

BUSINESS PROPOSAL

JANITORIAL SERVICES PROPOSAL

PREPARED BY
ARMAS CORP

PREPARED FOR
TOWN OF HIGHLAND BEACH



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Introduction

To Town of Highland Beach, we are pleased to present our proposal for the cleaning services of your facilities. Our experienced team is committed to providing a clean and safe environment. Below we detail the proposed services and the benefits we offer.

-Specified Areas: Town Hall, Library, Police Department, Water Treatment Plant, Fire Station 2floor.

Scope of Work 5 Days per Week

ENTRANCE / COMMON AREAS / HALLWAYS

- Vacuum carpet in high-traffic areas.
- Empty and clean trash receptacles.
- Dust pictures and clean glass if necessary.
- Vacuum & mop lobby.
- Clean directory glass, and spot clean lobby glass.
- Spot clean doors.
- Dust mop and damp mop all hard surface floors.
- Damp mop like using neutral cleanser only.

GENERAL AREAS / CONFERENCE ROOMS / OFFICE'S

- Vacuum all high-traffic areas.
- Damp mop and thoroughly clean vinyl flooring.
- Dust all desks, if cleared.
- Remove all gum and foreign matter in sight.
- Empty and clean all waste receptacles and replace liners.
- Clean all furniture tops.
- Check & clean all high and low ledges, shelves, bookcases, credenzas, file cabinets, tables, pictures, etc.
- Disinfect and wash clean all water fountains, and water coolers in tenant areas.
- Wiping all horizontal surfaces dust & all stains.

RESTROOMS

- Wash all floors with germicidal disinfectant and remove all spot and stains.
- Wash and polish all mirrors and bright work.
- Wash and wipe dry all plumbing fixtures.
- Wash and disinfect all toilet seats, both sides.
- Scour, wash and disinfect all basins and bowls.
- Empty paper towel trash receptacles and dispose in building trash receptacle, replaced trash liners.
- Fill soap dispensers and paper towel dispensers.
- Fill toilet tissue dispensers, clean and wash receptacles and dispensers, remove spots from walls.

Project Timeline

Description	Start	Completion
Cleaning Services at Town of Highland Beach	12/01/2025	

Fee Summary

Description	Unit Price	Quantity	Amount
Janitorial Services at Town of Highland Beach	4895.00	1.00	4,895.00
			\$4,895.00

Terms and Conditions

Service Agreement is made __11-21-2025__

The Undersigned _Town of Highland Beach_ hereby accepts the proposal of _Armas Corp_, to supply Janitorial Services for premises located at:

Address: 3616 S Oscean Blvd, Highland Beach, FL 33487

Upon the following terms:

1. Armas Corp, service charge will be __\$4,895.00__ per month, to include_5_ time (s) per week service. The Janitorial Services are to be performed in the evening.
2. Included in the service charge will be cleaning services, cleaning supplies, and equipment which will be furnished by _Armas Corp_. The service charge does not include liners, paper supplies, and toiletries which can be provided, at _Town of Highland Beach_ expense, at competitive prices. The service charge also does not include any use tax, tax on sales, services or supplies, or other such tax, which taxes shall be paid by _Town of Highland Beach_. _Town of Highland Beach_ agrees to reimburse _Armas Corp_, the amount of any such taxes if paid by _Armas Corp_, on _Armas Corp_ behalf.
3. All Janitorial Services specified in the attached work schedule will be provided to __Town of Highland Beach_ in a satisfactory manner.
4. Additional services, (NOT) included in the work schedule, to be performed upon request (WITH) additional cost.
a- Strip & Wax, Grout & Tile Cleaning , Carpet Cleaning & Shampoo, Windows cleaning, etc.
5. The term of this Service Agreement is for one year (FLAT PAYMENT). This one year period shall begin on the date services are schedule to begin. This Service Agreement shall automatically extend for additional one year periods, unless at least thirty days prior to each anniversary of the date services are scheduled to begin, either party gives the other written notice of its intent not to renew.
6. The service charge will remain in effect for one year unless there are changes in the original specifications for the premises. In the event of such changes, _Town of Highland Beach_ will advise __Armas Corp__, accordingly, and an adjustment in the service charge, as agreed to by the parties, will be made.

7. _Armas Corp_, will bill _Town of Highland Beach_ monthly, and _Town of Highland Beach_ agrees to pay the amount that is due and owing under the terms of this Service Agreement within 15 days of billing date.
8. Services shall be performed as scheduled with the exception of the following legal holidays: New Year’s Day, Thanksgiving, and Christmas.
9. The undersigned warrant and represent that they have full authority to enter into this Service Agreement, and that it will be binding upon the parties and their respective successors and assigns.
10. INSPECTION OF DUTIES: Any Compensation shall be subject to the client inspecting the completed duties of the _Armas Corp_. If any of the duties performed by the _Armas Corp_, pursuant to this agreement, is defective or incomplete, the client shall have the right to notify the _Armas Corp_, at which time the _Armas Corp_ shall promptly correct such work within reasonable time.
11. NON-SOLICITATION. Recognizing that each _Armas Corp_ staff member is contractually restricted from working for any _Armas Corp_ client for a period of at least 2 years after leaving _Armas Corp's_ employ. Client agrees not to employ or engage the services of any person now employed by _Armas Corp_ who is providing services to client, for a period of 2 years from the date of termination of this agreement without the express written permission of _Armas Corp_
- _Armas Corp_ agrees to not employ or engage any client's employees for the same period. Should either _Armas Corp_-or client discover that the other is in breach of this paragraph.

Acceptance

In witness whereof, the undersigned have made and entered into this vendor agreement, effective as of the day, month and year first above written.

Asley De Armas

11/21/2025

Town of Highland Beach

Armas Corp

Town of Highland Beach

Signed by:
Asley De Armas
CE4F7C9051D94F2...



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/21/2025

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 Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No. Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc NAIC # 10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Armas Corp 11987 Southern Blvd #1015 West Palm Beach, FL 33411	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	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 type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		P100.848.214.4	01/12/2025	01/12/2026	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg.
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Town of Highland Beach, Its officers directors, agents, board members, affiliates, subsidiaries, officials, trustees, employees and volunteers are additionally insured on this policy per its terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

Town of Highland Beach
 3614 S Ocean Blvd
 Highland Beach, Florida 33487

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

Mary Boyd



BLAISE INGOGLIA
CHIEF FINANCIAL OFFICER

**STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION**

**** CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW ****

CONSTRUCTION INDUSTRY EXEMPTION

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

EFFECTIVE DATE: 10/16/2025

EXPIRATION DATE: 10/16/2027

PERSON: ASLEY DE ARMAS PEREZ

EMAIL: ASLEYDEARMAS@GMAIL.COM

FEIN: 823391448

BUSINESS NAME AND ADDRESS:

ARMAS CORP

11987 SOUTHERN BLVD
WEST PALM BEACH, FL 33411

This certificate of election to be exempt is NOT a license issued by the Department of Business and Professional Regulation. To determine if the certificate holder is required to have a license to perform work or to verify the license of the certificate holder, go to www.myfloridalicense.com.

IMPORTANT: Pursuant to subsection 440.05(13), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to subsection 440.05(11), F.S., Certificates of election to be exempt issued under subsection (3) apply only to the corporate officer named on the notice of election to be exempt. Pursuant to subsection 440.05(12), F.S., notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

DFS-F2-DWC-252 CERTIFICATE OF ELECTION TO BE EXEMPT
RULE 69L-6.012, F.A.C. REVISED 08/2025

E02228594

QUESTIONS? (850) 413-1609