

MEETING DATE
09/21/2026

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: RFP-014-2026 Janitorial Services for 4 Municipal Facilities

DEPT / OFFICE: Procurement

Originator: Angel Bryant		
City Manager Don Rosenthal	Department Director: Brenda Karr	Date 9/2/2026
Recommended Action: Request Approval from council to accept proposal from American Janitorial, Inc. based on the consensus of the evaluation committee and proceed with entering into an agreement.		
Summary Explanation & Background: RFP-014-2026 Janitorial Services for Municipal Facilities- 4 Locations was released on July 7th, 2026 and proposals were due on August 7th, 2026. Eleven proposals were submitted. An evaluation committee meeting was held on September 2nd, 2026 in which the evaluation committee came to consensus that the recommended award should go to the top-ranked proposal which is American Janitorial, Inc.		
Alternatives: Not proceed with the recommended proposal.		
Source of Funds: The funds will come from the .34 account from the general fund, the police department's budget and IT departments budget.		
Financial Impact: 53,896.44		
Exhibits Attached: Solicitation, Evaluation Committee Consensus scorecard, American Janitorial Inc's proposal, contract documentation.		

REQUEST FOR PROPOSAL

RFP-014-2026

JANITORIAL SERVICES FOR MUNICIPAL FACILITIES- 4 LOCATIONS

City of Lake City
205 N. Marion Ave.
Lake City, FL 32055

RELEASE DATE: July 7, 2026

DEADLINE FOR QUESTIONS: July 21, 2026

PROPOSAL SUBMISSION DEADLINE: August 7, 2026, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/lcfla>

City of Lake City
REQUEST FOR PROPOSAL

Janitorial Services for Municipal Facilities- 4 Locations

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Attachments:

A - Standard Services Agreement (v.11) (002)

1. The City of Lake City, Florida

1.1. Request for Proposal

RFP-014-2026

Janitorial Services for Municipal Facilities- 4 Locations

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, August 7, 2026. The Procurement Department will not consider proposals delivered by any other means. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

At the time of the proposal opening, only the respondents' names will be read aloud.

Request for additional information or clarifications shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before the Tuesday, July 21, 2026 by 2:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal.

It will be the sole responsibility of the Proposer to contact the Procurement Department before submitting a response to determine if any addenda have been issued, obtain such addenda, and acknowledge that addenda must be accessed through OpenGov.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

Don Rosenthal
City Manager

2. Introduction

2.1. Summary

The City of Lake City (herein after, "City") has issued this Request for Proposals (hereinafter, "RFP") with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of Florida offering to provide Janitorial Services for Municipal Facilities- 4 Locations

2.2. Background

The City of Lake City is approximately 12.4 square miles in size and serves a population of approximately 12,500. The City of Lake City is an urban city located in Columbia County, Florida, a rural community.

The legislative branch of the City is composed of an elected five-member City Council consisting of the Mayor and four council members. The City Council is governed by the City Charter and by state and local laws and regulations.

The City of Lake City operates under a City Council-City Manager form of government and provides a full range of municipal services, including: general government administration, law enforcement and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as construction and maintenance of infrastructure, recreational, and other cultural facilities. The City also operates a municipal airport.

2.3. Contact Information

Angel Bryant

Procurement Analyst

205 N Marion Ave

Lake City, FL 32055

Email: bryanta@lcfla.com

Phone: [\(386\) 719-5818](tel:(386)719-5818)

Department:

Procurement

2.4. Timeline

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFP process.

Note: Dates are subject to change. TBD = to be determined. NLT = no later than.

Issue RFP Notice	July 7, 2026
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Pre-Proposal Meeting (Mandatory)	July 14, 2026, 10:00am City Hall - 205 N Marion Avenue, Lake City, FL 32055
Last Date for Receipt of Written Questions	July 21, 2026, 2:00pm
Proposal Due Date	August 7, 2026, 2:00pm
PRE EVALUATION MEETING	August 13, 2026, 2:00pm
Evaluation Committee Meeting	September 2, 2026

3. Instructions to Proposers

3.1. Proposal Response

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, August 7, 2026. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

3.2. Questions

All questions related to this RFP shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before, Tuesday, July 21, 2026 by 2:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal. Please include the section referenced for each question in order to ensure that the questions asked are responded to correctly.

3.3. Method of Source Selection

Each proposal will be reviewed to determine if it is responsive to the RFP. Proposals deemed non-responsive will be rejected without evaluation. A responsive proposal has been signed and submitted by the specified Proposal deadline and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for clarification to assure full understanding of, and responsiveness to, solicitation requirements. Contingent upon the successful ranking of proposals and negotiation of contracts, nothing shall preclude the City from selecting a single, qualified firm to provide both services.

3.4. Pre-Proposal Conference

A mandatory pre-proposal conference will be held on Tuesday, July 14, 2026, commencing promptly at 10:00 am, and will be held: City Hall - 205 N Marion Avenue, Lake City, FL 32055.

This pre-proposal conference is designated as "mandatory"; prospective proposers must be present to submit a proposal response.

The purpose of the pre-proposal conference is to provide an open forum for discussion and questions with City staff regarding the RFP, ensuring all prospective proposers have an equal opportunity to hear and participate. Oral questions will receive oral responses, neither of which will be official nor become

part of the RFP. Only written responses to written questions will be considered official and will be included as part of the RFP.

All prospective proposers are strongly encouraged to attend, as this will be the only pre-proposal conference for this solicitation unless the department requests otherwise.

3.5. [Proposal Due Date](#)

Sealed Proposals must be received via the City's e-Procurement Portal, OpenGov, no later than 2:00 pm, Local Time, Friday, August 7, 2026. Proposals received after this date and time will not be considered.

3.6. [Public Opening](#)

There is no public opening of the proposals. Only the respondents' names will be read aloud.

3.7. [Public Record](#)

Pursuant to Chapter 119, Florida Statutes, proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until an award decision has been made known or within thirty (30) days after the Proposal opening, whichever is earlier.

4. Scope of Work

4.1. Introduction

The City of Lake City ("City") invites sealed bids from qualified contractors to provide janitorial services at various municipal facilities. The selected contractor shall provide all necessary labor, materials, equipment, and supervision to maintain clean and sanitary conditions in accordance with the specifications contained herein.

The contract shall be awarded to the lowest responsive and responsible bidder meeting all specifications.

4.2. General Scope of Work

Four City of Lake City facilities require ongoing janitorial services, including but not limited to:

- City Hall
205 N. Marion Ave. Lake City, FL 32055
- Customer Service
173 NW Hillsboro Ave. Lake City, FL 32055
- IT/GIS Building
494 NW Desoto St. Lake City, FL 32055
- Public Safety Building
225 NW Main Blvd., Lake City, FL 32055

The City will provide cleaning products to clean the designated areas as well as paper products to restock, such as trash bags, paper towels, and toilet paper. The Contractor shall furnish and maintain, in good repair all equipment, including, but not limited to, mops, brooms, vacuums, ladders and any other equipment necessary to perform the requirements of the contract. Stock must be kept on hand at all times in each facility for use in emergencies.

Janitorial services for the Police Department **and the IT/GIS building** shall be performed **during normal business hours on Monday, Wednesday, and Friday**. All other facilities—including **City Hall and Customer Service**—shall be cleaned **after normal operating hours (after 5:00 p.m.) on Monday, Wednesday, and Friday**. The **IT/GIS building** will require cleaning **twice per week**. If the contractor needs to perform cleaning at any time outside of this schedule, prior approval must be obtained.

The Contractor is required to provide a proposed listing of all personnel who will be utilized at the Lake City Police Department and City Hall. Required information shall include the name, date of birth, current resident address, telephone number, Social Security number, and 5 years of residence history for all applicable contractor employees. A criminal screening and background check will be conducted for all contract employees of the contractor awarded this service, prior to the commencement of work. A

Florida Department of Law Enforcement (FDLE) and a Criminal Justice Information Services (CJIS) Certification on all personnel will be required before the contract is awarded. The awarded contractor will be notified of those individuals authorized to provide janitorial services. Any new or additional employees will need to be pre-approved by the City of Lake City before they gain access to the facility.

4.3. Project Locations

1. Lake City Police Department is located at 225 N.W. Main Blvd, Suite 102, Lake City, FL 32055. There are two (2) floors with a total of ten (10) regular restrooms, two (2) of which are located in the locker rooms. The building also consists of hallways, training rooms, conference rooms, squad room, and Kitchen. The total area of the Police Department is approximately 18,564 square feet.

2. City Hall is located at 205 N. Marion Ave. Lake City, FL 32055. There are three (3) floors with a total of six (6) restrooms with two (2) stalls in each restroom. There are two (2) breakrooms, hallways, lobby area, Customer Service area. Council Chambers on the 2nd floor should be cleaned two (2) times a month. The total area of the building is approximately 15,782 square feet.

3. Customer Service and Growth Management is located at 173 NW Hillsboro St., Lake City, FL 32055. There is one (1) with two (2) restrooms, one (1) is a single bathroom with a urinal and the other bathroom has two (2) stalls, bathrooms located on 1st floor. There is also one (1) breakroom and drive-thru area. The building also consists of hallways and lobby areas. The total area of the building is approximately 7,772 square feet.

4. Information Technology is located at 494 NW Desoto St., Lake City, FL 32055. There is one (1) floor with a total of two (2) restrooms with five (5) stalls total. There are four (4) offices and two (2) storage rooms. The building also consists of hallways. The total area of the Information Technology building is approximately 2,000 square feet. GIS is located at 494 SW Desoto Street, Lake City, FL 32055. There is one (1) floor with a total of two (2) restrooms with five (5) stalls total. There are four (4) offices and two (2) storage rooms. The building also consists of hallways 1 kitchen. The total area of GIS building is approximately 2,000 square feet. These are two separate buildings at the same location.

4.4. Contract

The initial term of the contract shall commence upon execution by the CITY and continue in effect for a period of three (3) years. Upon mutual agreement of the City and the awarded Contractor, the contract may be renewed for two (2) additional one-year periods under the same terms, conditions, and prices.

4.5. Cleaning Tasks

1. Sweep/dust and wet mop all hard surface floors.
2. Vacuum carpets in all common areas; spot clean when needed.
3. Vacuum and spot clean the carpets, dust furniture and window sills and empty trash receptacles of the executive offices located at City Hall and Public Safety Building during business hours once a week. (4 offices – City Manager, Assistant City Manager, Chief of Police and Assistant Chief of Police).
4. Spot clean all walls, light switches and doors.

5. Dust and wipe all open countertops.
 6. Dust and spot clean furniture and window sills in common areas as needed. (i.e. Lobby, Entrance, Council Chambers, Conference Rooms and Training Rooms)
 7. Clean and polish water fountains.
 8. Empty and remove trash, replace liner if needed.
 9. Clean elevator and elevator tracks once a week.
 10. Clean all interior and exterior glass doors.
 11. Sweep around outside entrance doors.
 12. Sweep and spot mop stairwells.
 13. Empty exterior trash and cigarette butt containers.
 14. Clean Kitchen and Breakroom Areas: Sweep and wet mop floors with disinfectant cleaner, remove all trash, clean surfaces of all vending machines, appliances. Clean tables, counters, chairs, and trash receptacle. Clean and sanitize sinks. Check and refill all dispensers (towels, hand sanitizer and soap).
 15. Clean restrooms: including sweep and mop floors with disinfectant cleaner, clean and sanitize counters, sinks, toilets and urinals, wipe window sills, and restock supplies. Damp clean walls and partitions walls. Clean mirrors and frames. Check and refill all dispensers (paper towels, soap, toilet paper and meter mist).
 16. Notify the department staff when supplies get low and need to be restocked.
- ADD/ALTERNATE #1: Carpet cleaning of the common areas of the of all locations once per year. Hard Surface Stripping/Waxing/Buffering of the common areas of the Public safety building.
 - ADD/ALTERNATE #2: Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices, including the dispatch center and Records Department.
 - ADD/ALTERNATE #3: Deep clean carpet and chairs in the Council Chambers two (2) times a year.

4.6. Termination

The contract may be terminated immediately by the City for any reason upon written notice. Contractor will be paid for all service satisfactorily performed through the date of termination. Termination will be effective upon written notification to the Contractor and such termination will relieve the City from any future obligations with the Contractor.

4.7. Performance Standards

a. After completion of each scheduled service the entire building shall present a clean uniform appearance. If any irregularities are noted, the Vendor shall be required to rectify the situation in 24 hours with no additional cost to the City.

b. The Vendor shall develop a checklist to ensure all tasks are completed and to assist in quality control. A checklist shall be completed daily and signed by the on-site supervisor to certify that all services have been performed satisfactorily. A copy of the checklist shall be left with the contract manager at each location.

4.8. Criminal History Check

All janitorial service personnel that are actively engaged in providing services inside any of the buildings covered in this bid solicitation will be subject to an FDLE criminal history check and CJIS certification through the City police department. Any personnel not meeting the police department's criteria for access will be prohibited from providing janitorial services on any building in this solicitation. Any change in personnel during the course of the contract term will also require background checks for each new employee assigned to these buildings. If, during the course of the contract, any employee is arrested for, or charged with, an offense that carries a potential for a felony conviction, the contractor is responsible for notifying the City in writing immediately upon notification.

4.9. Protection of Property/Property Conditions

1. If property is damaged performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the bidder in a manner acceptable to the City of Lake City.
2. Bidder shall notify the Contract Manager for the City of the work site having pre-existing damage before beginning the work. Failure to do so shall obligate the bidder to make repairs as addressed in this solicitation.
3. Bidder shall be responsible for securing all work areas to be safe.

4.10. Safety

The Contractor shall be responsible for the safe conduct of his/her personnel during the execution of the work detailed herein. The Contractor shall meet or exceed the standards set for by the Occupational Safety and Health Administration (OSHA) and requirements established by the Federal, State, and Local agencies. Should an unsafe condition be identified during the execution of this work, the Contractor will immediately suspend such activity until a safe method can be employed.

4.11. Employees

1. Contractor shall be responsible for the appearance of all working personnel assigned to the project. Personnel shall be clean and appropriately dressed at all times. Personnel must wear property identification at all times (company shirts, ID badges, etc.)

2. All personnel of the Contractor shall be considered to be, at all times, the sole employees of the Contractor, under the Contractor's sole direction, and not an employee or agent of the City of Lake City. The Contractor shall supply competent and physically capable employees and the City of Lake City may require the Contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on city property is not in the best interest of the City of Lake City. The City of Lake City shall not have any duty to implement or enforce such requirements.
3. Contractor shall assign an "on-duty" supervisor who speaks and reads English.
4. Contractor shall have its employees refrain from the use of tobacco products in the City's buildings or grounds. Tobacco use will be allowed in designated areas only.
5. Contractor shall be solely responsible for receiving all materials and equipment at site.

4.12. Storage of Materials

Contractor shall discuss material and/or equipment storage areas with the City Contract Manager.

4.13. Criteria

Proposals received for the requested services shall be evaluated separately using the following criteria:

Proposed Evaluation Criteria for Janitorial Services Proposals

1. **Experience and Qualifications**
 - Years of experience providing commercial janitorial services
 - Experience with municipal or public-sector facilities
 - References from comparable clients
 - Staff training, certifications, and background check processes
2. **Quality of Proposed Work Plan**
 - Clarity and completeness of the cleaning schedule (including business-hours vs. after-hours requirements)
 - Staffing plan, including the number of personnel assigned
 - Approach to quality control, inspections, and supervision
 - Procedures for handling complaints and service issues
3. **Staffing and Reliability**
 - Proposed staffing levels and consistency
 - Backup or contingency plan for absences

- Reliability record and ability to meet deadlines
- **4. Cost Proposal**
 - Overall cost and rate competitiveness
 - Clarity of the pricing structure
 - Reasonableness of costs relative to services offered

5. Format and Content

5.1. Preparation

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected.

5.2. Incurred Expenses

The City is not responsible for any expenses which Proposers may incur in preparing or submitting proposals including presentations and any other expenses called for in this Request for Proposal.

5.3. Proprietary Information

1. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware that the Request for Proposal, and the responses thereto, are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals that they consider confidential and/or proprietary and that they believe to be exempt from disclosure, citing specifically the applicable exempting law.

A generic notation that information is "confidential" is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification, including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.

2. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Lake City and will not be returned to the Proposers. In the event of a contract award, all documentation produced as part of the Contract will become the exclusive property of the City.

5.4. Requirements

1. Proposals will be evaluated based on the information provided in the response. All documents should be in 8 1/2 x 11 format and must not exceed 25 pages.
2. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non-responsive and will not be evaluated.
3. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include a Table of Contents that clearly identifies the material by section.

5.5. [Delivery of Proposals](#)

Proposals shall be submitted via the City's e-Procurement Portal. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received by the due date and time. The City shall not be responsible for delays caused by any occurrence. Proposals received following the Proposal Due Date will not be considered.

5.6. [Evaluation Criteria](#)

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable will be evaluated using the evaluation criteria set forth herein. The information that will be considered and the relative scoring for each criterion is identified in the "[Evaluation Criteria](#)" section of the solicitation.

Individual Evaluation Committee members will use the scoring mechanism to rank firms. Ranks from all Evaluation Committee members will then be summed for each Proposer to establish the overall rank order.

5.7. [Proposal Evaluation Committee and Evaluation Process](#)

1. Evaluation Committee

An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals based on the information provided and the evaluation criteria outlined in this Request for Proposal.

2. Presentations

The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable for selection for award. Discussions may be conducted for the purpose of clarification and to ensure full understanding of and responsiveness to the solicitation requirements. The City will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

3. Award without Presentations

The City may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

4. Ranking

The Committee will evaluate and rank the Proposers as outlined in the preceding section

entitled "Evaluation Criteria" and submit the proposed rank order to the Director of Procurement.

5. Authority to Award

Contracts negotiated as a result of this RFP will be presented to the City Council for final award.

6. Reserved Rights

- a. The City, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.
- b. The City does not guarantee the award of any Contract as a result of this solicitation process.

6. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Experience and Qualifications - Years of experience providing commercial janitorial services - Experience with municipal or public-sector facilities - References from comparable clients - Please provide up to five (5) references for the most similar contracts, preferably in the State of Florida. Include the size of the municipality. References should include the following information: name of agency, contact name, address, telephone number, and email address. - Staff training, certifications, and background check processes	0-100 Points	25 (25% of Total)
2.	Quality of Proposed Work Plan Clarity and completeness of the cleaning schedule (including business-hours vs. after-hours requirements) Staffing plan, including the number of personnel assigned Approach to quality control, inspections, and supervision Procedures for handling complaints and service issues	0-100 Points	25 (25% of Total)
3.	Staffing and Reliability - Proposed staffing levels and consistency - Backup or contingency plan for absences - Reliability record and ability to meet deadlines	0-100 Points	25 (25% of Total)

4.	Cost Proposal • Overall cost and rate competitiveness • Clarity of the pricing structure • Reasonableness of costs relative to services offered	0-100 Points	25 <i>(25% of Total)</i>
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7. Pricing Proposal

JANITORIAL SERVICES FOR MUNICIPAL FACILITIES- 4 LOCATIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	LAKE CITY PUBLIC SAFETY BUILDINGS- CLEANING 3 TIMES A WEEK ALTERNATING MONDAYS- WEDNESDAYS-FRIDAYS	156	DOLLARS		
2	CITY HALL - 205 N MARION AVE- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS		
3	CUSTOMER SERVICE/GROWTH MANAGEMENT- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON- WED-FRI	156	DOLLARS		
4	INFORMATION TECHNOLOGY/ GIS - CLEANING TWICE A WEEK	104	DOLLARS		
TOTAL					

ADD/ ALTERNATE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	CARPET CLEANING OF COMMON AREAS OF CITY HALL AND PUBLIC SAFETY BUILDING ONCE A YEAR. STRIP/WAX OF THE PUBLIC SAFETY BUILDING ONCE A YEAR	1	DOLLARS		
2	Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices this includes the dispatch center and Records Department.	52	DOLLARS		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3	Deep clean carpet and chairs in the Council Chambers two (2) times a year.	2	DOLLARS		
TOTAL					

8. Terms and Conditions

8.1. Contract Award

An award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors outlined in this RFP.

8.2. Questions Regarding the Solicitation or Proposal Process

To ensure fair consideration for all Proposers, the City prohibits communication to or with any officer, elected official (including the Mayor and City Council), department, division, office, or employee of the City, and any Evaluation Committee members during the solicitation process from the date of issuance of the RFP through award, except as provided below.

All communications relating to this RFP between Proposer (or anyone on Proposer's behalf) and the City must be made through the Procurement Department. Any communications in violation of this provision may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

Any questions relative to the interpretation of the solicitation or the Proposal process shall be submitted via the City's e-Procurement Portal. The Procurement Department must receive questions on or before the cut-off date specified in the Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be answered through the City's e-Procurement Portal or expressed in the form of an addendum to the solicitation, which, if issued, will be conveyed in writing to all persons on record as following this RFP, no later than five (5) days before the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to acknowledge and confirm receipt of all addenda in the City's e-Procurement Portal.

8.3. Additional Information

The City reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the City.

8.4. Addendum to Request for Proposals

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Procurement Department will furnish the revision by written Addendum.

8.5. Execution of Contract

Unless the City extends such time, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the City of Lake City, Procurement Department, sign and enter into a Contract with the City, and shall simultaneously provide any required bonds, indemnities, and insurance certificates.

Failure to meet the established deadline for submitting the required documents may be grounds for cancellation of the award.

8.6. Proposer's Guarantee

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

8.7. Indemnification

The Respondent agrees to indemnify and hold the City harmless for any and all claims, liability, losses, and causes of action that may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents. In the event the completion of a project awarded pursuant to this RFP (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the City from any and all increased expenses resulting from such delay.

8.8. Insurance Requirements

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

1. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, they must be the minimum acceptable limits. If successful, the Proposer's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City, naming the City of Lake City as additional insured. These certificates must provide ten (10) calendar days' notice to the City in the event of cancellation, non-renewal, or a material change to the policy.
 - a. Professional liability insurance to provide coverage of not less than one million dollars (\$1,000,000).
 - b. Workers' compensation insurance to apply to all employees of the contractor, sub-contractors, and the contractor's architect and/or engineer, meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.
 - c. Commercial General Liability insurance to provide coverage of not less than one million dollars (\$1,000,000) combined single limit per occurrence and annual aggregates, where generally applicable, and must include premises-operations, independent contractors,

- products/completed operations, broad form property damage, blanket contractual, and personal injury endorsements.
- d. Comprehensive Automobile Liability Insurance covering all owned, hired, and non- owned vehicles with coverage limits not less than one hundred thousand dollars (\$100,000) per person, three hundred thousand dollars (\$300,000) per occurrence, and one hundred thousand dollars (\$100,000) property damage.
2. The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

8.9. Proof of Insurance

The Proposer will furnish to the Procurement Department Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but also specifically refer to this contract and state that such insurance is as required by this contract. If the initial insurance expires before the completion of the work, renewal Certificates of Insurance will be furnished thirty (30) days before their expiration. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days' notice of cancellation and/or restriction.

9. Vendor Questionnaire

9.1. [Table of Contents*](#)

Please upload your Table of Contents here.

*Response required

9.2. [Acknowledgment*](#)

By checking yes, the Respondent acknowledges the following:

The information provided in the response is true and correct, and the response submission is final.
Respondent agrees to all terms and conditions contained in the Solicitation.

☐ Yes

☐ No

*Response required

9.3. [Documents Requiring Notorization*](#)

Please download the documents below, complete, and have them notarized. An online notarization option will be provided for you when responding.

- [Public Entity Crimes Statem...](#)
- [Drug Free Workplace Certifi...](#)
- [Non-Collusion Affidavit.pdf](#)
- [Conflict of Interest Statem...](#)

*Response required

9.4. [Scrutinized Companies Certification*](#)

Per State of Florida Statutes. 287.135(5) Suppliers (companies) must acknowledge and agree to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies' paragraph listed below. Respondents shall agree by marking the option below. Respondents neglecting to respond may be disqualified from consideration for the award and deemed non-responsive.

I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making a profit, have been placed on the Scrutinized Companies That Boycott Israel List created pursuant to s. 215.4725 of the Florida Statutes, or are engaged in a boycott of Israel.

In addition, if this Solicitation is for a contract for goods or services where the total contract value is one million dollars (\$1,000,000) or more, I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy

Sector List, created pursuant to s. 215.473 of the Florida Statutes, or are engaged in business operations in Cuba or Syria as defined in said statute.

I understand and agree that the County may immediately terminate any contract resulting from this Solicitation upon written notice if the responding entity (or any of those related entities of respondent as defined above by Florida law) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars (\$1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

By selecting "Yes", the respondent acknowledges and agrees to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies'.

- ☐ Yes
☐ No

*Response required

9.5. Human Trafficking Affidavit*

Please download the documents below, complete them, and upload.

- [Human Trafficking.docx](#)

*Response required

9.6. Disputes Disclosure Form*

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

Select all that apply

- ☐ Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
- ☐ Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
- ☐ Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
- ☐ None of the Above

*Response required

9.7. E-Verify Affirmation Statement*

Please download the documents below, complete them, and upload.

- [E-VERIFY AFFIRMATION STATEM...](#)

*Response required

9.8. [Statement of Qualification Document*](#)

Please upload your COMPLETE Statement of Qualifications.

*Response required



City of Lake City
Procurement

Brenda Karr, Procurement Director
205 N. Marion Ave., Lake City, FL 32055

[AMERICAN JANITORIAL, INC.] RESPONSE DOCUMENT REPORT

RFP No. RFP-014-2026

Janitorial Services for Municipal Facilities- 4 Locations

RESPONSE DEADLINE: August 7, 2026 at 2:00 pm

Report Generated: Wednesday, September 2, 2026

American Janitorial, Inc. Response

CONTACT INFORMATION

Company:

American Janitorial, Inc.

Email:

heather.casavant@ajiclean.com

Contact:

Heather Casavant

Address:

87 North Central Ave
Umatilla, FL 32784

Phone:

N/A

Website:

N/A

Submission Date:

Aug 6, 2026 10:07 PM (Eastern Time - New York)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Aug 5, 2026 5:23 PM by Heather Casavant

Addendum #2

Confirmed Aug 5, 2026 5:23 PM by Heather Casavant

Addendum #3

Confirmed Aug 5, 2026 5:23 PM by Heather Casavant

QUESTIONNAIRE

1. Table of Contents*

Pass

Please upload your Table of Contents here.

Table_of_Contents.pdf

2. Acknowledgment*

Pass

By checking yes, the Respondent acknowledges the following:

The information provided in the response is true and correct, and the response submission is final. Respondent agrees to all terms and conditions contained in the Solicitation.

Yes

3. Documents Requiring Notorization*

Pass

Please download the documents below, complete, and have them notarized. An online notarization option will be provided for you when responding.

- [Public Entity Crimes Statem...](#)
- [Drug Free Workplace Certifi...](#)
- [Non-Collusion Affidavit.pdf](#)
- [Conflict of Interest Statem...](#)

Public_Entity_Crimes_Statement_(AJI).pdf
Drug_Free_Workplace_Certificate_(AJI).pdf
Non-Collusion_Affidavit_(AJI).pdf
Conflict_of_Interest_Statement_(AJI).pdf

4. Scrutinized Companies Certification*

Pass

Per State of Florida Statutes. 287.135(5) Suppliers (companies) must acknowledge and agree to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies' paragraph listed below. Respondents shall agree by marking the option below. Respondents neglecting to respond may be disqualified from consideration for the award and deemed non-responsive.

I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making a profit, have been placed on the Scrutinized Companies That Boycott Israel List created pursuant to s. 215.4725 of the Florida Statutes, or are engaged in a boycott of Israel.

In addition, if this Solicitation is for a contract for goods or services where the total contract value is one million dollars (\$1,000,000) or more, I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority- owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473 of the Florida Statutes, or are engaged in business operations in Cuba or Syria as defined in said statute.

I understand and agree that the County may immediately terminate any contract resulting from this Solicitation upon written notice if the responding entity (or any of those related entities of respondent as defined above by Florida law) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars (\$1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

By selecting "Yes", the respondent acknowledges and agrees to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies'.

Yes

5. Human Trafficking Affidavit*

Pass

Please download the documents below, complete them, and upload.

- [Human Trafficking.docx](#)

Human_Trafficking_(AJI).pdf

6. Disputes Disclosure Form*

Pass

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

None of the Above

7. E-Verify Affirmation Statement*

Pass

Please download the documents below, complete them, and upload.

- [E-VERIFY AFFIRMATION STATEM...](#)

E-VERIFY_AFFIRMATION_STATEMENT_(AJI).pdf

8. Statement of Qualification Document*

Pass

Please upload your COMPLETE Statement of Qualifications.

AJI_Statement_of_Qualifications_-_RFP-014-2026,_Janitorial_Services_for_Municipal_Facilities-_4_Locations.pdf

PRICE TABLES

JANITORIAL SERVICES FOR MUNICIPAL FACILITIES- 4 LOCATIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	LAKE CITY PUBLIC SAFETY BUILDINGS- CLEANING 3 TIMES A WEEK ALTERNATING MONDAYS-WEDNESDAYS-FRIDAYS	156	DOLLARS	\$154.07	\$24,034.92
2	CITY HALL - 205 N MARION AVE- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	\$107.83	\$16,821.48
3	CUSTOMER SERVICE/GROWTH MANAGEMENT- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	\$59.49	\$9,280.44
4	INFORMATION TECHNOLOGY/ GIS - CLEANING TWICE A WEEK	104	DOLLARS	\$36.15	\$3,759.60
TOTAL					\$53,896.44

ADD/ ALTERNATE

[AMERICAN JANITORIAL, INC.] RESPONSE DOCUMENT REPORT
RFP No. RFP-014-2026
Janitorial Services for Municipal Facilities- 4 Locations

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	CARPET CLEANING OF COMMON AREAS OF CITY HALL AND PUBLIC SAFETY BUILDING ONCE A YEAR. STRIP/WAX OF THE PUBLIC SAFETY BUILDING ONCE A YEAR	1	DOLLARS	\$5,688.00	\$5,688.00
2	Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices this includes the dispatch center and Records Department.	52	DOLLARS	\$180.46	\$9,383.92
3	Deep clean carpet and chairs in the Council Chambers two (2) times a year.	2	DOLLARS	\$367.84	\$735.68
TOTAL					\$15,807.60



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**SWORN STATEMENT UNDER SECTION
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid No. #RFP-014-2026.
2. This sworn statement is submitted by American Janitorial, Inc. whose business address is 87 N. Central Ave, Umatilla, FL 32784 and (if applicable) its Federal Identification No.(FEIN) is 46-0557106. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement _____.
3. My name is Jason Lay and my relationship to the entity named above is CEO.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair

market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

 X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

 There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

 The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

 The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: _____ Date 8/5/2026

STATE OF Florida

COUNTY OF Lake

Personally appeared before me, the undersigned authority, Jason Lay who
after first being sworn by me, affixed his/her signature in the space provided above on
this 5th day of August 20 26.



Notary Public, State at large

My Commission Expires: 9/19/2026



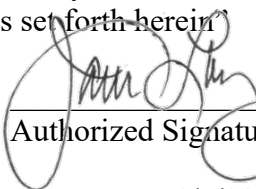
HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, American Janitorial, Inc. (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein"


Jason Lay, CEO
Authorized Signature

8/5/2026

Date Signed

State of Florida

County of Lake

Sworn to and subscribed before me this 5th day of August 2026.

Personally known X or Produced Identification _____
(Specify type of identification)


Signature of Notary
My Commission Expires: 9/19/2026



HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

NON-COLLUSION AFFIDAVIT

STATE OF Florida

COUNTY OF Lake

Jason Lay, being duly sworn, deposes and says that:

1. He/She is CEO of American Janitorial, Inc. the Bidder
Title Company Name
that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED [Signature]

TITLE Jason Lay, CEO

SUBSCRIBED AND SWORN TO BEFORE ME THIS 5th DAY OF August, 2026.

[Signature]

Notary Public, State of Florida My Commission Expires: 9/19/2026



HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF Umatilla
Before me, the undersigned authority, personally appeared Jason Lay, who was duly sworn deposes and states:

1. I am the CEO of American Janitorial, Inc.
with a local office in Umatilla, FL and principal office in Umatilla, FL
City & State and principal office in Umatilla, FL
City & State.
2. The above named entity is submitting a Proposal for the City of Lake City **RFP-014-2026** described as **JANITORIAL SERVICES FOR MUNICIPAL FACILITIES-4 LOCATIONS.**
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this 5th day of August 2026.

(Affiant)
Jason Lay, CEO

Typed Name and Title

Sworn to and subscribed before me this 5th day of August 2026. Personally

Known X Or produced identification _____.

Identification type: _____

Notary Public-State of Florida

Printed, typed, or stamped commissioned name of notary public.

My commission expires 9/19/2026.

Heather L. Casavant



HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

HUMAN TRAFFICKING AFFIDAVIT

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I currently serve as CEO (Role) of American Janitorial, Inc. (Company).
3. American Janitorial, Inc. (Company) does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.
4. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Jason Lay, CEO (Signatory Name and Title),
declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

COMPANY

American Janitorial, Inc.

NAME OF BUSINESS ENTITY


SIGNATURE

Jason Lay, CEO

TYPE NAME AND TITLE

E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No:

Request for Proposal #RFP-014-2026

Project Description:

Title: Janitorial Services for Municipal Facilities- 4 Locations

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

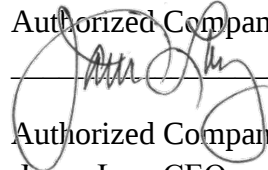
- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

American Janitorial, Inc.

Authorized Company Person's Signature:



Authorized Company Person's Title:

Jason Lay, CEO

Date: 8/5/2026

THIS FORM MUST BE INCLUDED WITH YOUR SUBMITTAL



August 5, 2026

Angel Bryant
Procurement Analyst
City of Lake City
205 N Marion Ave
Lake City, FL 32055

RE: #RFP-014-2026
Janitorial Services for Municipal Facilities- 4 Locations

Dear Ms. Bryant,

We are pleased to submit a proposal for RFP-014-2026, Janitorial Services for Municipal Facilities- 4 Locations. As you review our proposal, you will see that American Janitorial, Inc. (AJI) understands your specific challenges and our proposal provides you with a program tailored specifically for the needs of the City of Lake City. These key items separate AJI in the marketplace:



Experience with large scale, multi-location projects – As the current janitorial contractor for multiple County and City government entities throughout Florida, including Volusia, Lake, Manatee, Pinellas, and Flagler Counties, as well as the Cities of Ormond Beach, Clermont, Dunedin, Flagler Beach, Riviera, Madeira Beach, and Palm Coast, AJI understands the unique challenges of providing daily services for multiple locations spread out over large geographic areas.



Management – The Contract Managers we assign to oversee your account are the most integral part of our program. These are salaried positions, which coordinate, direct, and control all of the custodial functions in their area of operation. The assigned Contract Managers will be available to City of Lake City representatives 24 hours a day, 7 days a week.



Proximity – Headquartered in Lake County, AJI has a strong presence throughout the state of Florida. We currently service over 300 locations each day throughout Central Florida, and this places us in a unique position to be able to handle any issues that arise at the City of Lake City locations promptly and efficiently.

American Janitorial, Inc. (AJI)
87 North Central Ave, Umatilla, FL 32784
P: 352-551-7941
F: 352-669-1408

AJI is a local cleaning company that has serviced Florida businesses and governments for over 39 years. AJI was founded in 1987 as a "one stop shop" commercial and industrial janitorial service and supply company. Under our current structure as American Janitorial, Inc., we are a Florida Corporation incorporated on July 12, 2012. Our officers are Jordan Daily (President), Stephanie Dailey (CFO) and Jason Lay (CEO). Our home office is located in the City of Umatilla, allowing us a central base in which to service a large geographical area throughout Florida. We have serviced hundreds of local businesses and government organizations over the years and stand by our reputation as the best cleaning value available.

Our fundamental values of honesty, trust, integrity, respect, and quality drive our philosophy of cleaning at AJI; to deliver the best possible service to our customers each and every day. Our basic principles for achieving this goal are:

- Develop transparent relationships with employees, suppliers and customers
- Create a positive economic outcome for both employees and customers
- Seek to steadily improve our quality control system through our APP
- Develop meaningful community interaction
- Protect and preserve the environment at all times
- Maintain our competitive edge

Point of Contact:

Ryan Strem, Chief Sales Officer
352-932-9456
ryan.strem@ajiclean.com

We verify that all terms and conditions set forth by the City of Lake City are understood and acknowledged by the undersigned, and there are no potential conflicts of interest associated with our response. As CEO of AJI, I am legally authorized to bind the corporation through signature.

We look forward to developing an excellent working relationship with City of Lake City and we are committed to giving you the highest possible quality for the fairest possible price. If you have any questions regarding this response, please contact me anytime at 352-910-0880 or by email at jason.lay@ajiclean.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Lay", is written over a circular stamp or seal.

Jason Lay
CEO

87 North Central Ave, Umatilla, FL 32784
AJI is a Florida Corporation

American Janitorial, Inc. (AJI)
87 North Central Ave, Umatilla, FL 32784
P: 352-551-7941
F: 352-669-1408



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Our Story

American Janitorial Inc. (AJI) was founded in 1987 as a “one stop shop” commercial and industrial janitorial service and supply company. AJI was previously known as ABC Clean-All, and in 2004, the company was purchased by our current President, Jordan Dailey and Stephanie Dailey, our current CFO & Vice President.

AJI started out as an energetic family business with only a few part-time employees. It has now grown to be one of the leading janitorial service contracting companies in Central Florida yet still remains a strong family business. AJI has always maintained a focus on hard work and dedication to customer service.

Our President is Jordan Dailey, the company founder’s grandson. Mr. Dailey joined the company in 2000 to assist in the development of the commercial janitorial operations. Despite tough economic conditions, AJI has continued to grow under his leadership as he has demonstrated his ability to lead and adapt to ever-changing times.

The basis of AJI’s business operations and relationships are the core values of honesty, trust and integrity. Our longevity in an industry where many competitors have come and gone proves that the company’s business principles are solid and consistent.

39

Years In Business

5.5

Million Square Feet
Cleaned Daily at
More Than

700

Separate Locations

325

Total Team
Members



AJI is a
FLORIDA COMPANY
with
Headquarters in
Umatilla, FL



Who We Are

The basis of AJI's business operations and relationships are the core values of honesty, trust and integrity. Our longevity in an industry where many competitors have come and gone proves that the company's business principles are solid and consistent.

Who We Are:

- We are a locally owned and operated company that takes pride in every facility we service. We have the resources and expertise of a national corporation combined with the quality customer service of a hometown cleaning company. Our reputation is our best asset!
- We are a company that builds and cultivates long lasting relationships with our customers through clear communication and outstanding customer support. We invest time and effort into relationships with our customers!
- We are a company that retains business. Every contract we have is important to us and we treat each one as if it's our only one.
- We are a company that cares about quality workmanship. Our smartphone APP creates accountability for our staff and allows us to detect problems before they happen. We routinely inspect our own work so our customers don't have to.
- We are a company that does whatever it takes. Just ask our references.

AJI always meets the needs of its customers, regardless of the cost or time it takes to ensure satisfaction.



What We Do



Janitorial Services



Day Porter Services



Carpet Cleaning



Hard Surface Floor Care



Pressure Washing



Proven Performance in Comparable Locations

The AJI team supports customers with facilities similar to those of the City of Lake City, giving us a clear understanding of the operational demands, cleaning standards, and service expectations required to perform successfully in these environments.



Lake County Government
72 Locations
\$1,159,382.00/Yr
Start: October 1, 2011
End: March 31, 2027



Pinellas Suncoast Transit Auth
5,500 Bus Stop Locations
\$1,006,013.00/Yr
Start: October 1, 2015
End: September 30, 2029



City of Ormond Beach
44 Locations
\$478,000.00/Yr
Start: March 1, 2015
End: February 28, 2028



The Villages CPM
72 Locations
\$1,632,980.00/Yr
Start: April 1, 2014
End: Annual Renewal



City of Palm Coast
23 Locations
\$538,000.00/Yr
Start: October 1, 2018
End: September 30, 2026



City of Flagler Beach
7 Locations
\$55,392.00/Yr
Start: July 1, 2023
End: April 30, 2027



Volusia County Government
82 Locations
\$1,827,633.00/Yr
Start: March 1, 2019
End: July 31, 2029



City of Clermont
7 Locations
\$231,670.00/Yr
Start: October 1, 2016
End: March 31, 2028



SECO Energy
8 Locations
\$286,000.00/Yr
Start: July 1, 2019
End: Annual Renewal



Village of North Palm Beach
10 Locations
\$234,410.00/Yr
Start: January 1, 2024
End: December 31, 2026



City of Gainesville RTS
500 Bus Stop Locations
\$248,000.00/Yr
Start: October 1, 2017
End: September 30, 2027



Flagler County Government
76 Locations
\$809,337.00/Yr
Start: April 1, 2018
End: July 31, 2030



City of Madeira Beach
11 Locations
\$127,156.00/Yr
Start: October 1, 2024
End: September 30, 2029



Manatee County Government
86 Locations
\$1,309,211.00/Yr
Start: November 1, 2024
End: October 31, 2028



Pinellas County (Utilities Locations)
8 Locations
\$165,000.00/Yr
Start: September 1, 2025
End: August 31, 2030



City of Dunedin
36 Locations
\$708,969.00/Yr
Start: October 1, 2021
End: September 30, 2026

References

LAKE COUNTY BOARD OF COUNTY COMMISSIONERS



Lake County Board of County Commissioners

550 West Main Street, Tavares, FL 32778

Rochelle Buchanan

352-253-4963 (p)

rochelle.buchanan@lakecountyfl.gov

Annual Contract Billing: \$1,159,382.00



AJI provides daily janitorial and day porter services for 72 facilities totalling over 700,000 square feet for the Lake County Board of County Commissioners. We service all of the County's facilities in the downtown Tavares area including the Lake County Judicial Center, the Lake County Administration Building, the Historic Courthouse, the Property Appraiser / Tax Collector building and the Public Defender offices. Our services are also contracted for high-traffic, high-usage public building such as the public libraries, the community center buildings, the fairground buildings and various warehouse and office space.

CONTRACT TERM:

Start: October 1, 2011 End: March 31, 2027

AJI was the successful proposer during rebids in 2017 and 2021

72 County Locations Including:

- Property Appraiser
- Tax Collector
- Courthouse
- Historic Courthouse
- Judicial Center
- Animal Services
- Libraries
- Community Centers
- Emergency Operations
- Administrative Building
- Warehouses
- Maintenance Facilities
- Environmental Lab
- Fleet Maintenance
- Election Support Center
- Fuel Stations
- Fairgrounds - Expo Bldg.
- Nature Center
- Parking Garage
- Tourist Welcome Center
- Property Records
- Public Defender's Office
- Haz-Mat Trailer
- Scalehouse



MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS



Manatee County Board of County Commissioners

1112 Manatee Ave W, Bradenton, FL 34205

Brandon K. Bennett

941-748-4501 Ext. 5843 (p)

brandon.bennett@mymanatee.org

Annual Contract Billing: \$1,309,211.00

AJI provides daily janitorial and day porter services to over 80 separate locations for Manatee County, totalling over 900,000 square feet. This project includes the Manatee County Government Complex, Judicial Center, libraries, community centers and beaches. We also provide carpet cleaning, floor stripping and waxing, hard surface floor buffing and ceramic tile steam cleaning.

CONTRACT TERM:

Start: October 1, 2024

End: September 30, 2029

86 County Locations Including:

- Courthouse Annex
- Judicial Center
- Administrative Center
- Parks
- Transit Stations
- Utilities Complex
- Fleet Services
- Administrative Offices
- EMS Stations
- Water Reclamation Locations
- Laboratories
- Libraries
- Community Centers
- Animal Shelter
- Fairgrounds
- Athletic Centers
- Nature Preserves
- Public Safety Complex
- Stormwater
- Public Works
- Medical Examiner
- Aquatic Center
- Landfill
- Traffic Maintenance



THE VILLAGES COMMERCIAL PROPERTY MANAGEMENT



Commercial Property Management

The Villages® Commercial Property Management

7580 Middleton Drive, Middleton, Florida 34762

Justin Foster, Facility Manager/Amenity Properties

352-750-9455 x 2415 (p)

Justin.Foster@TheVillages.com

Annual Contract Billing: \$1,632,980.00

Since 2014, AJI has provided daily janitorial services to more than 60 recreation centers in The Villages, as well 32 golf courses and 25 pool restroom locations, and these locations are typically open 14 or more hours per day. AJI ensures optimal levels of cleanliness and sanitation by detail cleaning and thoroughly mopping all hard service flooring each day. Floor services include carpet cleaning, floor stripping and waxing, hard surface floor buffing and ceramic tile steam cleaning. Additionally, we provide cleaning services to the offices and meeting room areas, paying special attention to the restrooms as they experience high levels of resident traffic each day.

AJI's Villages CPM porter team handles various events such as Ribbon Cutting Ceremonies, the annual Villages Wine Walk throughout multiple town squares, Hometown Happenings events, and other community gatherings like dance events, arts and crafts festivals, and holiday celebrations.

CONTRACT TERM:

Start: April 1, 2014 End: Annual Renewal

Locations Include:

Dabney Postal and Rec Center
Franklin Rec Center
Lake Denham Postal
Mickylee Pitch and Putt
Moultrie Creek Postal and Rec
Saluki VCR
Shady Brook Rec Center

CPM Championship
Golf Courses:
Hacienda Hills,
Glenview CC,
Lopez Legacy CC,
Palmer Legends CC,
Cane Garden CC,
Mallory Hill CC,
Havana CC,
Bonifay CC,
Evans Prairie CC,
Belle Glade CC

Sharon Morse Medical
Center for Advanced Health -
Brownwood



CITY OF DUNEDIN



City of Dunedin

737 Loudon Ave, Dunedin, FL 34698

Tanya Hart, Business Analyst

727-298-3232 (p)

thart@dunedinfl.net

Annual Contract Billing: Approx. \$708,969.00



AJI provides daily janitorial services to 30 locations for the City of Dunedin. Our services include evening janitorial cleaning of the City Hall, EOC, Fire Stations, Wellness and Community Centers, Library and Maintenance locations totalling over 200,000 total square feet. We also provide semi-annual carpet cleaning, tile stripping and waxing, and ceramic tile steam cleaning.

This contract also includes daily restroom cleaning for 13 parks throughout the City of Dunedin, including the Dunedin Causeway. Additionally, we provide daily porter services to the Dunedin Causeway restrooms.

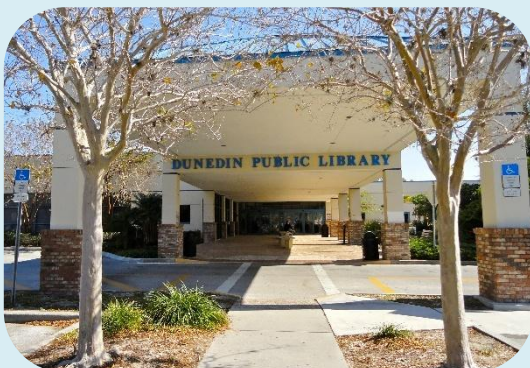
CONTRACT TERM:

Start: October 1, 2021

End: September 30, 2026

30 City Locations Including:

- City Hall
- New City Hall
- Government Services
- Emergency Operations Center
- Wellness Center
- Fire Administration
- Fire Stations
- Library
- Highlander Pool
- Spray Ground Restrooms
- MLK
- Nature Center
- Comm. Center
- CC Library Branch
- CC Outdoor Restrooms
- Hale Center
- Middle School Restrooms
- Multiple Park Restrooms
- Public Services
- Fleet Services
- Solid Waste
- Water
- Wastewater
- Causeway Restrooms
- Train Depot Restrooms
- Weaver Park Restrooms
- Stirling Golf
- Parks Maintenance Facility



CITY OF MADEIRA BEACH



City of Madeira Beach

300 Municipal Dr, Madeira Beach, FL 33708
Megan Wepfer, Public Works Director
727-543-8154 (p)
mwepfer@madeirabeachfl.gov
Annual Contract Billing: Approx. \$127,156.00

AJI provides daily janitorial services to 11 locations for the City of Madeira Beach. Our services include: evening janitorial cleaning of office areas in the Madeira Beach City Hall, as well as the Fire Station and City Recreation Center.

We also provide daily restroom cleaning at the City Marina, as well as Causeway Park, Archibald Park, Tom & Kitty Stuart Park, and Johns Pass Park & Village.

Additionally, we provide semi-annual carpet cleaning, tile stripping and waxing, and ceramic tile steam cleaning.

Start: October 1, 2024

End: September 30, 2029

11 City Locations Including:

City Hall
Building Dept
Satellite Office
Rec Center
Fire Station RR
Rec Center
Marina
Causeway Park
Archibald Park
Tom and Kitty Stuart Park
Johns Pass Village
Johns Pass Park





Standardized Training. Reliable Results.

Training Program

AJI makes a large investment in initial and continuous training programs for our team members. We believe that our team members are our most valuable resource, and we are committed to helping them succeed. We hire and train our own staff for all services that we provide.

AJI provides comprehensive training for all of our cleaning technicians, and management. Our training program includes classroom training and hands on instruction, and each member of the AJI team receives training in the following areas:

- Introduction and Organizational Structure
- The Do's and Don'ts
- Issuing of the Custodial Procedures & Training Manual
- Cleaning Chemicals and Equipment Training
- Basic Cleaning Procedures
- Dress and Appearance
- Customer Service
- Safety and Security

Before completion of the training, we require the cleaning tech to sign a contract with our company. This contract states that the team member will always act professionally and reflect a positive image upon AJI and its staff.

The last step in the training program is OJT (on the job training). The new cleaning technician will begin work as a helper, under the supervision of an experienced crew leader for a minimum of one week. During this time, the new cleaning tech's work ethic and attitude are evaluated.



**OSHA &
Safety Compliance**



**Cleaning Procedures &
Industry Best Practices**



**APP, Equipment & Chemical
Use Training**



**Customer Service &
Professional Conduct**



KEY TRAINING COMPONENTS



OSHA & Safety Compliance

Monthly training on OSHA standards, including hazard communication (HazCom), proper use of PPE, bloodborne pathogens, slip-and-fall prevention, and safe chemical handling to ensure a safe work environment for team members and building occupants. Team members are trained to recognize workplace hazards, report incidents promptly, and follow established safety protocols to protect themselves and building occupants.



Cleaning Procedures & Industry Best Practices

Team Members are trained on standardized, task-specific cleaning procedures aligned with industry best practices and client requirements. Training covers proper techniques for routine, detail, and deep cleaning; high-touch and high-traffic areas; restroom sanitation; and specialty spaces such as offices, labs, or public facilities. Emphasis is placed on consistency, quality control, infection prevention, and adherence to site-specific scopes of work and schedules.



Smartphone App, Equipment & Chemical Use Training

Team members receive instructions on navigating AJI's smartphone app, as well as hands-on instruction in the safe and effective use of all janitorial equipment, including vacuums, floor machines, extractors, and automated cleaning tools. Training includes startup, shutdown, routine maintenance, and troubleshooting to extend equipment life and ensure optimal performance. Chemical training covers proper dilution utilizing the Clean on the Go VersaFill 3 system, labeling, storage, and disposal, as well as reading Safety Data Sheets (SDS) to prevent misuse, cross-contamination, or damage to surfaces.



Customer Service & Professional Conduct

Training emphasizes professionalism, accountability, and customer-focused service. Team members are trained on appropriate workplace behavior, communication protocols, confidentiality, security awareness, and access control procedures. Team members learn how to interact respectfully with clients and occupants, respond to requests or concerns, escalate issues appropriately, and represent AJI in a professional manner at all times.

Cleaning Technician Review

Our training program also includes classroom training and hands on instruction, covering the following areas:

- Attendance • Knowledge and Skill Level • Quality of Work • Response to Discrepancies
- Results of QC Inspection • Professionalism and Appearance • Adherence to Company Policies

Any cleaning tech whose work or conduct does not meet our company quality standards will be terminated immediately. In addition, routine training meeting and refresher classes are held throughout the year to ensure cleaners are aware of new techniques and are performing their duties to our high standards.

Ongoing Training

AJI team members receive ongoing, hands-on training to stay up to date on best practices, safety standards, and efficient cleaning methods. By continually investing in our team, we ensure every visit delivers the same high-quality, dependable results you can count on.

- **Monthly Leadership Development Training** equips supervisors with the skills, accountability, and communication tools needed to lead teams effectively and consistently.
- **Monthly Safety Training** keeps team members up to date on safety standards, procedures, and best practices to maintain a safe work environment.
- **Quarterly Vehicle and Driver Training** reinforces safe driving practices, vehicle care, and compliance to protect our team and the communities we serve.

Recognition

Achievement awards and promotions are given to cleaning techs that show exceptional work ethic and measurable improvements in these areas. We are committed to promoting an atmosphere where hard work and dependability pays off. We expect quality performance to be the “norm” among our cleaning techs.



**Investing in Training.
Delivering Quality.**



Safety Program

AJI's Safety Program is called **BeSafe** and is designed to protect AJI's team members from on the job injuries and reduce risk as much as possible at the City of Lake City locations. The goals of the **BeSafe** safety program are as follows:

- Prevent job injuries and illnesses through hazard avoidance training, safety awareness, inter-personnel communication and implementation of safe work practices.
- Lower workers' compensation costs by providing a safe work environment. As a result, AJI's clients benefit by enjoying ultra-competitive pricing.
- Reduce the number of days of lost work and ensure maximum work productivity by training team members to remain safe at all times. This allows AJI's team members to perform their job with confidence and without risk of injury.
- Meet training requirements per client contracts and State mandates.



Team members are trained in the following areas:

- Safety Orientation
- Chemical Hazards
- Electrical Hazards
- Ergonomic Hazards
- Injuries on the job
- Emergency Planning/Response
- Robberies and Assaults
- Slips and Falls

BeSafe instructs team members to take one of three actions when encountering a safety hazard:

- Removed or isolate the hazard
- Improve work practices
- Use protective clothing and equipment

Team Members receive **BeSafe** training when they are initially hired and receive quarterly refresher training, at a minimum. Team members are encouraged to provide relevant feedback and useful insight based either on past experiences or industry knowledge. In addition, Team members can offer safety suggestions at any time by contacting their direct supervisor.

At the start of a new assignment, team members are given a **BeSafe** Safety Orientation Checklist. This checklist is gone through by their direct supervisor. At the conclusion of the orientation both the team member and manager sign the checklist acknowledging that safety training has been provided. AJI maintains these records for audit or for contractual compliance. With **BeSafe** in place, AJI ensures that the work environment is safe and remains so and that team members are aware and focused on working safely each and every day.

Hiring & Retention

Background Checks

AJI accomplishes background checks on all new cleaning techs utilizing the Florida Department of Law Enforcement criminal history information systems. Accurate and up to date records will be maintained in the cleaning techs file. No cleaning tech will begin work without a complete background check. We will work closely with City of Lake City personnel to ensure that our employees go through the background check process required by the City for this project. Additionally, upon termination or transfer of any AJI employee working under this project, we will immediately notify City Representatives, in writing, of such termination or transfer.

AJI will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all new employees hired by the AJI during the contract term; and (b) all new employees hired by a subcontractor during the contract term and assigned by AJI to perform work pursuant to the contract.



Recruitment

AJI is committed to supporting the local community and hiring as many local residents of the City of Lake City as possible to service this contract. We have a 5-step process that we follow when hiring all new personnel:

1. Announce job opening to current staffing and ask for referrals: We always try to allow our experienced staff the opportunity to take on more work before we look for new personnel. We also prefer referrals from our experienced staff.
2. Place job announcement in classified ads and local newspapers: We accept a minimum of 5 applications for each position.
3. Initial Interview: During the initial interview, management evaluates each applicant for appearance, communication ability, experience, and overall attitude. We then begin the screening process and resume review.
4. Reference Verification and Drug Testing: All applicants are narrowed down to a select few. The remaining applicant's references are verified and applicants are drug tested. AJI has a zero tolerance policy for drug use.
5. Final Interview: All applicants that remain are scheduled for a final interview. Final selections are made and new cleaning techs are scheduled to start classroom training.

Retention & Recognition

AJI provides an unparalleled level of service delivered through our greatest asset: OUR TEAM MEMBERS.

An appreciated and acknowledged person will deliver better results each and every day. Engaged team members provide a vital advantage and are held at the highest level within the AJI organization. An empowered TEAM MEMBER is a source of untapped power that has profound implications for our company's growth and profitability.



As outlined previously, AJI vigorously screens potential hires based on past job experience, background checks and references. The goal of the screening process is to assess each applicant across consistent criteria in order to make the most informed and effective hiring decision possible. This process helps reduce costly turnover and allows AJI to deliver consistent, quality service to our customers.

Achievement awards and promotions are given to team members that show exceptional work ethic and measurable improvements in these areas. We are committed to promoting an atmosphere where hard work and dependability pays off. We expect quality performance to be the “norm” among our team members.



Project Approach

AJI's plan to provide janitorial services at the City of Lake City locations is simple: take care of the City with professional, high-quality service, and ensure that all contract requirements are met or exceeded on a daily basis.

We believe that the secret to the company's success is through understanding our customer's needs and ensuring those needs are met on a consistent basis. AJI is dedicated to the continual development of stronger customer relations and consistent quality improvement. We do this by having a proven and tested cleaning system upon which our entire operations are based.



THE FOUNDATION OF OUR SUCCESS

People

We are an organization that cares about our team members. As such, we take the time to ensure each and every one is properly trained to perform the work they are assigned, ensuring their safety and the safety of the building occupants in the facilities we service.

Products

In business for over 39 years, AJI understands what products and equipment are necessary to do the job correctly. We use Green Seal certified products whenever possible to maintain our commitment to preserving the environment.

Process

Clear, repeatable systems ensure every task is performed consistently, safely, and to the highest standard—no matter the location or scope. By following proven processes, we deliver reliable results, maintain accountability, and continuously improve the quality and efficiency our customers count on.



We have customized cleaning systems in place that will meet all of the needs of the City and often exceed expectations. Key components of this system include:

- Customized daily checklist for all locations
- Cleaning request log and communications system through our smartphone app
- In-house training of all new team members, and ongoing training of existing team members
- Full-time Project Managers and Supervisors/Crew Leaders
- Daily inspections and immediate support and response
- Detailed monthly inspections and reports
- Hot spot training and implementation



To ensure consistent, high-quality results, AJI utilizes a three-tier cleaning technician model. Each technician type is trained for specific responsibilities throughout their service areas, allowing us to deliver efficient, detail-oriented service while maintaining rigorous quality standards on every project.

Our technicians are:



Executive Technician



Restroom Technician



Vacuum Technician



These three highly trained technicians work together to form an efficient team which is capable of providing the consistently high-quality service upon which our reputation was built.



Executive Technician

The Executive Technician is our most versatile cleaning position. They are responsible for the emptying of all trash and recycling receptacles, sanitizing telephones, and dusting all appropriate horizontal and vertical surfaces up to 72”.

They mop hard surface flooring in common areas and suites. They also spot clean various surfaces around the office: doors, glass, and walls. In addition, they are responsible for ensuring that the first-impression areas of your building are cleaned and maintained properly. They detail clean all interior glass walls, polish all brass fixtures, and maintain the cleanliness of the elevator tracks. They will also haul trash from various areas to on-site dumpsters and police the stairwells to remove all debris.

Scope of Work

- Beginning of shift, prepares needed equipment and supplies to perform duties
- Starts by removing trash and replacing trashcans liners as needed, from designated areas.
- Cleans kitchen areas, counters, sinks, cabinet doors, outside of microwaves and toasters.
- Detail clean designated areas for the day, tops, partitions, windowsills, desks, chair legs.
- At the end of shift, replenishes supplies for next day.



Key Priorities:

Leading the cleaning effort, starting at the assigned area and working their way through the location.

Cleaning high-touch surfaces, dusting, wiping down, and organizing each area.

Handling tasks such as garbage collection, recycling bag removal, and cleaning hard surfaces.

Working strategically through the building to maintain cleanliness and ensure nothing is overlooked.



Restroom Technician



Key Priorities:

Focusing on the critical task of restroom sanitation, ensuring cleanliness and hygiene are maintained throughout the building.

Performing a top to bottom sanitization process to maintain fresh and sanitized restrooms.

Maintaining a high level of cleanliness in high-traffic areas.

Primary responsibilities for our Restroom Technicians include restocking of all paper dispensers (toilet tissue, hand towels, etc.), emptying trash and replacing liners, cleaning and disinfecting all fixtures and mirrors, and wiping down stall partitions and doors. They are also responsible for scrubbing all flooring areas in each restroom. The primary function of the Restroom Technician is to disinfect and clean all surfaces while maintaining an odor-free environment.

Scope of Work

- Beginning of shift, prepares needed equipment and supplies to perform duties
- Starts by announcing themselves and placing wet floor signs outside restrooms
- Proceeds to apply disinfectant to commodes and urinals
- Stocks paper supplies and soap, removes dust, clean partitions, counters, sinks, mirrors, walls, etc.
- Wipes commodes and urinals, removes trash
- Sweeps and mops the floor, removes wet floor signs once the floor is dry
- Detail cleans mirrors, walls, vents, partitions, doors, etc.
- At the end of shift, replenishes supplies for next day



Vacuum Technician



Key Priorities:

Focusing on vacuuming and finishing the cleaning process.

Ensuring all carpets, rugs, and fabric surfaces are thoroughly cleaned.

The Vacuum Technician is responsible for the daily vacuuming of all traffic areas and spot vacuuming all other office areas. In addition, they vacuum office furniture to remove various small debris and spills. Depending on the size of the building, they may also help the Executive Technician with hard surface floor cleaning, such as mopping in kitchen areas and corridors.



Scope of Work

- Beginning of shift, prepares needed equipment and supplies to perform duties
- Starts by vacuuming hard surface areas, puts wet floor signs and begins wet mopping designated areas.
- Right after mopping begins vacuuming traffic areas. (This procedure is repeated in each floor/area.)
- Detail vacuuming designated areas for the day, edges, corners, under desks, tables, etc.
- One day per week, usually Fridays, is designated to do projects such as cleaning window blinds, air vents/returns, and wipe baseboards.
- At the end of shift, empties vacuum and stores it for next day.

Day Porters



AJI day porters have experience working independently as well as proven customer service experience working with the general public. All AJI day porters will be proficient in the English language and be able to communicate with building representatives and visitors both orally and in writing. AJI day porters are trained to work independently, and be reliable, self-motivated, mature, and responsible.

Scope of Work

- Service main lobbies
- Respond promptly to spills, messes, and service requests as they arise
- Monitor restrooms and replenish supplies to ensure continuous usability
- Respond to resident complaints
- Perform special cleaning
- Empty, reline, and maintain trash and recycling receptacles to prevent overflow and keep areas neat and odor-free
- Setup rooms for meetings & conferences
- Post-meeting cleanup
- Emergency cleaning

Key Priorities:

Maintain cleanliness and appearance of high-traffic common areas throughout the day

Support overall facility safety by addressing hazards and reporting concerns

Provide a visible, professional presence that enhances the building's image and occupant experience

Serve as a visible building ambassador by providing courteous assistance, clear communication, and a professional presence for occupants and visitors



Cross Contamination

In a concerted effort to maintain the highest-quality cleaning for our customers, AJI has implemented measures to reduce the level of cross contamination in the locations we service.

One way we are working to accomplish this is the use of microfiber towels. The towels are color coded based on the locations of use to reduce the spread of potentially harmful bacteria. By assigning specific cloth colors to designated areas—such as restrooms, breakrooms, offices, and high-touch public spaces—our cleaning teams prevent bacteria, germs, and residues from being transferred from one area to another. For example, red cloths used to clean toilets and urinals in restrooms are never used in food service or office areas. This clear visual system removes guesswork, reinforces proper cleaning practices, and helps teams work more efficiently while maintaining strict hygiene controls.



Green Cloths:	Office/Desk Surfaces
Yellow Cloths:	Kitchens/Sinks/Water Fountains
Red Cloths:	Toilets/Urinals
Blue Cloths:	Windows/Glass Surfaces



In addition, microfiber cloths are designed to trap and remove dirt and microorganisms more effectively than traditional cleaning rags. When combined with color coding, they support safer cleaning procedures, protect occupant health, and help ensure every area of the building is cleaned to the appropriate standard—every time. Additional benefits of microfiber cloths:

- Cleans more effectively
- Cleans faster by eliminating unnecessary steps
- Improves image of the housekeeping staff with less intrusive and quieter equipment
- Promotes Green Cleaning by drastically reducing wastewater and chemical disposal
- Reduces material costs by using far less chemicals
- Reduces workers compensation claims because it requires less heavy lifting and movement



Staffing Plan

This preliminary staffing plan is based on our inspection of the facilities and our experience servicing multiple, similar locations for County and City government clients; it is not uncommon for staffing levels to be modified after award and on-the-job experience.

Location	SF	Days Serviced	Times Serviced	Daily Man Hours
Public Safety Building	18,564	Mon, Wed, Fri	B/W 12:00pm-5:00pm	5.00
City Hall	15,782	Mon, Wed, Fri	After 5:00pm	3.00
Customer Service	7,772	Mon, Wed, Fri	After 5:00pm	2.00
IT/GIS Building	4,000	Wed, Fri	After 5:00pm	2.00

SMART TECHNOLOGY. HIGHER STANDARDS.



Quality Control

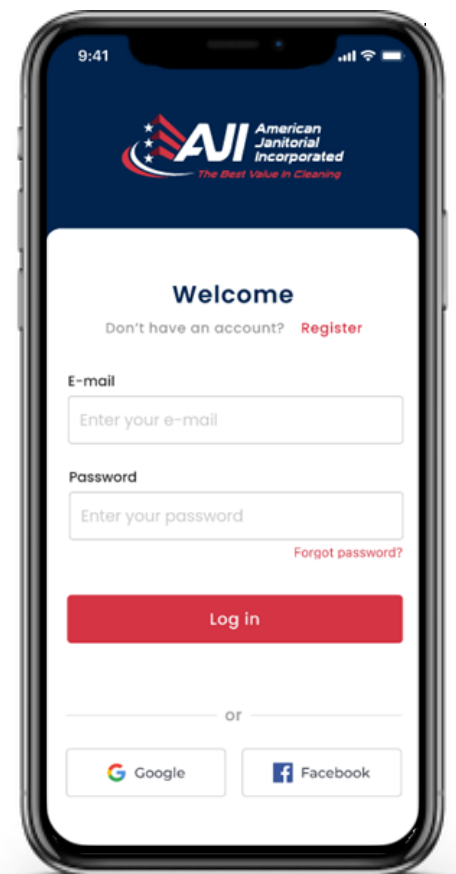
AJI works in close partnership with our clients to develop customized reporting plans that work perfectly and seamlessly using documented and efficient work management processes, advanced technologies, and highly trained and trustworthy personnel.

We have developed an application for smartphones that serves as a communication tool between our customers and management and cleaning team at your locations. We designed our APP to provide our clients with fast and easy access to our team for any issues that may arise as well as requests for additional services outside the scope of our normal daily tasks.

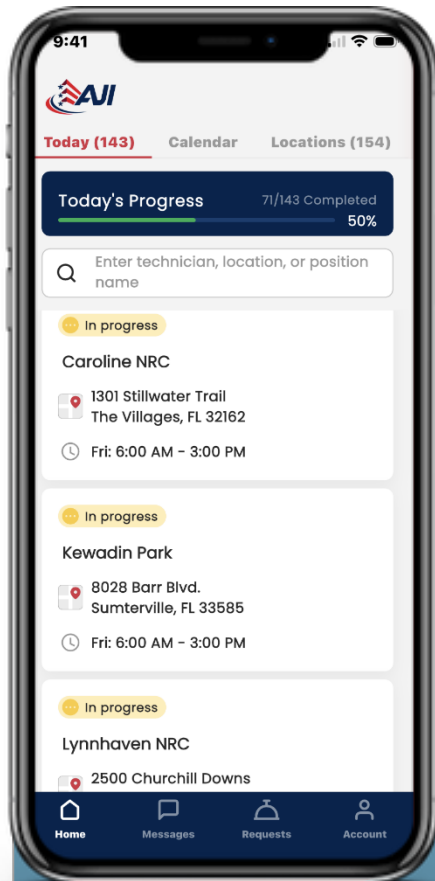
The app will allow you to quickly contact the AJI manager in charge of your location to relay your request or concern. You will be able to communicate within the APP and track the progress of your request.

To provide consistent, quality service to our customers, AJI is diligent in tracking our service metrics so we can see which areas are running smoothly and where we need to improve. AJI is committed to providing quality workmanship and operating to the highest standards with an emphasis in excellent customer service.

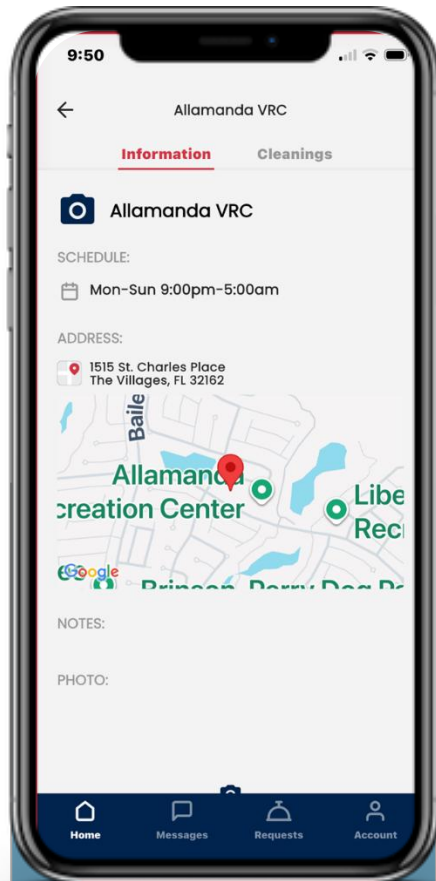
At contract award, AJI will enter your facilities into our app, allowing our team immediate access to site details, schedules, scopes of work, and service expectations. This will allow our managers and team members to be fully up to speed—tracking tasks, documenting work, and responding to needs in real time.



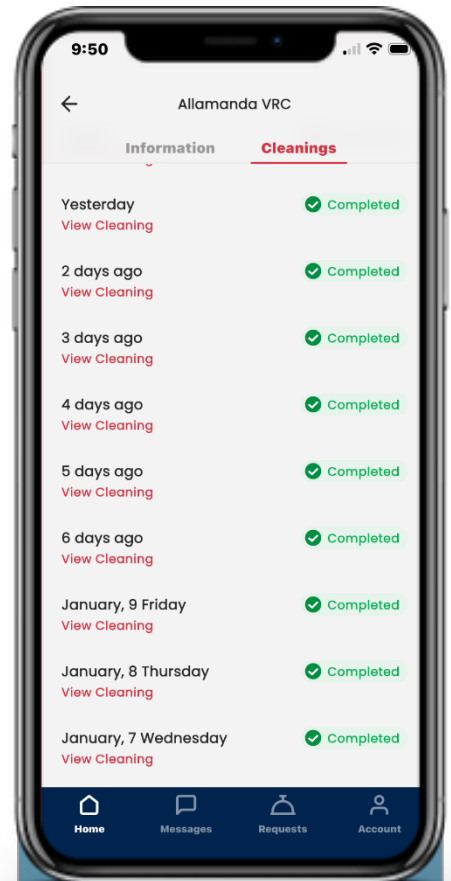
Ensuring Accountability Through Real-Time Reporting.



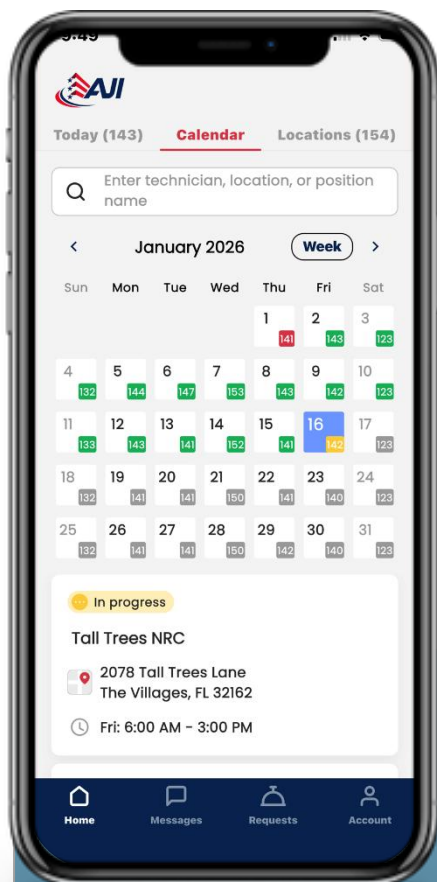
AJI team members and City of Lake City representatives can see live updates on the progress of the buildings.



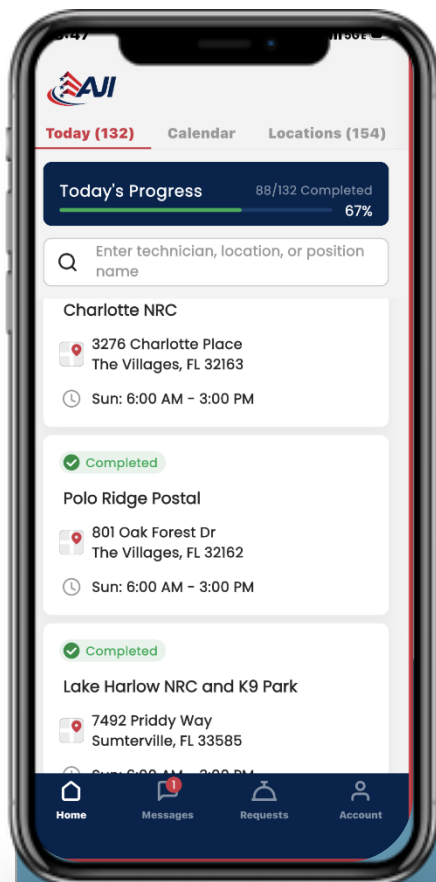
Location overview provides vital information on the location such as address and cleaning hours.



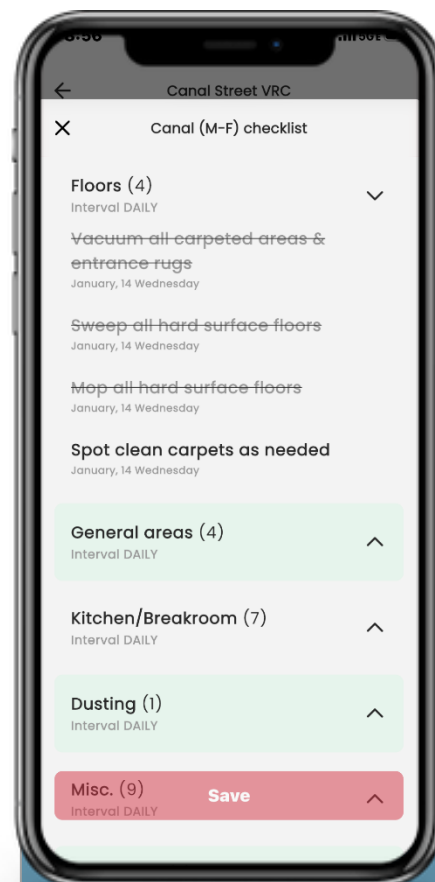
AJI managers and City representatives can easily search cleaning checklist history for each facility



Calendar function allows for a quick overview of which periodic tasks are scheduled to be performed on a specific day.



Progress screen is a convenient way to view the day's progress and see in real time which locations are completed and which are still in progress.



AJI cleaning technicians use daily checklists to ensure they are performing per the scope of work for each facility. Once a task as been performed it is marked as completed.

To provide consistent, quality service to our customers, AJI is diligent in tracking our service metrics so we can see which areas are running smoothly and where we need to improve. AJI is committed to providing quality workmanship and operating to the highest standards with an emphasis in excellent customer service. Our quality statement describes our commitment to quality and reinforces compliance with key elements of the quality assurance system and will be endorsed by senior management.

AJI is committed to providing quality workmanship, operating to the highest standards with an emphasis on excellent customer service.

To this end, we pledge the following:

- A focus on satisfying the needs of the City of Lake City.
- Compliance with applicable cleaning procedures, regulations, safety requirements and good workmanship practices.
- Fulfillment of contract requirements in their entirety.
- Direction of work crews by qualified crew leaders.
- Performance of inspections by qualified inspectors.
- Continuous quality improvement and training.
- AJI's technicians make every effort to protect the value of our clients' facilities.
- The Operations Managers and Project Managers are together responsible for ensuring the overall effectiveness of the Quality Assurance System.

Operations Manager will:

- Demonstrate commitment to the company's Quality Assurance System and its integrity.
- Ensure the availability of necessary resources and information for the effective operation of the Quality Assurance System.
- Ensure achievement of the company's quality objectives.
- Improve performance of the Quality Assurance System to meet client requirements.
- Ensure that each employee understands his or her quality assurance responsibilities and the company's quality assurance policies.

AJI is committed to procedural performance for all the company's cleaning services. AJI will respond to all customer service requests and correct any problems immediately. A member of management will evaluate all discrepancies and a qualified technician will be assigned to resolve the issue.

Records of the call and successful resolution will be kept. Information from these records will be used in the Quality Improvement Program. At least quarterly, data from custom service activities will be examined for hot spot training activities.

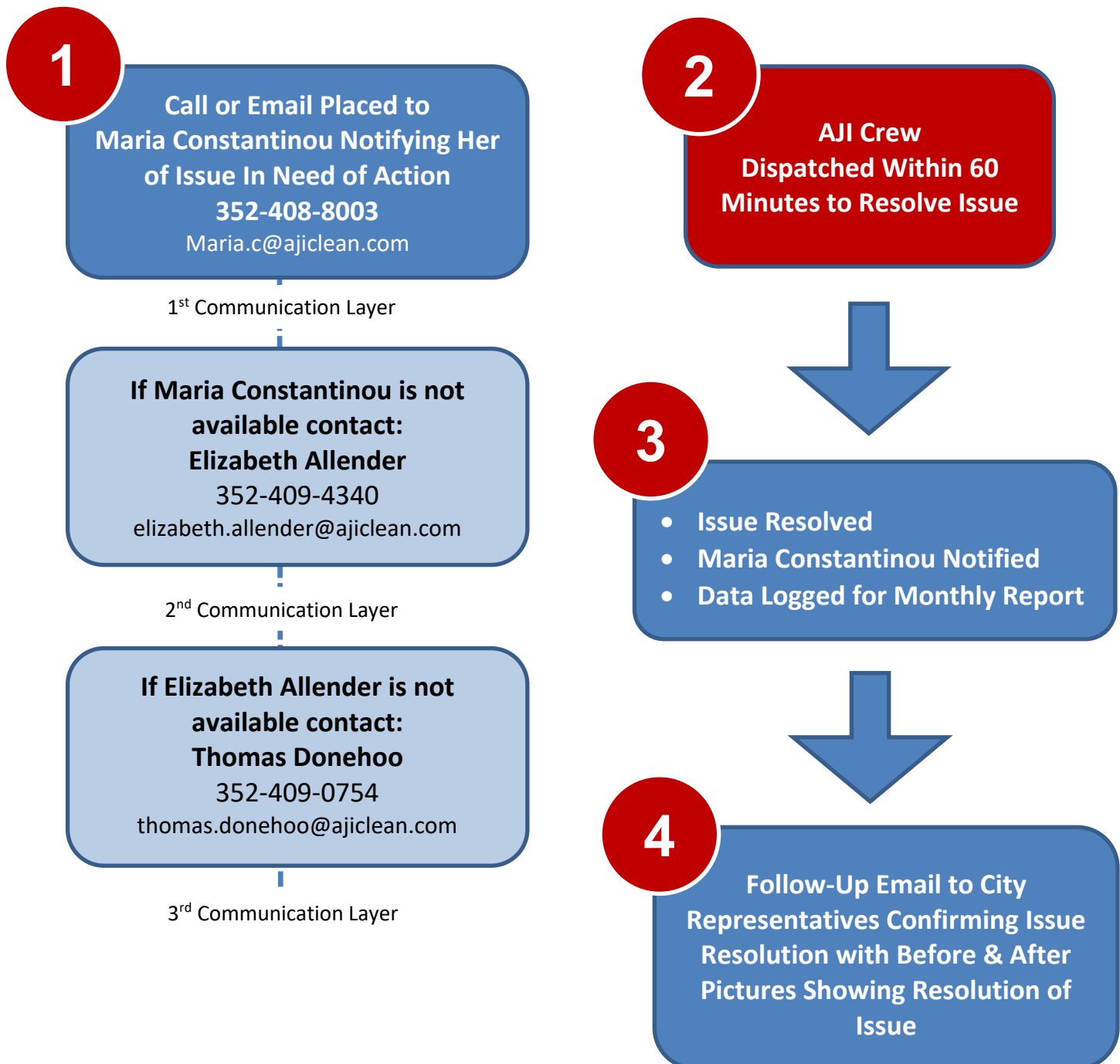
AJI will work with the City to address and make an action plan for any service issues.

Our operations team will be knowledgeable of the contract's terms and service schedule, expectations, tracking, communication, and ensuring customer satisfaction.



Emergency Response

AJI's emergency response plan has been developed to minimize the impact of emergencies and maximize the effectiveness of our response to those incidents. The plan is initiated whenever a crisis, man-made or natural, disrupts operations or creates major damage to your locations. Below is a flow chart showing emergency response dispatching procedure.



24/7 Contract Support

The primary contact person for this project will be Thomas Donehoo. Mr. Donehoo will oversee all daily cleaning operations and is responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services. Mr. Donehoo will be designated to this contract and will immediately respond to any issue that may arise.

Thomas Donehoo
Chief Operations Officer
352-409-0754
thomas.donehoo@ajiclean.com

Communication is at the core our Customer Service program. At AJI, we are a team of experienced people have worked together an average of 14 years. We understand the importance of teamwork and communication to achieve the high levels of service we deliver on a consistent basis. In addition to Mr. Donehoo, each of the individuals below is also available for City of Lake City representatives 24 hours a day, 7 days a week.



Maria Constantinou, Project Manager
352-409-3408
alexia.bates@ajiclean.com

Brenda Ortega, Operations Manager
352-849-8050
brenda.ortega@ajiclean.com

Elizabeth Allender, Senior Project Manager
352-409-4340
elizabeth.allender@ajiclean.com

Ryan Strem, Chief Sales Officer
352-932-9456
ryan.strem@ajiclean.com

Stephanie Dailey, VP & CFO
352-630-1075
support@ajiclean.com

Jason Lay, CEO
352-910-0880
jason.lay@ajiclean.com



Jordan Dailey
President



Jason Lay
CEO



Ryan Strem
CSO



Thomas Donehoo
Chief Operations Officer



Elizabeth Allender
Senior Project Manager



Maria Constantinou
Project Manager
City of Lake City



Jorge Elvira
Accessory
Service Manager

Floor Crew(s)



Brenda Ortega
Operations Manager
City of Lake City

Supervisor

Cleaning Technicians

City of Lake City Contract Supervision Plan

Management Qualifications

Our supervision plan is based on a team concept of highly trained individuals who are assigned to a specific duty throughout their assigned service area. AJI will have 5 layers of management on this project to ensure the needs of the City of Lake City locations are met consistently on a daily basis.

PROJECT MANAGER:

Ms. Maria Constantinou will be the project manager for the City of Lake City locations, and she will focus on customer service, operational oversight, and purchasing. She will oversee client communication, program development and staff training, ensuring that AJI's service is exceptional and specialized for the City locations. Additionally, she will emphasize employee training to make sure each employee knows AJI's philosophies, such as using green cleaning systems.

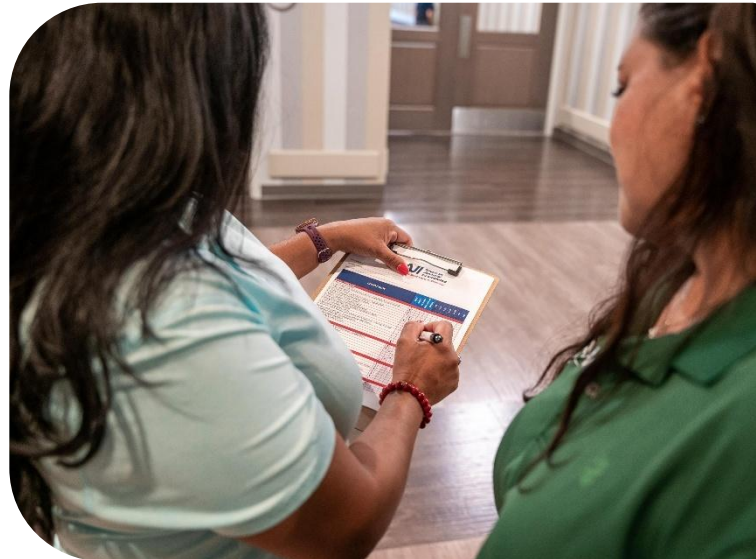
OPERATIONS MANAGERS

The Operations Manager assigned to this project will be Ms. Brenda Ortega, and she will oversee all daily cleaning operations and be responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services.

SUPERVISORS:

AJI Supervisors report directly to the Operations Managers and generally work evening hours managing a cleaning crew. The Supervisor for this project will do nightly inspections and modify staffing to correct deficiencies and allow any changes that may arise in your buildings. The Supervisor will keep track of keys and other various entry cards, ensure adherence to AJI employee uniform requirements, and establish and maintain frequency schedules for floor work and other periodic maintenance requirements per the scope of work, as well as maintaining the proper inventory of supplies at each location.

NOTE: No conflict of interest exists between any AJI team member and any City of Lake City official.



The following pages outline the janitorial service industry experience and primary responsibilities of AJI's management team.



Jordan Dailey

President

AJI's President joined the company in 2000 to assist in the development of the commercial janitorial operations. AJI has continued to grow under his leadership as he has demonstrated his ability to lead and adapt to ever-changing times and build upon AJI's legacy as one of the most popular janitorial service providers in the region. Part of this adaptation was the creation and implementation of a new quality assurance system that has drastically improved the overall performance level of the company's services. Mr. Dailey also expanded the service offerings that the company provides. This expansion has allowed the company to branch into new markets and add more services to a wider variety of customers, particularly in the governmental and medical fields.



Jason Lay

CEO

AJI's CEO joined AJI in 2022, after retiring from a successful, 28-year career as a Colonel in the United States Air Force and the Florida Air National Guard. His extensive experience as a senior military officer and commander, including multiple overseas combat deployments, makes him a trusted and valuable leader for the AJI Team. In addition, Mr. Lay brings a wealth of business experience and acumen from his time as President and CEO of his own construction and restoration company for 10 years. Mr. Lay earned his Bachelor of Science degree in mechanical engineering from the University of Portland in 1994, and he also earned a master's degree in Security Studies from Air University in 2016. As CEO, Mr. Lay is responsible for the business performance of the entire AJI organization, including Operations, Sales, Business Development, office management, accounting, support functions, and individual leadership development. In addition, he is responsible for establishing and implementing key business strategies and objectives that will maintain and secure AJI's future success.



Stephanie Dailey

Vice President & CFO

Ms. Dailey joined AJI in 2001 and currently serves as our Vice President & Chief Financial Officer. In this role, Ms. Dailey is responsible for developing and implementing purchasing strategies to reduce costs, which allows AJI to stay competitive as well as maintaining strong supplier relationships to ensure our employees in the field have the proper equipment and materials necessary to do their jobs. Additionally, Ms. Dailey is responsible for the overall administrative operation of janitorial service contracts and adherence to terms and conditions.



Ryan Strem

Chief Sales Officer

Mr. Ryan Strem joined the company as CSO in 2022. Mr. Strem has over 20 years' experience in the Education and Administration field where he gained extensive knowledge of customer service and communication. He works closely with AJI customers to provide solutions to any issues that arise with the performance of their contracts. Additionally, he has developed a set of performance metrics that drive improved financial performance, customer service, and overall operational accountability. He is responsible for overseeing AJI's business development and ensuring complete customer satisfaction.



Thomas Donehoo

Chief Operations Officer

As the COO, Mr. Donehoo is responsible for customer service, operational oversight, and purchasing. A member of the AJI team since 2010, Mr. Donehoo specializes in client communication, program development and staff training, ensuring that AJI's service is consistently exceptional and specialized for each client. Mr. Donehoo is responsible for overseeing the operations of the janitorial contract and the management of all cleaning technicians assigned to the contract. He will perform inspections, maintain checklists and quality control procedures, and schedule all services.



Elizabeth Allender

Senior Project Manager

Ms. Allender joined AJI in 2016 and has over 20 years of experience in the janitorial service industry. She began her career as a housekeeper for Hyatt Hotels and worked her way up to Front Office Manager before accepting a position with Sodexho as a General Manager. Ms. Allender's experience in the janitorial business is comprehensive in that she fully understands the means and processes of cleaning a facility, the necessity to work and lead staff members, the need to coordinate efforts with the customer, and the requirement to produce consistent, quality service. Ms. Allender presently has the full authority to act on behalf of AJI on her projects. She has hire-fire authority, purchasing authorization, inspection and reporting responsibilities and overall point of contact duties with her customers.

- Provides additional management and supervision to project and operations managers as well as oversight to supervisors and cleaning personnel.
- Reviews the operational needs pertaining to supplies, equipment, tools and other materials and makes requests as necessary.
- Meets with customers' management staff and tenants to review performance and determine if added resources are required.
- Directly responsible for all operations, supplies, labor, and payroll.
- Manage the P&L requirement as outlined for the facility in meeting the projected financial forecasts, productivity and staffing plans and budget. Analyze and interpret financial data and weekly operating reports for trends impacting AJI. Initiate corrective action as needed.
- Take the lead in client communication regarding AJI programs and services as well as performance under the contract. Provide feedback to management as needed on unique client requirements and opportunities to expand the client relationship.
- Coach, motivate, train, develop and lead the AJI team. Maintain knowledge of human resource policies and practices, including the development of staffing plans, employee relations, training, safety, EEO, benefits administration and succession planning.
- Provide training to all employees on state-of-the-art equipment and doctrine in the janitorial service field.

Experience in position: Ms. Allender has over 20 years' experience in the janitorial service industry. She began her career as a housekeeper for Hyatt Hotels and worked her way up to Front Office Manager and ultimately to GM with Sodexo.

10/2016 - Present	Senior Project Manager	American Janitorial Inc.
08/2015 - 09/2016	Project Manager	USSI Janitorial Service
07/2014 - 07/2016	Project Manager	ABM Janitorial Services
02/2007 - 07/2014	District Manager	ABM Janitorial Services
08/2006 - 02/2007	General Manager	Sodexo





Maria Constantinou

Project Manager

She has been a full time member of the AJI team since 2017, and currently oversees over 15 locations for various City and County government contracts

As Project Manager, Ms. Constantinou will be responsible for ensuring AJI's services operate smoothly, efficiently, and consistently, acting as the bridge between frontline teams, City representatives, and AJI's executive leadership.

- Direct and support operations managers, site supervisors, and custodial teams
- Ensure compliance with OSHA, SDS, safety programs, and company policies
- Oversee janitorial services across multiple facilities, ensuring contract compliance and service consistency
- Manage labor budgets, staffing costs, and supply usage
- Analyze trends in service issues and implement corrective action plans
- Review payroll, overtime, and productivity metrics
- Mentor operations managers and supervisors to develop future leaders
- Support procurement, inventory controls, and equipment planning
- Support AJI's growth through retention, renewals, and client satisfaction



Brenda Ortega

Operations Manager

Ms. Ortega joined AJI in 2024 and has over eight years of experience in janitorial service management. She currently serves as a full time Project Manager for multiple AJI locations in Central Florida.

As Operations Manager, Ms. Ortega will be responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services. She is all local and will immediately respond to any issue that may arise at the City of Lake City locations within 60 minutes.

- Properly allocates work responsibilities and counsels, coaches, and supervises all cleaning team members.
- Maintain knowledge of contract requirements and creation of schedules to maintain properly skilled staffing levels to satisfy those schedules.
- Approves vacation time, overtime and timecards.
- Trains custodians on work-related equipment.
- Issue reports and summaries as required.
- Meet periodically with cleaners to review status of various elements of facility services and to institute corrective measures for any deficiencies found.
- Perform any additional duties on an "as required" basis where such duties are within the scope of contractual responsibilities.
- Ensures all equipment in proper working condition including carts, steam cleaners, etc.

Absentee Coverage

As outlined previously, AJI understands that the unexpected can happen, so if an unanticipated absence or an emergency occurs at the City of Lake City locations, other cross-trained team members from surrounding locations we service will work additional hours to ensure we are performing per the specifications.

Additionally, AJI's standardized processes enable us to transfer trained team members from surrounding locations to cover absent employees if necessary and provide additional manpower to cover unexpected situations as they occur.

We currently service over 400 locations for the following customers:

- City of Gainesville RTS
- Volusia County Board of County Commissioners
- City of Ormond Beach
- Seminole County District Schools
- Peace River Electric Cooperative (PRECO)
- The Villages Commercial Property Management
- The Villages Community Development Districts
- Lake County Board of County Commissioners
- City of Clermont
- Central Florida Regional Transportation Authority (LYNX)

We're positioned to quickly step in and cover absentee cleaners—ensuring seamless service, consistent quality, and no disruption to your daily operations.

Due to our contracts in the surrounding area, AJI has over 20 team members within 60 miles of the City of Lake City.

We're poised for rapid response.



Staffing Plan

This preliminary staffing plan is based on our inspection of the facilities and our experience servicing multiple, similar locations for County and City government clients; it is not uncommon for staffing levels to be modified after award and on-the-job experience.

Location	SF	Days Serviced	Times Serviced	Daily Man Hours
Public Safety Building	18,564	Mon, Wed, Fri	B/W 12:00pm-5:00pm	5.00
City Hall	15,782	Mon, Wed, Fri	After 5:00pm	3.00
Customer Service	7,772	Mon, Wed, Fri	After 5:00pm	2.00
IT/GIS Building	4,000	Wed, Fri	After 5:00pm	2.00



Thank you!



Partnership

AJI believes in forming partnerships with our customers because we know that working together ensures success. Understanding each other's needs and capabilities. Aligning core values of accountability and honesty. Creating a shared vision and mission.

thank you!

**We look forward to developing our partnership with the
City of Lake City on this project.**

Vendor	Katrina Medearis	TERRI PHILLIPS	Alexis Spoehr	Total Score
American Facility Services, Inc.	69		96.25	76.25
American Janitorial, Inc.	90		97.5	81.25
A&S Complete Services LLC	63		91.25	73.75
Bayway Group LLC	95		86.25	72.5
CDB Cleaning Services	24		85	36.25
Clean Space LLC	84		90	80
G. Caldwell Services LLC	22		83.75	21.25
Padegenis Cleaning Inc	76		85	66.25
Serviamigos Solutions, LLC	22		85	12.5
Tara's Cleaning Service with Heart LLC	63		92.5	81.25
				80.5
				89.58
				76
				84.58
				48.42
				84.67
				42.33
				75.75
				39.83
				78.92

SERVICES AGREEMENT

THIS SERVICES AGREEMENT ("Agreement") is made as of this ____ day of _____, 2026 ("Effective Date"), by and between the City of Lake City, a Florida municipal corporation ("City"), and ("Contractor") (individually, each a "Party," and collectively, the "Parties").

WITNESSETH:

WHEREAS, the City requested proposals pursuant to (the "Procurement Document") for and

WHEREAS, based upon the City's assessment of the Contractor's proposal, the City selected the Contractor to provide the Services defined herein; and

WHEREAS, Contractor represents it has the experience and expertise to perform the Services set forth in this Agreement.

NOW, THEREFORE, in consideration of the above recitals, the mutual covenants, agreements, terms and conditions herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the Parties agree as follows:

1. Definitions.

- a. "Agreement" means this Agreement, including all Exhibits, which are expressly incorporated herein by reference, and any amendments thereto.
- b. "City Confidential Information" means any City information deemed confidential and/or exempt from Section 119.07, Florida Statutes, and Section 24(a), Article 1 of the Florida Constitution, or other applicable law, and any other information designated in writing by the City as City Confidential Information.
- c. "Contractor Confidential Information" means any Contractor information designated as confidential and/or exempt by Florida's public records law, including information constituting a trade secret pursuant to Chapter 688, Florida Statutes, and is designated in this Agreement or in writing as a trade secret by Contractor (unless otherwise determined to be a public record by applicable Florida law). Notwithstanding the foregoing, Contractor Confidential Information does not include information: (1) becoming public other than as a result of a disclosure by the City in breach of the Agreement; (2) becoming available to the City on a non-confidential basis from a source other than Contractor, which is not prohibited from disclosing such information by obligation to Contractor; (3) known by the City prior to its receipt from Contractor without any obligation or confidentiality with respect thereto; or (4) is developed by the City independently of any disclosures made by Contractor.
- d. "Contractor Personnel" means all employees of Contractor, and all employees of subcontractors of Contractor, including, but not limited to temporary and/or leased employees, who are providing the Services at any time during the project term.
- e. "Services" means the work, duties and obligations to be carried out and performed safely by Contractor under this Agreement, as described throughout this Agreement and as specifically described in Exhibit A ("Statement of Work") attached hereto and incorporated herein by reference. As used in this Agreement, Services shall include any component task, subtask, service, or function inherent, necessary, or a customary part of the Services, but not specifically

described in this Agreement, and shall include the provision of all standard day-to-day administrative, overhead, and internal expenses, including costs of bonds and insurance as required herein, labor, materials, equipment, safety equipment, products, office supplies, consumables, tools, postage, computer hardware/software, telephone charges, copier usage, fax charges, travel, lodging, and per diem and all other costs required to perform Services except as otherwise specifically provided in this Agreement.

2. **Conditions Precedent.** This Agreement, and the Parties' rights and obligations herein, are contingent upon and subject to the Contractor securing and/or providing the performance security, if required in Section 3, and the insurance coverage(s) required in Section 13, within ten (10) days of the Effective Date. No Services shall be performed by the Contractor and the City shall not incur any obligations of any type until Contractor satisfies these conditions. Unless waived in writing by the City, in the event the Contractor fails to satisfy the conditions precedent within the time required herein, the Agreement shall be deemed not to have been entered into and shall be null and void.

3. **Services.**

- a. **Services.** The City retains Contractor, and Contractor agrees to provide the Services. All Services shall be performed to the satisfaction of the City, and shall be subject to the provisions and terms contained herein and the Exhibits attached hereto.
- b. **Services Requiring Prior Approval.** Contractor shall not commence work on any Services requiring prior written authorization in the Statement of Work without approval from _____
- c. **Additional Services.** From the Effective Date and for the duration of the project, the City may elect to have Contractor perform Services not specifically described in the Statement of Work attached hereto but are inextricably related to and inherently necessary for Contractor's complete provision of the Services ("Additional Services"), in which event Contractor shall perform such Additional Services for the compensation specified in the Statement of Work attached hereto. Contractor shall commence performing the applicable Additional Services promptly upon receipt of written approval as provided herein.
- d. **De-scoping of Services.** The City reserves the right, in its sole discretion, to de-scope Services upon written notification to the Contractor by the City. Upon issuance and receipt of the notification, the Contractor and the City shall enter into a written amendment reducing the appropriate Services Fee for the impacted Services by a sum equal to the amount associated with the de-scoped Services as defined in the payment schedule in this Agreement, if applicable, or as determined by mutual written consent of both Parties based upon the scope of work performed prior to issuance of notification.
- e. **Independent Contractor Status and Compliance with the Immigration Reform and Control Act.** Contractor is and shall remain an independent contractor and is neither agent, employee, partner, nor joint-venturer of City. Contractor acknowledges it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 located at 8 U.S.C. 1324, et seq, and regulations relating thereto, as either may be amended from time to time. Failure to comply with the above provisions shall be considered a material breach of the Agreement.
- f. **Non-Exclusive Services.** This is a non-exclusive Agreement. During the term of this Agreement

and any extensions thereof, the City reserves the right to contract with another provider for similar services as it determines necessary in its sole discretion.

- g. **Project Monitoring.** During the term of the Agreement, Contractor shall cooperate with the City, either directly or through its representatives, in monitoring Contractor's progress and performance of this Agreement.

4. Term of Agreement.

- a. **Initial Term.** The term of this Agreement shall commence on (select appropriate box):

☒ the Effective Date;

and shall remain in full force and effect upon completion of work and final payment submission, or until termination of the Agreement, whichever occurs first.

- b. **Term Extension.** (Select appropriate box.)

☒ The term of this Agreement is three (3) years with two (2) one (1) year allowable extensions based on mutual agreement within the parties.

Compensation and Method of Payment.

- c. **Services Fee.** As total compensation for the Services, the City shall pay the Contractor the sums as, provided in this Section 5 ("Services Fee"), pursuant to the terms and conditions as provided in this Agreement. It is acknowledged and agreed by Contractor this compensation constitutes a limitation upon City's obligation to compensate Contractor for such Services required by this Agreement, but does not constitute a limitation upon Contractor's obligation to perform all of the Services required by this Agreement. In no event will the Services Fee paid exceed the not-to-exceed sums set out in subsections 5.b. and 5.c., unless the Parties agree to increase this sum by written amendment as authorized in Section 21 of the Agreement.

- d. **Payment Details.** The City agrees to pay the Contractor the not-to-exceed sum of \$ 53,896.44_, for Services completed and accepted as provided in Section 15 herein, if applicable, payable

☒ the LUMP SUM FEE set out in the Exhibit attached hereto, upon submittal of an invoice as required herein.

- e. **Travel Expenses.** (Select appropriate box.)

☒ The Services Fee includes all travel, lodging and per diem expenses incurred by Contractor in performing the Services.

or

☐ The City shall reimburse the Contractor the sum of not-to-exceed \$_____ for the travel expenses incurred in accordance with Section 112.061, Florida Statutes, and/or City Travel Policy, and as approved in writing in advance by _____.

- f. **Taxes.** Contractor acknowledges the City is not subject to any state or federal sales, use, transportation and certain excise taxes.

- g. **Payments.** Contractor shall submit invoices for payments due as provided herein and authorized reimbursable expenses incurred with such documentation as required by City. Invoices shall be

submitted to (select appropriate box):

☒ the designated person as set out in Section 18 herein;

☐ as provided in Exhibit D attached hereto.

For time-and-materials Services, all Contractor Personnel shall maintain logs of time worked, and each invoice shall state the date and number of hours worked for Services authorized to be billed on a time-and-materials basis. All payments shall be made in accordance with the requirements of Section 218.70 et seq., Florida Statutes, "The Local Government Prompt Payment Act." The City may dispute any payments invoiced by Contractor in accordance with Section 218.76, Florida Statutes.

5. Personnel.

- a. **Qualified Personnel.** Contractor agrees each person performing Services in connection with this Agreement shall have the qualifications and shall fulfill the requirements set forth in this Agreement.
- b. **Approval and Replacement of Personnel.** The City shall have the right to approve all Contractor Personnel assigned to provide the Services, which approval shall not be unreasonably withheld. Prior to commencing the Services, the Contractor shall provide at least ten (10) days written notice of the names and qualifications of the Contractor Personnel assigned to perform Services pursuant to the Agreement. Thereafter, during the term of this Agreement, the Contractor shall promptly and as required by the City provide written notice of the names and qualifications of any additional Contractor Personnel assigned to perform Services. The City, on a reasonable basis, shall have the right to require the removal and replacement of any of the Contractor Personnel performing Services, at any time during the term of the Agreement. The City will notify Contractor in writing in the event the City requires such action. Contractor shall accomplish any such removal within forty-eight (48) hours after receipt of notice from the City and shall promptly replace such person with another person, acceptable to the City, with sufficient knowledge and expertise to perform the Services assigned to such individual in accordance with this Agreement. In situations where individual Contractor Personnel are prohibited by applicable law from providing Services, removal and replacement of such Contractor Personnel shall be immediate and not subject to such forty-eight (48) hour replacement timeframe and the provisions of Section 7.a.i shall apply if minimum required staffing is not maintained.

6. Termination.

- a. **Contractor Default -- Provisions and Remedies of City.**
 - i. **Events of Default.** Any of the following shall constitute a "Contractor Event of Default" hereunder: (1) Contractor fails to maintain the staffing necessary to perform the Services as required in the Agreement, fails to perform the Services as specified in the Agreement, or fails to complete the Services within the completion dates as specified in the Agreement; (2) Contractor breaches Section 9 (Confidential Information); (3) Contractor fails to gain acceptance of a deliverable per Section 15, if applicable, for two (2) consecutive iterations; or (4) Contractor fails to perform or observe any of the other material provisions of this Agreement.

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- ii. **Cure Provisions.** Upon the occurrence of a Contractor Event of Default as set out above, the City shall provide written notice of such Contractor Event of Default to Contractor ("Notice to Cure"), and Contractor shall have thirty (30) calendar days after the date of a Notice to Cure to correct, cure, and/or remedy the Contractor Event of Default described in the written notice.
 - iii. **Termination for Cause by the City.** In the event Contractor fails to cure a Contractor Event of Default as authorized herein, or upon the occurrence of a Contractor Event of Default as specified in Section 7.a.i.(3), the City may terminate this Agreement in whole or in part, effective upon receipt by Contractor of written notice of termination pursuant to this provision, and may pursue such remedies at law or in equity as may be available to the City.
- b. **City Default -- Provisions and Remedies of Contractor.**
- i. **Events of Default.** Any of the following shall constitute a "City Event of Default" hereunder: (1) the City fails to make timely undisputed payments as described in this Agreement; (2) the City breaches Section 9 (Confidential Information); or (3) the City fails to perform any of the other material provisions of this Agreement.
 - ii. **Cure Provisions.** Upon the occurrence of a City Event of Default as set out above, Contractor shall provide written notice of such City Event of Default to the City ("Notice to Cure"), and the City shall have thirty (30) calendar days after the date of a Notice to Cure to correct, cure, and/or remedy the City Event of Default described in the written notice.
 - iii. **Termination for Cause by Contractor.** In the event the City fails to cure a City Event of Default as authorized herein, Contractor may terminate this Agreement in whole or in part effective on receipt by the City of written notice of termination pursuant to this provision, and may pursue such remedies at law or in equity as may be available to the Contractor.
- c. **Termination for Convenience.** Notwithstanding any other provision herein, the City may terminate this Agreement, without cause, by giving thirty (30) days advance written notice to the Contractor of its election to terminate this Agreement pursuant to this provision.
7. **Time is of the Essence.** Time is of the essence with respect to all provisions of this Agreement specifying a time for performance, including the Services as described in Exhibits attached hereto; provided, however, the foregoing shall not be construed to limit a Party's cure period allowed in the Agreement.
8. **Confidential Information and Public Records.**
- a. **City Confidential Information.** Contractor shall not disclose to any third party any City Confidential Information Contractor, through its Contractor Personnel, has access to or has received from the City pursuant to its performance of Services pursuant to the Agreement, unless approved in writing by the City Contract Manager. All such City Confidential Information will be held in trust and confidence from the date of disclosure by the City, and discussions involving such City Confidential Information shall be limited to Contractor Personnel as is necessary to complete the Services.
 - b. **Contractor Confidential Information.** All Contractor Confidential Information received by the City from Contractor will be held in trust and confidence from the date of disclosure by

Contractor and discussions involving such Contractor Confidential Information shall be limited to the members of the City's staff and the City's subcontractors who require such information in the performance of this Agreement. The City acknowledges and agrees to respect the copyrights, registrations, trade secrets and other proprietary rights of Contractor in the Contractor Confidential Information during and after the term of the Agreement and shall at all times maintain the confidentiality of the Contractor Confidential Information provided to the City, subject to federal law and the laws of the State of Florida related to public records disclosure. Contractor shall be solely responsible for taking any and all action it deems necessary to protect its Contractor Confidential Information except as provided herein. Contractor acknowledges the City is subject to public records legislation, including but not limited to Chapter 119, Florida Statutes, and the Florida Rules of Judicial Administration, and any of the City's obligations under this Section may be superseded by its obligations under any requirements of said laws.

- c. **Public Records.** Contractor shall generally comply with Florida's public records laws, and specifically Contractor shall:
- i. Keep and maintain public records required by the City to perform and/or provide the service or services contracted for herein.
 - ii. Upon request from the City's custodian of public records, provide the City 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.
 - iii. 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 the term of this Agreement and following completion of this Agreement if Contractor does not transfer the records to the City.
 - iv. Upon completion of this Agreement, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the City's custodian of Public records at:

Audrey E. Sikes, City Clerk,

City of Lake City custodian of public records

at 386-719-5756 or SikesA@lcfla.com

Mailing Address

205 North Marion Avenue,

Lake City, Florida 32055.

9. **Audit.** Contractor shall retain all records relating to this Agreement for a period of at least three (3) years after final payment is made. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes. In addition, City reserves the right to examine and/or audit such records.
10. **Compliance with Laws.** Contractor shall comply with all applicable federal, state, City and local laws, ordinances, rules and regulations in the performance of its obligations under this Agreement, including the procurement of permits and certificates where required, and including but not limited to laws related to Workers Compensation, Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Minority Business Enterprise (MBE), occupational safety and health and the environment, equal employment opportunity, privacy of medical records and information, as applicable. Failure to comply with any of the above provisions shall be considered a material breach of the Agreement.
11. **Public Entities Crimes.** Contractor is directed to the Florida Public Entities Crime Act, Section 287.133, Florida Statutes, as well as Florida Statute 287.135 regarding Scrutinized Companies, and represents to City that Contractor is qualified to transact business with public entities in Florida, and to enter into and fully perform this Agreement subject to the provisions state therein. Failure to comply with any of the above provisions shall be considered a material breach of the Agreement.
12. **Liability and Insurance.**
 - a. **Insurance.** Contractor shall comply with the insurance requirements set out in Exhibit B, attached hereto and incorporated herein by reference.
 - b. **Indemnification.** Contractor agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the City, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the City, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of Contractor; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; except only such injury or damage as shall have been occasioned by the sole negligence of the City.
 - c. **Liability.** Neither the City nor Contractor shall make any express or implied agreements, guaranties or representations, or incur any debt, in the name of or on behalf of the other Party. Neither the City nor Contractor shall be obligated by or have any liability under any agreements or representations made by the other not expressly authorized hereunder. The City shall have

no liability or obligation for any damages to any person or property directly or indirectly arising out of the operation by Contractor of its business, whether caused by Contractor's negligence or willful action or failure to act.

- d. **Contractor's Taxes.** The City will have no liability for any sales, service, value added, use, excise, gross receipts, property, workers' compensation, unemployment compensation, withholding or other taxes, whether levied upon Contractor or Contractor's assets, or upon the City in connection with Services performed or business conducted by Contractor. Payment of all such taxes and liabilities shall be the responsibility of Contractor.
13. **City's Funding.** The Agreement is not a general obligation of the City. It is understood neither this Agreement nor any representation by any City employee or officer creates any obligation to appropriate or make monies available for the purpose of the Agreement beyond the fiscal year in which this Agreement is executed. No liability shall be incurred by the City, or any department, beyond the monies budgeted and available for this purpose. If funds are not appropriated by the City for any or all of this Agreement, the City shall not be obligated to pay any sums provided pursuant to this Agreement beyond the portion for which funds are appropriated. The City agrees to promptly notify Contractor in writing of such failure of appropriation, and upon receipt of such notice, this Agreement, and all rights and obligations contained herein, shall terminate without liability or penalty to the City.
14. **Acceptance of Services.** For all Services deliverables requiring City acceptance as provided in the Statement of Work, the City, through the City Commission or its designee, will have ten (10) calendar days to review the deliverable(s) after receipt or completion of same by Contractor, and either accept or reject the deliverable(s) by written notice to Contractor. If a deliverable is rejected, the written notice from the City will specify any required changes, deficiencies, and/or additions necessary. Contractor shall then have seven (7) calendar days to revise the deliverable(s) to resubmit and/or complete the deliverable(s) for review and approval by the City, who will then have seven (7) calendar days to review and approve, or reject the deliverable(s); provided however, Contractor shall not be responsible for any delays in the overall project schedule resulting from the City's failure to timely approve or reject deliverable(s) as provided herein. Upon final acceptance of the deliverable(s), the City will accept the deliverable(s) in writing.
15. **Subcontracting/Assignment.**
- a. **Subcontracting.** Contractor is fully responsible for completion of the Services required by this Agreement and for completion of all subcontractor work, if authorized as provided herein. Contractor shall not subcontract any work under this Agreement to any subcontractor other than the subcontractors specified in the proposal and previously approved by the City, without the prior written consent of the City, which shall be determined by the City in its sole discretion.
- b. **Assignment.** (Select appropriate box.)
- ☐ This Agreement, and any rights or obligations hereunder, shall not be assigned, transferred or delegated to any other person or entity. Any purported assignment in violation of this section shall be null and void.
- or
- ☒ This Agreement, and all rights or obligations hereunder, shall not be assigned, transferred,

or delegated in whole or in part, including by acquisition of assets, merger, consolidation, dissolution, operation of law, change in effective control of the Contractor, or any other assignment, transfer, or delegation of rights or obligations, without the prior written consent of the City. The Contractor shall provide written notice to the City within fifteen (15) calendar days of any action or occurrence assigning the Agreement or any rights or obligations hereunder as described in this section. In the event the City does not consent to the assignment, as determined in its sole discretion, the purported assignment in violation of this section shall be null and void, and the City may elect to terminate this Agreement by providing written notice of its election to terminate pursuant to this provision upon fifteen (15) days' notice to Contractor.

16. **Survival.** The following provisions shall survive the expiration or termination of the Term of this Agreement: 7, 9, 10, 13 20, 23, and any other which by their nature would survive termination.
17. **Notices.** All notices, authorizations, and requests in connection with this Agreement shall be deemed given on the day they are: (1) deposited in the U.S. mail, postage prepaid, certified or registered, return receipt requested; or (2) sent by air express courier (e.g., Federal Express, Airborne, etc.), charges prepaid, return receipt requested; or (3) sent via email and addressed as set forth below, which designated person(s) may be amended by either Party by giving written notice to the other Party:

To the Contractor: American Janitorial, Inc.
87 North Central Ave.
Umatilla, FL 32784

To the City: City of Lake City
Attn: City Manager
205 North Marion Avenue
Lake City, FL 32055

18. **Conflict of Interest.**

- a. The Contractor represents it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of the Services required hereunder, and no person having any such interest shall be employed by Contractor during the agreement term and any extensions.
- b. The Contractor shall promptly notify the City in writing of any business association, interest, or other circumstance which constitutes a conflict of interest as provided herein. If the Contractor is in doubt as to whether a prospective business association, interest, or other circumstance constitutes a conflict of interest, the Contractor may identify the prospective business association, interest or circumstance, the nature of work the Contractor may undertake and request an opinion as to whether the business association, interest or circumstance constitutes a conflict of interest if entered into by the Contractor. The City agrees to notify the Contractor of its opinion within (10) calendar days of receipt of notification by the Contractor, which shall be binding on the Contractor.

19. **Right to Ownership.** All work created, originated and/or prepared by Contractor in performing

Services pursuant to the Agreement, including plans, reports, maps and testing, and other documentation or improvements related thereto, to the extent such work, products, documentation, materials or information are described in or required by the Services (collectively, the "Work Product") shall be City's property when completed and accepted, if acceptance is required in this Agreement, and the City has made payment of the sums due therefore. The ideas, concepts, know-how or techniques developed during the course of this Agreement by the Contractor or jointly by Contractor and the City may be used by the City without obligation of notice or accounting to the Contractor. Any data, information or other materials furnished by the City for use by Contractor under this Agreement shall remain the sole property of the City.

20. **E-Verify.** As a condition precedent to entering into this Agreement, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.
- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Agreement.
 - b. The City, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.
 - c. The City, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
 - d. A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Agreement by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section.
 - e. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.
21. **Amendment.** This Agreement may be amended by mutual written agreement of the Parties hereto.
22. **Severability.** The terms and conditions of this Agreement shall be deemed to be severable. Consequently, if any clause, term, or condition hereof shall be held to be illegal or void, such determination shall not affect the validity or legality of the remaining terms and conditions, and notwithstanding any such determination, this Agreement shall continue in full force and effect unless the particular clause, term, or condition held to be illegal or void renders the balance of the Agreement impossible to perform.

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23. **Applicable Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida (without regard to principles of conflicts of laws). The Parties agree all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the state or federal (if permitted by law and a Party elects to file an action in federal court) courts located in or for Bradford County, Florida. This choice of venue is intended by the Parties to be mandatory and not permissive in nature, and to preclude the possibility of litigation between the Parties with respect to, or arising out of, this Agreement in any jurisdiction other than the jurisdiction specified in this section. Each Party waives any right it may have to assert the doctrine of forum non conveniens or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this section.
24. **Costs of Legal Actions and Attorneys' Fees.** Except as otherwise set forth in this Agreement, including in any exhibits or addenda hereto, in any legal action between the parties hereto arising from this Agreement, an award for costs of litigation, including, but not limited to court costs and reasonable attorney fees, shall be made against the non-prevailing party to the prevailing party in such legal action, and such award shall including those fees incurred as a result of an appeal.
25. **Waiver.** No waiver by either Party of any breach or violation of any covenant, term, condition, or provision of this Agreement or of the provisions of any ordinance or law, shall be construed to waive any other term, covenant, condition, provisions, ordinance or law, or of any subsequent breach or violation of the same.
26. **Due Authority.** Each Party to this Agreement represents and warrants: (1) it has the full right and authority and has obtained all necessary approvals to enter into this Agreement; (2) each person executing this Agreement on behalf of the Party is authorized to do so; (3) this Agreement constitutes a valid and legally binding obligation of the Party, enforceable in accordance with its terms.
27. **No Third-Party Beneficiary.** The Parties hereto acknowledge and agree that there are no third-party beneficiaries to this Agreement. Persons or entities not a party to this Agreement may not claim any benefit from this Agreement or as third-party beneficiaries hereto.
28. **Entire Agreement.** This Agreement constitutes the entire Agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either oral or written.

(REMAINDER OF PAGE INTENTIONALLY BLANK]
(Signature Page Follows)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first written.

By _____, its _____ BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

Noah Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COMMISSION
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney

EXHIBIT B
INSURANCE REQUIREMENTS

Certificate must state City of Lake City as Certificate Holder

- Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
- Business Vehicle/Umbrella Liability insurance with a minimum limit of \$200,000 per occurrence, and \$300,000 for all claims arising out of the same incident or occurrence, for property damage and personal injury. Notice, these limits may change according to Florida law and the protections afforded to the City pursuant to sovereign immunity for liability.
- Statutory Workers Compensation insurance as required by the State of Florida.

**EXHIBIT C
PAYMENT SCHEDULE**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	LAKE CITY PUBLIC SAFETY BUILDINGS- CLEANING 3 TIMES A WEEK ALTERNATING MONDAYS-WEDNESDAYS-FRIDAYS	156	DOLLARS	\$154.07	\$24,034.92
2	CITY HALL - 205 N MARION AVE- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	\$107.83	\$16,821.48
3	CUSTOMER SERVICE/GROWTH MANAGEMENT- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	\$59.49	\$9,280.44
4	INFORMATION TECHNOLOGY/ GIS - CLEANING TWICE A WEEK	104	DOLLARS	\$36.15	\$3,759.60
TOTAL					\$53,896.44

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	CARPET CLEANING OF COMMON AREAS OF CITY HALL AND PUBLIC SAFETY BUILDING ONCE A YEAR. STRIP/WAX OF THE PUBLIC SAFETY BUILDING ONCE A YEAR	1	DOLLARS	\$5,688.00	\$5,688.00
2	Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices this includes the dispatch center and Records Department.	52	DOLLARS	\$180.46	\$9,383.92
3	Deep clean carpet and chairs in the Council Chambers two (2) times a year.	2	DOLLARS	\$367.84	\$735.68
TOTAL					\$15,807.60

EXHIBIT D
PAYMENT/INVOICES

PAYMENT/INVOICES:

Contractor shall submit invoices for payment due as provided herein with such documentation as required by City of Lake City and all payments shall be made in accordance with the requirements of Section 218.70 et. seq, Florida Statutes, "The Local Government Prompt Payment Act." Invoices shall be submitted to the address below unless instructed otherwise on the purchase order, or if no purchase order, by the ordering department:

Finance Department
Attn: Accounts Payable
City of Lake City
205 North Marion Avenue
Lake City, FL 32055

Each invoice shall include, at a minimum, the Contractor's name, contact information and the standard purchase order number. In order to expedite payment, it is recommended the Contractor also include the information shown in below. The City may dispute any payments invoiced by Contractor in accordance with Section 218.76, Florida Statutes and the provisions of this Agreement.

INVOICE INFORMATION:

Contractor Information Company name, mailing address, phone number, contact name and email address as provided on the PO

Remit To Billing address to which you are requesting payment be sent

Invoice Date Creation date of the invoice

Invoice Number Company tracking number

Shipping Address Address where goods and/or services were delivered

Ordering Department Name of ordering department, including name and phone number of contact person

PO Number Standard purchase order number

Ship Date Date the goods/services were sent/provided

Quantity Quantity of goods or services billed

Description Description of services or goods delivered

Unit Price Unit price for the quantity of goods/services delivered

Line Total Amount due by line item

Invoice Total Sum of all of the line totals for the invoice

EXHIBIT E
DISPUTE RESOLUTION IN MATTERS OF INVOICE PAYMENTS

Payment of invoices for work performed for City of Lake City (CITY) is made, by standard, in arrears in accordance with Section 218.70, et. seq., Florida Statutes (the Local Government Prompt Payment Act).

If a dispute should arise as a result of non-payment of a payment request or invoice the following Dispute Resolution process shall apply:

- A. City of Lake City shall notify a vendor in writing, within ten (10) days after receipt of an improper invoice, that the invoice is improper. The notice should indicate what steps the vendor should undertake to correct the invoice and resubmit a proper invoice to the City, which steps shall include initially contacting the requesting department to validate Contractor's invoice conforms with the terms and conditions of the agreement. Once the requesting department determines Contractor's invoice conforms with the terms and conditions of the agreement, the vendor should resubmit the invoice as a "Corrected Invoice" to the requesting department which will initiate the payment timeline.
 - 1) Requesting department for this purpose is defined as the City department for whom the work is performed.
 - 2) Proper invoice for this purpose is defined as an invoice submitted for work performed where such work meets the terms and conditions of the agreement to the satisfaction of the City of Lake City.
- B. Should a dispute result between the vendor and the City about payment of a payment request or an invoice then the vendor should submit their dissatisfaction in writing to the Requesting Department. Each Requesting Department shall assign a representative who shall act as a "Dispute Manager" to resolve the issue at departmental level.
- C. The Dispute Manager shall first initiate procedures to investigate the dispute and document the steps taken to resolve the issue in accordance with section 218.76 Florida Statutes. Such procedures shall be commenced no later than forty-five (45) days after the date on which the payment request or invoice was received by City of Lake City, and shall not extend beyond sixty (60) days after the date on which the payment request or invoice was received by City of Lake City.
- D. The Dispute Manager should investigate and ascertain whether the work, for which the payment request or invoice has been submitted, was performed to City of Lake City's satisfaction and duly accepted by the Proper Authority. Proper Authority for this purpose is defined as the City of Lake City representative who is designated as the approving authority for the work performed in the contractual document. The Dispute Manager shall perform the required investigation and arrive at a solution before or at the sixty (60) days' timeframe for resolution of the dispute, per section 218.76, Florida Statutes. The City Manager or his or her designee shall be the final arbiter in resolving the issue before it becomes a legal matter. The City Manager or his or her designee will issue their decision in writing.
- E. City of Lake City Dispute Resolution Procedures shall not be subject to Chapter 120 of the Florida Statutes. The procedures shall also, per section 218.76, Florida Statutes, not be intended as an administrative proceeding which would prohibit a court from ruling again on any action resulting from the dispute.
- F. Should the dispute be resolved in the City's favor interest charges begin to accrue fifteen (15) days after the final decision made by the City. Should the dispute be resolved in the vendor's favor the City shall pay interest as of the original date the payment was due.
- G. For any legal action to recover any fees due because of the application of Sections 218.70 et. seq., Florida Statutes, an award shall be made to the prevailing party to cover court costs and reasonable attorney fees, including those fees incurred as a result of an appeal if the reason for the dispute is because the non-prevailing party held back any payment without having a reasonable basis to dispute the prevailing party's claim to those amounts.

EXHIBIT F
SCOPE OF WORK

Four City of Lake City facilities require ongoing janitorial services, including but not limited to:

- City Hall
205 N. Marion Ave. Lake City, FL 32055
- Customer Service
173 NW Hillsboro Ave. Lake City, FL 32055
- IT/GIS Building
494 NW Desoto St. Lake City, FL 32055
- Public Safety Building
225 NW Main Blvd., Lake City, FL 32055

The City will provide cleaning products to clean the designated areas as well as paper products to restock, such as trash bags, paper towels, and toilet paper. The Contractor shall furnish and maintain, in good repair all equipment, including, but not limited to, mops, brooms, vacuums, ladders and any other equipment necessary to perform the requirements of the contract. Stock must be kept on hand at all times in each facility for use in emergencies.

The Contractor is required to provide a proposed listing of all personnel who will be utilized at the Lake City Police Department and City Hall. Required information shall include the name, date of birth, current resident address, telephone number, Social Security number, and 5 years of residence history for all applicable contractor employees. A criminal screening and background check will be conducted for all contract employees of the contractor awarded this service, prior to the commencement of work. A Florida Department of Law Enforcement (FDLE) and a Criminal Justice Information Services (CJIS) Certification on all personnel will be required before the contract is awarded. The awarded contractor will be notified of those individuals authorized to provide janitorial services. Any new or additional employees will need to be pre-approved by the City of Lake City before they gain access to the facility.

After completion of each scheduled service the entire building shall present a clean uniform appearance. If any irregularities are noted, the Vendor shall be required to rectify the situation in 24 hours with no additional cost to the City.

The Vendor shall develop a checklist to ensure all tasks are completed and to assist in quality control. A checklist shall be completed daily and signed by the on-site supervisor to certify that all services have been performed satisfactorily. A copy of the checklist shall be left with the contract manager at each location.