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at Contractor's place of business. In no circumstances will Contractor be required to disclose any confidential or proprietary information regarding its products and service costs.

SECTION 16: NONDISCRIMINATION.

Contractor warrants and represents that its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

SECTION 17: AUTHORITY TO PRACTICE.

Contractor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business and provide the services required under this Agreement, and that it will at all times conduct its business and provide the services under this Agreement in a reputable manner and consistent with all applicable laws. Proof of such licenses and approvals shall be submitted to the Town upon request.

SECTION 18: SEVERABILITY.

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

SECTION 19: PUBLIC ENTITY CRIMES.

Contractor acknowledges and agrees that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier or subcontractor under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months following the date of being placed on the convicted vendor list. Contractor will advise the Town immediately if it becomes aware of any violation of this statute.

SECTION 20: NOTICE.

All notices required in this Agreement shall be sent by hand-delivery, certified mail (RRR), or by nationally recognized overnight courier, and if sent to the TOWN shall be sent to:

Town of Highland Beach
Attn: Town Manager
3614 S. Ocean Blvd.
Highland Beach, FL 33487

and if sent to Contractor, shall be sent to:

Global Services
601 W. Oakland Park Boulevard
Oakland Park, FL 33311

The foregoing names and addresses may be changed if such change is provided in writing to the other party. Notice shall be deemed given upon receipt.

SECTION 21: ENTIRETY OF AGREEMENT; WAIVER

- a. The Town and Contractor agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.
- b. Failure of a party to enforce or exercise any of its right(s) under this Agreement shall not be deemed a waiver of that parties' right to enforce or exercise said right(s) at any time thereafter.

SECTION 22: PREPARATION AND NON-EXCLUSIVE.

This Agreement shall not be construed more strongly against either party regardless of who was more responsible for its preparation. This is a non-exclusive Agreement and the Town reserves the right to contract with individuals or firms to provide the same or similar services.

SECTION 23: MATERIALITY.

All provisions of the Agreement shall be deemed material. In the event Contractor fails to comply with any of the provisions contained in this Agreement or exhibits, amendments and addenda attached hereto, said

failure shall be deemed a material breach of this Agreement and Town may at its option provide notice to the Contractor to terminate for cause.

SECTION 24: LEGAL EFFECT.

This Agreement shall not become binding and effective until approved by the Town. The Effective Date is the date this Agreement is executed by the Town.

SECTION 25: NOTICE OF COMPLAINTS, SUITS, AND REGULATORY VIOLATIONS.

Each party will promptly notify the other of any complaint, claim, suit, or cause of action threatened or commenced against it which arises out of or relates, in any manner, to the performance of this Agreement. Each party agrees to cooperate with the other in any investigation either may conduct, the defense of any claim or suit in which either party is named, and shall do nothing to impair or invalidate any applicable insurance coverage.

SECTION 26: SURVIVABILITY.

Any provision of this Agreement which is of a continuing nature or imposes an obligation which extends beyond the term of this Agreement shall survive its expiration or earlier termination.

SECTION 27: COUNTERPARTS.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties as of the effective date at such time as all the signatories hereto have signed a counterpart of this Agreement.

SECTION 28: PALM BEACH COUNTY IG.

In accordance with Palm Beach County Ordinance No. 2011-009, Contractor acknowledges that this Agreement may be subject to investigation and/or audit by the Palm Beach County Inspector General. Contractor has reviewed Palm Beach County Ordinance No. 2011-009 and is aware of its rights and/or obligations under such ordinance.

SECTION 29: AGREEMENT DOCUMENTS AND CONTROLLING PROVISIONS.

This Agreement consists of this Agreement and **Exhibit "A."** The parties agree to be bound by all the terms and conditions set forth in the aforementioned documents. To the extent that there exists a conflict between the terms and conditions of this Agreement and **Exhibit "A,"** the terms and conditions of this Agreement shall prevail. Wherever possible, the provisions of such documents shall be construed in such a manner as to avoid conflicts between provisions of the various documents.

SECTION 30: REPRESENTATIONS AND BINDING AUTHORITY.

By signing this Agreement on behalf of Contractor, the undersigned hereby represents to the Town that he or she has the authority and full legal power to execute this Agreement and any and all documents necessary to effectuate and implement the terms of this Agreement on behalf of the Contractor for whom he or she is signing and to bind and obligate such party with respect to all provisions contained in this Agreement.

SECTION 31: PUBLIC RECORDS.

Contractor shall comply with Florida's Public Records Act, Chapter 119, Florida Statutes, and, if determined to be acting on behalf of the Town as provided under section 119.011(2), Florida Statutes, specifically agrees to:

- (a) Keep and maintain public records required by the Town to perform the service.
- (b) Upon request from the Town's custodian of public records or designee, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the Town.
- (d) Upon completion of this Agreement, transfer, at no cost, to the Town all public records in possession of the Contractor or keep and maintain public records required by the Town to perform the service. If Contractor transfers all public records to the Town upon completion of the Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records or designee, in a format that is compatible with the information technology systems of the Town.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS OR DESIGNEE AT THE TOWN OF HIGHLAND BEACH, ATTN: LANELDA GASKINS, AT (561) 278-4548, LGASKINS@HIGHLANDBEACH.US, 3614 SO. OCEAN BLVD., HIGHLAND BEACH, FL 33487.

SECTION 32: NO THIRD-PARTY BENEFICIARIES.

There are no third-party beneficiaries under this Agreement.

SECTION 33: E-VERIFY.

Pursuant to Section 448.095(2), Florida Statutes, Contractor shall:

- (a) Register with and use the E-Verify system to verify the work authorization status of all newly hired employees pursuant to Section 448.095(2), Florida Statutes, and require all subcontractors to do the same;
- (b) Secure an affidavit from all subcontractors stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien as defined in Section 448.095(1)(f), Florida Statutes;

- (c) Maintain copies of all subcontractor affidavits for the duration of this Agreement and provide same to the Town upon request;
- (d) Comply fully, and ensure all of its subcontractors comply fully, with Section 448.095, Florida Statutes;
- (e) Be aware that a violation of Section 448.09(1), Florida Statutes (Unauthorized aliens; employment prohibited) shall be grounds for termination of this Agreement;
- (f) Be aware that a violation of Section 448.095(5), Florida Statutes, by a subcontractor, and not Contractor, shall be grounds for the Town to order Contractor to immediately terminate the contract with the subcontractor; and
- (g) Be aware that if the Town terminates this Agreement under Section 448.095(2)(c), Florida Statutes, Contractor may not be awarded a public contract for at least one (1) year after the date on which the Agreement is terminated and will be liable for any additional costs incurred by the Town as a result of the termination of the Agreement.

SECTION 34: SCRUTINIZED COMPANIES.

Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel list and are not engaged in a boycott of Israel. Pursuant to Section 287.135, Florida Statutes, the Town may immediately terminate this Agreement at its sole option if Contractor or any of its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in a Boycott of Israel during the term of this Contract.

IN WITNESS WHEREOF, the parties hereto have made and executed this Professional Services Agreement (IT-Related Consulting Services) as of the day and year set forth above.

TOWN OF HIGHLAND BEACH, FLORIDA

By: _____
Natasha Moore, Mayor

ATTEST:

Approved as to form and legal sufficiency:

Lanelda Gaskins, Town Clerk

Glen Torcivia, Town Attorney

**IMPERIAL CLEANING CORPORATION
d/b/a GLOBAL SERVICES**

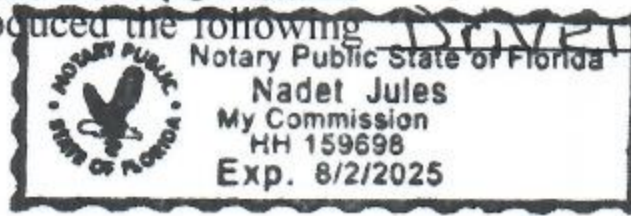
By: _____

Print Name: Amar Fernandez
Title: President

[Corporate Seal]

STATE OF Florida
COUNTY OF Broward

The foregoing instrument was acknowledged before me this 05 day of 01, 2024, by Omar Fernandez President of Imperial Cleaning Corporation, and who is personally known to me or who has produced the following Driver license as identification.



Notary Public

EXHIBIT "A"

(Contractor's Proposal)

GLOBAL SERVICES

601 W. Oakland Park Blvd., Oakland Park, FL 33311

more personalized service, less one-size-fits-all

954-640-0331 / ops@globalservices.gs/ www.globalservicesflorida.com

TOWN OF HIGHLAND BEACH

Delivered on: Not yet submitted

Submitted by: Omar Fernandez



601 W. Oakland Park Blvd., Ste. C4
Ft. Lauderdale, Florida 33311
(954) 640-0331 (954) 640-0332 Fax

Dear Sergio,

I would like to take this moment to thank you for considering Global Services for the maintenance of your facility. We are very confident that we can provide the level of service you are looking for at a competitive price.

Attached you will find the proposal for your facility. It will explain in detail what services will be provided for you. Also enclosed is important information on security, training, safety, and employee information.

I believe that after you review the enclosed material, you will conclude that Global Services is the choice for your facility.

Regardless of your decision we thank you for the opportunity, and should you decide on using our service we look forward to working with you in the near future. I look forward to hearing from you soon.

At your service,
Global Services





GETTING STARTED

The Global Services system of establishing and maintaining the highest standards of cleanliness and hygiene has three steps.

CONSULTATION

Our Sales Representative has completed a visit to your location or locations and met with you to determine the current state of cleanliness. Based on a ten-point checklist that was discussed with you to ensure all your cleaning needs will be met, they have created a cleaning plan to establish a baseline for future maintenance. The Representative will also outline a schedule based on your individual needs whether it is 1,2, 3 or 7 days a week.

THE FIRST FEW CLEANS

The initial few visits that the cleaners come in to your facility is the first step in establishing a routine cleaning schedule. It sets the stage for maintaining the sanitation of your offices, buildings or properties over the long term. Depending on how your properties are used, we may suggest additional deep cleans quarterly, biannually, or yearly.

MAINTENANCE

Your customized janitorial maintenance plan begins right away. Supervisors continuously monitor our cleaning teams to ensure the plan continues to meet your needs, and modify the plan to accommodate changes to the office, building or property demands and use.

EMPLOYEE UNIFORMS

All personnel working for the Contractor will be required to wear company uniforms. It is understood that the Contractor's uniform is provided by the Contractor at no cost to the Customer.

SUPPLIES & EQUIPMENT

Cleaning equipment and chemicals shall be provided by and will remain the property of the Contractor and will be transported in and out of the property as required. Customer will provide secured storage space for storage of Contractor's equipment and supplies. Contractor's operating areas and storage spaces shall be kept in a clean and orderly condition at all times.

AGREEMENT

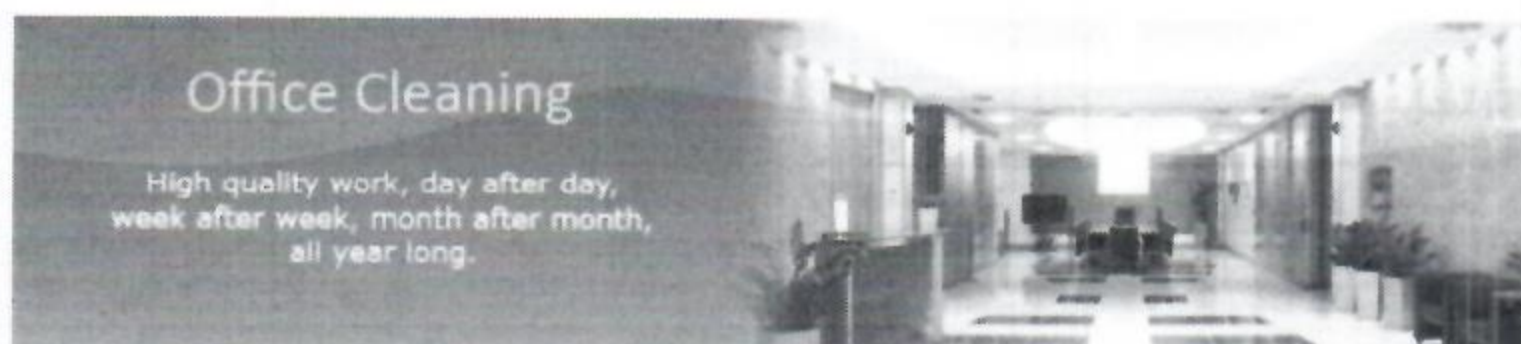
This document contains the entire agreement between the parties. All proper negotiations between the parties are merged in this agreement and there are no understandings or agreements other than those incorporated herein. This agreement may not be modified except by written instrument signed by both parties.

TERMS & CONDITIONS

The term of this agreement shall be in effect for one (1) year from the date hereof, and shall not automatically renew at that time. This agreement may be terminated with a sixty (60) day written notice by either party.

HIRING PRACTICES

No personnel of GLOBAL SERVICES i.e. employees, contractors, or agents shall be hired by client, or allowed to perform any work for other vendors, that was performed in the past by GLOBAL SERVICES at jobsite prior to ONE YEAR from date of termination of contract. Nor shall a client's personnel be hired by GLOBAL SERVICE prior to ONE YEAR from date of termination of contract, to avoid any conflict of interest.



TERMINATION

This agreement may be terminated by either party by sending sixty (60) day written notice to the other party .

GOVERNMENT REGULATIONS

In the event the federal government imposes any regulations affecting the costs associated with this contract, such as increasing the federal minimum wage, the Contractor, with appropriate notification to the Customer, reserves the right to adjust the contract price accordingly.

CHANGE IN SERVICE REQUIREMENTS

The contract price is based upon the services and areas to be serviced described herein. Should there be any changes to the services or areas to be serviced, Contractor and Customer agree to negotiate a reasonable price adjustment.

INTERPRETATION

It is understood that wherever the words "adequate" or "as required" or "as necessary" or "if necessary" are indicated in the specifications, these terms shall be construed to mean, "as determined by both the Contractor and Customer".

HOLIDAYS

Contractor is not obligated to perform service on the following holidays that have already been deducted from the pricing of your contract: New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, and Christmas Day. Services on holidays, when requested, shall be charged on an overtime basis.

LICENSE AND INSURANCE

The Contractor will obtain and keep current all licenses required by law. The Contractor agrees to furnish and keep in full force and effect, during the term of this agreement, at his own expense, Workmen's Compensation and Comprehensive General Liability insurance. Insurance certificates and references available upon request.



COVID-19 Disinfection and Safety Online Course

This certifies that

Global Services

has completed the COVID-19 Disinfection and Safety Online Course

on **September 23, 2020.**

Maxie King

User Signature

Chris J. Mundschenk

Chris Mundschenk, Executive Director

JANITORIAL PROPOSAL FOR THE SPECIFIED LOCATION:

Town of Highland Beach

TIME WINDOW: MONDAY THROUGH FRIDAY AFTER HOURS

Areas of Service: Library

Town Hall/Police Dept.

Water Treatment Plant/Building Dept.

For the following specified areas:

ALL COMMON AREAS

RESTROOMS



DAILY CLEANING - ALL COMMON AREAS

- **TRASH REMOVAL:** All trash receptacles and recycling bins will be emptied and brought to the designated trash collection point. Liners will be replaced as necessary.
- **VACUUMING:** All carpeted areas and mats will be fully vacuumed daily; this includes all edges. Spot removal will be performed as needed.
- **FLOORING:** All hard surfaces will be swept/dust mopped daily. Any area with spillage or footprints will be damp mopped as needed with disinfectant. Mop water will be changed as required, but in no case less than daily, to prevent the formation of offensive odors.
- **WIPING:** All horizontal surfaces will be damp wiped as needed to remove spillage, coffee rings and other stains.
- **DUSTING:** All horizontal surfaces will be thoroughly dusted daily. This includes desk tops, counter tops, file cabinets, book cases, shelves, window sills, chairs, tables, pictures, telephones, cubicle partitions, louvers, statuary and all other manner of furnishing.
- **ENTRYWAY/DOORS/WINDOWS:** Spot clean fingerprints from glass, painted surfaces, door plates, knobs, push bars and frames as needed. This included the emptying of cigarette urns that are located near the entryways of the common areas.
- **APPLIANCES CLEANING:** Spot clean the exterior of refrigerators, stoves, stove hoods, toaster ovens, coffee makers, microwaves and other small kitchen appliances. This includes the cleaning and polishing of drinking fountains.

WEEKLY CLEANING - ALL COMMON AREAS

- **VACUUMING:** Thorough vacuuming of all carpeted areas and mats to included all edges, corners and beneath office furnishings. Spot removal will be performed as needed.
- **FLOORING:** All hard surfaces will be thoroughly swept/dust mopped to include edges, corners and beneath office furnishings. Damp mopping will be performed as needed.

- **DUSTING/WIPING:** All vertical surfaces will be dusted and/or damp wiped as needed. This included desks, file cabinets, book cases, shelves, window trim, chairs, table legs, pictures, telephones, cubicle partitions, louvers, statuary and all other manner of furnishings. This also included removal of smudges and fingerprints from light switches and backplates.
- **ENTRYWAYS/DOORS/WINDOWS:** Deep clean fingerprints from glass, painted surfaces, door plates, door trim and thresholds, knobs, handles, push bars and frames to present the best possible appearance.
- **APPLIANCE CLEANING:** Deep clean the exterior of refrigerators, stoves, stove hoods, toaster ovens, coffee makers, microwaves and other small kitchen appliances to present the best possible appearance.
- **VENTS:** All exhaust, return and air conditioning supply vents will be cleaned to remove any accumulation of dust.

MONTHLY CLEANING - ALL COMMON AREAS

- **VACUUMING:** Vacuum all upholstered furniture.
- **FLOOR MOLDING:** Clean rubber cove and wood baseboard moldings to remove scuff marks and/or dust.
- **DUSTING/WIPING:** Dust high, difficult to reach areas, not included in daily and weekly services to remove dust and cobwebs from these locations. (e.g. light fixtures, vaulted ceilings, etc.) The cleaning of venetian and vertical blinds will be included in this task.

DAILY SERVICES - ALL RESTROOMS:

- **TRASH REMOVAL:** All trash will be emptied and brought to the designated trash collection point. This includes sanitary napkin holders. Liners will be replaced as necessary.
- **RE-STOCKING:** All products such as paper towels, toilet tissues, toilet seat covers, sanitary napkins, urinal blocks or mats and hand soap will be refilled or replaced as needed.

- **FLOORING:** All tiled surfaces will be damped mopped and rinsed with a disinfectant. Mop water will be changed as required, but in no case less than daily to prevent the formation of offensive odors.
- **WALLS/PARTITIONS:** All tiles and painted surfaces such as, but not necessarily limited to, partitions, stall doors and shower stalls will be wiped down and/or cleaned as necessary. All splash marks and spots will be removed.
- **MIRRORS:** All mirrors will be cleaned and polished as necessary.
- **OTHER SURFACES:** All dispensers, shelves, lockers and other exposed surfaces shall be cleaned as needed with an appropriate product.
- **TOILETS & URINALS:** Will be cleaned and sanitized inside and outside. This includes toilet seats and flushometers. Work will be polished to a bright finish.
- **SINKS, BASINS & FAUCETS:** Will be scoured, cleaned and sanitized. work will be polished to a bright finish.

WEEKLY SERVICES - ALL RESTROOMS:

- **FLOORING:** All tiled surfaces will be thoroughly mopped and rinsed with a disinfectant. Mop water will be fresh to prevent the formation of offensive odors. Replace mop heads as necessary.
- **WALLS/PARTITIONS:** All tiled and painted surfaces such as, but not necessarily limited to partitions, stall doors and shower stalls, will be wiped down and/or cleaned as necessary. Any traces of mold or mildew will be removed.
- **MIRRORS:** Thoroughly cleaned and polished as necessary.
- **OTHER SURFACES:** All dispensers, shelves, lockers and other exposed surfaces shall be thoroughly cleaned with an appropriate product.
- **TOILETS & URINALS:** Will be thoroughly cleaned and sanitized inside and outside. This includes toilet seats and flushometers. work will be polished to a bright finish.
- **SINKS, BASINS & FAUCETS:** Will be thoroughly scoured, cleaned and sanitized. Work will be polished to a bright finish.
- **VENTS:** All exhaust, return and air conditioning supply vents will be cleaned to remove any accumulation of dust.

OPTIONAL SERVICES:

- **CARPETS:** Perform deep cleaning shampoo of carpets upon request based on square footage. Contractor will remove loose items as needed such as chairs and chair mats.
COST: \$0.30 per square foot with \$125.00 minimum
- **VINYL TILE FLOORS:** Strip, seal and finish coat tiled floors upon request based on square footage. Contractor will move loose items such as chairs and/or stands.
COST: \$0.40 per square foot with \$250.00 minimum
- **STORM REMEDIATION OR SPECIAL EVENTS:** The Contractor and the Town will discuss strategies that may be applicable to an anticipated storm or Town-sponsored special event. This contact will be made prior to the onset of either event. There will be no cost to the Town for providing this consultation, unless on-site services are rendered.
COST: based on \$60.00 per hour

Cleaning Has Never Been So Critical...

Optional Disinfecting Services are available that will target and disinfect the following high touch points:

- *Door Knobs
- *Light Switches
- *Push/Pull Surfaces
- *Cabinet Handles
- *Public Seating
- *Drinking Fountains
- *Conference Room
- *Cabinets
- *Refrigerator Handles
- *Microwave/Toaster Handles
- *Public Counters
- *Client Requested Areas
- *Copiers & Printers

And/or

VIROGUARD which is a commercial atomizer that sprays a hospital grade disinfectant over all surfaces. This process negatively charges the disinfecting solution as it is applied so that it surrounds and adheres to every surface it touches, killing 99.9% of all harmful bacteria and viruses. Treatment will last approximately 60 days on untouched surfaces and 20 to 30 days on touch points. A Viroguard Treatment Certificate will be issued for you to display.



TERMS AND CONDITIONS

The premises making up the working areas of this contract will be known as the **SERVICED AREAS**, and are located at:

Town of Highland Beach

Description	Frequency	Unit Cost	Subtotal
Janitorial Services (5X/Wk)	Monday-Friday	Monthly	\$6,498


CLIENT RESPONSIBLE FOR CONSUMABLES AND LINERS

Total monthly price \$6,498

GLOBAL SERVICES agrees to service the Town of Highland Beach. In consideration of the performance by Global Services, the Town of Highland Beach agrees to pay the sum stated above *plus state sales tax*. Payment is due by the 5th of the following month of service. All payments received after shall be assessed a late fee of 2% of unpaid balance.



Omar Fernandez



Sergio Gonzalez

Omar Fernandez, President
Global Services

Sergio Gonzalez,
Town of Highland Beach
Not yet accepted

ACCEPTANCE OF PROPOSAL

This agreement, entered into on Not yet accepted shall be effective as of:

EMERGENCY CONTACT AND INVOICING INFORMATION

Emergency Contact Name	
Emergency Contact Title	
Emergency Contact Phone	Emergency Contact Email
Emergency Contact Address	Emergency Contact City
Emergency Contact State	Emergency Contact Zip
Emergency Contact Country	Emergency Contact Region
Emergency Contact Notes	
Invoice ID	Invoice Reference
Invoice Description	Invoice Date
Invoice Terms	

CONTACT LIST

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