

RESOLUTION 44-08-22

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE TWO AGREEMENTS WITH PROFESSIONAL CLEANING SERVICES CORPORATION FOR CUSTODIAL AND CLEANING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park (Town) is a municipal corporation of the state of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contractual arrangements with public agencies, private corporations, or other persons; and

WHEREAS, the Town of Lantana has bid and awarded two three-year contracts with Professional Cleaning Services Corp (Contractor) whereby the Contractor is providing custodial services to the Town of Lantana for its Public buildings and Public Restrooms; and

WHEREAS, the Contractor is providing these services to the Town of Lantana in accordance with an agreement, ITB 2019-09-PW for Public Offices and ITB 2019-10-PW it entered into for custodial services for Public Restrooms; and

WHEREAS, pursuant to the Town's purchasing procedures, the Town may enter into cooperative purchasing contracts for services with contractors when another public agency has competitively solicited services from contractors and the contractor has agreed to offer its services to other public entities based upon the same terms, conditions, and pricing; and

WHEREAS, the Contractor has agreed to provide the same services to the Town using the same pricing, terms, and conditions as set forth in agreements the Contractor entered into with the Town of Lantana, as set forth in agreement numbers ITB 2019-09-PW and ITB 2019-10-PW; and

WHEREAS, Town Manager has recommended that it is in the best interest of the Town to enter into two agreements with the Contractor.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK:

Section 1. The whereas clauses are hereby incorporated herein.

Section 2. The Mayor is hereby authorized and directed to execute two agreements between the Town and Professional Cleaning Services Corp for the provision of custodial cleaning services of the Town's public restrooms and Town parks and at the Town's public buildings. A copy of the proposed contracts is attached hereto and incorporated herein as Exhibit A and B.

Section 3. This Resolution shall take effect immediately upon its execution.

The foregoing Resolution was offered by Commissioner Michaud, who moved its adoption. The motion was seconded by Vice-Mayor Glas-Castro, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	___
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	___
COMMISSIONER JOHN LINDEN	<u>/</u>	___
COMMISSIONER ROGER MICHAUD	<u>/</u>	___
COMMISSIONER MARY BETH TAYLOR	<u>/</u>	___

The Town Commission thereupon declared the foregoing Resolution No. 44-08-22 duly passed and adopted this 3 day of August, 2022.


TOWN OF LAKE PARK, FLORIDA

BY: 
MICHAEL O'ROURKE
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY



**AGREEMENT FOR JANITORIAL SERVICES FOR
PUBLIC RESTROOMS AT PUBLIC PARKS IN THE TOWN OF LAKE PARK.**

THIS AGREEMENT TO PROVIDE JANITORIAL SERVICES (AGREEMENT) is made and entered into this 3 day of August 2022, by and between the Town of Lake Park, a municipal corporation of the State of Florida, 535 Park Avenue, Lake Park, Florida, 33403 ("Town") and Professional Cleaning Services Corporation, 5800 S. Sable Circle, Margate, Florida 33063. ("Contractor").

WITNESSETH THAT:

WHEREAS, the Town is a municipality with such powers and authority as is enumerated by Chapter 166 Florida Statutes and the Florida Constitution; and

WHEREAS, the Town is may enter into contractual arrangements with public agencies, private corporations, or other persons to provide services; and

WHEREAS, the Town Manager has determined a need for janitorial services specifically related to public restrooms at the following public facilities in the Town: Lake Shore Park, Kelsey Park, and Bert Bostrom Park; and

WHEREAS, pursuant to Florida law, and the Town's procurement policies, the Town has the legal authority to enter into contracts that are the subject of cooperative purchase agreements whereby another governmental entity has competitively solicited, selected, and contracted with a contractor for substantially the same services and pricing as those services that are needed by the Town; and

WHEREAS, on November 1, 2019, the Contractor entered into that certain Agreement Number ITB 2019-10-PW with the Town of Lantana, whereby it contracted to provide janitorial services for public restrooms, a copy of which is attached hereto as Exhibit 'A' and incorporated herein by reference only; and

WHEREAS, the Town desires to enter into an agreement with the Contractor whereby it will provide the Town with janitorial services for public restrooms in Town park facilities in accordance with the pricing, terms, and conditions of the Agreement the Contractor entered into with the Town of Lantana.

NOW THEREFORE, the Town and the Contractor, in consideration of the benefits flowing from each to the other do hereby agree as follows:

1. The Contractor agrees to provide services at the following Town parks: Lake Shore Park, Kelsey Park, and Bert Bostrom Park. Contractor shall provide the same services based upon the same pricing at these facilities as it has agreed to provide to the Town of Lantana in accordance with Agreement Number ITB 2019-10-PW, a copy of which is attached hereto and incorporated herein.

2. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

- a. Keep and maintain public records required by the Town to perform the services which are the subject of this Agreement.
 - b. Upon the request of the Town, provide any such public records.
 - c. Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the term of this Agreement, and following completion of this Agreement if the Contractor does not transfer the records, which are part of this Agreement to the Town.
 - d. Upon the completion of the term of the Agreement, transfer, at no cost, to the Town all public records in possession of the Contractor; or keep and maintain the public records associated with the services provided for in the Agreement. If the Contractor transfers all public records to the Town upon completion of the term of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential from public records disclosure. If the Contractor keeps and maintains public records upon completion of the term of the Agreement, the Contractor shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request, in a format that is compatible with the information technology systems of the Town.
 - e. If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, including its duty to provide public records relating to this Agreement, the Contractor shall contact the custodian of public records at: Town Clerk, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, townclerk@lakeparkflorida.gov.
3. Contractor hereby affirms and ratifies the terms, pricing, and conditions of its agreement with the Town of Lantana and agrees to provide to the Town the same janitorial services based upon these same terms, conditions, and pricing as are set forth in its agreement executed with Town of Lantana on November 1, 2019, a copy of which is attached hereto and incorporated herein.
4. The Town agrees to pay for the janitorial services of the Contractor based upon the same terms, pricing, and conditions as set forth in the agreement with the Town of Lantana.
5. This Agreement shall be governed by the laws of the state of Florida. Venue for any cause of action arising out of this Agreement shall lie in the 15th Judicial District in and for Palm Beach County, Florida, for any state actions,

By: Rafael Gordon
RAFAEL GORDON

Printed Name

By: Isabel Gutierrez
Its: President Owner

MASID PEDRAZA

Printed

Randy T. Wickham
RANDY T. WICKHAM

Printed Name

STATE OF FLORIDA

COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this (date) by (name of member, manager, officer or agent, title of member, manager, officer or agent) of (name of company), a (state or place of formation) limited liability company, on behalf of the company, who is personally known to me or has produced (type of identification) as identification.

[Notary Seal]



Claire Abraham
(Signature of person taking acknowledgment)

Claire Abraham
(Name typed, printed or stamped)

and in the United States District Court for the Southern District of Florida for any federal actions.

6. Notices to the Contractor and Town be directed to the addresses reflected at the beginning of this Agreement.
7. If either party is required to initiate a legal action, including appeals to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the parties hereto have made and execute this Agreement as of the day and year last execute below.

ATTEST:

TOWN OF LAKE PARK

By: *Viv Mendez*

Vivian Mendez, Town Clerk

By: *[Signature]*

Michael O'Rourke, Mayor



APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: *[Signature]*

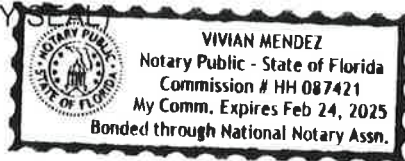
Thomas J. Baird, Town Attorney

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument has been acknowledged before me this 3 day of August 2022 by Michael O'Rourke, Mayor of the Town of Lake Park, and who is personally known to me.

(NOTARY SEAL)



Viv Mendez
Notary Public, State of Florida

WITNESSES:

Professional Cleaning Services:

**AGREEMENT FOR JANITORIAL SERVICES FOR
TOWN OF LAKE PARK PUBLIC BUILDINGS.**

THIS AGREEMENT FOR THE PROVISION OF JANITORIAL SERVICES (AGREEMENT) is made and entered into this 3 day of August, 2022, by and between the Town of Lake Park, a municipal corporation of the State of Florida, 535 Park Avenue, Lake Park, Florida, 33403 ("Town") and Professional Cleaning Services Corporation, 5800 S. Sable Circle, Margate, Florida 33063. ("Contractor").

WITNESSETH THAT:

WHEREAS, the Town is a municipality with such powers and authority as is enumerated by Chapter 166 Florida Statutes and the Florida Constitution; and

WHEREAS, the Town may enter into contractual arrangements with public agencies, private corporations, or other persons to provide services; and

WHEREAS, the Town previously determined a need for the provision of janitorial services for the following Town buildings: Town Hall, Palm Beach Sheriff's Office District 10, Public Works Department, 800 Park Ave, Library, and Lake Park Harbor Marina restrooms and shower facilities; and

WHEREAS, pursuant to Florida law and the Town's procurement policies, the Town has the legal authority to enter into contracts that are the subject of cooperative purchase agreements whereby another governmental entity has competitively solicited, selected, and contracted with a contractor for substantially the same services and pricing as those services that are needed by the Town; and

WHEREAS, on November 1, 2019, the Contractor entered into that certain Agreement Number ITB 2019-09-PW with the Town of Lantana, whereby it contracted to provide janitorial services for public offices, a copy of which is attached hereto as Exhibit 'A' and incorporated herein by reference only; and

WHEREAS, the Town desires to enter into an agreement with the Contractor whereby it will provide the Town with janitorial services for its public offices in accordance with the pricing, terms, and conditions of the contract the Contractor entered into with the Town of Lantana.

NOW THEREFORE, the Town and the Contractor, in consideration of the benefits flowing from each to the other do hereby agree as follows:

1. The Contractor agrees to provide janitorial services to the Town for the following public buildings: Town Hall, Palm Beach County Sheriff's Office, District 10, Town of Lake Park Public Works Department, 800 Park Avenue, Town of Lake Park Library, and the Lake Park Harbor Marina Contractor shall provide the same janitorial services based upon the same pricing at these facilities as it has agreed to provide to the Town of Lantana in accordance with Agreement Number ITB 2019-10-PW, a copy of which is attached hereto and incorporated herein.

2. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

- a. Keep and maintain public records required by the Town to perform the services which are the subject of this Agreement.
- b. Upon the request of the Town, provide any such public records.
- c. Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the term of this Agreement, and following completion of this Agreement if the Contractor does not transfer the records, which are part of this Agreement to the Town.
- d. Upon the completion of the term of the Agreement, transfer, at no cost, to the Town all public records in possession of the Contractor; or keep and maintain the public records associated with the services provided for in the Agreement. If the Contractor transfers all public records to the Town upon completion of the term of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential from public records disclosure. If the Contractor keeps and maintains public records upon completion of the term of the Agreement, the Contractor shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request, in a format that is compatible with the information technology systems of the Town.
- e. If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, including its duty to provide public records relating to this Agreement, the Contractor shall contact the custodian of public records at: Town Clerk, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, townclerk@lakeparkflorida.gov.

3. Contractor hereby affirms and ratifies the terms, pricing, and conditions of its agreement with the Town of Lantana and agrees to provide to the Town the same janitorial services based upon these same terms, conditions, and pricing as are set forth in its agreement executed with Town of Lantana on November 1, 2019, a copy of which is attached hereto and incorporated herein.

4. The Town agrees to pay for the janitorial services of the Contractor based upon the same terms, pricing, and conditions as set forth in the agreement with the Town of Lantana.

5. This Agreement shall be governed by the laws of the state of Florida. Venue for any cause of action arising out of this Agreement shall lie in the 15th Judicial District in and for Palm Beach County, Florida, for any state actions,

and in the United States District Court for the Southern District of Florida for any federal actions.

6. Notices to the Contractor and Town be directed to the addresses reflected at the beginning of this Agreement.
7. If either party is required to initiate a legal action, including appeals to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the parties hereto have made and execute this Agreement as of the day and year last execute below.

ATTEST:

TOWN OF LAKE PARK

By: Vivian Mendez
Vivian Mendez, Town Clerk

By: Michael O'Rourke
Michael O'Rourke, Mayor



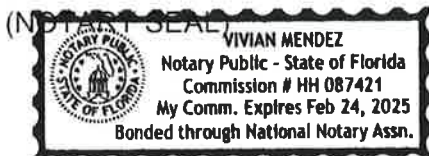
APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: Thomas J. Baird
Thomas J. Baird, Town Attorney

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument has been acknowledged before me this 3 day of August 2022 by Michael O'Rourke, Mayor of the Town of Lake Park, and who is personally known to me.



Vivian Mendez
Notary Public, State of Florida

WITNESSES:

Professional Cleaning Services:

By: [Signature]

By: Isabel Rodriguez

RADUEC GORDON
Printed Name

Its: President - Owned
MARIO PEDRAZA.
Printed

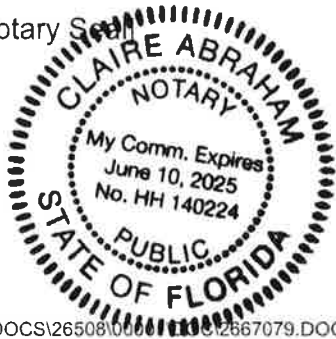
RANKIT WICKREKESIN.
Printed Name

STATE OF FLORIDA

COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this (date) by (name of member, manager, officer or agent, title of member, manager, officer or agent) of (name of company), a (state or place of formation) limited liability company, on behalf of the company, who is personally known to me or has produced (type of identification) as identification.

[Notary Seal]



C. Abraham
(Signature of person taking acknowledgment)

Claire Abraham
(Name typed, printed or stamped)

CUSTODIAL COST COMPARISON

July 2022

Location	CCMS/ monthly	CCMS Per Instance Cost	CCMS/ annually
Town Hall - 5x/wk	\$874.50	\$40.36	\$10,494.00
Police (PBSD) - 5x/wk	\$1,051.26	\$48.52	\$12,615.12
Public Works - 3x/wk	\$551.20	\$42.40	\$6,614.40
Library - 5x/wk	\$704.90	\$32.53	\$8,458.80
Recreation (800 Park Ave.) - 1x/wk	\$349.80	\$87.45	\$4,197.60
L.P. Harbor Marina - 7x/wk half yr.	\$302.10	\$4.98	\$3,625.20
Lake Shore Park Restrooms - 7x/wk	\$310.10	\$10.22	\$3,721.20
Kelsey Park Restrooms - 7x/wk	\$310.10	\$10.22	\$3,721.20
Evergreen House - 1x/wk	---	---	---
TOTALS:	\$4,453.96	---	\$53,447.52

PCS/ monthly	PCS Per Instance Cost	PCS/ annually	% Increase (Decrease)
\$3,234.00	\$149.26	\$38,808.00	73%
\$1,386.00	\$63.97	\$16,632.00	24%
\$1,155.00	\$88.85	\$13,860.00	52%
\$1,386.00	\$63.97	\$16,632.00	49%
\$273.00	\$68.25	\$3,276.00	-0.8%
\$958.00	\$15.79	\$11,496.00	68%
\$958.00	\$31.58	\$11,496.00	68%
\$958.00	\$31.58	\$11,496.00	68%
\$273.00	\$68.25	\$3,276.00	---
\$10,581.00	---	\$126,972.00	

CRA portion -	\$349.80	\$4,197.60
Public Works (PW) portion -	\$3,097.16	\$37,165.92
Libray portion -	\$704.90	\$8,458.80
Marina portion -	\$302.10	\$3,625.20

\$273.00	\$3,276.00
\$7,964.00	\$95,568.00
\$1,386.00	\$16,632.00
\$958.00	\$11,496.00

UNIT PRICES	PCS	CCMS
Power Scrub Ceramic Tile	\$0.40	\$0.45
Strip and Wax Paver Tile	\$0.45	\$0.60
Strip and Wax Wood Flooring	\$0.39	\$0.85
Strip and Wax Vinyl Tile	\$0.41	\$0.65
Carpet Cleaning	\$0.39	\$0.35
Hourly Labor Rate - Heavy Cleaning	\$25.00	\$35.00
Hourly Labor Rate - Porter Srv.	\$22.00	\$27.50

FY21/22 (Aug. 20th - Sept. 30th - 6 weeks) -				\$14,650.62
FY22/23 (Month of October) -				\$10,581.00
				<u>\$25,231.62</u>
COST PER FUND				
CRA (520-46000)	FY21/22		FY22/23	TOTALS
	\$378.00		\$273.00	\$651.00
P.W. (408-52000)	\$11,027.08		\$7,964.00	\$18,991.08
Libray (700-34000)	\$1,919.08		\$1,386.00	\$3,305.08
Marina (800-34000)	\$1,326.46		\$958.00	\$2,284.46
	\$14,650.62 +		\$10,581.00	\$25,231.62



Town of Lake Park

Janitorial Services

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TAB 1



Re: Request to provide Custodial Cleaning Services

Dear Roberto Travieso,

Please accept this letter as a Statement of Qualifications in furtherance of P.C.S.'s submission of its request for quotations.

It is goal to provide exceptional services to all our clients. P.C.S. Professional Cleaning Services, Corp. strives to provide customers and employees a unique opportunity: a forward looking company with an emphasis on Service.

We strongly believe in mutual respect, high expectations, enthusiasm for life and strong family values. We believe these virtues bring out the best in everyone. Through a strong relationship built on communication and a commitment to these ideals.

P.C.S. is a family owned and operated professional janitorial service company operating in the South Florida/Tri-County area. For the past nine years we have had the pleasure of servicing our clients who represent a broad spectrum of business and properties. Our clients include condominiums associations, commercial office buildings, and industrial and construction sites such as Sunrise Lakes condominium, sharp, ZF Marina and of course, P.C.S. services local government facilities that include Town of Lantana and have experience as a subcontractor for Ft. Lauderdale, Oakland, and Lauderdale Lakes.

In addition to employing highly qualified and responsible personnel, P.C.S. utilizes the highest quality janitorial supplies, equipment, and environmental or "Green" safe products. We pride ourselves on providing professional, consistent, and responsible janitorial services to all our clients.

Thank you for your time and consideration P.C.S. Professional Cleaning Services, Corp. looks forward to the opportunity of becoming your facility maintenance partner in the future.

Sincerely,
Madid Pedraza
P.C.S. Professional Cleaning Services Corp.
5800 S. Sable Circle
Margate, FL 33063

TAB 2



MANAGEMENT TEAM AND P.C.S BACKGROUND

- **Madid President – President / CEO**

15 Years Industry Experience, 10 Years with P.C.S. Professional Cleaning Services, Member of BOMA, USGBC, BSCAI, Certified IICRC (Institute of Inspection, Cleaning and Restoration) – Commercial Janitorial Services, Water and Fire Damage Restoration, Carpet Care and Spot Cleaning, Odor Control, 10 Years Industry Experience with Green Cleaning. 100% owner.

- **Ranjit Wickeremesinghe – General Manager**

15 Years Industry Experience, 10 Years with P.C.S. Professional Cleaning Services, 10 Years Industry Experience with Green Cleaning.

- **Cynthia M. Parrado - Operations Manager**

10 Years of Industry Experience, previous employed with PCS Professional Cleaning Services between 2010-2015 and now returning back to our company since August 2021.

A commercial minded individual with extensive experience and a successful record in operations and administration management (QuickBooks)

Bi-lingual (Spanish – English)

Contact Info:

cparrado@pcscleanup.com

954-816-3978

- **Grace Silberstein – Consultant**

18 Years of Industry Experience, Provide expert opinion, analysis, and recommendations to P.C.S Professional Cleaning Services. Helps the company to understand and intervene in the face of possible operational problems and improve performance.

TAB 3

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
P.C.S. Professional Cleaning Service Corp.

Business name/disregarded entity name, if different from above
P.C.S. Professional Cleaning Service Corp.

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
5800 S Sable Cir

City, state, and ZIP code
Maryland FL 33063

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

Employer identification number

2	7	-	4	3	1	2	0	8	0
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Madrid Rodriguez*

Date ▶ *04/30/2021*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

7172620

BUSINESS NAME/LOCATIONPCS PROFESSIONAL CLEANING SERVICES LLC RENEWAL
DOING BUSINESS IN DADE COUNTY**RECEIPT NO.**

7451603

**HOLDER**PROFESSIONAL CLEANING SERVICES LLC
MADRID PEDRAZA**SEC. TYPE OF BUSINESS**

213 SERVICE BUSINESS

EXPIRES**SEPTEMBER 30, 2022**Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10**PAYMENT RECEIVED
BY TAX COLLECTOR**\$93.75 01/11/2022
INT-22-230821

Employee(s) 1

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 6a-276.

For more information, visit www.miamidade.gov/taxcollector





ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

Serving you.

****LOCATED AT****
5800 South SABLE CIR
MARGATE, FL 33063

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
56-0007 CLEANING SERVICE	PCS PROFESSIONAL CLEANING SERVICES		B21 582617 - 08/12/21	\$33.00	B40176006

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA
PALM BEACH COUNTY
2021/2022 LOCAL BUSINESS TAX RECEIPT

LBTR Number: 2019120817
EXPIRES: SEPTEMBER 30, 2022



PCS PROFESSIONAL CLEANING SERVICES CORPORATION
PCS PROFESSIONAL CLEANING SERVICES CORPORATION
5800 S SABLE CIR
MARGATE FL 33063-5653

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



City of Margate, Florida
Local Business Tax Receipt
901 NW 66th Avenue
Margate, FL 33063
(954) 979-6213

Business Name: P.C.S. PROF'L CLEANING SVCS CO *Receipt Nbr:* 22-00008778
Location address: 5800 S SABLE CIR
Issue Date / Class: August 13, 2021 JANITORIAL SERVICE
Effective Date: October 01, 2021 *Expiration Date:* September 30, 2022
Receipt Fees: 75.00
Comments: HOME OCCUPATION PERMITTED & SUBJECT TO LIMITS SET FORTH IN SEC. 3.21 OF MARGATE ZONING CODE (ATTACH)

For Home Local Business Tax Receipt: No Commercial Vehicles Permitted at Residence. No Inventory, Stock of Trade, Sales or Display, Permitted.

Commercial and all others: No Outside Sales, Service, Display, Stock or Storage without prior City Commission Approval.

0007502

P.C.S. PROF'L CLEANING SVCS CO
5800 S SABLE CIR
MARGATE FL 33063

**NOTICE: RECEIPT MUST BE TRANSFERRED
WHEN BUSINESS IS MOVED OR SOLD.**
(Please see bottom portion of this form.)

Post This Receipt in a Conspicuous Place

Maximum Capacity: N/A

22-00008778

P.C.S. PROF'L CLEANING SVCS CO

5800 S SABLE CIR

TRANSFER OF BUSINESS OWNERSHIP (Fee Required)

**NOTICE: LOCAL BUSINESS TAX RECEIPT MUST BE TRANSFERRED
WITHIN TEN (10) DAYS WHEN BUSINESS IS SOLD.**

Purchaser Name (Please Print)

Seller Name (Please Print)

Receipt #

**THE GRANT OF A LOCAL BUSINESS TAX RECEIPT IS NOT A DETERMINATION OF
COMPLIANCE WITH ORDINANCES OF THE CITY OF MARGATE.**

CHANGE OF BUSINESS LOCATION (Subject to zoning approval. Fee Required.)

Business Name

Receipt #

New Location

RE-CERTIFICATION OF BACKFLOW PREVENTERS REQUIRED ANNUALLY

State of Florida

Woman & Minority Business Certification

P.C.S. Professional Cleaning Services Corporation

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
10/06/2021 to 10/06/2023

Jonathan R. Satter

Jonathan R. Satter, Secretary
Florida Department of Management Services



Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd

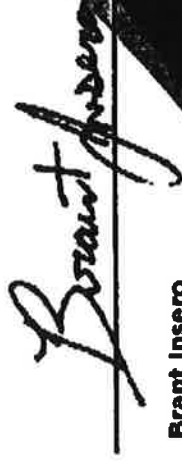


Ron Wicks

is hereby certified as having fulfilled the requirements for core competency knowledge for a custodial technician by successfully passing the Cleaning Management Institute Cleaning 101 course.

The certification holder is now qualified to participate in the advanced curriculum of the CMI Custodial Technician Certification Course.

This certification expires two years from April 30, 2020.

A handwritten signature in black ink, reading 'Brant Inzero', written over a horizontal line.

Brant Inzero
Director of Education, Training
Certifications and Standards

BROWARD COUNTY

CERTIFIED

County Business Enterprise

2021-2022

Valid for one year from Anniversary Date

Office of Economic and Small Business Development

**SUNRISE LAKES PHASE III
RECREATION ASSOCIATION, INC.**

2700 NW 94th WAY, SUNRISE, FLORIDA 33322
TELEPHONE (954) 741-1338 FAX (954) 741-2590

OFFICERS

President
Donald Riccardi

1st Vice-President
Joan Zappasodi

2nd Vice-President
Judy Soto

Secretary
Ramon Moreno

Treasurer
Mary Jankowski

BOARD OF DIRECTORS

Stephen Baughan
Ronald Clifford
Philip Howell
Mary Jankowski
Martin Miller
Ramon Moreno
John Nelson
Donald Riccardi
Judy Soto
Joan Zappasodi

February 14th, 2022

To Whom It May Concern:

RE: Professional Cleaning Services

Gentlemen:

Please be advised that Professional Cleaning Services has been our cleaning vendor for the past seven (7) years. Ron and his crew are responsive to our requests and do a great job in keeping our buildings clean and safe.

If you need additional information, please feel free to contact me.

Yours truly,


Peggy Talerico
Property Manager for
Sunrise Lakes Phase III

PT/mm



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
P.C.S. PROFESSIONAL CLEANING SERVICES CORPORATION

Filing Information

Document Number P15000068459
FEI/EIN Number 27-4312080
Date Filed 08/11/2015
Effective Date 12/13/2010
State FL
Status ACTIVE
Last Event CONVERSION
Event Date Filed 08/11/2015
Event Effective Date NONE

Principal Address

5800 S. SABLE CIRCLE
MARGATE, FL 33063

Mailing Address

5800 S. SABLE CIRCLE
MARGATE, FL 33063

Registered Agent Name & Address

PEDRAZA, MADID
5800 S. SABLE CIRCLE
MARGATE, FL 33063

Name Changed: 03/29/2021

Officer/Director Detail

Name & Address

Title P

PEDRAZA, MADID
5800 S. SABLE CIRCLE
MARGATE, FL 33063

Annual Reports

Report Year	Filed Date
2019	03/21/2019
2020	03/10/2020
2021	03/29/2021

Document Images

03/29/2021 -- ANNUAL REPORT	View image in PDF format
03/10/2020 -- ANNUAL REPORT	View image in PDF format
03/21/2019 -- ANNUAL REPORT	View image in PDF format
03/27/2018 -- ANNUAL REPORT	View image in PDF format
02/11/2017 -- ANNUAL REPORT	View image in PDF format
04/19/2016 -- ANNUAL REPORT	View image in PDF format
08/11/2015 -- Domestic Profit	View image in PDF format

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P15000068459

Entity Name: P.C.S. PROFESSIONAL CLEANING SERVICES CORPORATION

Current Principal Place of Business:

5800 S. SABLE CIRCLE
MARGATE, FL 33063

Current Mailing Address:

5800 S. SABLE CIRCLE
MARGATE, FL 33063 US

FEI Number: 27-4312080

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

PEDRAZA, MADID
5800 S. SABLE CIRCLE
MARGATE, FL 33063 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: MADID PEDRAZA

03/29/2021

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title P
Name PEDRAZA, MADID
Address 5800 S. SABLE CIRCLE
City-State-Zip: MARGATE FL 33063

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

SIGNATURE: MADID PEDRAZA

PRESIDENT

03/29/2021

Electronic Signature of Signing Officer/Director Detail

Date

Please print this page for your records.

Print

Registration Summary

General Vendor Information

Vendor Name: P.C.S. Professional Cleaning
ServicesCorporation

Short Name (Does Business As):

Ariba Network ID:

Dun and Bradstreet Number: 966106085

Web Site: <http://www.pcscleanup.com>

Federal Tax ID Number: F274312080

Name that appears on 1099 Form: PCS

W9 Status: Valid W-9 on File

DFS W9 Last Update Date: Oct 22, 2019

Business Designation: Corporation

Contacts

<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Madid Mady	owner	954-549-5543	N/A	info@neatcleanserviceusa.com
Madid Pedraza	owner	954-549-5543	N/A	info@neatcleanserviceusa.com

Locations

Location Name	Vendor Number
margate	F274312080 002
P.O. Info: Orders:EMAIL Email: info@neatcleanserviceusa.com Fax: Contact: Madid Mady	Remit To: Fax: Contact: Madid Mady
5800 s sable cir margate, FL 33063 Broward US	5800 s sable cir margate, FL 33063 Broward US
	Billing Contact: Email: Fax: Contact: Madid Mady
	5800 s sable cir. margate, FL 33063 Broward US

Certified Business Enterprise Info (CBE)

Minority Business Designation: Federal Small Business Designation

Woman Owned Designation: Non-Woman-Owned

FVBE Owned Designation: Non-FVBE

Solicitation Selection

Registered for Solicitations: No

Registered for VBS: No

Solicitation/Sales Contact Email: N/A

Florida Terms of Use

Accepted: 09/26/2019 by Madid Pedraza

Commodity Codes

70142010 Crop cleaning services

Close Window

Copyright © 2009 State of Florida

MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)

TAB 4



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/11/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brite Choice Insurance II 1109 N Federal Hwy Fort Lauderdale INSURED PCS Professional Cleaning Corp 5800 s sable circle margate	CONTACT NAME: Gabriel E Rivera PHONE (A/C, No, Ext): (954) 200-7711 E-MAIL ADDRESS: Gabriel@britechoiceinsurance.com INSURER(S) AFFORDING COVERAGE INSURER A : ASCENDANT COMMERCIAL INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : NAIC #
--	---

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
	<input checked="" type="checkbox"/> CLAIMS-MADE					
A		Y N	GL-68806-0	06/12/2021	06/12/2022	
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	POLICY	PRO-JECT	LOC			
	OTHER					
	AUTOMOBILE LIABILITY					
	ANY AUTO					
	OWNED	SCHEDULED				
	AUTOS ONLY	AUTOS				
	HIRED	NON-OWNED				
	AUTOS ONLY	AUTOS ONLY				
	UMBRELLA LIAB					
	EXCESS LIAB	CLAIMS-MADE				
	DED	RETENTION S				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				
	If yes, describe under DESCRIPTION OF OPERATIONS below					
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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TAB 5



References

Town of Lantana
510 W. Pine Street
Lantana, FL 33462
2019- Presently
33,808 Sq. Ft.

Eddie Crockett
Director of Operations
Joel Cortes
Assistant Public Works Director

561-540-5753

Sunrise Lake Condominium Apt.
2700 NW 94 way
Sunrise, FL 33322
2015- Presently
92 Buildings:
1 Building with 36 Apartments,
1 Club house,
5 Satellites,
3 Cabanas
1 Management Office

Oscar Amador

954-633-2629

SHARP
14791 OAK LANE
MIAMI LAKES, FL 33016
2012- Presently
15,000 Sq. F

John Wollitz

305-779-7929

ZF MARINA
15351 SW 29 T ST #300
MIRAMAR, FL 33027
2013- Presently
24,000 Sq. Ft

Gregg Buckland

954-817-3851

TAB 6

Staffing and Cleaning Responsibilities

The daily cleaning and staffing for Town of Lake Park will be performed by permanent assigned staff to a designated area. PCS Supervisor and Manager will verify that every employee has proper knowledge of the assigned area to be cleaned and under no circumstance employees are authorized to clean other area without prior authorization from Supervisor and Manager. In the event of staff being absent, the on-call staff will be placed in position to cover those specific areas until the assigned permanent employee returns to his/her daily duties.

Town of Lake Park will have a minimum of 2 days per week of unannounced Quality Control Inspection. All inspections are submitted directly to the PCS office for review and processing. All necessary corrections and score reviews are shared within 24 hours of inspection with the Supervisor to be shared with staff for feedback, correction and training.

This allows for set up and breakdown of supplies and equipment, incidentals and ultimately a schedule that will allow for proper cleaning per the specifications. In addition, it allows the supervisor to be just a supervisor, ultimately leading to a better finished product daily.

In addition, PCS will staff and train 3 additional staff members for staff coverage due to illness; emergency and or requested days off. With the additional staff, PCS will be able to meet the not only the staffing requirements but also have staff available for specialty work and or Supervisory requests for additional staff to maintain Town of Lake Park as necessary.

All staff will be directed by the Assigned Area Manager in conjunction with the Assigned Supervisor. With the daily work tickets, reports and recurring service schedule which is dictated by the RFQ and built in the Operation Management Software both the Area Manager and Supervisor will be able to direct staff to duties and responsibilities per the desired frequency (Daily, Weekly, Monthly, Quarterly, Semi Annually and Annually). This at minimum per the RFP but with trained supervision each Area Manager and Supervisor will have the ability to request additional special services thru the system ensure Town of Lake Park satisfaction. These regularly scheduled services and any additionally requested services are all available for review by both PCS and Town of Lake Park staff.

Quality Control and Correction

Town of Lake Park cleaning staff will be scored for quality daily by the Supervisor and Lead assigned to oversee the daily cleaning. This will ensure quality and consistency. However, PCS believes that additional oversight is necessary for the success of PCS at Town of Lake Park . PCS will supply Town of Lake Park cleaning staff with unannounced Quality Control Inspections. All inspections are submitted directly to the PCS office for review and processing. All necessary corrections and score reviews are shared within 24 hours of inspection with the Area Manager and Supervisor to be shared with PCS staff for feedback, correction and training. *(Note-Quality Control Inspector is not part of the minimum requirements for Town of Lake Park this is customary on all PCS jobsites and believe this additional step allows PCS to provide better services for our clients. PCS client retention is 4x the industry average. Industry average is 18 months for Client retention. PCS client retention is 4 years) *

Day Time Porters:

Day Time Porters assigned for Town of Lake Park will follow all the Cleaning Specifications given by Town of Lake Park by area and by times. Day Time Porters placed in the jobsite will go thru our training class. Routine service during the daytime has different approach that the services at night time. Day Time Porters will be bilingual and we enforce the dress code.

TAB 7



Chemicals:

Carpet Stain Removal Kit
Floor Finish Stripper
Concentrated Synthetic Neutral Detergent
Quaternary Ammonium Germicidal Detergent
Stainless Steel Cleaner
Lotion-type Cleanser
Glass Cleaner
Bowl Cleaner
Water-Emulsion Type Concrete and Terrazzo Sealer
Graffiti Remover
Carpet Shampoo Concentrate
Metal-Link Polymer Floor Finish
Spartan Chemicals
Green Solutions - All-purpose Cleaner - 3501
Green Solution - Glass cleaner - 3507
Green Solutions - High Dilution Disinfectant 256 - 3508, 3516
Green Solutions - Neutral Disinfectant Cleaner - 3502, 3513
Green Solutions - Restroom Cleaner - 3503
Green Solutions - Carpet Cleaner - 3509
Green Solutions - Floor Seal & Finish - 3504
Green Solutions - Spray Buff - 3040-4440
Green Solutions - Chemical Management Dispensing Systems
Furniture polish - 7-7937-2
Stainless steel cleaner - 7-8198
Ajax - 200000017779
Tylex - 5813-24

**If awarded all Material Safety Data Sheet
shall be submitted**

**Equipment:**

- Upright Vacuums
- Floor Scrubber
- Rotary Floor Scrubber Portable Carpet Extractor
- Carpet Extractor Pro-Team
- Hepa filtered Vac Pac Vacuum cleaners
- Maid carts
- Janitor cart with vinyl zippered bag
- Micro Fiber
- Garbage carts
- Mop buckets
- Mop sticks
- Mop heads
- Green scrub pads
- Micro fiber towels
- Scouring Stick
- Feather dusters
- Cobweb remover
- Brooms
- Dust pans

TAB 8

A

SERVICE LOCATIONS AND TIMES

ALL ADDRESSES ARE IN LAKE PARK, FLORIDA, 33403:

- Location A.) Town Hall, 535 Park Avenue
Location B.) PBSO District 10 Substation, 700 6th Street
Location C.) Public Works Department, 640 Old Dixie Highway
Location D.) Library, 529 Park Avenue
Location E.) Recreation, 800 Park Avenue
Location F.) Lake Park Harbor Marina (Restrooms and Shower Rooms)
103 – 105 Lake Shore Drive
Location G.) Lake Shore Park Restrooms, 701 Lake Shore Drive
Location H.) Kelsey Park Restrooms, 700 Lake Shore Drive

CONTRACTOR will supply all labor, supervision, equipment, supplies, and materials required to ensure the proper performance of this work at all locations unless otherwise specified.

HOURS OF ACCESS (to be strictly enforced):

FACILITY	ADDRESS	CLEANING DAYS	HOURS OF ACCESS
A. TOWN Hall	535 Park Avenue	Monday - Friday (5 days per week)	5:00 p.m. – 11:00 p.m.
B. PBSO District 10 Substation	700 6 th Street	Monday - Fridays (5 days per week)	5:00 p.m. – 11:00 p.m.
C. Public Works Department	640-650 Old Dixie Hwy	Monday, Wednesday, and Friday (3 days per week)	4:00 p.m. – 11:00 p.m.
D. Library	529 Park Avenue	Monday – Friday (5 days per week)	9:00 p.m. – 5:00 a.m.
E. Recreation	800 Park Avenue	Every Friday	5:00 p.m. - 11:00 p.m.
F. Marina (Restrooms and Shower Rooms)	103-105 Lake Shore Drive	October 1 – April 30: Monday, Wednesday, Friday, and Saturday (4 days per week)	6:00 p.m. – 11:00 p.m.
		May 1 – September 30: Monday – Sunday (7 days per week)	6:00 p.m. - 11:00 p.m.
G. Lake Shore Park Public Restrooms	701 Lake Shore Drive	Monday - Sunday (5 days per week)	6:00 p.m. – 9:00 p.m.
H. Kelsey Park Public Restrooms	700 Lake Shore Drive	Monday - Sunday (7 days per week)	6:00 p.m. – 9:00 p.m.

SCOPE OF WORK PROPOSAL

TECHNICAL DETAILS per LOCATION

4.1 (Location A.) TOWN Hall, 535 Park Avenue

IN GENERAL:

The Town Hall is a two story office building housing the Town Manager, Town Clerk, Human Resources, Community Development, and Finance Departments. It has a Commission Chambers, ballroom with wood flooring totaling 2,300 square feet, a conference room, two kitchenettes, and side conference offices. There are four bathrooms of approximately 150 square feet each and one bathroom of about 35 sq.ft. There is a 23 step, carpeted grand stairway in the tile foyer. The floor covering is approximately 3,385 sq.ft. of commercial glue down carpeting and several area rugs over wood flooring; 3,730 sq.ft. of Dade County pine wood flooring in the offices and 2,300 sq. ft. in the Mirror Ballroom; 425 sq.ft.. of waxed paver tiles in the foyers and about 600 sq.ft. of ceramic tile in the bathrooms.

SPECIFIC HOUSEKEEPING PROVISIONS -FREQUENCY

- A. The following duties shall be performed 5 times per week. Monday, Tuesday, Wednesday, Thursday and Friday between the hours of 5:00 p.m. and 11:00 p.m. by the CONTRACTOR at the facility; cleaning activities shall not disrupt public meetings.

Duties include:

1. Empty trash, recycling and waste containers (wipe trash lids and containers as needed before replacing liner) in all rooms, and hallways.
2. Replace plastic liners of appropriate size in waste receptacles. Liners shall be replaced only when soiled, torn or no longer useful.
3. Clean conference room table and dust chairs and all other furniture in the room.
4. Clean and sanitize all drinking fountains using metal polish as necessary to remove watermarks.
5. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners, baseboards and stairs. The vacuuming shall remove staples, particles of paper or other material, mud, dirt or any other debris on the carpet. Spot clean carpets on an as needed basis.
6. All non-carpeted floor areas shall be washed with clean water and a clean mop. Disinfect all non-carpeted floor areas including stairwells and landings. Wash and mop procedures should leave a clean appearance, without streaks or spots, and should not splatter walls or baseboards. Floor tiles and grout should be maintained in a clean and stain free condition.
7. Remove all cobwebs; remove fingerprints from doors and partition glass. Disinfect all entry door handles.

8. Clean all interior building entranceways and the south exterior foyer.
 9. Clean elevator flooring and door tracks. Remove fingerprints from elevator doors and polish surface from top to bottom.
 10. Clean and disinfect all restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions, door handles and fixtures. Clean underside rim on urinals and toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, towels, and soap dispensers with designated materials. Replace urinal blocks and screens as needed. Wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.
 11. Wipe down clean and disinfect the outside of all appliances with suitable cleaners in the employee lounge areas. In addition, wipe down, clean and disinfect all sinks, counters, tables, chairs and fixtures. Sweep floors. Wet mop floors with disinfectant cleaner. Dispose of all trash and replace liners, empty recycle bins.
 12. Clean all open stairwell surfaces daily.
- B. The following duties shall be performed on a **weekly** basis (with the exception of item number 7, which should occur two times per week) by the CONTRACTOR at the facility (cleaning activities shall not disrupt public meetings):
1. Dust all picture frames, charts, graphs and similar wall hangings. Dust all ledges and other flat surfaces within reach. Dust tops of all bookcases.
 2. Remove fingerprints from walls, woodwork and doorframes.
 3. Systematically clean all elevator tracks.
 4. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains. Dust partitions and wall surfaces.
 5. Mirror Ballroom Floor (2,300 square feet) – 2 times per week – clean wood floor. Cleaning shall consist of dry dust mopping and light damp spot mopping only (no heavy water use).
- C. The following duties shall be performed on a **monthly** basis by the CONTRACTOR at the facility (cleaning activities shall not disrupt public meetings):
1. High dusting. (High partitions and moldings).
 2. Dust or vacuum outside of air conditioning vents including restrooms.
 3. Dust all blinds.

4. Dust all baseboards including restrooms.
5. Dust all fire extinguisher cabinets.
6. Dust window ledges.
7. Wipe down interior doors.
8. Clean all file cabinet tops, workstation partitions, ledges sills, and dust all furniture in a dust free condition. **Note: Do Not Disturb or Move Anything On The Desks.**

4.2 (Location B.) PBSO District 10 Substation, 700 6th Street

IN GENERAL:

The Sheriff's office substation is a single story office building housing a District Commander, his Administrative Assistant, Sergeants' offices, conference room, kitchenette, public information area, and unoccupied holding cells. There are four, single toilet bathrooms ranging in size from 30 square feet to 40 square feet. The floor covering is approximately 3,500 sq.ft. of ceramic tile and about 175 sq.ft. of commercial glue down carpeting.

Note: the County shall conduct fingerprint based criminal history record checks on all persons who have unescorted access to the Palm Beach Sheriff's Office District 10 Substation, a designated "critical facility". A fingerprint based criminal history record check shall be conducted on all CONTRACTOR's employees who are unescorted when entering a facility determined to be critical to the public safety and security of the TOWN. The CONTRACTOR is solely responsible for understanding the financial, schedule, and staffing implications of this Ordinance. Further, the CONTRACTOR acknowledges that its proposal price includes any and all direct or indirect costs associated with compliance of this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the County.

Arrangements must be made directly with the Sheriff for access to the PBSO District 10 Substation.

SPECIFIC HOUSEKEEPING PROVISIONS -FREQUENCY

- A. The following duties shall be performed 5 times per week, Monday, Tuesday, Wednesday, Thursday, and Friday between the hours of 5:00 p.m. and 11:00 p.m. by the CONTRACTOR at the facility:

Duties include:

1. Empty trash, recycling and waste containers (wipe trash lids and containers as needed before replacing liner) in all rooms, hallways and outside of buildings.
2. Replace plastic liners of appropriate size in waste receptacles. Liners shall be replaced only when soiled, torn or no longer useful.
3. Clean conference room table and dust chairs and all other furniture in the room.

4. Clean and sanitize all drinking fountains using metal polish as necessary to remove watermarks and fingerprints.
5. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners, baseboards and stairs. The vacuuming shall remove staples, particles of paper or other material, mud, dirt or any other debris on the carpet. Spot clean carpets on an as needed basis.
6. All non-carpeted floor areas shall be washed with clean water and a clean mop. Disinfect all non-carpeted floor areas including stairwells and landings. Wash and mop procedures should leave a clean appearance, without streaks or spots, and should not splatter walls or baseboards. Floor tiles and grout should be maintained in a clean and stain free condition.
7. Remove all cobwebs; remove fingerprints from doors and partition glass. Disinfect all entry door handles.
8. Clean all building entranceways, inside and outside. Particular attention must be given to the storefront glass doors and sidelights. Clean and maintain cigarette receptacles outside of exterior doors. Remove trash or litter and mop or vacuum.
9. Clean all glass in the main lobby and all other interior areas (excluding exterior windows).
10. Clean and disinfect all restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions, door handles and fixtures. Clean underside rim on urinals and toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, towels, and soap dispensers with designated materials. Wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.
11. Wipe down clean and disinfect the outside of all appliances with suitable cleaners in the employee lounge areas. In addition, wipe down, clean and disinfect all sinks, counters, tables, chairs and fixtures. Sweep floors. Wet mop floors with disinfectant cleaner. Dispose of all trash and replace liners, empty recycle bins.

B. The following duties shall be performed on a weekly basis by the CONTRACTOR at the facility:

1. Dust all picture frames, charts, graphs and similar wall hangings. Dust all ledges and other flat surfaces within reach. Dust tops of all bookcases.
 2. Remove fingerprints from walls, woodwork and doorframes.
 3. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains. Dust partitions and wall surfaces.
 4. Clean restroom in jail cell.
- C. The following duties shall be performed on a monthly basis by the CONTRACTOR at the facility:
1. High dusting. (High partitions and moldings).
 2. Dust or vacuum outside of air conditioning vents including restrooms.
 3. Dust all blinds.
 4. Dust all baseboards including restrooms.
 5. Dust all fire extinguisher cabinets.
 6. Dust window ledges.
 7. Wipe down interior doors.
 8. Clean all file cabinet tops, workstation partitions, ledges, sills, and dust all furniture in a dust free condition. **Note: Do Not Disturb or Move Anything On The Desks.**

4.3 (Location C.) Public Works Department, 640-650 Old Dixie Highway

IN GENERAL:

The Public Works Department consists of three buildings on a single site.

The two story Administration facility houses the Director, his Assistant, the Project Manager, four office areas, Foremen's office area upstairs, an executive kitchenette, a staff break room with kitchenette, and a conference room. There are two, tiled bathrooms with showers, approximately 50 square feet each and a 20 sq.ft. wash room. The floor covering is approximately 950 sq.ft. of commercial glue down carpeting, 675 sq.ft. of concrete, and 550 sq.ft. of ceramic tile. There is a 13 step, carpeted service stairway.

The Vehicle Maintenance office is a 170 sq.ft. carpeted area with a bathroom and a washroom. There is approximately 65 sq.ft. of ceramic tile in these two "wet" areas.

The Facilities Maintenance barn has a 65 sq.ft. washroom with two toilet stalls with ceramic tile flooring. There is a 25 sq.ft. shower with a concrete floor. There is a utility "wash-up" sink out on the floor.

SPECIFIC HOUSEKEEPING PROVISIONS -FREQUENCY

- D. The following duties shall be performed 3 times per week, Monday, Wednesday,

and Friday between the hours of 4:00 p.m. and 11:00 p.m. by the CONTRACTOR at the facility:

Duties include:

1. Empty trash, recycling and waste containers (wash trash lids and containers as needed before replacing liner) in all rooms, and hallways.
1. Replace plastic liners of appropriate size in waste receptacles. Liners shall be replaced only when soiled, torn or no longer useful.
2. Clean conference room table and dust chairs and all other furniture in the room.
3. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners, baseboards and stairs. The vacuuming shall remove staples, particles of paper or other material, mud, dirt or any other debris on the carpet. Spot clean carpets on an as needed basis.
4. All non-carpeted floor areas shall be washed with clean water and a clean mop. Disinfect all non-carpeted floor areas including stairwells and landings. Wash and mop procedures should leave a clean appearance, without streaks or spots, and should not splatter walls or baseboards. Floor tiles and grout should be maintained in a clean and stain free condition.
5. Remove all cobwebs; remove fingerprints from doors and partition glass.
6. Clean all building entrance doors, disinfect door handles.
7. Clean and disinfect all restrooms in all three (3) buildings, including sinks, toilets, mirrors (must be streak and spot free), floors, walls, partitions and fixtures. Clean underside rim on toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats. Fill toilet tissue, towels, and soap dispensers with designated materials. Wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.
8. Wipe down clean and disinfect the outside of all appliances with suitable cleaners in the employee lounge areas. In addition, wipe down, clean and disinfect all sinks, counters, tables, chairs and fixtures. Sweep floors. Wet mop floors with disinfectant cleaner. Dispose of all trash and replace liners, empty recycle bins.
9. Clean all open stairwell surfaces.

E. The following duties shall be performed on a weekly basis by the CONTRACTOR at the facility:

1. Dust all picture frames, charts, graphs and similar wall hangings. Dust all ledges and other flat surfaces within reach. Dust tops of all bookcases.
2. Remove fingerprints from walls, woodwork and doorframes.
3. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains. Dust partitions and wall surfaces.

F. The following duties shall be performed on a monthly basis by the CONTRACTOR at the facility:

1. High dusting. (High partitions and moldings).
2. Dust or vacuum all ceiling vents including restrooms.
3. Dust all blinds.
4. Dust all baseboards including restrooms.
5. Dust all fire extinguisher cabinets.
6. Dust window ledges.
7. Clean all file cabinet tops, workstation partitions, ledges, sills, and dust all furniture in a dust free condition. **Note: Do Not Disturb or Move Anything On The Desks.**

4.4 (Location D.) Library, 529 Park Avenue

IN GENERAL:

The Library is a one story building housing offices and a common area, with two public restrooms.

SPECIFIC HOUSEKEEPING PROVISIONS -FREQUENCY

- A. The following duties shall be performed 5 times per week, Monday, Tuesday, Wednesday, Thursday and Friday between the hours of 9:00 p.m. and 5:00 a.m. by the CONTRACTOR at the facility; cleaning activities shall not disrupt public meetings.

Duties include:

1. Empty trash, recycling and waste containers (wipe trash lids and containers as needed before replacing liner) in all rooms, and hallways.
2. Replace plastic liners of appropriate size in waste receptacles. Liners shall be replaced only when soiled, torn or no longer useful.
3. Clean table tops and dust chairs and all other furniture in the room.
4. Clean and sanitize all drinking fountains using metal polish as necessary to remove watermarks.

5. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners, baseboards and stairs. The vacuuming shall remove staples, particles of paper or other material, mud, dirt or any other debris on the carpet. Spot clean carpets on an as needed basis.
 6. All non-carpeted floor areas shall be washed with clean water and a clean mop. Disinfect all non-carpeted floor areas including stairwells and landings. Wash and mop procedures should leave a clean appearance, without streaks or spots, and should not splatter walls or baseboards. Floor tiles and grout should be maintained in a clean and stain free condition.
 7. Remove all cobwebs; remove fingerprints from doors and partition glass. Disinfect all entry door handles.
10. Clean and disinfect all restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions, door handles and fixtures. Clean underside rim on urinals and toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, towels, and soap dispensers with designated materials. Replace urinal blocks and screens as needed. Wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.
11. Wipe down, clean and disinfect the outside of all appliances with suitable cleaners in the employee lounge areas. In addition, wipe down, clean and disinfect all sinks, counters, tables, chairs and fixtures. Sweep floors. Wet mop floors with disinfectant cleaner. Dispose of all trash and replace liners, empty recycle bins.
- B The following duties shall be performed on a weekly basis by the CONTRACTOR at the facility (cleaning activities shall not disrupt public meetings):
1. Dust all picture frames, charts, graphs and similar wall hangings. Dust all ledges and other flat surfaces within reach. Dust tops of all bookcases.
 2. Remove fingerprints from walls, woodwork and doorframes.
 3. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains. Dust partitions and wall surfaces.
- C The following duties shall be performed on a monthly basis by the CONTRACTOR at the facility (cleaning activities shall not disrupt public meetings):
1. High dusting. (High partitions and moldings).

2. Dust or vacuum outside of air conditioning vents including restrooms.
3. Dust all blinds.
4. Dust all baseboards including restrooms.
5. Dust all fire extinguisher cabinets.
6. Dust window ledges.
7. Wipe down interior doors.
8. Clean all file cabinet tops, workstation partitions, ledges, sills, and dust all furniture in a dust free condition. **Note: Do Not Disturb or Move Anything On The Desks.**

4.5 (Location E.) 800 Park Avenue

IN GENERAL:

The 800 Park Avenue Building is a one story building housing offices and a common area, with two public restrooms.

SPECIFIC HOUSEKEEPING PROVISIONS -FREQUENCY

- A. The following duties shall be performed **1 times per week.** every Friday between the hours of 5:00 p.m. and 9:00 p.m. by the CONTRACTOR at the facility.

Duties include:

1. Empty trash, recycling and waste containers (wipe trash lids and containers as needed before replacing liner) in all rooms, and hallways.
2. Replace plastic liners of appropriate size in waste receptacles. Liners shall be replaced only when soiled, torn or no longer useful.
3. Clean table tops and dust chairs and all other furniture in the room.
4. Vacuum all carpeted floor areas, including areas under desks, chairs, tables and other furniture, as well as corners, baseboards and stairs. The vacuuming shall remove staples, particles of paper or other material, mud, dirt or any other debris on the carpet.
5. All non-carpeted floor areas shall be washed with clean water and a clean mop. Disinfect all non-carpeted floor areas including stairwells and landings. Wash and mop procedures should leave a clean appearance, without streaks or spots, and should not splatter walls or baseboards. Floor tiles and grout should be maintained in a clean and stain free condition.
6. Remove all cobwebs; remove fingerprints from doors and partition glass. Disinfect all

entry door handles.

10. Clean and disinfect all restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions, door handles and fixtures. Clean underside rim of toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, towels, and soap dispensers with designated materials. Replace urinal blocks and screens as needed. Wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.

11. Wipe down, clean and disinfect the outside of all appliances with suitable cleaners in the employee lounge areas. In addition, wipe down, clean and disinfect all sinks, counters, tables, chairs and fixtures. Sweep floors. Wet mop floors with disinfectant cleaner. Dispose of all trash and replace liners, empty recycle bins.

D The following duties shall be performed on a weekly basis by the CONTRACTOR at the facility (cleaning activities shall not disrupt public meetings):

1. Dust all picture frames, charts, graphs and similar wall hangings. Dust all ledges and other flat surfaces within reach. Dust tops of all bookcases.
2. Remove fingerprints from walls, woodwork and doorframes.
3. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains. Dust partitions and wall surfaces.

E The following duties shall be performed on a monthly basis by the CONTRACTOR at the facility (cleaning activities shall not disrupt public meetings):

1. High dusting. (High partitions and moldings).
2. Dust or vacuum outside of air conditioning vents including restrooms.
3. Dust all blinds.
4. Dust all baseboards including restrooms.
5. Dust all fire extinguisher cabinets.
6. Dust window ledges.
7. Wipe down interior doors.
8. Clean all file cabinet tops, workstation partitions, ledges, sills, and dust all furniture in a dust free condition. **Note: Do Not Disturb or Move Anything On The Desks.**

**4.6 (Location F.) Lake Park Harbor Marina (Restrooms and Shower Rooms)
103 - 105 Lake Shore Drive**

IN GENERAL:

The Lake Park Harbor Marina is a TOWN operated marina and public boat launching facility serving tourists, transient, and resident boaters. Public restroom facilities that serve the boat launching facilities are used by approximately 35 people per day; and restroom, shower, and laundry facilities for occupants of the marina are used by approximately 60 persons per day.

Not part of the weekly cleaning contract are the Marina office and the second floor, rental meeting room. The weekly cleaning contract is only for the three sets of public restrooms and limited access bathrooms with showers which are located as follows; there are two, 55 sq. ft. public restrooms with tile, next to the public boat ramp located at the south of the facility. Each restroom has one toilet and one sink. There are also two, 55 sq. ft. public restrooms on the second floor of the Marina office building. Each of these restrooms has one toilet and one sink. The men's and women's limited access bathrooms with showers are located in the Marina office building at the north end of the facility. Each bathroom measures approximately 290 sq. ft. and has two fully tiled shower stalls. There are a total of eight toilets and/or urinals and four sinks.

SPECIFIC HOUSEKEEPING PROVISIONS -FREQUENCY

A. The following duties shall be performed **4 times per week, from October 1 to April 30**, on Monday, Wednesday, Friday, and Saturday including holidays, between the hours of 6:00 p.m. and 11:00 p.m.. The following duties shall be performed **7 times per week from May 1 to September 30**, on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday, between the hours of 6:00 p.m. and 11:00 p.m. by the CONTRACTOR at the facility:

1. Clean and disinfect all restrooms in both buildings, including sinks, toilets, mirrors (must be streak and spot free), floors, walls, partitions and fixtures. Clean underside rim on toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats. Fill toilet tissue, towels, and soap dispensers with designated materials. Replace urinal blocks and screens as needed. Thoroughly sweep and then wet mop floors with disinfectant cleaner. Gather all waste paper and dispose in proper receptacles. Tile surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.
2. Clean and disinfect all showers, including tile walls, floors, faucets, drains, handicapped shower seats and shower heads. Remove all mildew, mold, soap scum and residue from all surfaces including shower curtains.
3. Clean and disinfect all sinks, counters, soap and towel dispensers. Remove all soap scum and residue.
4. Empty trash, recycling and waste containers (wipe and disinfect trash lids and containers as needed before replacing liner) in all rooms, hallways and areas immediately outside of restrooms and bathrooms. Empty and disinfect sanitary napkin disposal containers.

5. Remove all cobwebs; remove fingerprints from doors and walls. Disinfect all entry door handles.

B. The following duties shall be performed on a **monthly** basis by the CONTRACTOR at the facility:

1. Hand wash walls, stall partitions and light switches in restrooms. Flush floor drains.
2. Dust or vacuum all ceiling vents including restrooms.
3. Clean and polish water drinking fountains.

C. The following shall be performed on a **quarterly** basis by the CONTRACTOR at the facility.

1. Power scrub all the tile floors

4.7 (Location G) Lake Shore Park Public Restrooms 701 Lake Shore Drive

IN GENERAL

The Lake Shore Park Public Restroom is a 380 square foot facility with both a men's and a lady's' room. It has painted concrete floors and walls and a total of three toilets, one urinal, and four sinks. It is situated between the tennis courts and the rental pavilion. There is a chrome dished, chilled water fountain in the foyer.

SPECIFIC HOUSEKEEPING PROVISIONS -FREQUENCY

A. The following duties shall be performed **7 times per week**, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday between the hours of 6:00 p.m. and 9:00 p.m. by the CONTRACTOR at the facility:

1. Clean and disinfect two (2) restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions and fixtures. Clean underside rim on urinals and toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, and soap dispensers with designated materials. Wet mop floors with green products. Gather all waste paper and dispose in proper receptacles. Painted surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.

B. The following duties shall be performed on a **weekly** basis by the CONTRACTOR at the facility:

1. Hose down walls and floors, spray with disinfectant, scrub with a stiff brush, and rinse. Squeegee water out of the building.

C. The following shall be performed on a **quarterly** basis by the CONTRACTOR at the facility.

1. Power scrub all the tile floors.

4.8 (Location H) Kelsey Park Public Restrooms 700 Lake Shore Drive

IN GENERAL

The Kelsey Park public restroom is located near the north end of Kelsey Park, with two toilets and two sinks on the women's side, and one toilet, one urinal, and two sinks on the men's side. The restroom has epoxy floors. This is a public restroom with a combined square footage of approximately 240 square feet.

SPECIFIC HOUSEKEEPING PROVISIONS -FREQUENCY

- A. The following duties shall be performed 7 times per week Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday between the hours of 6:00 p.m. and 9:00 p.m. by the CONTRACTOR at the facility:

1. Clean and disinfect two (2) restrooms, including sinks, toilets, urinals, mirrors (must be streak and spot free), floors, walls, partitions and fixtures. Clean underside rim on urinals and toilet bowls. Clean and polish all mirrors, dispensers and trim. Wash and sanitize toilet seats and sanitary napkin receptacles. Fill toilet tissue, and soap dispensers with designated materials. Wet mop floors with green products. Gather all waste paper and dispose in proper receptacles. Painted surfaces must be maintained in a clean, unstained condition with sparkling appearance in all areas of bathrooms. Toilets and restrooms must be maintained in clean and sanitary condition.

- B. The following duties shall be performed on a weekly basis by the CONTRACTOR at the facility:

1. Hose down walls and floors, spray with disinfectant, scrub with a stiff brush, and rinse. Squeegee water out of the building.

- C. The following shall be performed on a quarterly basis by the CONTRACTOR at the facility.

1. Power scrub all the tile floors.

The CONTRACTOR shall supervise and direct all work, using skilled labor and proper equipment for all tasks. Safety of the CONTRACTOR's personnel and equipment is the responsibility of the CONTRACTOR. Additionally, the CONTRACTOR shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of this contract.

NOTE: The Town Hall facility is controlled by a master key level system. It will be the responsibility of the CONTRACTOR to secure all keys from loss, and to return any and all keys to the Town upon contract expiration or termination. IF THE CONTRACTOR FAILS TO RETURN all keys issued to it by the Town, for any reason, the CONTRACTOR will be responsible for re-keying the facility to a security level equivalent or better than existing, at no cost to the Town.

B

PRICE PROPOSAL FORM

TITLE: JANITORIAL SERVICES QUOTE PER THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THE TOWN OF LANTANA AGREEMENTS ITB 2019-09-PW & ITB 2019-10-PW

Please propose prices for the following consistent with the information contained within the Town of Lantana Agreements ITBs 2019-09-PW & 2019-10-PW:

ITEM No.	Description	Unit	Quantity	TOTAL PRICE
1.	Indemnification	Job	1	\$100.00
2.	Mobilization and Registration With TOWN, including Criminal Records Check for two (2) employees and one (1) supervisor	L.S.	1	_____
3.	Provide labor, supervision, Equipment, and supplies Required to professionally Clean the listed TOWN facilities			
	A.) TOWN Hall	L.S.	1	\$3,234.00
	a.) Initial, one-time Cleaning to bring Location into contract compliance	JOB	1	_____
	B.) PBSO District 10 Substation	L.S.	1	\$1,386.00
	b.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	_____
	C.) Public Works Department	L.S.	1	\$1,155.00
	c.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	_____
	D.) Library	L.S.	1	\$1,386.00
	d.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	_____
	E.) Recreation	L.S.	1	\$273.00
	e.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	_____
	F.) Lake Park Harbor Marina	L.S.	1	\$958.00
	f.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	_____

G.) Lake Shore Park Restrooms	L.S.	1	<u>\$958.00</u>
g.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	<u> </u>
H.) Kelsey Park Restrooms	L.S.	1	<u>\$958.00</u>
h.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	<u> </u>
I.) Evergreen House	L.S.	1	<u>\$273.00</u>
i.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	<u> </u>

BASE PRICE of ITEMS 1-3-----\$ \$10,581.00 (Through
10/31/2022)

Written Amount \$ Ten thousand five hundred and eighty one dollars.

4. UNIT PRICES (on an "As Needed" basis):

Power Scrub Ceramic Tile	\$ <u>.40</u> per square foot
Strip and Wax Paver Tile	\$ <u>.45</u> per square foot
Strip and Seal Wood Flooring	\$ <u>.39</u> per square foot
Strip and Wax Vinyl Tile	\$ <u>.41</u> per square foot
Carpet Cleaning	\$ <u>.39</u> per square foot
Window Cleaning (Interior)	\$ <u> </u> (1) large window
	\$ <u> </u> (1) medium window
	\$ <u> </u> (1) small window
Window Cleaning (Exterior)	\$ <u> </u> (1) large window
	\$ <u> </u> (1) medium window
	\$ <u>25.00</u> (1) small window
Hourly Labor Rate – Heavy Cleaning	\$ <u>22.00</u> per hour

Hourly Labor Rate – Porter Service

\$ 22.00 per hour

Number of days to start work after receipt of Notice to Proceed: 8/22/2022

Submitted By: Madid Pedraza

Name of Firm: P.C.S. Professional cleaning Services Corp.

Tel. No. 954 549 5543 Fax No. _____

Email Address: info@neatclean-service.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brite Choice Insurance II 1109 N Federal Hwy Fort Lauderdale FL 33304		CONTACT NAME: Gabriel E Rivera PHONE (A/C, No, Ext): (954) 200-7711 FAX (A/C, No): (954) 580-3222 E-MAIL ADDRESS: Gabriel@britechoiceinsurance.com	
INSURED PCS Professional Cleaning Corp 5800 s sable circle margate FL 33063		INSURER(S) AFFORDING COVERAGE INSURER A: ASCENDANT COMMERCIAL INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	


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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	N	GL-68806-1	06/12/2022	06/12/2023	EACH OCCURRENCE \$ 1,000,00.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00						
	MED EXP (Any one person) \$ 5,000.00						
	PERSONAL & ADV INJURY \$ 1,000,000.00						
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 2,000,000.00
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION S						PRODUCTS - COMP/OP AGG \$ 1,000,000.00
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> A				COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

TOWN OF LAKE PARK 535 Park Avenue Lake Park FL 33403	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**AGREEMENT FOR JANITORIAL SERVICES FOR
PUBLIC OFFICES WITHIN THE TOWN OF LANTANA**

THIS AGREEMENT is hereby made and entered into this 1st day of November, 2019 ("Effective Date") by and between the Town of Lantana, a Florida municipal corporation ("Town"), whose address is 500 Greynolds Circle, Lantana, Florida 33462, and P.C.S. Professional Cleaning Services Corporation, a corporation ("Contractor"), whose address is 5800 S. Sable Circle, Margate, Florida 33063.

WHEREAS, the Town desires to retain the services of the Contractor to provide the goods and services in accordance with the Town's Invitation to Bid No. 2019-09-PW and the Contractor's response thereto, all of which are incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereafter set forth, the Contractor and the Town agree as follows:

ARTICLE 1. INCORPORATION OF INVITATION TO BID

The terms and conditions of this Agreement shall include and incorporate the terms, conditions, and specifications set forth in the Town's Invitation to Bid No. 2019-09-PW, and the Contractor's response to the Invitation to Bid, including all documentation required thereunder. In the event of a conflict between the terms, conditions, and specification set forth in this Agreement and Town's ITB No. 2019-09-PW, and the Contractor's response; the documents shall have precedence in the following order, this Agreement, then the Town's ITB No. 2019-09-PW, and then the Contractor's response to ITB No. 2019-09-PW.

ARTICLE 2. DESCRIPTION OF GOODS OR SCOPE OF SERVICES

The Contractor shall provide the goods and/or perform those services identified in the specifications accompanying the Town's Invitation to Bid, which are incorporated herein by reference.

ARTICLE 3. COMPENSATION

The Town shall pay the Contractor \$35,454.20 annually according to the terms and specifications of the Town's Invitation to Bid and as set forth on Page 24 of the Contractor's response thereto.

ARTICLE 4. AVAILABILITY OF FUNDS

The Town's performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Town Council.

ARTICLE 5. DEFAULT, DEFAULT REMEDIES AND TERMINATION FOR CAUSE

This Agreement may be terminated for cause by action of the Town or by Contractor if the party in breach has not corrected the breach within fourteen (14) days after written notice from the aggrieved party identifying the breach.

ARTICLE 6. TERMINATION FOR CONVENIENCE

(a) The Town may terminate performance of work under this contract in whole or, from time to time, in part if the Town determines that a termination is in the Town's interest. The Town shall terminate by delivering to the Contractor a Notice of Termination specifying the extent of termination and the effective date.

(b) After receipt of a Notice of Termination, and except as directed by the Town, the Contractor shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due under this clause:

- (1) Stop work as specified in the notice.
- (2) Place no further subcontracts or orders (referred to as subcontracts in this clause) for materials, services, or facilities, except as necessary to complete the continued portion of the contract.
- (3) Terminate all subcontracts to the extent they relate to the work terminated.
- (4) Assign to the Town, as directed by the Town, all right, title, and interest of the Contractor under the subcontracts terminated, in which case the Town shall have the right to settle or to pay any termination settlement proposal arising out of those terminations.
- (5) With approval or ratification to the extent required by the Town, settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; the approval or ratification will be final for purposes of this clause.
- (6) As directed by the Town, transfer title and deliver to the Town (i) the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced or acquired for the work terminated, and (ii) the completed or partially completed plans, drawings, information, and other property that, if the contract had been completed, would be required to be furnished to the Town.
- (7) Complete performance of the work not terminated.
- (8) Take any action that may be necessary, or that the Town may direct, for the protection and preservation of the property related to this contract that is in the possession of the Contractor and in which the Town has or may acquire an interest.

(9) Use its best efforts to sell, as directed or authorized by the Town, any property of the types referred to in subparagraph (b)(6) of this clause; provided, however, that the Contractor (i) is not required to extend credit to any purchaser and (ii) may acquire the property under the conditions prescribed by, and at prices approved by, the Town. The proceeds of any transfer or disposition will be applied to reduce any payments to be made by the Town under this contract, credited to the price or cost of the work, or paid in any other manner directed by the Town.

(c) The Contractor shall submit complete termination inventory schedules no later than 120 days from the effective date of termination, unless extended in writing by the Town upon written request of the Contractor within this 120-day period.

(d) After expiration of the plant clearance period as defined in subpart 49.001 of the Federal Acquisition Regulation, the Contractor may submit to the Town a list, certified as to quantity and quality, of termination inventory not previously disposed of, excluding items authorized for disposition by the Town. The Contractor may request the Town to remove those items or enter into an agreement for their storage. Within 15 days, the Town will accept title to those items and remove them or enter into a storage agreement. The Town may verify the list upon removal of the items, or if stored, within 45 days from submission of the list, and shall correct the list, as necessary, before final settlement.

(e) After termination, the Contractor shall submit a final termination settlement proposal to the Town in the form and with the certification prescribed by the Town. The Contractor shall submit the proposal promptly, but no later than 1 year from the effective date of termination, unless extended in writing by the Town upon written request of the Contractor within this 1-year period. However, if the Town determines that the facts justify it, a termination settlement proposal may be received and acted on after 1 year or any extension. If the Contractor fails to submit the proposal within the time allowed, the Town may determine, on the basis of information available, the amount, if any, due the Contractor because of the termination and shall pay the amount determined.

(f) Subject to paragraph (e) of this clause, the Contractor and the Town may agree upon the whole or any part of the amount to be paid or remaining to be paid because of the termination. The amount may include a reasonable allowance for profit on work done. However, the agreed amount, whether under this paragraph (f) or paragraph (g) of this clause, exclusive of costs shown in subparagraph (g)(3) of this clause, may not exceed the total contract price as reduced by (1) the amount of payments previously made and (2) the contract price of work not terminated. The contract shall be modified, and the Contractor paid the agreed amount. Paragraph (g) of this clause shall not limit, restrict, or affect the amount that may be agreed upon to be paid under this paragraph.

(g) If the Contractor and Town fail to agree on the whole amount to be paid the Contractor because of the termination of work, the Town shall pay the Contractor the amounts determined as follows, but without duplication of any amounts agreed upon under paragraph (f) of this clause:

(1) For contract work performed before the effective date of termination, the total (without duplication of any items) of -

(i) The cost of this work;

(ii) The cost of settling and paying termination settlement proposals under terminated subcontracts that are properly chargeable to the terminated portion of the contract if not included in subdivision (g)(1)(i) of this clause; and

(iii) A sum, as profit on subdivision (g)(1)(i) of this clause, determined by the Town under 49.202 of the Federal Acquisition Regulation, in effect on the date of this contract, to be fair and reasonable; however, if it appears that the Contractor would have sustained a loss on the entire contract had it been completed, the Town shall allow no profit under this subdivision (iii) and shall reduce the settlement to reflect the indicated rate of loss.

(2) The reasonable costs of settlement of the work terminated, including -

(i) Accounting, legal, clerical, and other expenses reasonably necessary for the preparation of termination settlement proposals and supporting data;

(ii) The termination and settlement of subcontracts (excluding the amounts of such settlements); and

(iii) Storage, transportation, and other costs incurred, reasonably necessary for the preservation, protection, or disposition of the termination inventory.

(h) Except for normal spoilage, and except to the extent that the Town expressly assumed the risk of loss, the Town shall exclude from the amounts payable to the Contractor under paragraph (g) of this clause, the fair value as determined by the Town, for the loss of the Town property.

(i) The cost principles and procedures of part 31 of the Federal Acquisition Regulation, in effect on the date of this contract, shall govern all costs claimed, agreed to, or determined under this clause.

(j) The Contractor shall have the right of appeal, under the Disputes clause, from any determination made by the Town under paragraph (e), (g), or (l) of this clause, except that if the Contractor failed to submit the termination settlement proposal or request for equitable adjustment within the time provided in paragraph (e) or (l), respectively, and failed to request a time extension, there is no right of appeal.

(k) In arriving at the amount due the Contractor under this clause, there shall be deducted:

(l) All unliquidated advance or other payments to the Contractor under the terminated portion of this contract;

(2) Any claim which the Town has against the Contractor under this contract;
and

(3) The agreed price for, or the proceeds of sale of, materials, supplies, or other things acquired by the Contractor or sold under the provisions of this clause and not recovered by or credited to the Town.

(l) If the termination is partial, the Contractor may file a proposal with the Town for an equitable adjustment of the price(s) of the continued portion of the contract. The Town shall make any equitable adjustment agreed upon. Any proposal by the Contractor for an equitable adjustment under this clause shall be requested within 90 days from the effective date of termination unless extended in writing by the Town.

(m)

(1) The Town may, under the terms and conditions it prescribes, make partial payments and payments against costs incurred by the Contractor for the terminated portion of the contract, if the Town believes the total of these payments will not exceed the amount to which the Contractor will be entitled.

(2) If the total payments exceed the amount finally determined to be due, the Contractor shall repay the excess to the Town upon demand, together with interest computed at the rate established by the Secretary of the Treasury under 50 U.S.C. App. 1215(b)(2). Interest shall be computed for the period from the date the excess payment is received by the Contractor to the date the excess is repaid. Interest shall not be charged on any excess payment due to a reduction in the Contractor's termination settlement proposal because of retention or other disposition of termination inventory until 10 days after the date of the retention or disposition, or a later date determined by the Town because of the circumstances.

(n) Unless otherwise provided in this contract or by statute, the Contractor shall maintain all records and documents relating to the terminated portion of this contract for 3 years after final settlement. This includes all books and other evidence bearing on the Contractor's costs and expenses under this contract. The Contractor shall make these records and documents available to the Town, at the Contractor's office, at all reasonable times, without any direct charge. If approved by the Town, photographs, microphotographs, or other authentic reproductions may be maintained instead of original records and documents.

(o) Contractor acknowledges and agrees that One Thousand Dollars (\$1,000.00) of the compensation to be paid by Town, the receipt and adequacy of which is hereby acknowledged by Contractor, is given as special consideration to Contractor for Town's right to terminate this Agreement for convenience.

ARTICLE 7. CLEAN AIR ACT

Contractor shall, in the course of performing pursuant to this Agreement, comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).

ARTICLE 8. ENERGY EFFICIENCY

Contractor shall, in the course of performing pursuant to this Agreement, comply with all applicable standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

ARTICLE 9. PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, *Fla. Stat.*, if the Contractor: (i) provides a service; and (ii) acts on behalf of the Town as provided under Section 119.011(2) *Fla. Stat.*, the Contractor shall comply with the requirements of Section 119.0701, *Fla. Stat.*, as it may be amended from time to time. The Contractor is specifically required to:

A. Keep and maintain public records required by the Town to perform services as provided under this Contract.

B. Upon request from the Town's Custodian of Public Records, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The Contractor further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the Contractor does not transfer the records to the public agency.

D. Upon completion of the Contract the Contractor shall transfer, at no cost to the Town, all public records in possession of the Contractor unless notified by Town's representative/liaison, on behalf of the Town's Custodian of Public Records, to keep and maintain public records required by the Town to perform the service. If the Contractor transfers all public records to the Town upon completion of the Contract, 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 the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically by the Contractor must be provided to Town, upon request of the

Town's Custodian of Public Records, in a format that is compatible with the information technology systems of Town, at no cost to Town.

Failure of the Contractor to comply with the requirements of this article shall be a material breach of this Contract. Town shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. Contractor acknowledges that it has familiarized itself with the requirements of Chapter 119, *Fla. Stat.*, and other requirements of state law applicable to public records not specifically set forth herein.

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, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY CLERK, TOWN HALL, 500 GREYNOLDS CIRCLE, LANTANA, FL 33462, BY E-MAIL AT NDRITZ@LANTANA.ORG OR BY TELEPHONE AT 561-540-5016

ARTICLE 10. MISCELLANEOUS PROVISIONS

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall be hand delivered, telecommunicated, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

- i. As to the Town: Town of Lantana
500 Greynolds Circle
Lantana, Florida 33462
Attn: Town Manager
Email: dmanzo@lantana.org
- ii. with a copy to: Town of Lantana
500 Greynolds Circle
Lantana, Florida 33462
Attn: Town Attorney
Email: max@lohmanlawgroup.com
- iii. As to the Contractor: P.C.S. Professional Cleaning Services Corporation
5800 S. Sable Circle
Margate, Florida 33063.
Attn.: Madid Pedraza
Email: info@neatcleanservicesusa.com

b. Headings. The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

c. Effective Date. The effective date of this Agreement shall be the date first set forth above.

d. Remedies. This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

e. Third-party Beneficiary. No provision of this Agreement is intended to, or shall be construed to, create any third-party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the Town and/or Contractor.

ARTICLE 11. TERM

The term of this Agreement shall be from the effective date through October 31, 2022, unless terminated earlier in accordance with Articles 5 or 6. The parties may by mutual agreement enter into up to two (2) one-year extensions.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates hereinafter written.

TOWN OF LANTANA, FLORIDA

Contractor,

By: Deborah S. Manzo
Deborah S. Manzo, Town Manager

By: Hadid Pedraza

Print Name: HADID PEDRAZA
Title: President

By: Nicole Dritz
Nicole Dritz, Town Clerk



APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: R. Max Lohman
R. Max Lohman, Town Attorney

**AGREEMENT FOR JANITORIAL SERVICES FOR
PUBLIC RESTROOMS WITHIN THE TOWN OF LANTANA**

THIS AGREEMENT is hereby made and entered into this 1st day of November, 2019 (“Effective Date”) by and between the Town of Lantana, a Florida municipal corporation (“Town”), whose address is 500 Greynolds Circle, Lantana, Florida 33462, and P.C.S. Professional Cleaning Services Corporation, a corporation (“Contractor”), whose address is 5800 S. Sable Circle, Margate, Florida 33063.

WHEREAS, the Town desires to retain the services of the Contractor to provide the goods and services in accordance with the Town’s Invitation to Bid No. 2019-10-PW and the Contractor’s response thereto, all of which are incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereafter set forth, the Contractor and the Town agree as follows:

ARTICLE 1. INCORPORATION OF INVITATION TO BID

The terms and conditions of this Agreement shall include and incorporate the terms, conditions, and specifications set forth in the Town’s Invitation to Bid No. 2019-10-PW, and the Contractor’s response to the Invitation to Bid, including all documentation required thereunder. In the event of a conflict between the terms, conditions, and specification set forth in this Agreement and Town’s ITB No. 2019-10-PW, and the Contractor’s response; the documents shall have precedence in the following order, this Agreement, then the Town’s ITB No. 2019-10-PW, and then the Contractor’s response to ITB No. 2019-10-PW.

ARTICLE 2. DESCRIPTION OF GOODS OR SCOPE OF SERVICES

The Contractor shall provide the goods and/or perform those services identified in the specifications accompanying the Town’s Invitation to Bid, which are incorporated herein by reference.

ARTICLE 3. COMPENSATION

The Town shall pay the Contractor \$5,737.26 annually according to the terms and specifications of the Town’s Invitation to Bid and as set forth on Page 24 of the Contractor’s response thereto.

ARTICLE 4. AVAILABILITY OF FUNDS

The Town’s performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Town Council.

ARTICLE 5. DEFAULT, DEFAULT REMEDIES AND TERMINATION FOR CAUSE

This Agreement may be terminated for cause by action of the Town or by Contractor if the party in breach has not corrected the breach within fourteen (14) days after written notice from the aggrieved party identifying the breach.

ARTICLE 6. TERMINATION FOR CONVENIENCE

(a) The Town may terminate performance of work under this contract in whole or, from time to time, in part if the Town determines that a termination is in the Town's interest. The Town shall terminate by delivering to the Contractor a Notice of Termination specifying the extent of termination and the effective date.

(b) After receipt of a Notice of Termination, and except as directed by the Town, the Contractor shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due under this clause:

- (1) Stop work as specified in the notice.
- (2) Place no further subcontracts or orders (referred to as subcontracts in this clause) for materials, services, or facilities, except as necessary to complete the continued portion of the contract.
- (3) Terminate all subcontracts to the extent they relate to the work terminated.
- (4) Assign to the Town, as directed by the Town, all right, title, and interest of the Contractor under the subcontracts terminated, in which case the Town shall have the right to settle or to pay any termination settlement proposal arising out of those terminations.
- (5) With approval or ratification to the extent required by the Town, settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; the approval or ratification will be final for purposes of this clause.
- (6) As directed by the Town, transfer title and deliver to the Town (i) the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced or acquired for the work terminated, and (ii) the completed or partially completed plans, drawings, information, and other property that, if the contract had been completed, would be required to be furnished to the Town.
- (7) Complete performance of the work not terminated.
- (8) Take any action that may be necessary, or that the Town may direct, for the protection and preservation of the property related to this contract that is in the possession of the Contractor and in which the Town has or may acquire an interest.

(9) Use its best efforts to sell, as directed or authorized by the Town, any property of the types referred to in subparagraph (b)(6) of this clause; provided, however, that the Contractor (i) is not required to extend credit to any purchaser and (ii) may acquire the property under the conditions prescribed by, and at prices approved by, the Town. The proceeds of any transfer or disposition will be applied to reduce any payments to be made by the Town under this contract, credited to the price or cost of the work, or paid in any other manner directed by the Town.

(c) The Contractor shall submit complete termination inventory schedules no later than 120 days from the effective date of termination, unless extended in writing by the Town upon written request of the Contractor within this 120-day period.

(d) After expiration of the plant clearance period as defined in subpart 49.001 of the Federal Acquisition Regulation, the Contractor may submit to the Town a list, certified as to quantity and quality, of termination inventory not previously disposed of, excluding items authorized for disposition by the Town. The Contractor may request the Town to remove those items or enter into an agreement for their storage. Within 15 days, the Town will accept title to those items and remove them or enter into a storage agreement. The Town may verify the list upon removal of the items, or if stored, within 45 days from submission of the list, and shall correct the list, as necessary, before final settlement.

(e) After termination, the Contractor shall submit a final termination settlement proposal to the Town in the form and with the certification prescribed by the Town. The Contractor shall submit the proposal promptly, but no later than 1 year from the effective date of termination, unless extended in writing by the Town upon written request of the Contractor within this 1-year period. However, if the Town determines that the facts justify it, a termination settlement proposal may be received and acted on after 1 year or any extension. If the Contractor fails to submit the proposal within the time allowed, the Town may determine, on the basis of information available, the amount, if any, due the Contractor because of the termination and shall pay the amount determined.

(f) Subject to paragraph (e) of this clause, the Contractor and the Town may agree upon the whole or any part of the amount to be paid or remaining to be paid because of the termination. The amount may include a reasonable allowance for profit on work done. However, the agreed amount, whether under this paragraph (f) or paragraph (g) of this clause, exclusive of costs shown in subparagraph (g)(3) of this clause, may not exceed the total contract price as reduced by (1) the amount of payments previously made and (2) the contract price of work not terminated. The contract shall be modified, and the Contractor paid the agreed amount. Paragraph (g) of this clause shall not limit, restrict, or affect the amount that may be agreed upon to be paid under this paragraph.

(g) If the Contractor and Town fail to agree on the whole amount to be paid the Contractor because of the termination of work, the Town shall pay the Contractor the amounts determined as follows, but without duplication of any amounts agreed upon under paragraph (f) of this clause:

(1) For contract work performed before the effective date of termination, the total (without duplication of any items) of -

(i) The cost of this work;

(ii) The cost of settling and paying termination settlement proposals under terminated subcontracts that are properly chargeable to the terminated portion of the contract if not included in subdivision (g)(1)(i) of this clause; and

(iii) A sum, as profit on subdivision (g)(1)(i) of this clause, determined by the Town under 49.202 of the Federal Acquisition Regulation, in effect on the date of this contract, to be fair and reasonable; however, if it appears that the Contractor would have sustained a loss on the entire contract had it been completed, the Town shall allow no profit under this subdivision (iii) and shall reduce the settlement to reflect the indicated rate of loss.

(2) The reasonable costs of settlement of the work terminated, including -

(i) Accounting, legal, clerical, and other expenses reasonably necessary for the preparation of termination settlement proposals and supporting data;

(ii) The termination and settlement of subcontracts (excluding the amounts of such settlements); and

(iii) Storage, transportation, and other costs incurred, reasonably necessary for the preservation, protection, or disposition of the termination inventory.

(h) Except for normal spoilage, and except to the extent that the Town expressly assumed the risk of loss, the Town shall exclude from the amounts payable to the Contractor under paragraph (g) of this clause, the fair value as determined by the Town, for the loss of the Town property.

(i) The cost principles and procedures of part 31 of the Federal Acquisition Regulation, in effect on the date of this contract, shall govern all costs claimed, agreed to, or determined under this clause.

(j) The Contractor shall have the right of appeal, under the Disputes clause, from any determination made by the Town under paragraph (e), (g), or (l) of this clause, except that if the Contractor failed to submit the termination settlement proposal or request for equitable adjustment within the time provided in paragraph (e) or (l), respectively, and failed to request a time extension, there is no right of appeal.

(k) In arriving at the amount due the Contractor under this clause, there shall be deducted:

(1) All unliquidated advance or other payments to the Contractor under the terminated portion of this contract;

(2) Any claim which the Town has against the Contractor under this contract;
and

(3) The agreed price for, or the proceeds of sale of, materials, supplies, or other things acquired by the Contractor or sold under the provisions of this clause and not recovered by or credited to the Town.

(l) If the termination is partial, the Contractor may file a proposal with the Town for an equitable adjustment of the price(s) of the continued portion of the contract. The Town shall make any equitable adjustment agreed upon. Any proposal by the Contractor for an equitable adjustment under this clause shall be requested within 90 days from the effective date of termination unless extended in writing by the Town.

(m)

(1) The Town may, under the terms and conditions it prescribes, make partial payments and payments against costs incurred by the Contractor for the terminated portion of the contract, if the Town believes the total of these payments will not exceed the amount to which the Contractor will be entitled.

(2) If the total payments exceed the amount finally determined to be due, the Contractor shall repay the excess to the Town upon demand, together with interest computed at the rate established by the Secretary of the Treasury under 50 U.S.C. App. 1215(b)(2). Interest shall be computed for the period from the date the excess payment is received by the Contractor to the date the excess is repaid. Interest shall not be charged on any excess payment due to a reduction in the Contractor's termination settlement proposal because of retention or other disposition of termination inventory until 10 days after the date of the retention or disposition, or a later date determined by the Town because of the circumstances.

(n) Unless otherwise provided in this contract or by statute, the Contractor shall maintain all records and documents relating to the terminated portion of this contract for 3 years after final settlement. This includes all books and other evidence bearing on the Contractor's costs and expenses under this contract. The Contractor shall make these records and documents available to the Town, at the Contractor's office, at all reasonable times, without any direct charge. If approved by the Town, photographs, microphotographs, or other authentic reproductions may be maintained instead of original records and documents.

(o) Contractor acknowledges and agrees that One Thousand Dollars (\$1,000.00) of the compensation to be paid by Town, the receipt and adequacy of which is hereby acknowledged by Contractor, is given as special consideration to Contractor for Town's right to terminate this Agreement for convenience.

ARTICLE 7. CLEAN AIR ACT

Contractor shall, in the course of performing pursuant to this Agreement, comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).

ARTICLE 8. ENERGY EFFICIENCY

Contractor shall, in the course of performing pursuant to this Agreement, comply with all applicable standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

ARTICLE 9. PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, *Fla. Stat.*, if the Contractor: (i) provides a service; and (ii) acts on behalf of the Town as provided under Section 119.011(2) *Fla. Stat.*, the Contractor shall comply with the requirements of Section 119.0701, *Fla. Stat.*, as it may be amended from time to time. The Contractor is specifically required to:

A. Keep and maintain public records required by the Town to perform services as provided under this Contract.

B. Upon request from the Town's Custodian of Public Records, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The Contractor further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the Contractor does not transfer the records to the public agency.

D. Upon completion of the Contract the Contractor shall transfer, at no cost to the Town, all public records in possession of the Contractor unless notified by Town's representative/liaison, on behalf of the Town's Custodian of Public Records, to keep and maintain public records required by the Town to perform the service. If the Contractor transfers all public records to the Town upon completion of the Contract, 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 the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically by the Contractor must be provided to Town, upon request of the

Town's Custodian of Public Records, in a format that is compatible with the information technology systems of Town, at no cost to Town.

Failure of the Contractor to comply with the requirements of this article shall be a material breach of this Contract. Town shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. Contractor acknowledges that it has familiarized itself with the requirements of Chapter 119, *Fla. Stat.*, and other requirements of state law applicable to public records not specifically set forth herein.

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, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY CLERK, TOWN HALL, 500 GREYNOLDS CIRCLE, LANTANA, FL 33462, BY E-MAIL AT NDRITZ@LANTANA.ORG OR BY TELEPHONE AT 561-540-5016

ARTICLE 10. MISCELLANEOUS PROVISIONS

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall be hand delivered, telecommunicated, or mailed by registered or certified mail (postage prepaid), return receipt requested, to the following addresses:

- i. As to the Town: Town of Lantana
500 Greynolds Circle
Lantana, Florida 33462
Attn: Town Manager
Email: dmanzo@lantana.org
- ii. with a copy to: Town of Lantana
500 Greynolds Circle
Lantana, Florida 33462
Attn: Town Attorney
Email: max@lohmanlawgroup.com
- iii. As to the Contractor: P.C.S. Professional Cleaning Services Corporation
5800 S. Sable Circle
Margate, Florida 33063.
Attn.: Madid Pedraza
Email: info@neatcleanservicesusa.com

b. Headings. The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

c. Effective Date. The effective date of this Agreement shall be the date first set forth above.

d. Remedies. This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

e. Third-party Beneficiary. No provision of this Agreement is intended to, or shall be construed to, create any third-party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the Town and/or Contractor.

ARTICLE 11. TERM

The term of this Agreement shall be from the effective date through October 31, 2022, unless terminated earlier in accordance with Articles 5 or 6. The parties may by mutual agreement enter into up to two (2) one-year extensions.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates hereinafter written.

TOWN OF LANTANA, FLORIDA

By: *Deborah S. Manzo*
~~Deborah S. Manzo, Town Manager~~
Brian K. Raducci

By: *Kathleen Dominguez*
~~Nicole Dritz, Town Clerk~~
Kathleen Dominguez

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: *R. Max Lohman*
R. Max Lohman, Town Attorney

Contractor,

By: *Madid Pedraza*
Print Name: MADID PEDRAZA
Title: President





June 16, 2022

Mr. Roberto Travieso
Director of Public Works
Town of Lake Park
640 Old Dixie Highway
Lake Park, Florida 33403

This letter is to inform you that, Custom Cleaning & Management Services, Corp. dba CCMS has decided to not terminate the contract for Custodial Services to the Town of Lake Park for reasons of "force majeure" summarized below:

This contract was a three (3) year agreement based on prices submitted in our response in 2017 utilizing labor rates and supplies cost from 2017. In 2018, being the second low bidder in the already awarded contract in 2017, CCMS was awarded the contract as a result of the low bidder's disqualification.

- a) Since entering the contract we have had a Pandemic (SARS-2-Covid-19) which has not only caused massive disruptions in the supply chain, but also the prices of all the supplies we provide within this contract to perform the contracted services to the Town. Our workforce has also been deeply affected causing the company to pay overtime to those employees who continued working during the pandemic (not contemplated in the original pricing for this contract). Even today The Consumer Pricing Index shows 10.8% on inflation in the past nine (9) months, however the reality in the business community nationwide is supplies, insurances, office space, gas prices have increased our cost of doing business more than 30% since September 2021. Conversely, CCMS was allowed to only an increase of six percent (6%) at the time of our contract renewal in February 2022. Based on the same, CCMS cannot continue supporting the necessary operations required by this contract.
- b) Legislative minimum wage increase: CCMS always understood the relationship between employee's retention and employee's well-being, hence CCMS has never paid the minimum wage to our employees and has always been ahead of the curve to maintain



quality personnel. At this time after the legislative minimum wage increase and the impact with the cost of living, CCMS has adjusted all labor rates and wages.

The continued inflation we are living which has not been experienced in almost 40 years, it is both unreasonable and unrealistic to honor unit prices and wages determined in 2017 with only an allowed increase of only 6%. None of this could have been predicted and this can be seen as a "force majeure".

Please take this letter as a formal written notice of our intent to terminate this contract with our last day of service, as per your request, no later than August 19th, 2022.

CCMS will continue to provide services and assist the Town until then while the onboarding and training by the Town of a new cleaning company is completed. CCMS appreciates the opportunity in serving the Town these past three (3) years and anticipates an amicable transition in the next two (2) months.

Sincerely,

Aida Veronica Vidal
Chief Executive Officer
Custom Cleaning & Management Services, Corp.

RESOLUTION 08-03-22

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH CUSTOM CLEANING AND MANAGEMENT SERVICES CORPORATION FOR THE PROVISION OF CUSTODIAL SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park (Town) is a municipal corporation of the state of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons; and

WHEREAS, the Town and Custom Cleaning Management Services Corporation (Contractor) previously entered into an Agreement, a copy of which is attached hereto and incorporated herein as Exhibit "A", whereby Contractor is providing certain custodial and cleaning services at the Town properties and facilities; and

WHEREAS, the Agreement provides for a three-year term with an option to extend the Agreement for two additional one-year terms at the convenience of the Town; and

WHEREAS, the Agreement expired on February 6, 2022, and Contractor has continued to provide custodial services to the Town under the same pricing, terms, and conditions as contained in the Agreement; and

WHEREAS, the Town Manager has determined that it is in the Town's best interest to exercise the first option of the agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK:

Section 1. The whereas clauses are hereby incorporated herein.

Section 2. The Mayor is hereby authorized and directed to execute the amendment to the Agreement between the Town and Custom Cleaning Management Services to extend the term of the Agreement based upon the same conditions and terms contained therein for one year.


Section 3. This Resolution shall take effect immediately upon its execution.

The foregoing Resolution was offered by Vice-Mayor Glas-Castro, who moved its adoption. The motion was seconded by Commissioner Flaherty and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	<u> </u>
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	<u> </u>
COMMISSIONER ERIN FLAHERTY	<u>/</u>	<u> </u>
COMMISSIONER JOHN LINDEN	<u>/</u>	<u> </u>
COMMISSIONER ROGER MICHAUD	<u>/</u>	<u> </u>

The Town Commission thereupon declared the foregoing Resolution No. 08-03-22 duly passed and adopted this 2 day of March, 2022.

TOWN OF LAKE PARK, FLORIDA

BY: 
MICHAEL O'ROURKE
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

**FIRST ADMENDMENT TO THE AGREEMENT BETWEEN
THE TOWN OF LAKE PARK AND CUSTOM CLEANING AND
MANAGEMENT SERVICES CORPORATION.**

THIS FIRST AMENDMENT to extend the agreement between the TOWN OF LAKE PARK, a municipal corporation of the State of Florida, 535 Park Avenue, Lake Park, Florida 33403 (the Town) and CUSTOM CLEANING AND MANAGEMENT SERVICES CORPORATION, 21 N. Hepburn Avenue, Suite 24, Jupiter, Florida 33458 (the Contractor) is entered into this 2 day of March, 2022.

RECITALS:

WHEREAS, the Town and Contractor previously entered into a Custodial Services Agreement with the Contractor whereby the Contractor agreed to provide certain custodial and cleaning services at the Town's public buildings and facilities (the Agreement); and

WHEREAS, the term of the Agreement was for three years with an option to extend it for two additional one-year periods at the convenience of the Town; and

WHEREAS, the initial term of the Agreement expired on February 6, 2022, but the Contractor has continued to provide custodial services to the Town under the same pricing, terms, and conditions as contained in the Agreement; and

WHEREAS, the Town Manager has determined that it is in the Town's best interest to exercise an option of the Agreement to extend the term retroactive to begin as of February 7, 2022, and continuing for one year.

NOW THEREFORE, the Town and Contractor, in consideration of the benefits flowing from each to the other do hereby agree as follows:

Section 1. The whereas clauses are hereby incorporated herein.

Section 2. Amendment of the Agreement.

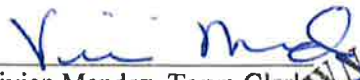
The Town and the Contractor hereby agree to extend the term of the Custodial Services Agreement executed on February 6, 2019, based upon the same pricing, terms, and conditions as are contained therein. The term of the Agreement is hereby extended retroactive to February 7, 2022 and shall continue until February 6, 2023.

Section 3. This Resolution shall take effect immediately upon its execution.

IN WITNESS WHEREOF, the parties hereto have made and execute this Agreement as of the day and year last execute below.

ATTEST:

TOWN OF LAKE PARK

By: 
Vivian Mendez, Town Clerk

By: 
Michael O'Rourke, Mayor



APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: 
Thomas L. Baird, Town Attorney

Custom Cleaning and Management
Services Corporation

By: 

Title: CEO

Aida Veronica Vidal

Printed Name

PRICE PROPOSAL FORM

TITLE: CUSTODIAL SERVICES THREE YEAR TERM CONTRACT FOR TOWN HALL, PBSO DISCTRICK 10 SUBSTATION, PUBLIC WORKS DEPARTMENT, LIBRARY, LAKE HARBOR MARINA, LAKE SHORE PARK RESTROOMS, and KELSEY PARK RESTROOMS

PROPOSAL DUE DATE: November 27, 2018, 10:30 a.m.

CONTACT PERSON WITH TOWN: Vivian Mendez, Town Clerk
Tel. 561.881.3311
Email: vmendez@lakeparkflorida.gov

Please propose prices for the following consistent with the information contained within the "Scope of Work" Section, Part II:

ITEM No.	Description	Unit	Quantity	TOTAL PRICE
1.	Indemnification	Job	1	\$100.00
2.	Mobilization and Registration With TOWN, including Criminal Records Check for two (2) employees and one (1) supervisor	L.S.	1	_____
3.	Provide labor, supervision, Equipment, and supplies Required to professionally Clean the listed TOWN facilities For EACH of three (3), twelve (12) Month periods:			
	A.) TOWN Hall	L.S.	1	<u>10,494.00</u>
	a.) Initial, one-time Cleaning to bring Location into contract compliance	JOB	1	_____
	B.) PBSO District 10 Substation	L.S.	1	<u>7,568.40</u>
	b.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	_____
	C.) Public Works Department	L.S.	1	<u>6,614.40</u>
	c.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	_____
	D.) Library	L.S.	1	<u>8,458.80</u>
	d.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	_____

E.) Lake Park Harbor Marina	L.S.	1	<u>3,625.20</u>
e.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	<u> </u>
F.) Lake Shore Park Restrooms	L.S.	1	<u>2,641.20</u>
f.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	<u> </u>
G.) Kelsey Park Restrooms	L.S.	1	<u>2,641.20</u>
g.) Initial one-time Cleaning to bring Location into contract compliance	JOB	1	<u> </u>

BASE PRICE of ITEMS 1-3-----\$_____ (first year)

-----\$_____ (Total of three year contract*)

***NOTE: For years two and three of the contract, the one-time line items 3a, 3b, 3c, 3d, 3e, 3f, and 3g shall be deleted from the "total of three year contract" amount as they will not be valid for years two and three of the contract. The total of the three year contract should include year one (with one-time items), and years two and three (with one-time items deleted). Proposal bond should be equal to 5% of first year price, which includes the one-time cleaning items.**

Written Amount \$_____

4. UNIT PRICES (on an "As Needed" basis):

Power Scrub Ceramic Tile	\$ <u>0.45</u> per square foot
Strip and Wax Paver Tile	\$ <u>0.60</u> per square foot
Strip and Seal Wood Flooring	\$ <u>0.85</u> per square foot
Strip and Wax Vinyl Tile	\$ <u>0.65</u> per square foot
Carpet Cleaning	\$ <u>0.35</u> per square foot
Window Cleaning (Interior)	\$ <u>15.00</u> (1) large window
	\$ <u>11.00</u> (1) medium window
	\$ <u>8.00</u> (1) small window
Window Cleaning (Exterior)	\$ <u>20.00</u> (1) large window
	\$ <u>15.00</u> (1) medium window

\$ 11.00 (1) small window

Hourly Labor Rate – Heavy Cleaning \$ 35.00 per hour

Hourly Labor Rate – Porter Service \$ 27.50 per hour

Number of days to start work after receipt of Notice to Proceed: _____

Submitted By: Aida Veronica Vidal

Name of Firm: Custom Cleaning and Management Services, Corp. DBA: CCMS

Tel. No. 561-746-2700 Fax No. 561-746-2037

Email Address: vvidal@ccmspb.com

AWARD OF CONTRACT WILL BE BASED ON CRITERIA SET FORTH WITHIN PART IV OF THIS RFP.

NOTE: Proposal Bond amount is to be based on 5% of BASE PRICE of Year One pricing, which INCLUDES the one-time initial cleaning costs.

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

List below the dates of issue for each addendum received in connection with this Solicitation:

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

Addendum #9, Dated _____

Addendum #10, Dated _____

PART II:

_____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

Firm

Name: _____

Signature: _____

Name and title (Print or

Type): _____

Date: _____
