



RFP# 2024 – 06 City Facility Cleaning Services

Focused Customer Service
Quality Workmanship
Experienced Staff
Competitive Pricing
24 Hour Emergency Service





TABLE OF CONTENTS

COVER TABLE OF CONTENTS	(1) (2)
 Executive Summary Sunbiz Profile Statement of Qualification Form References Proposal Form Contractor Profile Hold Harmless Agreement Sworn Statement to Section 287.133(3)(a) Immigration Affidavit Certification Bid Tabulation Form Contractors Licenses Certificate of Insurance Signed Agreement Staffing Plan (Management Bios & Org Chart) Management Bios Organizational Chart 	(3-5) (6-7) (8) (9-12) (13-14) (15) (16) (17-18) (19) (20) (21) (22-23) (24-38) (39) (40-44) (45)
Organizational Chart Operation Plan Cleaning Schedule Chemicals Equipment Quality Statement Contact QA & Communication Training Program Safety Program	(45) (46) (47-49) (50-51) (52) (53-54) (54) (55-59) (60-62) (63-64)
 Disaster Plan Equipment List Blank Template of Daily, Weekly Inspection Reports Exhibit A Public Contracting & Environ Crimes Cert Exhibit B Drug Free Workplace Certificate 	(64-67) (68-70) (71-73) (74-75) (76-77)





June 17, 2024

Megan Wepfer
Public Works Director
City of Madeira Beach
300 Municipal Dr.
Madeira Beach, Florida 33708

Executive Summary RFP# 2024 - 06: City Facility Cleaning Services

Dear Ms. Wepfer,

We are pleased to submit a proposal for janitorial services at the City of Madeira Beach locations. As you review our proposal, you will see that American Janitorial, Inc. (AJI) understands your specific challenges and our proposal provides you with a program tailored specifically for your needs. These key items separate AJI in the marketplace:

- Experience with large scale, multi-location projects As the current janitorial contractor for multiple City and County government entities throughout Florida, including Volusia, Lake and Flagler Counties, as well as the Cities of Ormond Beach, North Palm Beach, Flagler Beach, Clermont, Dunedin and Palm Coast, AJI understands the unique challenges of providing daily services for multiple locations spread out over large geographic areas. Additionally, we provide custodial and related services to over 5.5 million sq ft of space daily throughout our portfolio, employing over 250 people.
- <u>Management</u> The Contract Managers we assign to oversee your account are the most integral part of our program. These are salaried positions, which coordinate, direct, and control all of the custodial functions in their area of operation. The assigned Contract Managers will be available to Madeira Beach representatives 24 hours a day, 7 days a week.
- <u>Proximity</u> Headquartered in Lake County, AJI has a strong presence throughout Florida, which places us in a unique position to be able to handle any issues that arise at the City of Madeira Beach promptly and efficiently.

Confirmation of Minimum Requirements

- ✓ AJI attended the mandatory pre-bid meeting held on June 5, 2024.
- ✓ AJI is a local cleaning company that has serviced Florida businesses and governments for over 36 years. AJI was founded in 1987 as a "one stop shop" commercial and industrial janitorial service and supply company. Under our current structure as American Janitorial, Inc., we are a Florida Corporation incorporated on July 11, 2012. Our officers are Jordan Daily (President), Stephanie Dailey (CFO) and Jason Lay (CEO). Our home office is located in the City of Umatilla, allowing us a central base in which to service a large geographical area throughout Florida. On pages 6-7 you will find a copy of our Sunbiz profile.
- ✓ We have serviced hundreds of local businesses and government organizations over the years and stand by our reputation as the best cleaning value available. At present, our company provides daily services for over 5,500,000 square feet of across Florida. We have experience providing daytime and evening janitorial services to large customers with multiple locations 5-7 days per week. On pages 11-12 you will find a list our current government clients.
- ✓ We have prepared this response in accordance with the requirements provided by the City in the RFP and have addressed each requirement on the following pages.

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

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

We verify that all terms and conditions set forth by the City are understood and acknowledged by the undersigned. As CEO of AJI, I am legally authorized to bind the corporation through signature.

We look forward to developing an excellent working relationship with this contract and we are committed to giving you the highest possible quality for the fairest possible price.

If you have any questions regarding this response, please contact me anytime at 352-910-0880 or by email at jason.lay@ajiclean.com.

Sincerely,

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



Department of State / Division of Corporations / Search Records / Search by Entity Name /

Detail by Entity Name

Florida Profit Corporation AMERICAN JANITORIAL, INC.

Filing Information

 Document Number
 P12000061074

 FEI/EIN Number
 46-0557106

 Date Filed
 07/11/2012

State FL

Status ACTIVE

Last Event AMENDMENT
Event Date Filed 01/21/2016

Event Effective Date NONE

Principal Address 87 N. Central Ave. UMATILLA, FL 32784

Changed: 01/13/2015

Mailing Address

PO BOX 2534

UMATILLA, FL 32784

Registered Agent Name & Address

DAILEY, STEPHANIE N 87 N. Central Ave. UMATILLA, FL 32784

Address Changed: 01/13/2015

Officer/Director Detail

Name & Address

Title P

DAILEY, JORDAN PO BOX 2534 UMATILLA, FL 32784

Title VP

DAILEY, STEPHANIE N PO BOX 2534 UMATILLA, FL 32784

Title CEO

Lay, Jason PO BOX 2534 UMATILLA, FL 32784

Annual Reports

Report Year	Filed Date
2022	01/30/2022
2023	01/18/2023
2024	01/03/2024

Document Images

01/03/2024 ANNUAL REPORT	View image in PDF format
01/18/2023 ANNUAL REPORT	View image in PDF format
12/05/2022 AMENDED ANNUAL REPORT	View image in PDF format
01/30/2022 ANNUAL REPORT	View image in PDF format
03/03/2021 ANNUAL REPORT	View image in PDF format
02/18/2020 ANNUAL REPORT	View image in PDF format
04/22/2019 ANNUAL REPORT	View image in PDF format
03/12/2018 ANNUAL REPORT	View image in PDF format
01/25/2017 ANNUAL REPORT	View image in PDF format
03/03/2016 ANNUAL REPORT	View image in PDF format
01/21/2016 Amendment	View image in PDF format
01/13/2015 ANNUAL REPORT	View image in PDF format
01/16/2014 ANNUAL REPORT	View image in PDF format
03/26/2013 ANNUAL REPORT	View image in PDF format
07/11/2012 Domestic Profit	View image in PDF format

STATEMENT OF QUALIFICATIONS

All questions must be answered, and the data given must be clear and comprehensive. This statement must be notarized. Add separate sheets or attachments, as necessary.

1.	Name of Contractor: American Janitorial, Inc.
2.	Name of Business (if different than #1): N/A
3.	Form of Entity: Florida Corporation
4.	Permanent Main Office and Mailing addresses and pertinent contact information (phone, email, etc.): 87 North Central Ave, Umatilla, FL 32784
5.	Date Organized: 7/12/2011
6.	Where Organized: Florida
7.	How many years have you been engaged in Cleaning Services under your present name; also, state names and dates
	of previous business names, if any. 13 years (American Janitorial, Inc.)
	ABC Clean-All (1987-2011) 24 years 37 total years experience
8.	In the last five years, has "Contractor" ever been terminated from a contract or project? If so, explain situation.: No
 9.	In the last five years, has Contractor ever been party to litigation related to the Contractor's work? If so, explain
	situation.: No
10	List the most important contracts entered by the Contractor in the last year; identify contracting party and term of
	contract.: See pages 11-12
	L. List your key personnel available for this contract.: See pages 41-44
	ne City of Madeira Beach reserves the right to request from finalist(s) the latest financial statements as well as to
	quest such additional information as may be reasonably necessary to determine whether the Contractor should be
aw	varded the service contract.
	Authorized Signature
	6/14/2024
	Date Signed
	NOTARY
Sta	ate of: Florida
Сс	ounty of:Lake
Sv	vorn to and subscribed before me this 14th day of June, 2024.
Pe	ersonally Known X or Produced Identification
	(C 'C T CII ('C' (')
	(Specify Type of Identification)
Q:.	another of Noton
Sig	gnature of Notary (Specify Type of Identification) HEATHER L CASAVANT Notary Public

RFP 2024-06

Expires 9/19/2026

REFERENCES

Please include the below information for all **five (5)** references as required.

Business Name Lake County Board of County Commissioners

1. Contact Name Don Glessner

ceramic tile steam cleaning.

Business Address 550 West Main Street, Tavares, FL 32778
Contact Phone 352-253-4973
Contact Email dglessner@lakecountyfl.gov
Start Date <u>10/1/2011</u> Term of contract <u>3/31/2027</u> Contract amount <u>\$864,000/yr</u>
Contract Description Complete janitorial service for all of Lake County's facilities in the downtown Tavares area including the Lake County Judicial Center, the Lake County Administration Building, the Historic Courthouse, the Property Appraiser / Tax Collector building and the Public Defender offices. Includes high-traffic, high-usage public building such as the public libraries, ommunity centers, fairground buildings and various warehouse and office space.
2.Contact Name Stefan Sibley
Business Name City of Ormond Beach
Business Address 399 North US 1, Ormond Beach, FL 32174
Contact Phone 386-795-0825
Contact Email stefan.sibley@ormondbeach.org
Start Date 3/1/2015 Term of contract 2/28/2028 Contract amount \$288,000/year
Contract Description
Janitorial and floor care services to 37 locations for the City of Ormond Beach. Our contracted services include cleaning the City Hall, Police Department, Public Works and park facilities. We provide carpet cleaning, floor stripping and waxing, hard surface floor buffing and ceramic tile steam cleaning.
3.Contact Name Tanya Hart
Business Name City of Dunedin
Business Address 737 Louden Ave, Dunedin, FL 34698
Contact Phone 727-298-3232
Contact Email thart@dunedinfl.net
Start Date 10/1/2021 Term of contract 9/30/2026 Contract amount \$738,500/year
Contract Description Daily ignitorial services to 36 locations for the City of Dunedin. Our services include: evening

City of Madeira Beach

RFP 2024-06

janitorial cleaning of office areas, fire stations, community centers, libraries, parks and public works totaling over 200,000 total square feet. Additionally, we provide semi-annual carpet cleaning, tile stripping and waxing, and

4.Contact Name Missy Nevitt
Business Name Pinellas Suncoast Transit Authority (PSTA)
Business Address 3201 Scherer Dr N., St. Petersburg, FL 33716
Contact Phone 727-540-1883
Contact Email_MNevitt@psta.net
Start Date 10/1/2015 Term of contract 9/30/2025 Contract amount \$654,500/year
Contract Description This project consists of cleaning over 5,500 bus stops and bus shelters. We provide trash pickup, pressure washing, graffiti removal, weed eating, tree trimming, and lawn mowing within 20 ft of the shelter.
5.Contact Name Ashley Brookman
Business Name_ Volusia County Board of County Commissioners
Business Address 123 W. Indiana Ave, DeLand, FL 32720
Contact Phone 386-547-2737
Contact Email_abrookman@volusia.org
Start Date 3/1/2019 Term of contract 2/28/2029 Contract amount \$1,392,000/year
Contract Description Daily janitorial and day porter services to 80 separate locations for Volusia County, totaling over 1,000,000 square feet. Our services are contracted for high-traffic, high-usage public buildings such as the

COMPLIANCE WITH ALL APPLICABLE LAWS

Volusia County courthouse complex, public libraries, community center buildings, and various warehouse and office

Respondents shall comply with all applicable local, state, and federal laws and codes.

spaces. This project also includes several high security law enforcement facilities

American Janitorial, Inc. will comply with all applicable local, state, and federal laws and codes.



PUBLIC ENTITY EXPERIENCE

AJI provides comprehensive cleaning and specialty floor care services for over 500 facilities throughout the State of Florida, totaling over 5.5 million square feet serviced each day. Below you will find a list of State & Local Government clientele.



Lake County Government

550 West Main Street Tavares, FL 32778

Annual Contract Billing: \$864,000.00

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



Pinellas Suncoast Transit Authority

3201 Scherer Drive N. St. Petersburg, FL 33716

Annual Contract Billing: \$654,500.00

CONTRACT TERM: Start: October 1, 2015 End: September 30, 2025



City of Ormond Beach

399 North US 1

Ormond Beach, FL 32174

Annual Contract Billing: \$288,000.00

CONTRACT TERM: Start: March 1, 2015 End: February 28, 2028



City of Clermont

685 West Montrose St

Clermont, FL 34711

Annual Contract Billing: \$240,000.00

CONTRACT TERM: Start: October 1, 2016 End: March 31, 2023



City of Dunedin

750 Milwaukee Ave Dunedin, Florida 34698

Annual Contract Billing: \$732,000.00

CONTRACT TERM: Start: October 1, 2021 End: September 30, 2026



City of Palm Coast

1 Wellfield Grade

Palm Coast, FL 32137

Annual Contract Billing: \$327,000.00

CONTRACT TERM: Start: October 1, 2018 End: September 30, 2026



City Facility Cleaning Services



City of Flagler Beach

105 S. 2nd Street Flagler Beach, FL 32136

Annual Contract Billing: \$48,000.00 CONTRACT TERM: Start: July 1, 2023

End: June 30, 2026



Volusia County Government

123 W. Indiana Ave Deland, FL 32720

Annual Contract Billing: \$1,392,000.00

CONTRACT TERM: Start: March 1, 2019 End: February 28, 2024



Flagler County Government

1769 Easy Moody Blvd Bunnell, FL 32110

Annual Contract Billing: \$540,000.00

CONTRACT TERM: Start: April 1, 2018 End: March 31, 2024



SECO Energy

293 South US Hwy 301 Sumterville, FL 33585

Annual Contract Billing: \$267,000.00 CONTRACT TERM: Start: July 1, 2019

End: June 30, 2025



Village of North Palm Beach

645 Prosperity Farms Road North Palm Beach, FL 33408

Annual Contract Billing: \$235,000.00

CONTRACT TERM: Start: January 1, 2024 End: December 31, 2026



City of Gainesville RTS

200 East University Avenue, Room 339

Gainesville, Florida 32601

Annual Contract Billing: \$248,000.00

CONTRACT TERM: Start: October 1, 2017 End: September 30, 2027



City of Ocala

110 SE Watula Avenue City Hall, Third Floor Ocala, Florida 34471

Annual Contract Billing: \$15,000.00

CONTRACT TERM: Start: February 1, 2024 End: January 31, 2027

PROPOSALS FORM



Name of "CONTRACTOR" Subm	nitting Proposals _	American Janitorial, Inc	
Name of Person Submitting Propo	sals Ryan Stre	em	
Primary Contact Phone Number: _	352-932-9456		
Primary Contact Email Address:	ryan.strem@ajic	lean.com	

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments here to attached. The "CONTRACTOR" proposes and agrees, if this submission is accepted, to contract with the "CITY" of Madeira Beach to furnish all necessary materials, equipment, labor, and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The "CONTRACTOR" agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

BIDDER'S REPRESENTATIONS

In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

Addendum No.	Addendum Date
1	5/32/2024
2	6/11/2024

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.

City of Madeira Beach

- C. Bidder is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at the Site.
- E. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, 19 progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.
- F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- I. The Bidder has given Owner and Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- K. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

Signature Jason Lay, CEO

Date ______6/14/2024

RFP Number 2024-02 Check if exception(s) or deviation(s) to specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

"CONTRACTOR" PROFILE

Circle one of the following:			
Corporation Partnership	Individual	Joint Venture	
Other Describe: N/A			Florida
Contractor License Number: P120000610	074		
Expiration Date: <u>12/31/2024</u> Unique Er	ntity ID: N/A	FEIN: <u>46-0557106</u>	
Office Location: 87 North Central Ave, 1	Umatilla, FL 32784		
Number of people in your organization:25	50		
ength of time the Contractor has been doing bu	usiness under this name in Florida: _	36	years.
ength of time your firm has provided services	to governmental clients:3	6	years.
Under what other name(s) has your firm operate	.a. ABC Clean-All (1987 - 2	011)	
Has or is your firm currently involved in any for YES f yes, Include a detailed explanationN/A	rmal court or legal proceedings regar	ding any of your contracts?	
Has or is your firm currently involved in any for YES	rmal court or legal proceedings regar	ding any of your contracts?	
Has or is your firm currently involved in any for YES	rmal court or legal proceedings regar	ding any of your contracts?	
Has or is your firm currently involved in any for YES	rmal court or legal proceedings regar	ding any of your contracts?	
Has or is your firm currently involved in any for YES	rmal court or legal proceedings regar	ding any of your contracts?	
Has or is your firm currently involved in any for YES	rmal court or legal proceedings regar	ding any of your contracts?	
Has or is your firm currently involved in any for YES	rmal court or legal proceedings regar	ding any of your contracts?	
Has or is your firm currently involved in any for YES	rmal court or legal proceedings regar	ding any of your contracts?	
Has or is your firm currently involved in any for YES	rmal court or legal proceedings regar	ding any of your contracts?	
Has or is your firm currently involved in any for YES	rmal court or legal proceedings regar	ding any of your contracts?	

HOLD HARMLESS AGREEMENT

The Contractor agrees to hold the City of Madeira Beach harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom, arising out of the agreement, to the extent that such claims are attributable, in whole or in part, to a negligent act or omission by the Contractor.

The Contractor shall purchase and maintain workers' compensation insurance for all workers' compensation insurance and employers' liability in accordance with Florida Statute Chapter 440.

The Contractor shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the "CITY" representative requesting the service.

By signature upon this form the Contractor stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Name	Date	_
Jason Lay, CEO	6/14/2024	_ Projec
Contractor/ "CONTRACTOR"- Printed Name	Signature /	
American Janitorial, Inc.	Jan Sty	_

RFP# 2024 – 06: City Facility Cleaning Services

The effective date of this Hold Harmless Agreement shall be the duration of this contract.

SWORN STATEMENT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES FORM

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

1.	This sworn statement is submitted to the "CITY" of Madeira Beach By Jason Lay, CEO	
	(Print individual's name and title)	_
	for American Janitorial, Inc.	<u></u>
	(Print name of entity submitting sworn statement)	
	whose business address is 87 North Central Ave, Umatilla, FL 32784	and (if applicable) its Federal
	Employer Identification Number (FEIN) is 46-0557106.	
2.	I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florid state or federal law by a person with respect to and directly related to the transaction of with an agency or political subdivision of any other state or of the United States, inclu contract for goods or services to be provided to any public entity or an agency or polit of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering misrepresentation.	of business with any public entity or ding, but not limited to, any bid or ical subdivision of any other state or
3.	I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), I	Florida Statutes, means a finding of
	guilt or a conviction of a public entity crime, with or without adjudication of guilt, in a record relating to charges brought by indictment or information after July 1, 1989, as a or entry of a plea of guilty or nolo contendere.	any federal or state trial court of
4.	I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes	, means:
	a. A predecessor or successor of a person convicted of a public entity crime; or	
	b. An entity under the control of any natural person who is active in the management convicted of a public entity crime. The term "affiliate" includes those officers, dire shareholders, employees, members, and agents who are active in the management of person of shares constituting a controlling interest in another person, or a pooling of persons when not for fair market value under an arm's length agreement, shall be a controls another person. A person who knowingly enters into a joint venture with a public entity crime in Florida during the preceding 36 months shall be considered as	ctors, executives, partners, of an affiliate. The ownership by one of equipment or income among prima facie case that one person a person who has been convicted of a an affiliate.
	c. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statut organized under the laws of any state or of the United States with the legal power to which bids or applies to bid on contracts for the provision of goods or services by a transacts or applies to transact business with a public entity. The term "person" incexecutives, partners, shareholders, employees, members, and agents who are active	o enter into a binding contract and a public entity, or which otherwise ludes those officers, directors, e in management of an entity.
	d. Based on information and belief, the statement which I have marked below is true	in relation to the entity submitting thi
	sworn statement (indicate which statement applies).	
	X Neither the entity submitting this sworn statement, nor any of it	
	partners, shareholders, employees, members, or agents who are active in t	
	affiliate of the entity has been charged with and convicted of a public enti	
	The entity submitting this sworn statement, or one or more of its	
	partners, shareholders, employees, members, or agents who are active in t	
	affiliate of the entity has been charged with and convicted of a public enti	-
	The entity submitting this sworn statement, or one or more of its	
	partners, shareholders, employees, members, or agents who are active in t	-
	affiliate of the entity has been charged with and convicted of a public enti City of Madeira Beach	ty crime after July 1, 1989. However

there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted "CONTRACTOR" list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY ID ENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

	Authorized Signatu	6/15/2024
	Date Signed	
State of: Florida		
County of: Lake		
Sworn to and subscribed before me this <u>14th</u> day of <u>June</u>	, 20 <u>24</u> .	
Personally Known X or Produced Identification		
Masavant	(Specify Type of Identification)	
Signature of Notary		
My Commission Expires 9/19/2026		
(seal) HEATHER L. CASAVANT Notary Public State of Florida		

The effective date of this form shall be the duration of this contract.

IMMIGRATION AFFIDAVIT CERTIFICATION

This Affidavit is required and should be signed, notarized by an authorized principal of the firm, and submitted with formal Invitations to Bid (ITB's) and Request for Proposals (RFP) submittals. Further, Consultants/Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the Consultant/Bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. Failure to include this Affidavit and acceptable evidence of enrollment in the E-Verify program may deem the Consultant/Bidder's proposal as nonresponsive.

The City of Madeira Beach will not intentionally award City contracts to any Consultant who knowingly employs unauthorized workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA"). The City of Madeira Beach may consider the employment by any Consultant of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A(e) of the INA shall be grounds for unilateral termination of the contract by the City of Madeira Beach.

Consultant attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at the time of submission of the Consultant/Bidder's proposal.

Company Name: American Janitorial, Inc.	
Print Name: Jason Lay	Title:CEO
Signature Att The	Date:
State of: Florida	
County of: Lake	
Sworn to and subscribed before me this 14th day of Jur	<u>ne</u> , 20 <u>24</u> .
Personally Known X or Produced Identification (Spec	ify Type of Identification)
Signature of Notary My Commission Expires 9/19/2026	
(seal) HEATHER L. CASAVANT Notary Public State of Florida	

Comm# HH313808 Expires 9/19/2026

The signee of this affidavit guarantees, as evidenced by the affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. This document must be completed and returned with your submission.

The effective date of this Agreement shall be the duration of this contract.

City of Madeira Beach

BID TABULATION FORM

	APPROX TOTAL (SF)	APPROX CARPETED (SF)	APPROX NON- CARPETED (SF)	OCCUPANCY / NOTES	CLEANING SCHEDULE	ANNUAL TOTAL
CITY HALL	11263	4566	6697	Inside Monday - Friday Gym & Locker Room Everyday		\$35,709.73
BUILDING DEPT	4700	4000	700	Downstair city hall		
SATELLIE OFFICE	600		600	In Progress will add to billing once CO is issued	Future Monday - Friday	\$1,829.40
REC CENTER	5406	297	5109		Inside Monday - Friday Concession & Exterior restrooms Everyday	\$20,802.14
FIRE STATION	112		112	SHOWERS ONLY	1 time a week	\$1,978.20
MARINA	525		525	RESTROOM/LAUNDRY ONLY	Everyday	\$7,230.48
CAUSWAY PARK	200		200	RESTROOM ONLY	Everyday	\$6,570.08
ARCHIBALD PARK	336		336	RESTROOM ONLY	October - February (5 months) 1 time a day March - September (7 months) 2 times a day	\$12,024.80
NEW ARCHIBALD RESTROOM	630		630	RESTROOM ONLY (will change when CO is issued after completion)	October - February (5 months) 1 time a day March - September (7 months) 2 times a day	\$12,024.80
TOM AND KITTY STUART PARK	103		103	RESTROOM ONLY	October - February (5 months) 1 time a day March - September (7 months) 2 times a day	\$12,024.80
JOHNS PASS VILLAGE	384		384	RESTROOM ONLY	October - February (5 months) 1 time a day March - September (7 months) 2 times a day	\$12,024.80
JOHNS PASS PARK	504		504	RESTROOM ONLY	October - February (5 months) 1 time a day March - September (7 months) 2 times a day	\$12,024.80
POTENTIAL County Park Restrooms	382		382	POTENTIAL RESTROOMS ONLY (Only added if the City takes over maintenance)	October - February (5 months) 1 time a day March - September (7 months) 2 times a day	\$12,024.80
					TOTAL	\$160,369.04

PROPOSED TOTAL BASE CONTRACT PRICE (Amount Written in numbers) \$ 481,107.12

EMERGENCY/ OUT OF SERVICES HOURLY RATE: \$30.00

SPECIAL EVENTS HOURLY RATE: \$28.00

Signature: Date: 6/14/2024

City of Madeira Beach

State of Florida Department of State

I certify from the records of this office that AMERICAN JANITORIAL, INC. is a corporation organized under the laws of the State of Florida, filed on July 11, 2012.

The document number of this corporation is P12000061074.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 3, 2024, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Third day of January, 2024



Secretary of State

Tracking Number: 5996381078CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/29/2024

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).

201/524.050	0=DTIEI04TE NUMBER -04540000	DE://01011.1111		·		
		INSURER F:				
		INSURER E:				
Umatilla FL 32784		INSURER D: Starstone Specialty Insurance Company		25496		
American Janitorial Inc. 85 N Central Avenue		INSURER C: Auto-Owners Insurance		18988		
NSURED	AMERJAN-01	INSURER B: Associated Industries Insurance Company, Inc.				
		INSURER A: Southern-Owners Insurance Co		10190		
		INSURER(S) AFFORDING COVERAGE		NAIC#		
Merrill Insurance Group, Inc. 1520 S Bay Street Eustis FL 32726-5555		E-MAIL ADDRESS: rosa@merrillinsurance.com				
		PHONE (A/C, No, Ext): 352-589-5200 FAX (A/C, No): 35		9-5222		
PRODUCER		CONTACT NAME: Rosa Grant				

COVERAGES CERTIFICATE NUMBER: 581518969 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		ADDL		EIMITO OF OWN MAT TIAVE BEEN T	POLICY EFF	POLICY EXP		
LTR	TYPE OF INSURANCE	INSD	WVD	POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/YYYY)	LIMIT	S
Α	X COMMERCIAL GENERAL LIABILITY	Y	Υ	72187929	8/9/2023	8/9/2024	EACH OCCURRENCE DAMAGE TO RENTED	\$1,000,000
1	CLAIMS-MADE X OCCUR						PREMISES (Ea occurrence)	\$ 300,000
1							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	POLICY X PRO- JECT LOC						PRODUCTS - COMP/OP AGG	\$2,000,000
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	OWNED SCHEDULED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	HIRED NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
D	UMBRELLA LIAB X OCCUR			CSX00045361P-01	8/9/2023	8/9/2024	EACH OCCURRENCE	\$ 2,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$ 2,000,000
	DED RETENTION\$							\$
В	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Υ	AWC1205117	3/21/2024	3/21/2025	X PER OTH- STATUTE ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A					E.L. EACH ACCIDENT	\$1,000,000
	(Mandatory in NH)	,					E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C A	Crime Inland Marine			72255078 72190194	2/1/2024 9/7/2023	2/1/2025 9/7/2024	Limit Scheduled Equipment	\$100,000 See schedule/descr

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS LINES CARRIERS DO NOT HAVE THE PROTECTION OF THE FLORIDA GUARANTY ACT TO THE EXTENT OF ANY RIGHT OF RECOVERY FOR THE OBLIGATION OF AN INSOLVENT UNLICENSED INSURER. SURPLUS LINES INSURERS' POLICY RATES AND FORMS ARE NOT APPROVED BY ANY FLORIDA REGULATORY AGENCY.

CERTIFICATE HOLDER	CANCELLATION
SAMPLE Fuldence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Evidence of Coverage	Butt Minill



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/29/2024

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 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).

	nd conditions of the policy, older in lieu of such endors	•	cies may require an					o not oc		igino to the
PRODUCER	John Smith Insurance	Agency		NAME: Ashley Hamrick						
	State Farm Insurance Companies			PHONE (A/C. No. Ext): 352-357-1221 FAX (A/C, No): 352-327-3803						
State Farm	18838 US Highway 44	E-MAIL GO			s: ashley.har	mrick.qnuw@	statefarm.com			111022
	Mount Dora, FL 32757						DING COVERAGE			NAIC#
				INSURER A :State Farm Mutual Automobile Insurance Company				25178		
INSURED	American Janitorial			INSURER B:						
	PO Box 2534			INSURER C:						
	Umatilla, FL 32784-253	34		INSURER D:						
				INSURER E :						
COVERAGES	050	TIFICATE N	· · · · · · · · · · · · · · · · · · ·	INSURE	RF:		REVISION NUM	250		
THIS IS TO OUT INDICATED. CERTIFICATE EXCLUSIONS	CERTIFY THAT THE POLICIES NOTWITHSTANDING ANY RE E MAY BE ISSUED OR MAY S AND CONDITIONS OF SUCH	OF INSURAL QUIREMENT, PERTAIN, TH POLICIES. LIN	NCE LISTED BELOW HA TERM OR CONDITION E INSURANCE AFFORD	OF ANY	CONTRACT THE POLICIE EDUCED BY	OTHE INSUR OR OTHER ES DESCRIBE PAID CLAIMS	ED NAMED ABOVE DOCUMENT WITH D HEREIN IS SUE	E FOR TH	OT TO	WHICH THIS
INSR LTR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP		LIMITS	Mor	e Help
)—	ELAIMS-MADE OCCUR						EACH OCCURRENCE DAMAGE TO RENTE PREMISES (Ea occur	D	\$	
							MED EXP (Any one po		\$	
							PERSONAL & ADV IN	JURY	\$	
GEN'L AGG	REGATE LIMIT APPLIES PER:						GENERAL AGGREGA	ATE	\$	
POLIC	Y PRO- JECT LOC			- 1			PRODUCTS - COMP/		\$	
OTHER							COMBINED SINGLE		\$	
1.0	LE LIABILITY		J39 2359-E13-59	,	05/13/2024	11/13/2024	(Ea accident)		\$	4 000 000
ANY A				19		1	BODILY INJURY (Per	100	\$	1,000,000
AUTOS	S AUTOS						BODILY INJURY (Per PROPERTY DAMAGE	More	\$	1,000,000
HIRED	AUTOS						(Per accident)	Holp	\$	1,000,000
UMBB	ELLA LIAB OCCUP			-		-			\$	
)——	OCCOR			- 8			EACH OCCURRENCE	-	\$	
DED	REFENTION \$			- 8			AGGREGATE		\$ \$	
WORKERS	COMPENSATION						PER	OTH- ER	Ψ	
	DYERS' LIABILITY RIETOR/PARTNER/EXECUTIVE EMBER EXCLUDED?			14			E.L. EACH ACCIDEN		\$	
(Mandatory	in NH)	N/A		- 4			E.L. DISEASE - EA E	MPLOYEE	\$	
If yes, descri	ibe under ON OF OPERATIONS below						E.L. DISEASE - POLI	CY LIMIT	\$	
DESCRIPTION OF	OPERATIONS / LOCATIONS / VEHIC	LES (ACORD 10	1, Additional Remarks Schedi	ule, may be	e attached if mo	l re space is requi	red)			
CERTIFICAT	E HOLDER			CANC	ELLATION		***************************************			
SAMPLE	- EVIDENCE OF COV	ERAGE		THE	EXPIRATIO OR DANCE W	IN DATE TH	DESCRIBED POLICI IEREOF, NOTICE CY PROVISIONS.			
Ĭ.				AUTHO	RIZERI REPRES	Man	CORD CORPOR	ATION	A11 =:=1	

CONTRACT BETWEEN THE CITY OF MADEIRA BEACH

AND American Janitorial, Inc

PERTAINING TO CITY FACILITY CLEANING SERVICE RFP 2024 – 06

This CONTRACT is made and entered into on the	day of	, 20
("Effective Date"), by and between the City of Madein	ra Beach, municipal o	corporation organized
and existing under the Laws of Florida whose address	is: City of Madeira E	Beach, 300 Municipal
Drive, Madeira Beach, Florida, 33708 ("CITY"), and	American Janitoria	l, Inc.
FEIN 46-0557106	, a corporation	n authorized to conduct
business in the State of Florida, whose business addres	ss is	
87 North Central Ave, Umatilla, FL 32784		
("CONTD A CTOD") and locative by (the "D A DTIES")	xyha haraby agraa ag	follower

("CONTRACTOR"), collectively (the "PARTIES") who hereby agree as follows:

WITNESSETH

WHEREAS, the CONTRACTOR has submitted a competitive bid for **CITY FACILITY CLEANING SERVICES RFP 2024-06** as set forth in the attached CONTRACT Documents; and

WHEREAS, the City staff have reviewed all bids submitted pursuant to RFP 2024-06, and has determined that CONTRACTOR has submitted the lowest responsive, responsible bid and has recommended awarding the work to CONTRACTOR; and

WHEREAS, the City Commission of the City of Madeira Beach has determined that it is in the best interests of the City to secure needed Cleaning Services from CONTRACTOR based on its bid submitted pursuant to **RFP 2024-06**.; and

NOW THEREFORE, in consideration of the covenants, promises, and representations contained herein, the Parties hereto agree as follows:

City of Madeira Beach

SECTION 1. SCOPE OF WORK.

CONTRACTOR agrees to perform the services and provide the related materials set forth in the Scope of Work/Services set forth in RFP 2024-06 (which is incorporated herein by reference) for the rates set forth in its responsive bid.

SECTION 2. TERM.

This contract will be effective on the date set forth above and shall continue in force for three (3) years. If, in the City Manager's sole discretion, the CITY elects to extend this contract for an additional one year, the CITY will inform CONTRACTOR in writing of that decision by no later than 30 days prior to the contract's expiration date. The City Manager may, in his/her sole discretion, extend the contract for up to two additional years using the same process. If, during the extension notice period, CONTRACTOR desires to request an increase in any of the prices, rates or charges contained in its bid, it may submit such request, along with substantiating justification, to the City's Public Works Director for evaluation. The City Manager may approve any such increase by amendment, as provided for in Section 24-xvi of this contract, except that any such increase which would require a budget amendment must be approved by the Commission.

SECTION 3. OBLIGATIONS OF THE CONTRACTOR.

Obligations of the CONTRACTOR include, but are not limited to, the following:

- a. It is understood that the CONTRACTOR shall provide and pay for all labor, tools, permits, equipment, transportation, supervision, and any and all other items or services, of any type whatsoever, which are necessary to fully complete and deliver the services requested by the CITY, and will not have the authority to create, or cause to be filed, any liens for labor and/or materials on, or against, the CITY, or any property owned by the CITY. Such lien, attachment, or encumbrance, until it is removed, will preclude any and all claims or demands for any payment expected by virtue of this Contract.
- b. The CONTRACTOR will ensure that all of its employees, agents, sub-contractors, representatives, volunteers, and the like, fully comply with all of the terms and conditions in this CONTRACT, when providing services for the CITY in accordance with this CONTRACT.
- c. The CONTRACTOR will be solely responsible for the means, methods, techniques, sequences, safety programs, and procedures necessary to properly and fully complete the work set forth in the Scope of Work.
 - d. The CONTRACTOR must maintain an adequate and competent staff and remain

 City of Madeira Beach

authorized to do business within the State of Florida.

SECTION 4. STANDARD OF CARE.

- a. The CONTRACTOR has represented to the CITY that it possesses a level of knowledge, experience, and expertise that is commensurate with firms in the areas of practice required for the services to be provided. By executing this Contract, the CONTRACTOR agrees that the CONTRACTOR will exercise that degree of care, knowledge, skill and the ability as any other similarly situated contractor possessing the degree of skill, knowledge, experience, and expertise within the local area, working on similar activities. The CONTRACTOR shall perform the services requested in an efficient manner, consistent with the CITY'S stated Scope of Work and industry standards.
- b. The CONTRACTOR covenants and agrees that it and its employees, agents, representatives, volunteers, and the like, will be bound by the same standards of conduct as stated above.

SECTION 5. COMPENSATION.

- a. CONTRACTOR shall be paid pursuant to the schedule of fees for services as set forth in Exhibit "A", which is attached hereto and incorporated herein. CONTRACTOR shall submit invoices for the prior month's services provided to Public Works, on or after the 10th day of the month after which services were provided. Compensation for services completed by the CONTRACTOR will be paid in accordance with Section 218.70, Florida Statutes, and Florida's Prompt Payment Act.
- b. Service to be performed in accordance with this Contract are subject to the annual appropriation of funds by the CITY. In its sole discretion, the CITY reserves the right to forgo use of the CONTRACTOR for any project which may fall within the Scope of Work/Work listed in this CONTRACT.
- c. Pursuant to Florida Statutes § 218.73, CONTRACTOR'S invoices must be submitted to, Public Works Director for review and processing.

SECTION 6. TERMINATION AND FORCE MAJEURE

- a. This Agreement may be terminated by either Party for any or no reason by providing the other at least thirty (30) days written notice of intent to terminate.
- b. Force Majeure. Neither Party to this CONTRACT will be liable for its failure to perform under the Contract due to any circumstances beyond its reasonable control such as act of God, wars, riots,

national emergencies, sabotage, strikes, labor disputes, accidents, and governmental laws, ordinances, rules, or regulations. The CONTRACTOR or CITY may suspend its performance under this Contract as a result of Force Majeure without being in default of the CONTRACT, but upon removal of such Force Majeure the CONTRACTOR or CITY will resume its performance as soon as reasonably possible.

SECTION 7. PAYMENT WHEN SERVICES ARE TERMINATED.

- **a.** In the event of termination of this Contract by the CITY, and not due to the fault of the CONTRACTOR, the CITY will compensate the CONTRACTOR for all authorized services performed prior to the effective date of termination.
- b. In the event of termination of this CONTRACT due to the fault of the CONTRACTOR, or at the written request of the CONTRACTOR, the CITY will compensate the CONTRACTOR for all authorized services completed, prior to the effective date of termination, which have resulted in a usable product or otherwise tangible benefit to the CITY.

SECTION 8. CITY OBLIGATIONS.

At the CONTRACTOR'S request, the CITY agrees to provide, at no cost, all pertinent information known to be available to the CITY to assist the CONTRACTOR in providing and performing the required services.

SECTION 9. APPLICABLE LICENSING.

The CONTRACTOR, at its sole expense, shall obtain all required federal, state, and local licenses, occupational and otherwise, required to successfully provide the services set forth in this CONTRACT.

SECTION 10. COMPLIANCE WITH ALL LAWS.

The CONTRACTOR, at its sole expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and CITY, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of execution of this Contract or are adopted at any time following the execution of this Contract.

SECTION 11. SCHEDULE.

The CONTRACTOR agrees to commence work under this CONTRACT on date set forth in the CONTRACT issued by the CITY, to comply with all time schedules, and to respond to emergency calls within one (1) hour as described in the proposal.

City of Madeira Beach

SECTION 12. INDEPENDENT CONTRACTOR.

This CONTRACT does not create an employee/employer relationship between the parties. It is the parties' intention that the CONTRACTOR, its employees, sub-contractors, representatives, volunteers, and the like, will be an independent contractor and not an employee of the CITY for all purposes, including, but not limited to, the application of the following, as amended: the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State of Florida revenue and taxation laws, the State of Florida workers' compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits. The CONTRACTOR will retain sole and absolute discretion in the judgment on the manner and means of carrying out the CONTRACTOR'S activities and responsibilities under this Contract.

SECTION 13. BANKRUPTCY OR INSOLVENCY.

If the CONTRACTOR files a petition in bankruptcy, or if the CONTRACTOR is adjudged bankrupt or insolvent by any court, or if a receiver of the property of the CONTRACTOR is appointed in any proceeding brought by or against the CONTRACTOR, or if the CONTRACTOR makes an assignment for the benefit of creditors, or proceedings are commenced on or against the CONTRACTOR'S operations, the CITY may terminate this CONTRACT immediately notwithstanding the notice requirements of Section 22 to this Contract.

SECTION 14. CONFLICT OF INTEREST.

The CONTRACTOR warrants that the CONTRACTOR has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this CONTRACT, and that the CONTRACTOR has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this CONTRACT. For the breach or violation of this Paragraph, the CITY has the right to terminate this CONTRACT immediately, without liability and without regard to the notice requirements of Section 6 hereof.

SECTION 15. EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY).

a. In accordance with the State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this CONTRACT is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-

Verify Program") developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as-amended) is incorporated in this CONTRACT by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR may choose to verify only new hires assigned to the CONTRACT; (3) use E- Verify to verify the employment eligibility of all employees assigned to the CONTRACT; and (4) include these requirements in certain subcontracts, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: http://www.dhs.gov/E-Verify.

b. Pursuant to Florida Statutes § 448.095(2), beginning January 1st 2021, CONTRACTOR shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. CONTRACTOR'S contract with the CITY cannot be renewed unless, at the time of renewal, CONTRACTOR certifies in writing to the CITY that it has registered with and uses the E-Verify system. If CONTRACTOR enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and CONTRACTOR shall maintain a copy of such affidavit for the duration of the contract. If CONTRACTOR develops a good faith belief that any subcontractor with which it is contracting has knowingly violated Florida Statutes § 448.09(1) (making it unlawful for any person knowingly to employ, hire, recruit, or refer, either for herself or himself or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States) CONTRACTOR shall terminate the contract with the subcontractor. If the CITY develops a good faith belief that CONTRACTOR has knowingly violated Florida Statutes § 448.09(1) (making it unlawful for any person knowingly to employ, hire, recruit, or refer, either for herself or himself or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States) CITY shall terminate this contract. Pursuant to Florida Statutes § 448.095(2)(c)(3), termination under the abovecircumstances is not a breach of contract and may not be considered as such.

SECTION 16. EQUAL OPPORTUNITY EMPLOYER.

City of Madeira Beach

CONTRACTOR agrees that when performing under this contract, it and its agents and subcontractors shall refrain from discriminating against any person on the grounds of race, religion, color, disability, national origin, gender, age or marital status.

SECTION 17. INSURANCE.

In order to ensure it is capable of meeting its obligations under this Agreement, including its obligations to indemnify the City as provided for herein, vendor shall, at its own cost and expense, acquire and maintain (and cause any subcontractors, representatives or agents to acquire and maintain), throughout the term of this Agreement and for a one year period thereafter, the following forms of insurance which could be used to satisfy said obligations or liabilities, naming the City as an additional insured:

- a. Commercial General Liability Insurance coverage on an occurrence policy form, including but not limited to, premises operations, products/completed operations, products liability, contractual liability, advertising injury, personal injury, death, and property damage in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.
- b. Commercial Automobile Liability Insurance coverage on an occurrence policy form for any owned, non-owned, hired or borrowed automobile is required in the minimum amount of \$1,000,000 (one million dollars) combined single limit each accident. Coverage must include bodily injury and property damage.
- c. Statutory Workers' Compensation Insurance coverage in accordance with the laws of the State of Florida. Coverage should include Voluntary Compensation, Jones Act, and U.S. Longshoremen's and Harbor Worker's Act coverage when applicable. Should vendor have "leased" employees, vendor or the Employee Leasing Agency shall provide evidence of Workers' Compensation coverage, which meets the statutory requirements of the State of Florida, for all personnel on the Town's properties.
- d. Employer's Liability Insurance in the minimum amount of \$100,000 (one hundred thousand dollars) each employee each accident, \$100,000 (one hundred thousand dollars) each employee by disease and \$500,000 (five hundred thousand dollars) aggregate by disease with benefits afforded under the laws of the State of Florida.
- e. If vendor is using its own property or equipment in connection with the performance of its obligations under this Agreement, then Property Insurance on an "All Risks" basis with

replacement cost coverage for property and equipment in the care, custody and control of others is recommended.

The City has no duty or obligation to insure, replace, or protect vendor's equipment, furnishings, or other personal property or improvements provided by or paid for by vendor, and all risk of loss and insurance against such risks shall be the sole responsibility of vendor.

Coverage shall be obtained with a carrier having an AM Best Rating of A-VII or better. In addition, the City has the right to review vendor's deductible or self-insured retention and to require that it be modified so as to ensure the City's right to indemnification and ability of vendor to satisfy judgments or claims is sufficient. Policy limits may be achieved by a combination of primary and umbrella/excess liability policies. Provider shall provide proof of this insurance and additional insured certificates to the City's Clerk upon request.

SECTION 18. INDEMNIFICATION, PRESERVATION OF IMMUNITY.

Each party hereby agrees to fully indemnify and hold harmless the other, its officers, employees, and agents from and against any and all claims, losses, costs, expenses, actions and causes of action, including reasonable attorney's fees at all levels, arising out or by reason of any damage or injury to persons or property suffered or claimed to have been suffered, by any intentional or negligent act or omission of the indemnifying party, its directors, officers, employees, or agents in the carrying out of the terms and conditions of this Agreement. The Party claiming right to indemnification ("Claimant") will give the indemnifying Party ("Indemnitor") prompt notice of any such claim and the Indemnitor will undertake the defense thereof by representatives of its own choosing. In the event Indemnitor, within a reasonable time after notice of claim, fails to defend, the Claimant shall have the right to undertake the defense, compromise or settlement of such claim on behalf of and for the account and risk of the Indemnitor, subject to the right of the Indemnitor to assume such defense at any time prior to settlement, compromise or final determination thereof. Notwithstanding the foregoing, in the event either Party reasonably believes that counsel defending any such action has unacceptable conflicts of interest or otherwise lacks the skill to adequately protect such Party's interest, such Party reserves the right to defend itself with its own counsel or retained counsel at the Indemnitor's expense, unless the Claimant is found negligent or otherwise responsible for the occasion of the litigation. Nothing herein shall be interpreted as a waiver by the Town of its rights, including the procedural requirements and limited waiver of immunity, as set forth in Florida Statutes § 768.28, or any other statute, and the Town expressly reserves these rights to the full extent allowed by law.

SECTION 19. SOVEREIGN IMMUNITY.

The CITY expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section, article or paragraph of this

City of Madeira Beach

CONTRACT to the contrary, which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of the CITY for damages, attorney fees and costs, regardless of the number or nature of claims in tort, equity or contract, will not exceed the dollar amount set by the Florida Legislature for tort. Nothing in this CONTRACT will inure to the benefit of any third party for the purpose of allowing any claim against the CITY which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

SECTION 20. PUBLIC RECORDS.

The CONTRACTOR agrees to comply with the Florida Public Records Act, as applicable, including, but not limited to Section 119.0701 of the Florida Statutes. Documents which are considered public records under Florida law may include, but are not limited to: records related to the entry, management and implementation of this CONTRACT; emails/correspondence between the CITY and the CONTRACTOR related to this CONTRACT; emails or correspondence from all other entities related to this CONTRACT (i.e., subcontractors, suppliers, vendors, etc.); billing and related documents; plans or other documents that may be necessary, reports, etc.; subcontracts; and, all vendor invoices. The CONTRACTOR agrees, to the extent required by law, to:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in performing the services of the CONTRACT;
- b. Provide the public with access to the public records under the same terms and conditions that the CITY would provide the records and at a cost that does not exceed the cost provided for by law;
- Ensure that the public records are exempt or confidential, and exempt from public disclosure requirements, are not disclosed, except as authorized by law; and
- d. Meet all requirements for public records and transfer, at no cost, to the CITY, all public records in possession of the CONTRACTOR, upon termination or completion of the CONTRACT and destroy any duplicate public records that are exempt or confidential, or exempt from public record disclosure requirements.

Furthermore, the CONTRACTOR agrees that all records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY. The CONTRACTOR shall promptly provide the CITY with a copy of any request to inspect or copy public records that the CONTRACTOR receives and a copy of the CONTRACTOR'S response to each request.

The CONTRACTOR understands and agrees that failure to provide access to the public records is a material breach of this CONTRACT and grounds for termination.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE

CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC

RECORDS AT (727) 391-9951 ext. 231, <u>cvanblargan@madeirabeachfl.gov</u>, and City Hall, 300 Municipal Dr., Madeira Beach, FL, 33708.

THE CONTRACTOR ACKNOWLEDGES THAT THE CITY OF MADEIRA BEACH CANNOT AND WILL NOT PROVIDE LEGAL OR BUSINESS ADVICE TO THE CONTRACTOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE CONTRACTOR ACKNOWLEDGES THAT IT WILL NOT RELY ON THE CITY OF MADEIRA BEACH OR ITS CITY ATTORNEY TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE AND THAT CONTRACTOR HAS BEEN ADVISED TO SEEK PROFESSIONAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS CONTRACT.

SECTION 21. AUDITING, RECORDS, AND INSPECTIONS.

In the performance of this CONTRACT, the CONTRACTOR shall keep books, records, and accounts of all activities, related to the CONTRACT, in compliance with generally accepted accounting procedures. Throughout the term of this CONTRACT, books, records, and accounts related to the performance of this CONTRACT must be open to inspection during regular business hours by an authorized representative of the CITY, and must be retained by the CONTRACTOR for a period of three years after termination or completion of the CONTRACT, or until the full CITY audit is complete, whichever comes first. The CITY retains the right to audit the books during the three-year retention period. All books, records, and accounts related to the performance of this CONTRACT are subject to the applicable provisions of the Florida Public Records Act, Chapter 119, and Florida Statutes. The CITY also has the right to conduct an audit within sixty (60) days from the effective date of this CONTRACT to determine whether the CONTRACTOR has the ability to fulfill its contractual obligations to the satisfaction of the CITY. The CITY has the right to terminate this CONTRACT based upon its findings in this audit without regard to the termination provision set forth in this CONTRACT.

SECTION 22. NOTICE.

All notices required to be given to the CITY or CONTRACTOR under this CONTRACT must be sent by (a) registered or certified mail, and notice will be deemed to have been given on the date of acceptance; or (b) delivery (i.e., courier or other hand delivery), overnight delivery, email or facsimile transmission, and notice will be deemed to have been given on the day of delivery or transmission. If the day of notice is a Saturday, Sunday, or legal holiday, notice will be deemed to have been given on the first calendar day thereafter which is not a Saturday, Sunday, or legal holiday. All notices required to be given to the CITY must be made to the CITY at:

City of Madeira Beach

Attention: Megan Wepfer, Public Works Director,

300 Municipal Drive

Madeira Beach, Florida 33708

Phone: (727) 543-8154

mwepfer@madeirabeachfl.gov

Or to such other address or facsimile number as the CITY may direct from time to time by written notice forwarded to the CONTRACTOR as provided above.

All notices required to be given to CONTRACTOR in this CONTRACT must be sent to CONTRACTOR at:

Company:	American Janitorial, Inc.
Attention:	Ryan Strem, CSO
Address:	87 North Central Ave, Umatilla, FL 32784
Phone:	352-932-9456
Fax:	352-669-1408
Email:	ryan.strem@ajiclean.com

or to such address or facsimile number as the CONTRACTOR may direct from time to time by written notice forwarded to the CITY as provided above. E-mail transmittal of notices are considered delivered as of the date of electronic transmission. Both parties will supplement emailed notices with a formal version of the notice as outlined above.

SECTION 23. DOCUMENTS CONSTITUTING ENTIRE CONTRACT.

The following documents are hereby incorporated and made part of this Contract:

City of Madeira Beach

- 1. Request for Proposals 2024-06 including addenda
- 2. Bid documents submitted by CONTRACTOR as part of their solicitation response. In the event that any term of the RFP or the CONTRACTOR'S bid is inconsistent with this contract or with each other, then the following order of precedence shall apply:
 - This contract document shall prevail over any conflicting provisions in the RFP or bid
 - The CITY'S RFP shall prevail over any conflicting provisions in the bid

SECTION 24, MISCELLANEOUS.

- i. The laws of the State of Florida govern all aspects of this CONTRACT. In the event it is necessary for either party to initiate legal action regarding this CONTRACT, venue will lie in Pinellas County, Florida. THE PARTIES WAIVE THEIR RIGHT TO TRIAL BY JURY IN ANY ACTION, PROCEEDING OR CLAIM, ARISING OUT OF THIS CONTRACT, WHICH MAY BE BROUGHT BY EITHER OF THE PARTIES.
- ii. CONTRACTOR has been made aware Section 287.133 and 135, Florida Statutes, and the CITY'S requirement that the CONTRACTOR has complied with these laws in all respects prior to and will comply with them in all respects during the term of this CONTRACT.
- iii. This CONTRACT is only assignable by the CONTRACTOR upon the express written consent of the CITY.
- iv. This CONTRACT is binding upon and inures to the benefit of the Parties, their heirs, personal representatives, successors, and assigns.
- v. Failure of the parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions, or conditions of this CONTRACT, or to exercise any right or option contained in this CONTRACT will not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, condition, or right of election, but the same will remain in full force and effect.
- vi. In the event the CITY issues a purchase order, memorandum, letter, or any other instrument addressing the services, work, and materials to be provided and performed pursuant to this CONTRACT, it is specifically agreed and understood by the Parties that any such purchase order, memorandum, letter, or other instrument is for the CITY'S internal purposes only, and any and all terms, provisions, and conditions contained in this CONTRACT, whether printed or written, will in no way modify the covenants, terms, and provisions of this CONTRACT and will have no force or effect on this CONTRACT.
- vii. The covenants, terms, and provisions of this CONTRACT may be modified by way of a written instrument, mutually accepted by the parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this CONTRACT and any written Amendment(s) hereto, the provisions of City of Madeira Beach

the latest executed instrument will take precedence.

- viii. All clauses found in this CONTRACT will act independently of each other. If a clause is found to be illegal or unenforceable, it will have no effect on any other provision of this CONTRACT. It is understood by the Parties that if any part, term, or provision of this CONTRACT is by the courts held to be illegal or in conflict with any law of the State of Florida, or the United States, the validity of the remaining portions or provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the CONTRACT did not contain the particular part, term, or provision held to be invalid.
- ix. All headings of the sections, exhibits, and attachments contained in this CONTRACT are for the purpose of convenience only and must not be deemed to expand, limit or change the provisions contained in such sections, exhibits, and attachments.
- x. The Parties represent and warrant that they have entered into this CONTRACT relying wholly upon their own judgment, belief and knowledge of the nature, extent, effect and duration of any actions, damages and liability therefore. The Parties represent that they enter into this CONTRACT without relying upon any statement or representation of the adverse parties other than what has been set forth in writing in this CONTRACT. The Parties represent that they have had the opportunity to discuss this matter with counsel of their choosing and are satisfied with its counsel and the advice received. The Parties understand this CONTRACT's contents and this CONTRACT will be construed as resulting from joint negotiation and authorship. No part of this CONTRACT will be construed as the product of any one of the Parties. The Parties further declare and represent that no promise, inducement, agreement or understanding not expressed in this CONTRACT has been made to an adverse party and that the terms of this CONTRACT are contractual and not a mere recital. This CONTRACT will be deemed and treated as drafted jointly by all the Parties, and no term, condition or provision of this CONTRACT will be construed more strictly against any Party.
- xi. All words used in this CONTRACT in the singular will extend to and include the plural, and the use of any gender will extend to and include all genders. The term 'including' is not limiting.
- xii. Each of the Parties covenants to the other party to this CONTRACT that it has lawful authority to enter into this CONTRACT, that the governing or managing body of each of the Parties has approved this CONTRACT, and that the governing or managing body of each of the Parties has authorized the execution of this CONTRACT in the manner set forth below.
- xiii. This CONTRACT must be executed by the respective duly authorized officials, and will take effect as of the day and year first above written.

- xiv. No Third-party Beneficiary This CONTRACT is for the benefit of the Parties and their respective successors and permitted assigns, and it is not the intent of the Parties to enter this Agreement for any other person's or entity's benefit.
- xv. Attorney Fees in any action brought between the Parties to enforce or construe the terms of this CONTRACT, each Party shall bear its own attorneys' fees and costs, including any incurred on appeal, regardless of the resolution of the case or appeal(s)
- **xvi.** Amendments This contract may be modified, amended or extended only by written amendment executed by authorized representatives of both Parties.

[THIS REST OF THIS PAGE INTENTIONALLY LEFT BLANK]

City of Madeira Beach

IN WITNESS WHEREOF, the parties have made and executed this Agreement on the date and year first above written.

As To **CONTRACTOR** American Janitorial, Inc. (name of corporation or business) **CEO** BY: (title of authorized corporate officer or individual) Signature Jason Lay Printed Name As To CITY OF MADEIRA BEACH **ATTEST | City Clerk:** Mayor:

City of Madeira Beach

Signature

Signature

RFP 2024-06



PROPOSED STAFFING

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

Location	Notes	Days/wk	Hours/day	Number of Cleaners
City Hall	Inside	Mon-Fri	3.22	
Building Dept		Mon-Fri	1.34	
Satellite Office		Mon-Fri	0.17	2
Rec Center	Inside	Mon-Fri	1.54	
Fire Station RR	4 RR with Showers	Mon	2	
Rec Center	Concession and Ext RR	Sat-Sun	1	
City Hall	Gym and Locker rooms	Sun-Sat	1	
Marina	RR & Laundry	Sun-Sat	0.5	
Causeway Park	RR Only	Sun-Sat	0.5	
Archibald Park	Once per day Oct-Feb	Sun-Sat	0.5	One route cleaner
New Archibald RR	Once per day Oct-Feb	Sun-Sat	0.5	in the evening
Tom and Kitty Stuart				
Park	Once per day Oct-Feb	Sun-Sat	0.5	
Johns Pass Village	Once per day Oct-Feb	Sun-Sat	0.5	
Potential County Park	Once per day Oct-Feb	Sun-Sat	0.5	
Archibald Park	Twice a day Mar-Sept	Sun-Sat	1	
New Archibald RR	Twice a day Mar-Sept	Sun-Sat	1	Additional route
Tom and Kitty Stuart				cleaner during the
Park	Twice a day Mar-Sept	Sun-Sat	1	day
Johns Pass Village	Twice a day Mar-Sept	Sun-Sat	1	,
Potential County Park	Twice a day Mar-Sept	Sun-Sat	1	

Staffing Demands

AJI will staff this project with a cross-trained team who is able to provide coverage on holidays and during seasonal peaks.





MANAGEMENT EXPERIENCE

AJI is a local cleaning company that has serviced Florida businesses and governments for over 36 years. AJI was founded in 1987 as a "one stop shop" commercial and industrial janitorial service and supply company. AJI was previously known as ABC Clean-AII, a Florida Corporation formed on September 24, 1987 by Theo Tingle. In 2004, the company was purchased by Mr. Tingle's grandson, our current President, Jordan Dailey and Stephanie Dailey, our current CFO & Vice President.

Under our current structure as American Janitorial, Inc., we are a Florida Corporation incorporated on July 11, 2012. Our officers are Jordan Daily (President), Stephanie Dailey (CFO) and Jason Lay (CEO). Our home office is located in the City of Umatilla, allowing us a central base in which to service a large geographical area throughout Florida.



In addition, as current contractor at over 250 separate locations throughout the state of Florida AJI is in a position to be able to handle any issues that arise at the City of Madeira locations promptly and efficiently. Because of our strong presence in your area, we have the ability to respond quickly to your needs and provide additional manpower to cover unexpected situations as they occur.

As stated previously, we have serviced hundreds of local businesses and government organizations over the years and stand by our reputation as the best cleaning value available. At present, our company provides cleaning services, including all floor care and day porter service, for over 5,500,000 square feet of office space across the State of Florida. All our clients are beyond satisfied with our services and, more importantly, they have come to trust and count on AJI as a dependable vendor. It is truly a winning arrangement for all involved. We will always go above and beyond to ensure customer satisfaction, even if it falls outside of the contract.

We don't make excuses - if something isn't right, we will be on-site quickly to fix it.





MANAGEMENT BIOGRAPHICAL OVERVIEW



Jordan Dailey

President

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



Jason Lay

CEO

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





Stephanie Dailey
Vice President & CFO

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



Ryan StremChief Sales Officer

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



Thomas Donehoo
Chief Operations Officer

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







Elizabeth Allender

Project Manager

Ms. Allender joined AJI in 2016 and has over 20 years of experience in the janitorial service industry. She began her career as a housekeeper for Hyatt Hotels and worked her way up to Front Office Manager before accepting a position with Sodexho as a General Manager. Ms. Allender is currently responsible for AJI's East Florida area janitorial projects and in her role as Project Manager, Ms. Allender is responsible for overseeing the operations of the janitorial contract and the management of all cleaning technicians assigned to the contract. She will perform inspections, maintain checklists and quality control procedures, and schedule all services. Ms. Allender is local and can be onsite to handle any issues on the City of Madeira Beach project within 90 minutes or less.

- Directly responsible for all operations, supplies, labor, and payroll.
- Manage the P&L requirement as outlined for the facility in meeting the projected financial forecasts, productivity and staffing plans and budget. Analyze and interpret financial data and weekly operating reports for trends impacting AJI. Initiate corrective action as needed.
- Take the lead in client communication regarding AJI programs and services as well as performance under the contract. Provide feedback to management as needed on unique client requirements and opportunities to expand the client relationship.
- Coach, motivate, train, develop and lead the AJI team. Maintain knowledge of human resource policies and practices, including the development of staffing plans, employee relations, training, safety, EEO, benefits administration and succession planning.
- Provide training to all employees on state-of-the-art equipment and doctrine in the janitorial service field.

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

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







Maria Constantinou Operations Manager

As Operations Manager, Ms. Constantinou will be responsible for the daily cleaning operations at the City of Madeira Beach locations, including supervision, inspections, and control of all custodial and related services associated within the ignitorial contract. She has been a member of the AJI team since 2017, and currently oversees over 15 locations for various City and County government contracts. Ms. Constantinou is responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services. Ms. Constantinou is a full time Operations Manager and will immediately respond to any issue that may arise at the City of Madeira Beach locations.

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

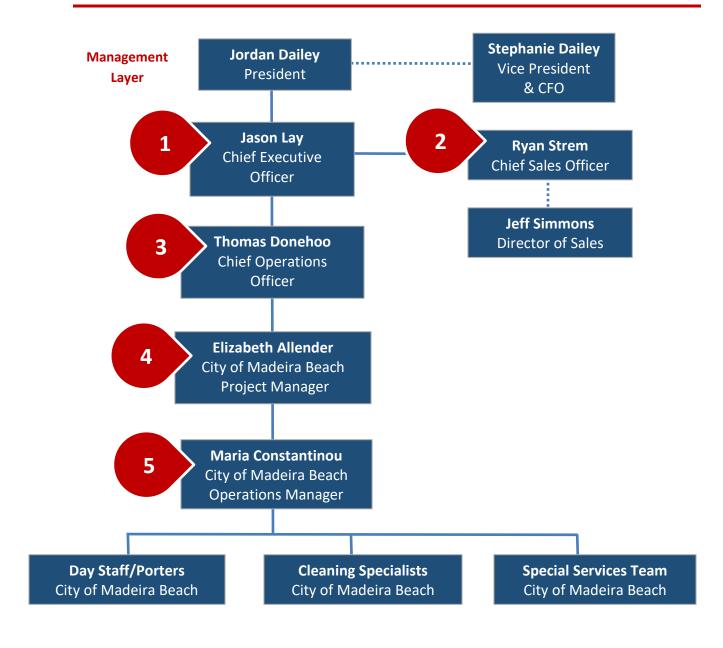
Experience in position:

 7 years as Operations/Project Manager of multiple AJI accounts throughout Central Florida.





MANAGEMENT ORGANIZATIONAL STRUCTURE







PROJECT APPROACH

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

We believe that the secret to the company's success is through understanding our customer's needs and ensuring those needs are met on a consistent basis. AJI is dedicated to the continual development of stronger customer relations and

consistent quality improvement. We do this by having a proven and tested cleaning system upon which our entire operations are based.

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

Products: In business for over 36 years, AJI understands what products and equipment are necessary to do the job correctly. We use **Green Seal** certified products whenever possible to maintain our commitment to preserving the environment.



People

Products

Process

Process: Our systematic cleaning process allows us to deliver service that results in a healthier environment, better customer relationships and lower costs than our competitors.

We have customized cleaning systems in place that will meet all of the needs of the City of Madeira Beach, and often exceed expectations. Implementation of this system involves:

- Customized daily checklist for all locations
- Cleaning request log and communications system on our APP
- Implementation of quality control system, CleanCheck™
- · In-house training of all new employees
- Full-time Project Manager and Supervisor/Crew Leader
- Daily inspections and immediate support and response
- Detailed monthly inspections and reports
- · Hot spot training and implementation





CLEANING SCHEDULE

Our cleaning approach is based on a team concept of highly trained technicians who are assigned to a specific duty throughout their assigned service area. Our technicians are:

- Executive Technician
- Restroom Technician
- Vacuum Technician

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



EXECUTIVE TECHNICIAN:

The Executive Technician is our most versatile cleaning position. They are responsible for the emptying of all trash and recycling receptacles and the replacement of liners, as needed. They sanitize telephones and dust all appropriate horizontal and vertical surfaces up to 72".



In preparation for the Vacuum Technician, they pick up paper clips and various other items from the floor such as papers and writing utensils. They mop hard surface flooring in common areas and suites. They also spot clean various surfaces around the office: doors, glass, and walls. In addition, they are responsible for ensuring that the first-impression areas of your building are cleaned and maintained properly. They detail clean all interior glass walls and high visibility carpet areas. They polish all brass fixtures and maintain the cleanliness of the elevator tracks. They will also haul trash from various areas to on-site dumpsters and police the stairwells to remove all debris.



RESTROOM TECHNICIAN:

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







VACUUM TECHNICIAN:

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

DAY PORTERS:

AJI porters have experience working independently as well as proven customer service experience working with the general public. All AJI day porters will be proficient in the English language and be able to communicate with building representatives and visitors both orally and in writing. AJI day porters are trained to work independently, and be reliable, self-motivated, mature, and responsible. Duties include: service main lobbies, police & service restrooms, respond to complaints, perform special cleaning, setup rooms for meetings & conferences, post-meeting Cleanup and emergency cleaning.



CLEANING CHEMICALS

AJI employees will be thoroughly trained in all aspects of natural, safe, ecofriendly cleaning procedures. Below you will find a list of the cleaning products AJI will be using at your locations:



Clean by Peroxy

Spartan's Clean by Peroxy is a **Green Seal™ Certified** all-purpose cleaner that is formulated with the cleaning power of peroxide. One product does it all! Clean windows, mirrors, floors, walls, carpets, restrooms, kitchens, tile and grout without streaking. With Clean by Peroxy, AJI is able to minimize the number of products in our cleaning program; simplifying training and inventory management.

Damp Mop Floor Cleaner

Damp Mop is a no-rinse, fast drying floor cleaner concentrate that quickly and effortlessly removes dirt and other surface soils in heavily-trafficked areas and leaves no residue or haze to dull floor finish. With a pleasant lemon fragrance, Damp Mop is also biodegradable and phosphate-free.

Non-Acidic Disinfectant Bathroom Cleaner (NABC)

Formulated without acid, NABC cleans, disinfects, and deodorizes toilet bowls, urinals and other restroom surfaces. Safe to use on nearly any hard surface, NABC will not etch porcelain or harm plumbing/septic tanks when used according to directions. Effective for clean-ups per the Bloodborne Pathogen Standard, NABC delivers healthy restrooms and a signature clean fragrance.

Clean by 4D

Clean by 4D is a healthcare disinfectant that delivers effective performance and provides a restorative clean. AJI will use Clean by 4D daily as part of our effective cleaning and disinfection program for the Madeira Beach facilities. With a fantastic fresh scent, Clean by 4D is effective against a wide variety of grampositive and gram-negative bacteria. The effective cleaning product will not dull most floor finishes while proving long lasting freshness against tough odors.





Clean on the Go VersaFill 3

At the start of the new contract, AJI will install the Clean on the Go VersaFill 3 dilution and dispensing system at the Madeira Beach locations.

The VersaFill 3 dilution and dispensing system offers employee safety, accurate diluting, and cost-control. Professional products must be used as specified to comply with safety statements and OSHA regulations.

Over-proportioned chemicals equal a higher in-use cost, and in order to ensure efficacy against a specified organism, disinfectants must be properly diluted. Ensure safety and accuracy with the Spartan VersaFill 3 dilution and dispensing system.



The VersaFill 3 features $AccuPro^{TM}$ technology to control water pressure and ensure accurate dilution every time.

- Eliminates re-cleaning associated with improperly diluted chemicals
- Ensures proper PPM of actives with disinfectants and sanitizers
- Avoid leaks created with external pressure regulators
- Reduce costs associated with under diluting chemicals

Through a simple dial control, the dispenser offers flexibility to fill both quart bottles and buckets from the same product. A convenient, integrated, locking storage cabinet houses up to four 2-liter cartridges, gallon containers or combination of 2-liters and gallon containers.





EQUIPMENT

AJI has utilized modern cleaning equipment and "green" cleaning techniques in all facilities for the past twelve years. The use of these systems and equipment has allowed for more efficient cleaning processes, better sanitation of facilities, improved indoor air quality and lower costs for our customers.

Where possible, we utilize ProTeam Super CoachVac backpack vacuums on our projects. All vacuums are equipped with HEPA filters, which are an industry standard for high-quality air filtration. Backpack vacuums allow us to reach high spots and also places such as behind computer tables and desks, book racks, and closets. These are the places that would be extremely tough to clean while using a canister vacuum cleaner.



AJI employees are trained in the proper use of all equipment at each individual account. This both ensures their safety as well as protects the property of our customers. Our equipment list includes back-pack vacuums, restroom carts, high and low-speed floor machines, ride-on automatic scrubbers, motorized sweeper, carpet extractor and various wet/dry vacuums.





For carpet cleaning at these locations, AJI will be using a van equipped with a CDS 4.8 truck mounted, van-powered cleaning system from HydraMaster. These systems feature OverDrive™ Power Train Technology which allows us to deliver a deep clean to your facilities. The system is equipped with two solution outlets for dual wand capability, three speed settings and a 100 gallon recovery tank for uninterrupted cleaning.

Using a truck mount carpet cleaning system is the best way to accomplish a deep carpet clean as well as reduce time spent on the job. This offers immense labor saving benefits which we are able to pass along to our customers.





COMPANY QUALITY STATEMENT

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

To this end, we pledge the following:

- A focus on satisfying the needs of The City of Madeira Beach.
- Compliance with applicable cleaning procedures, regulations, safety requirements and good workmanship practices.
- Fulfillment of contract requirements in their entirety.
- Direction of work crews by qualified crew leaders.
- Performance of inspections by qualified inspectors.
- Continuous quality improvement and training.
- AJI's technicians make every effort to protect the value of your facilities.

The Operations Managers and Project Managers are together responsible for ensuring the overall effectiveness of the Quality Assurance System.

Operations Manager/Project Manager will:

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

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



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

AJI will work with the City to address and make an action plan for any service issues. Our Ops team will be knowledgeable of the contract's terms and service schedule, tracking, communication, and ensuring customer satisfaction.

PRIMARY CONTACT

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



Thomas Donehoo

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

Communication is at the core our Customer Service program. At We understand the importance of teamwork and communication to achieve the high levels of service we deliver on a consistent basis. In addition to Mr. Donehoo, each of the individuals below is also available for City of Madeira Beach representatives 24 hours a day, 7 days a week.

Maria Constantinou, Operations Manager 352-408-8003

Maria.c@ajiclean.com

Elizabeth Allender, Project Manager 352-409-4340

Elizabeth.allender@ajiclean.com

Ryan Strem, Chief Sales Officer

352-932-9456

Ryan.strem@ajiclean.com

Stephanie Dailey, VP & CFO

352-630-1075

support@ajiclean.com

Jason Lay, CEO 352-910-0880

Jason.lay@ajiclean.com

Jordan Dailey, President

352-636-2920

Jordan.dailey@ajiclean.com





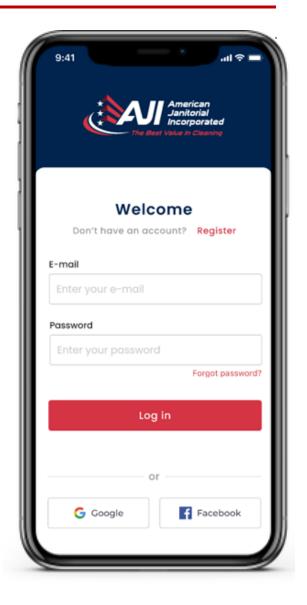
QA & CLIENT COMMUNICATION

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

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

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

To provide consistent, quality service to our customers, AJI is diligent in tracking our service metrics so we can see which areas are running smoothly and where we need to



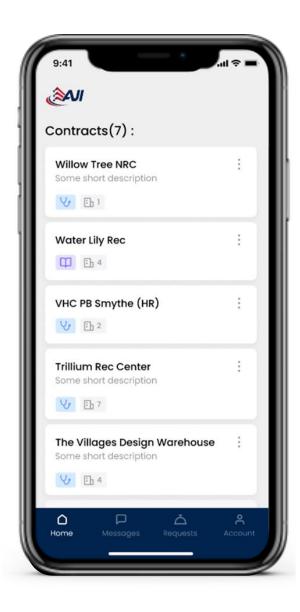
improve. AJI is committed to providing quality workmanship and operating to the highest standards with an emphasis in excellent customer service.

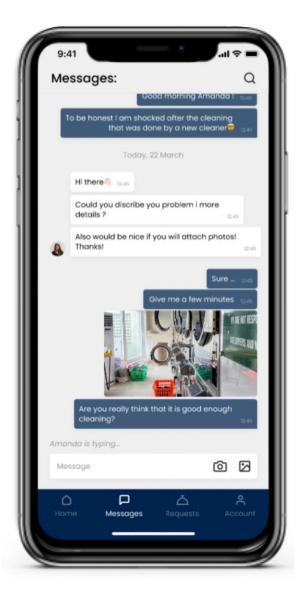
The images on the following page outline examples of APP based communication and work order management tool.





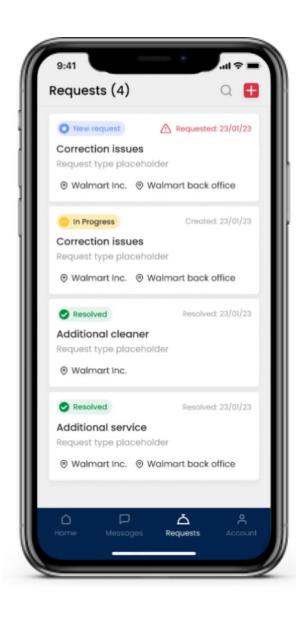
Easily Manage Each Location Cleaned by AJI Convenient Access to Communication With AJI Management

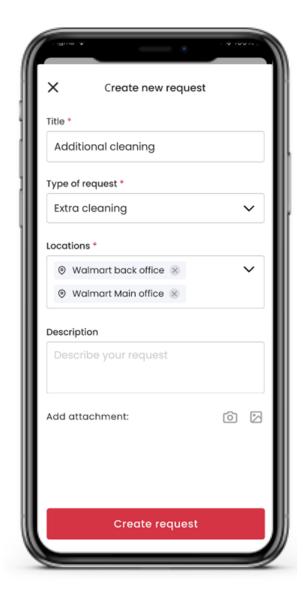






Overview of All Requests and Tracking of Progress Create New Service Requests for Your Location

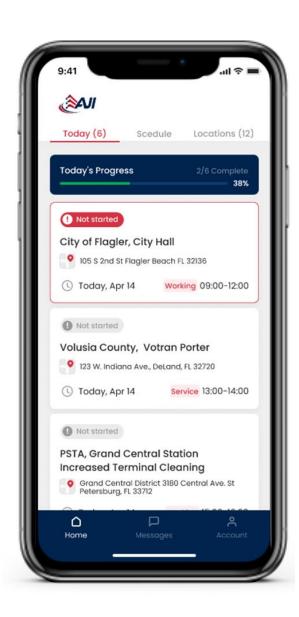


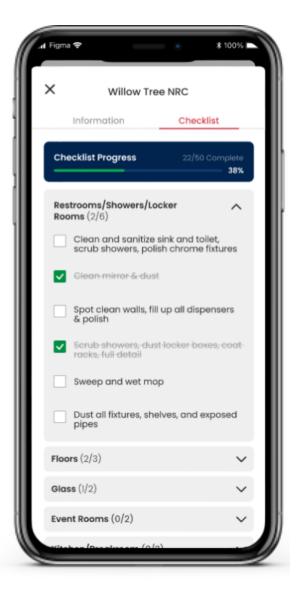




AJI Cleaning Technicians Track Daily Progress

Technicians
Complete Daily
Checklists

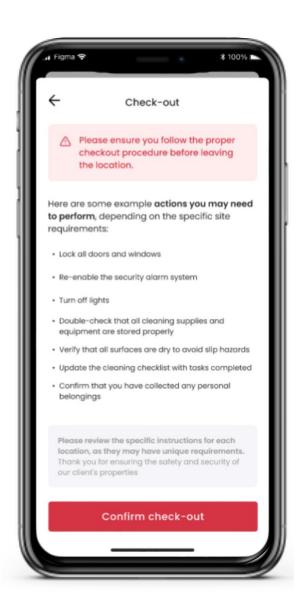


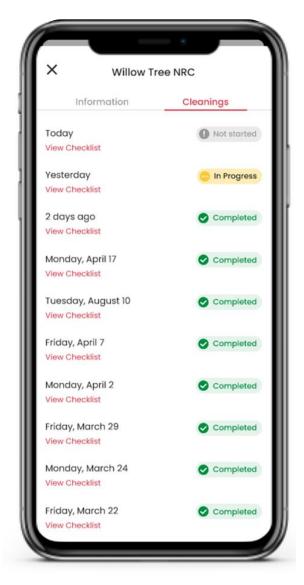




Easily Accessed Information for Each Location Serviced

Maintain Records of Completed Daily Checklists









TRAINING PROGRAM

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



New Cleaning Technician Training

AJI provides comprehensive training for *all* of our cleaning technicians, and management. Our training program includes classroom training and hands on instruction, and each member of the AJI team assigned to the City of Madeira Beach facilities has received training in the following areas:

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





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

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

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



Cleaning Tech Review

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

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





Recognition

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



SAFETY PROGRAM

AJI's Safety Program is called **BeSafe** and is designed to protect AJI's employees from on the job injuries. It also ensures that risk is reduced as much as possible at the client's site. The goals of the **BeSafe** safety program are as follows:

- Prevent job injuries and illnesses through hazard avoidance training, safety awareness, inter-personnel communication and implementation of safe work practices.
- Lower workers' compensation costs by providing a safe work environment. Because of lower costs, AJI's clients benefit by enjoying ultra-competitive pricing.



- Reduce the number of days of lost work and ensure maximum work productivity by training employees to remain safe at all times. This allows AJI's employees to perform their job with confidence and without risk of injury.
- Meet training requirements per client contracts and State mandates.

Employees are trained in the following areas:

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



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

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

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

At the start of a new assignment, employees are given a **BeSafe** Safety Orientation Checklist. This checklist is gone through by their direct supervisor. At the conclusion of the orientation both the employee and manager sign the checklist acknowledging that safety training has been provided. AJI maintains these records for audit or for contractual compliance.

With **BeSafe** in place, AJI ensures that the work environment is safe and remains so and that employees are aware and focused on working safely every day.





NATURAL DISASTER RECOVERY PLAN

AJI is prepared to meet the needs of the City of Madeira Beach no matter what comes our way. We have a Natural Disaster Recovery Plan in place that we are ready to deploy at a moment's notice. Here in Florida, we are susceptible to just about any type of natural disaster. Hurricanes, tornadoes, forest fires, and flooding are the most immediate threats we face. During emergency situations like this, there are many needs that require clean-up and sanitation. Having a trustworthy and reliable company to handle these needs in times of crisis can be invaluable to the City of Madeira Beach. Our plan encompasses the following steps:

- 1. Post disaster damage assessment and initial service planning: AJI will meet with City of Madeira Beach officials to assess damages and determine what services will need to be performed. In this initial phase, we will conduct an inspection of all affected areas, establish a plan of action, and call in the manpower needed to perform the service. This phase is the most critical part of the operation.
- 2. Command center establishment and equipment set up: We have a mobile command center that is capable of being deployed to remote areas or areas where water and power are not available. This command center is equipped with 2 generators, bathroom and shower facilities, fresh water tanks, and sleeping quarters. It is capable of housing up to 10 personnel for any length of time in disaster conditions. The mobile command center gives us the ability to provide around the clock services and store any additional supplies and equipment that may be needed.
- **3. Initiation of service**: We will be in place and operational within 12 hours of initial notification. We are capable of sustaining operations for as long as our services are required by the City of Madeira Beach.
- **4. Quality Control:** Even in times of crisis, we will continue to provide the same level of quality service. Our quality control program has built in parameters for emergency situations. We feel that our service should be at its best when it is needed the most.











Disaster Clean-Up

Cleanup work of any kind is hazardous, but disaster conditions make it even more so. The following is a list of OSHA approved procedures that we will follow to ensure health and safety while cleaning up after natural disasters.

Health Tips

- Take frequent rest breaks when lifting heavy, water-laden objects. Avoid overexertion and practice good lifting techniques. To help prevent injury, use teams of two or more to move bulky objects; avoid lifting any materials that weigh more than 50 pounds per person, and use proper automated lifting assistance devices if practical.
- When working in hot environments, have plenty of drinking water available, use sunscreen, and take frequent rest breaks. Wear lightcolored, loose-fitting clothing.
- Be sure a first-aid kit is available to disinfect any cuts or abrasions. Protect open cuts and abrasions with waterproof gloves or dressings.
- Wash your hands often during the day, especially before eating, drinking, or applying cosmetics.

General Precautions

- Use a wooden stick or pole to check flooded areas for pits, holes, and protruding objects before entering.
- Ensure that all ladders and scaffolds are properly secured prior to use.
- Conduct a preliminary worksite inspection to verify stability before
 entering a flooded or formerly flooded building or before operating
 vehicles over roadways or surfaces. Don't work in or around any flooddamaged building until it has been examined and certified as safe for work
 by a registered professional engineer or architect.
- Establish a plan for contacting medical personnel in the event of an emergency.
- Report any obvious hazards (downed power lines, frayed electric wires, gas leaks or snakes) to appropriate authorities.





- Use fuel-powered generators outdoors. Do not bring them indoors.
- Use life-vests when engaged in activities that could result in deep water exposure.
- Use extreme caution when handling containers holding unknown substances or known toxic substances (for example floating containers of household or industrial chemicals). Contact the Environmental Protection Agency for information on disposal at the National Response Center (1-800-424-8802).
- Do NOT use improvised surfaces (e.g., refrigerator racks) for cooking food or for boiling water to avoid exposure to heavy metals.

Clothing and Personal Protective Equipment

- Always wear water tight boots with steel toe and insole, gloves, long pants, and safety glasses during cleanup operations; sneakers should NOT be worn because they will not prevent punctures, bites or crush injuries.
 Wear a hardhat if there is any danger of falling debris.
- Wear a NIOSH-approved dust respirator if working with moldy building materials or vegetable matter (hay, stored grain, or compost).
- When handling bleach or other chemicals, follow the directions on the package; wear eye, hand, and face protection as appropriate; and have plenty of clean water available for eye wash and other first-aid treatments.

Electrical Hazards

- Do NOT touch downed power lines or any object or water that is in contact with such lines.
- Treat all power lines as energized until you are certain that the lines have been de-energized.
- Beware of overhead and underground lines when clearing debris. Extreme
 caution is necessary when moving ladders and other equipment near
 overhead power lines to avoid inadvertent contact.
- If damage to an electrical system is suspected (for example, if the wiring
 has been under water, you can smell burning insulation, wires are visibly
 frayed, or you see sparks), turn off the electrical system in the building and
 follow lockout/tag out procedures before beginning work. Do not turn the
 power back on until electrical equipment has been inspected by a qualified
 electrician.
- When using a generator, be sure that the main circuit breaker is OFF and locked out prior to starting the generator. This will prevent inadvertent





- energizing of power lines from back fed electrical energy from generators and help protect utility line workers from possible electrocution.
- Be aware that de-energized power lines may become energized by a secondary power source such as a portable backup generator.
- Any electrical equipment, including extension cords, used in wet environments must be marked, as appropriate, for use in wet locations and must be undamaged. Be sure that all connections are out of water.
- All cord-connected, electrically operated tools and equipment must be grounded or be double insulated.
- Ground-fault circuit interrupters (GFCIs) must be used in all wet locations.
 Portable GFCIs can be purchased at hardware stores.





EQUIPMENT LIST





CDS 4.8 truck mounted, vanpowered cleaning system from HydraMaster.



ProTeam Backpack Vacuum (Corded and Cordless)



Janitor Cart



Wet Floor Signs



Unger Trash Grabber NN140 Heavy Duty Nifty Nabber 51" Long Reaching Tool



Dual Compartment Mop Bucket



Sanitaire® Bagless HEPA Vacuum



55 Gallon Trash Can with Janitor Caddy



Checklist Log Books



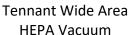
Tennant EZ Scrubber Ride-On Floor Scrubber



Rubbermaid Microfiber Flat Mop Floor Finish System



Tennant T2 Battery Walk Behind Scrubber







FLOOR SERVICES & SPECIALIZED EQUIPMENT

Tile & Grout Cleaning

AJI's deep cleaning process uses hot water to pressure wash the tile and grout. This high pressure process removes the deep down dirt that lies in the pours of the tile and grout lines. Each time we clean the tile and grout, we apply tile and grout sealer at no additional cost. The sealer helps to prevent staining and prolong the life of the tile. Our cleaning techs are IICRC certified for tile and grout cleaning and we use top of the line equipment.



VCT Care: Strip and Wax

AJI has years of experience refinishing VCT floors. We have customized a process for our customers that keeps the floors protected and looking great. Over the years, AJI has designed a custom, privately-labeled brand of floor cleaners and protectants for use at our clients' facilities. These chemicals provide a safe, non-slip surface, while producing a super hi-gloss shine that ensures floors look like brand new. Our floor crews are highly trained and have years of experience.

The following is a list of the different floor services offered by AJI:

- Complete strip and re-wax
- Deep scrub maintenance
- Light scrub maintenance
- Hi-speed burnishing
- Spray buffing





Cutting Edge Technology

AJI is constantly seeing new, innovative ways to help deliver exceptional services to our customers. One example of this is our recent investment in the EBG-28 Floor Surface Preparation Machine from Square Scrub®.



The EBG-28 allows us to remove existing finishes on your flooring without the use of water, which allows us to protect your valuable electronic equipment and baseboards. Another benefit to this dry method is that it eliminates the need for use harsh chemicals to remove floor finishes, which is better for the environment and the health of your employees and visitors.

Additional specialized floor service equipment below:



HydraMaster RX-20 Rotary
Carpet Extractor
Model No.: OE-RX20-EA



Hawk 15 inch 1500 RPM Burnisher Model No.: HAW-F1500-15



ProTeam ProGen 15 Upright
Vacuum - HEPA
Model No.: OE-PROGEN15-EA

Hydro-Force SX-12 Tile Cleaning Tool Model No.: AW104



Betco 27" Propane High Speed Burnisher Model No.: E12314-00



Dri-Eaz Sahara Pro X3 Commercial Turbo Dryer Model No.: F351



SAMPLE INSPECTION TEMPLATE



DATE RANGE:	-
INSPECTOR NAME:	
LOCATION:	_

CITY OF MADEIRA BEACH	DAILY	WEEKLY	MONTHLY	SEMI-ANNUAL	ANNUAL	SUN	MON	TUES	WED	THURS	FRI	SAT
GENERAL OFFICE AREAS												
a. Vacuum carpeted floors	X											
b. Empty office trash, replace all liners and return receptacles to original location	X											
c. Empty recycling bins	X											
d. Wet mop and remove scuff marks from all non- carpeted floors	X											
e. Clean and thoroughly polish drinking fountains		Х										
f. Clean and disinfect all public counters		Х										
g. Remove fingerprints from entrance glass	Х											
h. Clean and disinfect doorknobs and light switches		Х										
i. Spray buff all entry floor areas according to industry standards.		Х										
j. Clean vertical and/or mini blinds			Х									
k. Dust tops of desk areas in offices.		Х										
I. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish			\ <u>'</u>									
does not stain or mark area around push plates or other fixtures.			Х									
m. Wipe down doors with non-abrasive cleaner			Х									
n. Wipe clean all vents and diffusers			Х									
o. Dust horizontal & vertical surfaces			Х									
p. Spot clean carpets	Х											
CONFERENCE ROOMS												
c. Damp mop and remove scuff marks from all non-carpeted floors	Х											
d. Clean and disinfect conference tables	Х											
e. Dust all ledges		Х										
f. Wipe clean all vents and diffusers			Х									
g Clean glass cases			Х									
h. Dust horizontal & vertical surfaces		Х										
i. Spot clean carpets	Х											
RESTROOMS												
a. Wet mop floors using a germicidal detergent solution	Х											
b. Empty receptacle trash, replace liner	Х											
c. Empty and clean sanitary napkin disposal units and wrap for separate disposal. Replace	Х											
d. Clean and polish mirrors	Х											
e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer	Х											
f. Wipe and disinfect all dispensers.	Х											
g. Check and refill all toilet paper, towel dispensers, hand soap dispensers, etc.	Х											
FITNESS CENTER												
h. Scrub shower walls and remove soap build-up using a disinfectant fungicide product.	Х											
i. Clean and disinfect sinks and countertops. Polish bright work.	Х											
j. Clean entrance doors, handles, knobs and walls with a disinfectant.	Х											\neg

	LY	KLY	THLY	NNUAL	UAL	z	Z	ES	Q.	IRS	=	H
CITY OF MADEIRA BEACH	DAILY	WEEKLY	MONTHLY	SEMI-ANNUAL	ANNUAL	INS	MO	TUB	WED	THU	FRI	SAT
FITNESS CENTER (CONT)												
k. Pour a solution of germicidal detergent, previously approved by Facility Representative,		Х										
I. Vacuum and wipe clean all vents and diffusers			Х									
m. Wipe clean partition tops, partition sides, ledges, vents, louvers in doors, tops of			Х									
n. Clean and polish stainless steel, chrome, and brass surfaces, insuring the polish does			Х									
o. Dust horizontal & vertical surfaces		Х										
p. Clean and disinfect trash receptacles		Х										
KITCHEN & BREAK ROOMS												
a. Empty kitchen trash and replace liners	Х											
b. Wet mop non-carpeted floors	Х											
c. Clean and disinfect sinks and counters	Х											
d. Vacuum carpeted floors	Х											
e. Wipe down outside of cabinetry		Х										
f. Clean vertical and/or mini blinds			Х									
g. Wipe clean all vents, diffusers, and exhaust hoods			Х									
h. Clean and polish stainless steel, chrome and brass surfaces, ensuring the polish does			Х									
i. Dust horizontal & vertical surfaces			Х									
LOBBIES, ENTRANCES & VESTIBULES												
a. Vacuum carpeted floors	Х											
b. Wet mop all non-carpeted floors	Х											
c. Clean entrance glass doors. Clean framework, including transoms and sidelights-		Х										
d. Clean ledges and moldings, inside and exterior of entry way doors.			Х									
e. Empty trash, replace liner, and clean outside of trash cans.	Х											
f. Clean all door brass and/or stainless brushed steel			Х									
g. Empty all exterior ashtrays, recycling and trash receptacles of cigarette butts and debris	Χ											
i. Wipe clean and polish all glass and mirrored surfaces		Χ										
j. Remove cans, litter, etc. from the building exterior, patios. Maintain areas around all	х											
dumpsters free of litter, trash, at exit landings, and exterior stairs.	X											
k. Dust and wipe clean all flat surfaces, walls, windowsills, pillars and other flat areas			Х									
CORRIDORS												
a. Vacuum carpeted floor	X											
b. Damp mop and/or spray buff all non-carpeted floors	Х											
c. Empty, replace liner and wipe trash receptacles	Х											
d. Wipe clean all vents and diffusers			Х									
e. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does			Х									
f. Dust horizontal & vertical surfaces			Х									
g. Spot clean carpets	X											
h. Clean vertical and/or mini blinds			Х									
i. Wax and strip non-carpeted floors per the Floor Care Section.				Χ	Х							
STAIRWAYS												
a. Sweep or vacuum steps and landings	X											
b. Wipe banisters and ledges	X											
c. Wet mop non-carpeted stairs and landings		X										
d. Wipe and clean all railings and doors		X										
e. Wipe clean all vents and diffusers			X									
f. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does			X									
g. Dust horizontal & vertical surfaces			X									
h. Spot clean carpets	X											
ELEVATORS												
							1		1 7			1]
a. Wipe elevator cab walls to keep high sheen and to remove fingerprints	X											
	X X											

CITY OF MADEIRA BEACH	DAILY	WEEKLY	MONTHLY	SEMI-ANNUAL	ANNOAL	SUN	MON	TUES	WED	THURS	FRI	SAT
ELEVATORS (CONT)												
d. Clean and vacuum all door tracks and polish all door interior and exterior surfaces	Х											
e. Wipe mirrored surfaces in the elevator cabs	Х											
f. Wipe clean all ledges, vents and diffusers	Х											
g. Clean and polish stainless steel, chrome, and brass surfaces, insuring the polish does	Х											
h. Dust horizontal & vertical surfaces	Х											
i. Spot clean carpets	Х											
FLOORS												
a. Hardwood Floors – stripped and waxed				Х	Х							
b. Carpet to be deep cleaned and extracted				Х	Х							

EXHIBIT A

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

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

This sworn statement is submitted to the CITY OF MADEIRA BEACH by	Jason Lay, CEO
	[print individual's name and title]
for American Janitorial, Inc.	
[print name of entity submitting sworn statement]	
whose business address is: 87 North Central Ave, Umatilla, FL 327	84
and Federal Employer Identification Number (FEIN) is 46-0557106 Social Security Number of the individual signing this sworn statement:	_, if the entity has no FEIN, include the n/a
I understand that no person or entity shall be awarded or receive a City contr	ract for public improvements, procurement of goods o

I understand that no person or entity shall be awarded or receive a City contract for public improvements, procurement of goods or services (including professional services) or a City lease, franchise, concession, or management agreement, or shall receive a grant of City monies unless such person or entity has submitted a written certification to the City that it has not:

- 1. been convicted of bribery or attempting to bribe a public officer or employee of the city, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- 2. been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- 3. been convicted of a violation of an environmental law that, in the sole opinion of the City's. Project Manager, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- 4. made an admission of guilt of such conduct described in items (1), (2) or (3) above, which. is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- 5. where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein. above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board. of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership, or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the City Manager. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the City. I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE CITY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

City of Madeira Beach

RFP 2024-06

Signatory Requirement. In the case of a corporation, this affidavit shall be executed by the corporate president. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity or the individual. Authorized Signature 6/14/2/024 Date Signed State of: Florida County of: ___ Lake Sworn to and subscribed before me this 14th day of June , 20 24 Personally Known X or Produced Identification (Specify Type of Identification) Signature of Notary My Commission Expires 9/19/2026 HEATHER L. CASAVANT **Notary Public** State of Florida

Comm# HH313808 Expires 9/19/2026

The effective date of this Hold Harmless Agreement shall be the duration of this contract.

City of Madeira Beach

EXHIBIT B DRUG FREE WORKPLACE CERTIFICATION

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

This sworn statement is submitted to the City of Madeira Beach by	Jason Lay, CEO
	[print individual's name and title]
for American Janitorial, Inc.	[print name of entity submitting sworn statement]
whose business address is: 87 North Central Ave, Umatilla	, FL 32784 and (if applicable) its
Federal Employer Identification Number (FEIN) is46-055710	(If the entity has no FEIN, include the Social Security
Number of the individual signing this sworn statement: n/a	

I understand that no person or entity shall be awarded or receive a City contract for public improvements, procurement of goods or services (including professional services) or a City lease, franchise, concession, or management agreement, or shall receive a grant of City monies unless such person or entity has submitted a written certification to the City that it will provide a drug free workplace by:

Providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's workplace is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

- (i) the dangers of drug abuse in the workplace.
- (ii) the person's or entity's policy of maintaining a drug-free environment at all its workplaces, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant.
- (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
- (iv) the penalties that may be imposed upon employees for drug abuse violations.
- (2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its workplaces a written statement of its policy containing the foregoing elements (i) through (iv).
- Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.
- (4) Notifying the City within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.
- (5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- (6) Making a good faith effort to continue to maintain a drug free workplace through implementation of sections (1) through (5) stated above.

City of Madeira Beach

RFP 2024-06

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF MADEIRA BEACH IS

VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CITY DETERMINES THAT:

- (1) Such person or entity has made false certification.
- Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or subsection 3-101(7)(B); or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the workplace as to indicate that such person or entity has failed to make a good faith effort to provide a drug free workplace as required by subsection 3-101(7)(B).

Signatory Requirement. In the case of a corporation, this affidavit shall be executed by the corporate president. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity or the individual.

State of: Florida

County of: Lake

Sworn to and subscribed before me this 14th day of June _____, 2024

Personally Known X ___ or Produced Identification _____

(Specify Type of Identification)

Signature of Notary

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

My Commission Expires

9/19/2026

City of Madeira Beach