



RFP 2015.10.26
Janitorial Maintenance Services
For City of Coral Gables



SFM Services, Inc.
Christian Infante, President
9700 NW 79th Ave.
Hialeah Gardens, Fl. 33016
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FEID: 59-2766887



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Thursday, January 7th, 2015

City of Coral Gables
405 Biltmore Way
Coral Gables, Fl. 33134

D. Business Profile

We appreciate the opportunity to participate in the RFP for the City of Coral Gables Janitorial Services. Please note SFM Services was the janitorial service provider for the City of Coral Gables from 1988 to 2004. Currently SFM's Landscape Division provides landscape maintenance to the City of Coral Gables' medians and right of ways. Enclosed you will find information on our firm that will demonstrate we're not your typical cleaning company. SFM has a fulltime in-house certified trainer that trains staff on general cleaning, customer service, Terminal Cleaning, and Bloodeborne Pathogens. This training is also offered to client's staff.

SFM is a locally headquartered family owned business. SFM's president and stockholder Mr. Christian Infante is a Coral Gables resident. Our company has the vast experience, talent and practices of a large firm, but the service and area knowledge of a local company dedicated to its client and client needs. We suggest a discussion after proposal is submitted so we can customize or make any changes to the operation plan you deem necessary.

We look forward to providing janitorial services to the City of Coral Gables once again. If there are any questions regarding this proposal, please feel free to contact me directly at 305.525.9442

Respectfully Submitted,

Christian Infante

Christian Infante
President



Proposer & Key Personnel Experience & Qualifications

For more than 40 years, the eyes of the world were set on Miami's Orange Bowl Stadium. The manicured lawns and impeccably clean venue set the spotlight for some of the cities' most memorable events. Since 1972, the company responsible for keeping the facility looking its best, was been SFM Services, Inc., headquartered in South Florida. Although the Orange Bowl closed its doors in 2007, SFM Services continues its mission of making South Florida's most notable locations look their best.



SFM is a facilities maintenance company that offers property managers, healthcare facilities, government municipalities and large venues Custodial and Landscape services.

If you are looking for a company that is cost efficient, timely and offers exemplary custodial service, then SFM Services is the solution. We are a local and family-owned business that has operated in South Florida since 1972. Run by the leadership team of founder and patriarch, Jose Infante, and his son, Christian, SFM Services is a local company with a wealth of experience and a long list of services.

Our Janitorial clients include major institutions such as: Baptist Health Systems, municipalities like the City of Miami and major events like the Ultra Music Festival and the Dade County Youth Fair.

SFM Janitorial

SFM Services is a leader in janitorial services of some of South Florida's leading business, medical, government and educational buildings and institutions. We handle everything from street sweeping, to office, healthcare facility, and large public venue cleanup.

Our associates are part of the South Florida community and work hard to leave a minimal carbon footprint and protect the environment. Through the use of eco-friendly and green products, SFM substitutes harmful chemicals with Green Seal Certified Products. Our associates also undergo extensive training in green cleaning procedures.



We offer our clients cost effective solutions to keeping their properties clean. Unlike large and impersonal firms, as a local company, we are accessible to our clients any time of day. For the best service in facilities or public area maintenance needs, SFM is the only company to turn to.



Benefits of Hiring SFM Services:

- Over 600 employees in Miami-Dade County
- In-house OSHA certified trainer in “Bloodborne Pathogens” & “Terminal Cleaning”
- Experience cleaning large commercial facilities that are open 7 days per week
- Experience in healthcare facilities, managing public areas & venues
- SFM ownership is directly involved
- Equipped for Disaster Recovery “Hurricane Clean Up”
- Experience cleaning up after large crowds “Ultra Music Festival”

SFM has a thorough training program specific for office & healthcare facilities. Training is conducted by SFM’s C.O.O. Joe Pinon. Mr. Pinon is a certified instructor with the State of Florida. This is a competitive advantage SFM has over other janitorial companies. It gives SFM the ability to train and retrain employees as necessary throughout the year. Trainings in “Bloodborne Pathogens” and “General Cleaning” are conducted.



Key Personnel Qualifications

Christian Infante, President has seventeen (17) years of experience in related custodial and business management. Mr. Infante has a Bachelor's degree in Business Administration & Management from Florida International University (FIU), trained Homeland Security and is Bloodborne Pathogens. Mr. Infante has been directly involved in all phases of SFM Services' projects including assisting facilities prepare for JCAHO inspections.

Jose Infante, Vice President has (40) years of experience in management and the service industry. Mr. Infante is qualified and experienced in all aspects of custodial and security services and currently oversees the finances for the firm. Mr. Infante holds a security manager license and attended U.M. and M.D.C.

Joe Pinon, Chief Operating Officer. Mr. Pinon has (25) years of senior management experience in the public and private sector as an Assistant City Manager. As Assistant City Manager/Public Safety Director, he was in charge of the Police, Fire, Emergency Management, Property Management, and Public Works Departments in both, the City of Miami Beach and the City of Miami. Mr. Pinon is a certified instructor in Bloodborne Pathogens and Terminal Cleaning.

Pascale Lopez, Custodial Manager. Mrs. Lopez has experience in the healthcare facility maintenance. She oversees all custodial operations for SFM. She has helped hospital prepare for JCAHO and AHCA inspections.

Eileen Dominguez, Quality Control Officer has over (25) years of experience in the custodial industry. Prior to her current position she was a distributor for 3M janitorial supplies. Her experience and knowledge in janitorial supplies and services make her a valuable asset to the SFM Quality Control Program

Ivor Taylor, Human Resource Director. Mr. Taylor oversees all aspects concerning Human Resources. Employees with any work related issues or accident reports meet with Ivor routinely. Some of his duties include: Employee Drug Testing, Employee Criminal Background Checks, Social Security Verification, Payroll Compliance, & will lead the implementation of Universal Health Care Coverage Law.

Ruben Garcia, Controller. Mr. Garcia oversees all the daily accounting activities for SFM Services, Inc. Due to this labor intensive industry, daily reviews of direct labor and overhead absorption are provided to management.

Alex Vila, Asset Manager. Mr. Vila plans, directs, and coordinates the operation of all SFM fleet of vehicles and equipment. Some of his duties are: Preventive Maintenance to Equipment, Vehicles, Fuel Control & Management, & GPS Tracking Management.



Christian Infante
President
cinfante@sfmservices.com

Education

1992 to 1996	Christopher Columbus High school
1997 to 2002	Florida International University Bachelor's degree in Business Administration
2006	University of Florida Certificate Course in Horticulture
2008	ISA Certified Arborist

Experience

1998 to Present	SFM Services, Inc. Oversee all aspects of janitorial and landscape operations Implemented floor care programs New account start ups Directly involved in all phases of disaster recovery projects Maintain business relations with clients Prepare government bids Sales and Marketing New contract negotiations and business development
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Additional Skills

Certified Arborist with ISA
Terminal cleaning certified
Bloodborne pathogen certified
Fluent in English and Spanish
Computer literate: Microsoft Word, Excel, Powerpoint, Effective
Management, Communication, and Leadership skills, C.P.R. Certified

**Volunteer
Activities**

Miami Lighthouse for the Blind Business Advisory Board
Board of directors of Jose Peres ALS Recovery Golf Classic
Trustee Member, Greater Miami Chamber of Commerce



Juan Campos
Contract Manager
jcamos@sfmservices.com

Education

University of San Francisco
Business Management

ServiceMaster Industries – Certificate in Carpet & Hard Surfaces Procedures

Experience

2013 to Present

SFM Services, Inc.
Maximizing labor distribution.
Training in proper chemical and equipment usage.
Prepare budgets for facilities.
Assist Custodial Manager with day to day services.

2004 to 2013

DTZ/UGL Company. Formerly known as Unicco
Managed Accounts, bid walk-thru, new sales and extras, Customer service,
Conducted cleaning Audits with clients, third party consultants and
individually. Managed daily operations of multiple Commercial facilities.
Prepared and managed complete contract budgets for clients and additional
contracts pricing for tenant extras. Provide complete workable program to Site
staff from Recruiting/ Training/ Job scheduling/ Payroll/ Supply control.

SOUTH DIVISION AREA MANAGER

LOGISTICS AREA SERVICE COORDINATOR
2004-2009

University of Miami Medical Campus-Miami, Florida
Sylvester Center-Miami, Florida
Hudson Capital Properties-Miami, Florida
Tulane University-New Orleans, Louisiana
University of Miami-Coral Gables Campus
Northern Bank System-Florida
Clark University-Atlanta, Georgia
Winthrop University-Atlanta, Georgia
Eckerd College-St. Petersburg, Florida
Palm Beach State College-Lake Worth, Florida

2001-2004

Pan American Hospital
Director of Environmental Services



Jose M. Infante
Vice President
jinfante@sfmservices.com

Education

1963 to 1967 Christopher Columbus High school
1968 to 1971 Miami Dade Community College
Associates Degree
1971 to 1972 University of Miami

Experience

1972 to 1986 Property Management & Maintenance
Vice President & Stockholder
In charge of all janitorial operations
Recruitment of personnel
1987 to Present SFM Services, Inc.
Vice President & Stockholder
Oversee all aspects of janitorial and landscape operations
Oversee all day to day activities for both divisions
Oversee all financial aspects of company
Business Development

Additional Skills

Fluent in English and Spanish
Computer literate: Microsoft Word, Excel, Powerpoint
Effective Communication and Leadership skills
ISA Florida Certified Arborist

**Volunteer
Activities**

Director of Cuban Democracy PAC
Member of American Public Works Association



Joe Pinon
Chief Operating Officer
jpinon@sfmservices.com

Education

1975 Herbert H. Lehman College
 B.A. Biology

1990 University of Miami
 Public Administration

1994 Florida International University
 Executive Management Program

Experience

2012 to present SFM Services, Inc.

2007 to 2012 Inquest Security Intelligence

2003 to 2004 Miami River Port Committee

2003 Director of Homeland Security for Miami-Dade County

1992 to 1998 Assistant City Manager for Miami Beach

1977 to 1990 Police Officer for City of Miami Beach

Training

Certified instructor in Bloodborne Pathogens & Terminal Cleaning
Crisis Management Training- FBI Academy
Maritime Security Instructor
Certified Instructor State of Florida
Homicide Investigation
Intelligence Gathering
Special Weapons & Tactics, Explosives & Ordinance Detection



Pascale Lopez
Custodial Manager
PLopez@sfmservices.com

Education

- 2014 Florida International University
Executive Management Program
- 2012 Miami Dade College
Associates in Business Administration

Experience

SFM Services, Inc.
Oversees more than 300 employees and 12 area managers.
Planning, coordinating, and executing custodial projects.
Responsible for meeting cleaning standards of 22 Baptist locations.
Responsible for meeting cleaning standards of 09 Leon Medical Centers.

North Shore Medical Center
Assisted with “Joint Commission” conducting safety rounds.
Preparation with JCAHO and AHCA inspections.
Supervised maintenance engineers to achieve effective maintenance plan.

Global Business Management, Human Resource Manager
Developed policies and procedures as well as required training.
All aspects of HR: Payroll processing, worker’s comp claims, drug free, etc.

Additional Skills

Certified in dealing with Bloodborne Pathogens
Certified in Terminal Cleaning
Spartan Green Cleaning Solutions



Eileen Dominguez
Quality Control Officer
edominguez@sfmtservices.com

Education

1961 to 1965 Coral Gables High School

1966 to 1968 Miami Dade Community College
Associates Degree

Experience

1995 to 2002 Environmental Management Supplies, Inc.
Sales Rep for 3M, Fuller Brush, and Other cleaning supplies
Controlled all janitorial supplies inventory

2002 to Present SFM Services, Inc.
Quality Control Officer
Assure specifications are being followed
Assures all accounts are properly staffed
Assures staff is properly trained and uniformed
Reports directly to president of SFM Services

Additional Skills

Fluent in English and Spanish
3M Floor Care Certified
Orange Quality Control Software
Computer literate: Microsoft Word, Excel, Powerpoint
Effective Communication and Leadership skills



G. References



Serviced Since: 2012 to present
Contact: Ralph Casals, Town Manager
Phone: 305.234.4262
Email: townManager@cutlerbay-fl.gov
Scope of Work: Nightly cleaning services to the government center and leased tenant spaces as well as street sweeping. SFM is the prime contractor.



Serviced Since: 2009 to present
Contact: Estela Tost, VP of Real Estate Mgmt.
Phone: 786.596.8691
Email: EstelaT@baptisthealth.net
Scope of Work: Day & night cleaning services to (23) medical facilities in Miami-Dade & Broward County. SFM is the prime contractor.



Serviced Since: 1998 to present
Contact: Carlos Nunez, Vice President
Phone: 305.986.0285
Email: cnunez@leonmedicalcenters.com
Scope of Work: Custodial services to (8) medical facilities in Miami-Dade County. SFM is the prime contractor.



Serviced Since: 2014 to present
Contact: Eric Concepcion, VP of Facilities
Phone: 305.525.2808
Email: EConcepcion@oceanbank.com
Scope of Work: Nightly cleaning & porter service to Bank headquarters and leased tenant spaces throughout 2 buildings. SFM is the prime contractor.



Serviced Since: 2013 to present
Contact: Tony Lopez, Assistant Town Manager
Phone: 305.364.6100
Email: lopezt@townofmiamilakes.gov
Scope of Work: Nightly janitorial services to government center, daily litter control, graffiti removal, and street sweeping all streets in Miami Lakes. SFM is the prime contractor.

- Additional references available upon request.



July 15, 2008

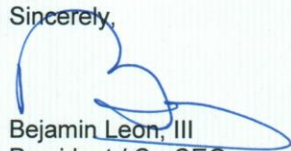
RE: SFM Services, Inc.

To Whom It May Concern:

This letter is to affirm how pleased we are with the janitorial services that SFM Services, Inc. has been providing us since 1997. Our five (5) medical centers, that measure over 200,000 square feet, require attention to detail since over a thousand patients visit our centers on a daily basis. We feel SFM's high standard of delivery and consistency of service in maintaining our facilities in a clean and sanitary condition, has played a key role in our success.

If you have any questions or need additional information, please do not hesitate to contact me directly at 305-644.2138.

Sincerely,



Benjamin Leon, III
President / Co-CEO

BL/hm



Baptist Health Enterprises

6855 Red Road, Suite 600
Coral Gables, FL 33143-3632
www.baptisthealth.net

February 26, 2014

SFM Services
9700 NW 79th Avenue
Hialeah Gardens, FL 33016

As the year progresses, we would like to thank you and your staff for your business. We especially thank you for your great customer service. Your prompt attention to our properties has been most appreciated.

I look forward to a mutually successful 2014.

Best regards,

Kathleen S. Moorman
Corporate Vice-President, Real Estate
Baptist Health Enterprises



Public Works Department
345 N. Royal Poinciana Blvd.
Miami Springs, FL 33166



Phone: 305-805-5170
Fax: 305-805-5176

Mr. Christian Infante
SFM Services, Inc.
9700 NW 79th Ave.
Miami, FL. 33016

Dear Christian,

This letter is to document how pleased we are with the janitorial services SFM Services has been providing over the last (3) three years. Your staff is always courteous, and efficient. They respond quickly to any requests we have passed on to them.

Your staff easily handles the different work in our different facilities (City Hall, Police Station, Recreation Center, Public Works, & Parks). SFM accomplishes their daily tasks with the high level of quality service that we expect.

Once again, thank you and please feel free to list The City of Miami Springs as a reference.

Sincerely,

A handwritten signature in cursive script that reads "Robert T. Williams".

Robert T. Williams
Public works Director



January 4th, 2016

Christian Infante
SFM Services, Inc.
9700 NW 79th Ave.
Hialeah Gardens, FL 33016

Dear Christian:

I am writing to convey how pleased we are with the cleaning service provided by your firm over the last 2 years of our facility that measures over 250,000 square feet. Your staff is courteous and pleasant to work with. The exterior landscape of our facilities look immaculate thanks to the outstanding job your landscape crew does. It is comforting to know that for any janitorial or landscape need, you're just 1 phone call away.

I look forward to continue working with you and your team. Please feel free to list me as a reference.

Sincerely,



Eric Concepcion
Senior Vice President & Building Operations Manager



MERCY Outpatient Center

Mr. Christian Infante
SFM Services, Inc.
9700 NW 79th Ave.
Miami, FL. 33016

Dear Christian,

As a follow up to our conversation, I am writing this letter to thank you and your staff for providing high-quality janitorial services over the last (4) four years at the Mercy Hospital Outpatient Center. Your staff is always punctual, courteous, and efficient.

I would like to thank you for training your staff to work in such a specialized medical facility as ours that handles bio-hazardous wastes, medical equipment and supplies. Only an experienced contractor as yourself can deliver the high level of quality service that is expected.

Once again thank you and please feel free to list us as a reference.

Sincerely,



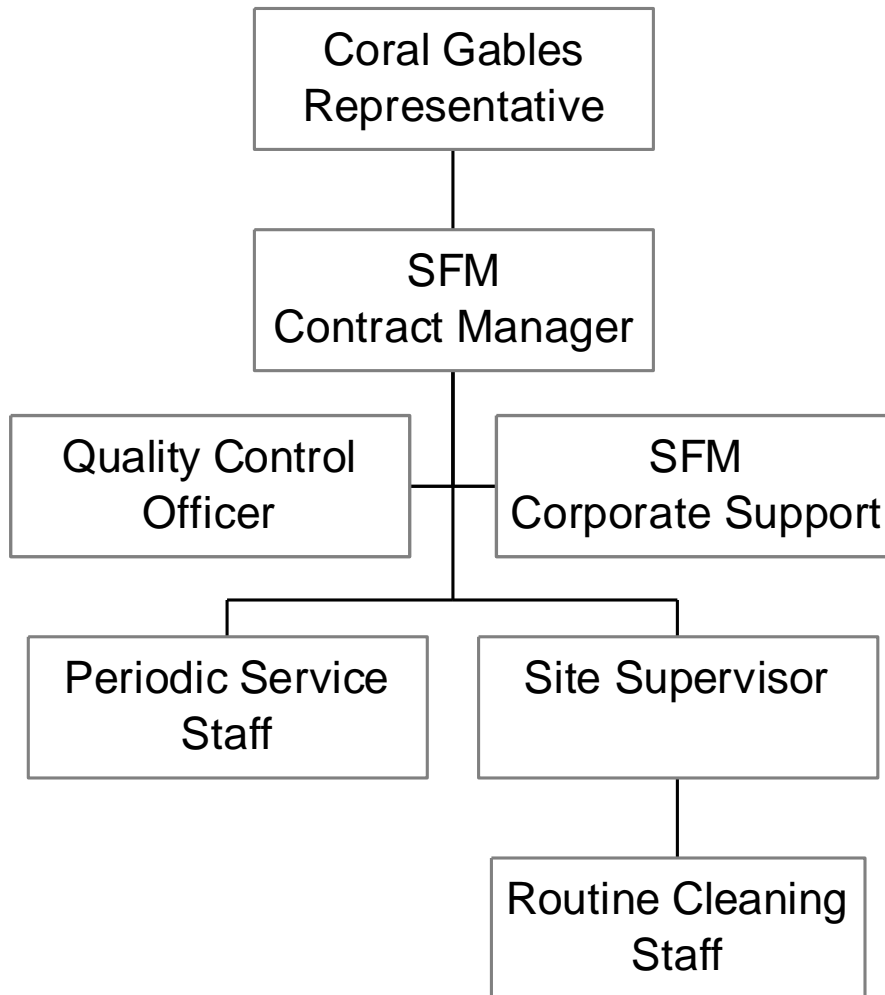
Laura Domínguez
Vice President, Business Development



Methodology & Approach



**City of Coral Gables
Proposed Organization Chart**



Methodology & Approach

SFM will assign 1 contract manager to be the point of contact and oversee all janitorial duties in the RFP. The contract manager will be on call 24 hours 7 days per week and will have unlimited support from SFM corporate.

SFM's quality control officer will conduct monthly unannounced inspections of all facilities. The results from these inspections will be inputted in our web based quality control software. Please see enclosed additional info on Quality Control software.

All inspections are web based and time stamped. Any inspection that grades "below average" will prompt an email alert immediately stating the deficiency. SFM contract manager has 24 hours to cure the deficiency found.

SFM will have a pool of backup trained cleaning personnel to cover any call outs or to cover the time off offered to staff. All cleaning personnel goes through the same standardized training procedures.



Quality Assurance

SFM uses a quality control software named “Orange QC”. This software allows the SFM Quality control officers to:



- Perform inspection using an Apple ipad or iphone
- Monitors account performance & sends out real time alerts based on triggers you set
- Generate reports for customers

The SFM Quality Control Program consists of two mutually supporting modules:

1. **Quality Control Plan** – establish standards, supporting processes, performance objectives and performance indicators to meet all performance requirements.
2. **Quality Control Monitoring Plan** – implement SFM QC to provide a structured approach to performance monitoring, deficiency avoidance, corrective actions and reporting.

Service Quality Measurements/Metrics

Each task is monitored as follows:

1. The QC Officer will designate the area to be assessed.
2. The screen of the hand-held device requests a "level of compliance" to be input by qualitative format based on a numerical scale:

- 1 = Immediate Action Required
- 2 = Unsatisfactory
- 3 = Satisfactory

If anything other than a “Satisfactory” is entered, the system will provide a report suggesting action to be taken. At this point, the end user is to:

- A. Refer to Superior
- B. Refer to Vice President
- C. Immediate Action required (self or other)
- D. High Risk (situations hazardous to health or safety)
- E. Maintenance required (drives a maintenance request)



MEASUREMENT TOOLS

Hand-held Apple iPhone, or iPad Images

Below is a visual of our hand-held based Quality Control application.



SAMPLE OF IPAD PERFORMING INSPECTION




Below is a sample of an actual inspection report





SFM Services

Detailed Inspection







Location: ██████████
 Dates: Jun 1, 2015 - Jun 8, 2015
 Inspector: All
 Overall Score: 94% (37 inspections)

Inspection	Location	Score	Inspector	Performed at
Lobby Area	██████████ / Floor 4 / Suite 407	90%	Eileen Dominguez (New)	06/02/2015, 8:10 PM
Line Item	Rating	Score	Comment	Photo
Horizontal Surfaces	Above Average	90%		
Glass	Average	80%		
Furniture	Excellent	95%		
Floors	Above Average	90%	Bathroom on suite 407. Scrubbing this floors need it lobby.	
Doors	Above Average	90%		
Air Vents	Excellent	95%		

Inspection	Location	Score	Inspector	Performed at
Office	██████████ / Floor 4 / Suite 407	93%	Eileen Dominguez (New)	06/02/2015, 8:15 PM
Line Item	Rating	Score	Comment	Photo
Trash	Excellent	95%	All the trash are excellent, this is nurse station.	
Horizontal Surfaces	Above Average	90%	Excellent.	
Floors/Carpet	Excellent	95%		
Fixtures	Above Average	90%	Every thing in the place.	
Baseboards	Excellent	95%		
Air Vents	Excellent	95%	Excellent.	



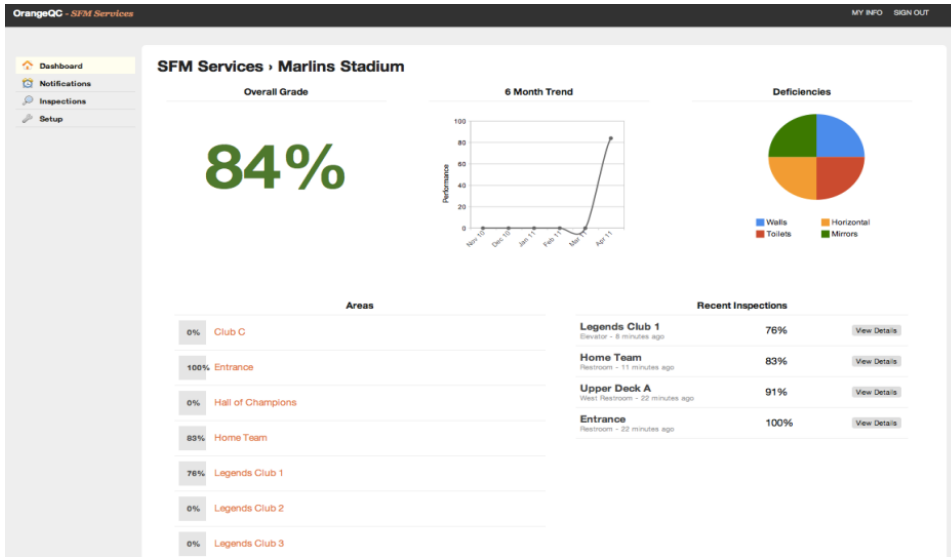
Inspection	Location	Score	Inspector	Performed at
Restroom	[REDACTED] / Floor 4 / Suite 407	94%	Eileen Dominguez (New)	06/02/2015, 8:18 PM
Line Item	Rating	Score	Comment	Photo
Trash	Excellent	95%	Excellent.	
Toilets & Urinals	Excellent	95%	Excellent.	
Sinks	Excellent	95%	From top to bottom.	
Partitions	Excellent	95%	Excellent.	
Floors	Above Average	90%	It's clean but because the tile is design like this see picture I recommend a scrubb.	

Inspection	Location	Score	Inspector	Performed at
Exam Rooms	[REDACTED] / Floor 4 / Suite 407	95%	Eileen Dominguez (New)	06/02/2015, 8:29 PM
Line Item	Rating	Score	Comment	Photo
Sinks	Excellent	95%		
Horizontal Surfaces	Excellent	95%	Everything in the exams room clean,	
Floors	Excellent	95%	Excellent.	
Fixtures	Excellent	95%	Excellent.	
Air Vents	Excellent	95%	Excellent.	



Below is report provided to client that will show the evaluation of progress in 3 forms:

- Percent Score
- Graph showing comparing history
- Pie Chart



These reports can be emailed to property managers in a pdf format.

Email notifications are configured to notify SFM managers about the QC performance. The QC officer's ipad automatically synchronizes via a wireless network connection so QC inspections can be tracked in real-time. Corrective action requests are immediately communicated to the relevant person.

All quality control inspections have precise timestamps to ensure frequency of monitoring and a clear indication of the date, time, area and results of the monitoring process

Management reports contain the following:

- Labor budget
- Supplies budget
- Equipment budget
- Sales



Transition Plan

Client Name: City of Coral Gables

Start Date: T.B.D.

Transition Lead: Pascale Lopez

Purpose:

In order to achieve a seamless transition, SFM implements a Transition Plan customized for each facility. The purpose of this process is to ensure a seamless integration of SFM Services when replacing existing service provider or in house program. This plan supplies SFM operators with a step-by-step guide for transitioning.

Goals:

1. Deliver seamless transition that provides step-by-step instruction for SFM operations and assures the client of a problem free conversation from current or in house provider to SFM.
2. Identify key resources for transition tasks.
3. Transition plan creates accountability for transition team members by reporting the completion of tasks to the client.
4. Create a base of communication between SFM and client.
5. On time job start and successful service implementation.

Locations:

City Hall	2 Employees
City Hall Annex	1 Employee
Coral Gables House	1 Employee
Central Police Fire 1	4 Employees
Fire Station 2	1 Employee
Fire Station 3	1 Employee
Granada Golf Clubhouse	1 Employee
War Memorial Youth Center	5 Employees
Maintenance & Storage Facility	5 Employees
Salvadore Park Tennis	1 Employee
Phillips Park	1 Employee
Biltmore Tennis Center	1 Employee
Historic Preservation	1 Employee
Trolley Depot	1 Employee
Venetian Pool	1 Employee
Marine Patrol Office	1 Employee
Police Bike Patrol Office	1 Employee



I. Mobilize SFM Transition Task Force

Identify your transition team members and roles:

Pascale Lopez (Transition Lead), Custodial Manager

Transitions Responsibilities: Hiring process, supply orders, off site training, service delivery

Phone: 786.663.2248

Email: PLopez@sfmservices.com

Joe Pinon (Transition 2nd Lead), Chief Operating Officer

Transitions Responsibilities: Program implementation, site orientation, employee safety & training.

Phone: 786.547.6704

Email: JPinon@sfmservices.com

Christian Infante, President

Transitions Responsibilities: Contract negotiations, expectations meeting, customer satisfaction.

Phone: 305.525.9442

Email: CInfante@sfmservices.com

Ivor Taylor, Human Resources

Transitions Responsibilities: Employee background checks, drug testing & employee safety.

Ph: 305.818.2424 ext. 14

Email: ITaylor@sfmservices.com

Juan Campos, Contract Manager

Transitions Responsibilities: Program implementation and site orientation.

Ph: 305.788.7773

Email: JCampos@sfmservices.com

II. Expectations Meeting

The Process:

As standard transition protocol SFM will set up an expectation meeting between SFM Operations and City of Coral Gables management team to establish all parties' goals and expectations for the first 90-days of services. The purpose of this meeting is to:

- Define communication channels (Who do I call for.....?)
- Establish invoicing structure
- Identify individual roles and responsibilities
- Identify specific needs and requirements of BHSF
- Identify storage areas
- Identify uniform requirements
- Establish standardized inspection report
- Cultural integration



III. Employee Screening & Hiring

The Process:

Step 1: Utilize network of SFM's 600 employees in local market. Place advertisements in local paper if necessary.

Step 2: Identify project supervisor candidates and perform 2 Panel Interview Process.

- Pascale Lopez
- Christian Infante
- Juan Campos

Step 3: Hire supervision

Step 4: Employee application review and job orientation

Step 5: Criminal background check and Drug screening

Step 6: Make offer of employment to all new hires and I-9 verification

IV. Order Equipment & Supplies

Resources:

- Nilfisk-Advance
- Unisource

The Process:

Step 1: Submit order for capital equipment

Step 2: Submit chemical order

SFM Provided Materials

- Uniforms
- Safety equipment (wet floor signs, PPE, etc.)
- Chemicals
- Mop heads
- Dust brooms & pans
- Microfiber towels & mops
- Floor care machines
- Wet vacuums
- Upright vacuums
- Back pack vacuums
- Carpet fans
- Carpet spot cleaning kits
- Brute barrels



- Brute hoppers
- Material Safety Data Sheets (MSDS) to be provided for each janitor closet.

V. Employee Training

The Process:

Step 1: Joe Pinon, C.O.O. Provide the following training task to hourly personnel:

- Bloodborne Pathogens
- Terminal Cleaning
- Cleaning chemical training
- Floor care training
- Restroom maintenance
- Spill clean-up procedures

Step 2: Ivor Taylor, Human Resources. Provide the following training task:

- Sexual harassment training
- Termination considerations (SFM project managers only)
- New hire orientation for supervisor & project management

Step 3: Juan Campos, Contract Manager. Provide the following safety training tasks:

- Slip, trip, fall prevention
- Lifting training
- Closed for cleaning
- Hazard communication

VI. Invoicing

The Resources:

Jensi Castillo, Accounts Receivable & Billing Coordinator

Ph: 305.818.2424 ext. 25

Email: AR@sfmservices.com

The Process:

Step 1: Set up executed contract and set up billing. Communicate invoicing format needs established at expectations meeting.

VII. On Site Orientation



The Process:

Step 1: Detail tour of building and staging areas.

Step 2: Manager – Create zone maps for periodic work.

Step 3: Identify emergency exits

Step 4: Issue proper identification and access for supervisory team personnel

VIII. Setup Supplies

The Process:

Step 1: Accept delivery of all items ordered at delivery staging areas. Be sure to check all equipment and chemical inventory to be assured orders have been fulfilled.

Step 2: Stage equipment at designated areas across facility in storage and janitor closets.

Step 3: Neatly stock all chemicals and small tools in storage areas.

Step 4: Hall all automatic chemical dispensers in janitorial closets.

Step 5: If necessary stock all consumable supplies.

IX. Service Start Up

Step 1: Roll out date: T.B.D.

Step 2: Identify specific start up day tasks

Pascale Lopez, Manager

- Project management support
- Ensure proper staffing levels
- Supervise assigned building

Juan Campos, Contract Manager

- Supervise assigned buildings

X. Follow Up Meetings

The Process:

Step 1: Review the client’s satisfaction with the transition process

Step 2: Identify areas of improvement

Step 3: Make necessary staffing adjustments



Management & Hourly Worker Training

SFM has a thorough training program specific for healthcare facilities. Training is conducted by SFM's C.O.O. Joe Pinon. Mr. Pinon is a certified instructor with the State of Florida. This is a competitive advantage SFM has over other custodial companies. It gives SFM the ability to train and retrain employees on an ongoing basis.

The following methodology is employed by Joe Pinon for his trainings:

1. Classroom teaching based on research and personal experiences
2. Professional participation by experts in the field of the subject
3. Practical exercises discussed and acted in role plays in class
4. Situational Exercises where specific issues are presented and resolved in class by the student and further discussed in a group setting
5. Testing and Quizzes of materials shared in class
6. Providing training materials when necessary for further evaluation and study

Employee Training Subjects:

- PPE (Personal Protection Equipment)
- Work Safety Practices & Procedures
- How to avoid slip & falls
- MSDS (Material Safety Data Sheets)
- Proper use of chemicals & equipment
- Bloodborne Pathogens
- Terminal Cleaning in Operating Rooms
- Identifying Bio-hazard waste
- Use of cell phone
- SFM Employee Orientation



Training Certifications



CERTIFICATE OF COMPLETION
"TERMINAL CLEANING"

Presented to
Pascale Lopez

Has successfully completed Terminal Cleaning Training consistent with OSHA Bloodborne Pathogens Standards 29 CFR 1910.1030

This course includes the following objectives and is consistent with OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030

-Contamination & Contagious diseases	-Universal Precautions
-Bloodborne Pathogens	-Hazardous Disposal of Waste
-Terminal Cleaning	-Body Fluids as contaminants
-Products for Terminal Cleaning	-Personal Protective Equipment
-Terminal Cleaning Concerns	-Hand washing Techniques
-How to reduce your Risk	-Exposure Incident Reporting
-OSHA Regulations	-Terminal Cleaning Quality Control

I hereby, certify that the candidate named in this certificate has satisfactorily completed the training as presented.


 Joseph R. Pinon
 Certified Instructor
 State of Florida

 April 29, 2015



Bloodborne pathogens
CERTIFICATE OF COMPLETION

Presented to
Mara Hernandez

Has successfully completed Bloodborne Pathogens Training consistent with OSHA Bloodborne Pathogens Standards 29 CFR 1910.1030

This course includes the following objectives and is consistent with OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030

-How Bloodborne Pathogens are spread	-Universal Precautions
-Hepatitis B Virus	-Hazardous Disposal of Waste
-Hepatitis C Virus	-Body Fluids as contaminants
-HIV and Aids	-Personal Protective Equipment
-Skin Diseases	-Hand washing Techniques
-How to reduce your Risk	-Exposure Incident Reporting
-CDC Statistics	-Employer Responsibilities

I hereby, certify that the candidate named in this certificate has satisfactorily completed the training as presented.


 Joseph R. Pinon
 Certified Instructor

 April 17, 2015



Environmental Friendly Practices

SFM decided in 2007 to switch to Spartan chemicals for the daily custodial tasks. With (4) basic chemicals all daily cleaning is accomplished. The chemicals listed below are GREEN SEAL CERTIFIED. Currently all accounts cleaned by SFM are with the chemicals listed below. This provides a standardized method of cleaning for all janitors.



Neutral
Floor
Cleaner



Cleans,
Disinfects,
&
Deodorizes



Glass
Cleaner



All
Purpose
Cleaner



Microfiber Technology

Microfiber material can hold more than 5 times its weight in water and have exceptional ability to absorb grease and oils. It also does not leave any dust or lint behind. These properties reduce the number of bacteria on a surface by 99%.



	<p>BLUE</p>	<p>General Cleaning</p>
	<p>GREEN</p>	<p>Glass Cleaning</p>
	<p>RED</p>	<p>Restroom Cleaning</p>

Wash Mops & Cloths on Site

Small washing machines will be installed in janitor closets. This helps prevent cleaning staff from reusing soiled mops & cloths. Machine measures 29” High x 17” Width. Installation to be done by client.



What is Green Cleaning?

SFM strongly believes in protecting our environment. SFM changed all cleaning chemicals to Green Seal Certified products.

E.O Order 13101 describes green as:

Environmentally Preferred or Preferable Products or Services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.



EQUIPMENT & SUPPLIES

SFM has on staff 3 fulltime mechanics that are responsible for maintenance and up keep of fleet and equipment. Equipment is replaced once it has expired life expectancy. SFM has a 10,000 sq ft of warehouse that store a large inventory of janitorial equipment and supplies. This ensures that services are not interrupted due to equipment break down.

Below please find a list the equipment and chemicals used for janitorial services. SFM uses primarily the following manufactured equipment:

- Nilfisk Advanced vacuum cleaners
- Rubbermaid Mop buckets & maid karts
- Nilfisk Advanced floor machines
- Schwarze vacuum street sweepers



For 10 years SFM and Unisource have had a business partnership. SFM has access to their full line of resources. Unisource is one of the nation's largest janitorial supplies distributors. Unisource is an industry leader in green cleaning initiatives. Currently Unisource provides Baptist Health Systems with all their cleaning products and consumable supplies.

Employee I.D.

We realize the importance that a properly-identified employee can have in a health care or public area. For this reason SFM provides uniforms that are easily identifiable and professional. Housekeepers wear teal – colored t-shirts with our logo clearly visible on both sides. This color makes identification even easier. Shirts are made of a polyester-cotton blend that makes it easy for our cleaners to keep them clean. We issue three sets to each employee and mend or replace them as needed.

Should you wish a different type of uniform, we can provide shirts, slacks, windbreakers and parkas, all labeled with the SFM logo. By request, we can provide uniforms tailored to represent you, matching colors and logos.

Just as important as a clear, identifiable uniform is the identification card, that every SFM employee is provided and required to carry with them at all times during work hours.

SFM understands and enforces the need to have all personnel clearly identified. We want to make sure your tourists/visitors feel safe and that they always know who is working around them.



Our employee ID's serve 2 purposes:

1. To clearly identify SFM Services staff
2. To track each employee's time as a time card swipe system

Housekeeping Uniforms:

- SFM provides uniforms that are easily identifiable & professional.
- The SFM logo will be stitched on button down shirt.
- Three sets are issued to each housekeeper.



Drug Free Workplace Program

SFM Services is proud to participate in the National Drug Free Workplace Program.

Objectives/goals:

1. To reduce drug use in the workplace
2. To increase productivity
3. To improve efficiency
4. To reduce accidents in the workplace
5. To demonstrate a more professional attitude and standard of conduct
6. To deliver better customer service



To achieve these goals, SFM Services conducts:

1. Initial and periodic safety training sessions
2. Drug Abuse Awareness pamphlets
3. Random Drug Screening of existing employees
4. Complete drug Screening of all job candidates prior to start of assignments
5. Alcohol and Drug screening in the event of work-related accidents
6. Formal and informal counseling by trained supervisors



Hiring Format

SFM Services performs investigative background checks for all employees staffing our client's facilities. While performing investigative background checks which will include the following:

- Social Security Number Verification
- Criminal History Search (5 years)
- Employment Verification
- Violent Sexual Offender Registry Search
- DMV Records (5 years)
- Florida HRS Abuse Registry



Employee Safety BBQ



➤ **242 Days without an employee accident!!!**



Safety Training



Safety Program

To assist in providing a safe and healthy work environment for employees, clients and students, SFM Services has established a workplace safety program. This program is a top priority for SFM. The Human Resources Department has the responsibility of implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

When new employees are hired, they watch training videos with all safety procedures. Signed verification forms of them having seen a video before they start working is kept in their file. Several of SFM's management is also certified in Maintenance of Traffic

SFM provides information to employees about workplace safety and health issues through regular internal communications channels such as supervisor-employee meetings, bulletin board postings, memos or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe workplace practices and procedures to eliminate or minimize hazards.



Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.



SFM has a Safety Committee Organization as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. Management will give top priority to and provide the financial resources for the correction of unsafe conditions.



Distinctive Services Offered

SFM is not your typical service company. SFM can support clients by providing the following services:

- ✓ Event Cleaning Services
- ✓ Disaster Recovery Services
- ✓ Street Sweeping Services
- ✓ Training in dealing with Bloodborne Pathogens

Disaster Recovery Services

SFM has the necessary equipment and experience to provide complete Disaster Recovery Services. Therefore for any emergency, **SFM can deploy additional staff.** Some of our clients in disaster recovery services include:

- Miami-Dade County
- Dade County School Board
- Florida Dept. of Transportation
- City of Doral
- Town of Miami Lakes



SFM's additional crews can be dispatched to:

- Install hurricane shutters
- Debris removal & disposal
- Supply generators, 2-way radios, etc.
- Emergency water extraction & restoration
- Trim low hanging dangerous branches

SFM has provided disaster recovery service to several municipalities after the following storms:

- Hurricane Andrew
- Hurricane Wilma
- Hurricane Katrina (Mississippi & Florida)
- Hurricane Francis
- Hurricane Charley
- Hurricane Dennis
- Hurricane Ike (Texas)



Event Cleaning

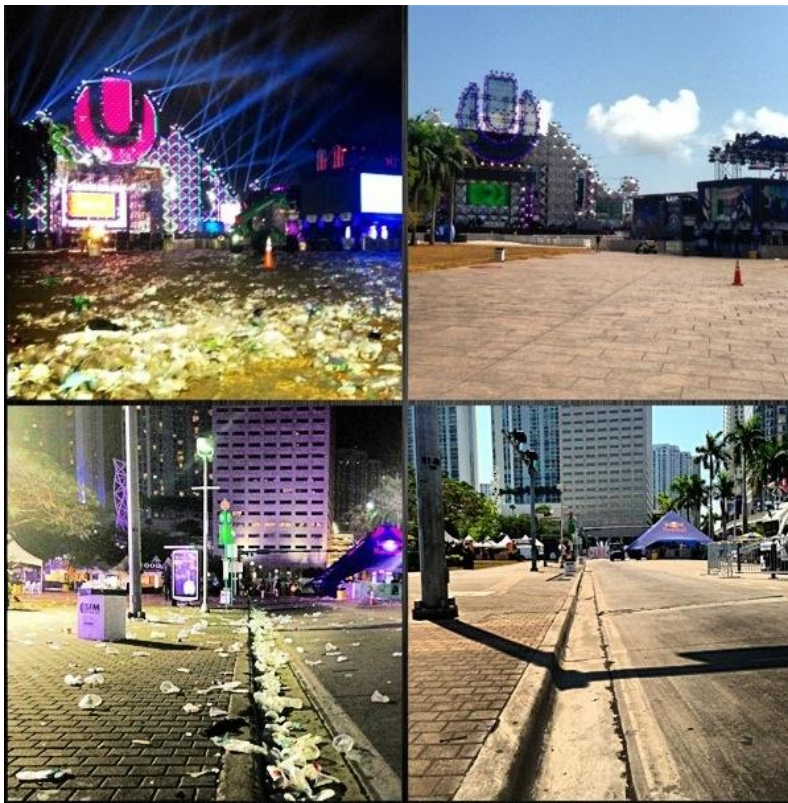
SFM has experience in large event venue maintenance. SFM provided the Orange Bowl Stadium with event cleaning from 1972 to 2007. Other event venues currently serviced are:

- Dade County Fair & Expo. Center
- Ultra Music Festival
- Bayfront Park & Amphitheater
- 2010 Superbowl & Pro Bowl



BEFORE

AFTER



Ultra Music Festival (165,000 Attendance)



CORPORATE SOCIAL RESPONSIBILITY

SFM strongly believes in giving back to the community. Christian Infante, President of SFM is personally involved in several of the charities listed below.

- ✓ **Baptist Sauté & Sip**
SFM has been proud to sponsor this great cause for the last 3 years. Contributions raised are for the Breast Cancer centers and patients.
- ✓ **Jose A. Perez ALS Golf Classic**
Christian Infante has been on the Golf tournament committee for last 15 years. He has help raise funds for the research of Amyotrophic Lateral Sclerosis also known as ALS, “Lou Gehrig’s” disease.
- ✓ **City of Miami Golf Classic**
Jose Infante is currently on the executive committee for this charity golf tournament. The funds are for programs for persons with disabilities and for the Sandra DeLucca Development Center.
- ✓ **Zoological Society**
SFM has been a proud sponsor for this non-profit organization for Metrozoo. This charity was founded in 1956.
- ✓ **The Kiwanis of Little Havana**
SFM is proud to have made charitable contributions to the Kiwanis since 2004.

League Against
Cancer



City of Doral
Earth Day Tree Donation



Miami Dade Schools & Miami
Dolphins Butterfly Garden



Minority Participation

SFM Services, Inc. is 100 % minority owned. Jose M. Infante and Christian Infante stockholders of SFM Services, Inc. are Hispanic.

SFM strongly encourages the recruitment, selection, and promotion of minorities and women in the firm. Several of SFM’s vendors are minority owned as well.

SFM is a registered minority firm with the Florida Regional Minority Business Council. Any question regarding MBE certification, please contact Beatrice Louissaint, President of the Florida Regional Minority Business Council. (305.762.6151)





CERTIFICATE OF LIABILITY INSURANCE

SF MSE-1 OP ID: TL

DATE (MM/DD/YYYY)
12/01/2015

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).

PRODUCER BROWN & BROWN OF FLORIDA INC 14900 NW 79th Court Suite#200 Miami Lakes, FL 33016-5869 Fausto Alvarez		CONTACT NAME: Fausto Alvarez PHONE (A/C, No, Ext): 305-364-7800 E-MAIL ADDRESS: ADDRESS:		FAX (A/C, No): 305-714-4401	
INSURED SFM Services, Inc. SFM Janitorial Services LLC 9700 NW 79 Avenue Hialeah, FL 33016		INSURER(S) AFFORDING COVERAGE INSURER A : Amerisure Insurance Company INSURER B : The North River Ins. Company INSURER C : INSURER D : INSURER E : INSURER F :		NAIC # 19488 21105	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Retention:\$10,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GL206548906	11/01/2015	11/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CA206549106	11/01/2015	11/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			5811061437	11/01/2015	11/01/2016	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 6,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC2066144	12/12/2015	12/12/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
listed Additional Insured on a primary and non-contributory basis with respects to General Liability and Automobile Liability coverage when required by written contract. Waiver of Subrogation applies to Workers Compensation coverage when required by written contract. Umbrella Liability follows form when required by written contract.

CERTIFICATE HOLDER CITYOFM SAMPLE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Brown and Brown of Florida, Inc.
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ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD



Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY



6221246

BUSINESS NAME/LOCATION

SFM SERVICES INC
9700 NW 79 AVE
HIALEAH GARDENS FL 33016

RECEIPT NO.

RENEWAL
6485858

EXPIRES
SEPTEMBER 30, 2016

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER

SFM SERVICES INC
Employee(s) 15

SEC. TYPE OF BUSINESS

213 SERVICE BUSINESS

PAYMENT RECEIVED

BY TAX COLLECTOR
\$67.50 09/16/2015
CHECK21-15-130075

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

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

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



PROCUREMENT DOCUMENTS

CITY OF CORAL GABLES, FL

2800 SW 72nd Avenue, Miami, FL 33155
 Finance Department / Procurement Division
 2014Tel: 305-460-5115 / Fax: 305-261-1601

PROPOSER ACKNOWLEDGEMENT

<p>RFP Title: Janitorial Maintenance Services</p> <hr/> <p>RFP No. 2015.10.26</p> <p>A cone of silence is in effect with respect to this RFP. The Cone of Silence prohibits certain communication between potential vendors and the City. For further information, please refer to the City Code Section 2-1059 of the City of Coral Gables Procurement Code.</p>	<p>Proposals must be received prior to 2:00 p.m., Tuesday, December 1, 2015 and may not be withdrawn for a period of up to 120 calendar days after opening. Proposals received by the date and time specified will be opened in the Procurement Office located at 2800 SW 72nd Avenue, Miami, FL 33155. All Bids received after the specified date and time will be returned unopened.</p> <p>Contact: Margie Gomez Title: Contract Specialist Telephone: 305-460-5103 Facsimile: 305-261-1601 Email: mgomez@coralgables.com / contracts@coralgables.com</p>
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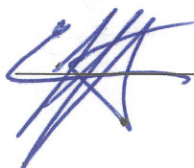
THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETE PROPOSAL PRIOR TO THE DATE AND THE TIME OF PROPOSAL OPENING.

Proposer Name: <i>SFM Services, Inc.</i>	FEIN or SS Number: <i>59-2766887</i>
Complete Mailing Address: <i>9700 NW 79th Ave Hialeah, FL 33016</i>	Telephone No.: <i>(305) 818-2424</i>
Indicate type of organization below: Corporation: <input checked="" type="checkbox"/> Partnership: <input type="checkbox"/> Individual: <input type="checkbox"/> Other: <input type="checkbox"/>	Cellular No.: <i>(305) 525-9442</i>
Bid Bond / Security Bond (if applicable) _____ %	Fax No.: <i>(305) 818-2428</i> <i>TA</i>
	Email: <i>cinfante@sfmservices.com</i>

ATTENTION: FAILURE TO SIGN (PREFERABLY IN BLUE INK) OR COMPLETE ALL RFP SUBMITTAL FORMS, INSURANCE, ADDENDUM(S) ACKNOWLEDGEMENT AND ALL PAGES OF THE RFP DOCUMENT MAY RENDER YOUR RFP NON-RESPONSIVE.

THE PROPOSER CERTIFIES THAT THIS SUBMITTAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE RFP DOCUMENTS AND THAT THE PROPOSER HAS MADE NO CHANGES IN THE RFP DOCUMENT AS RECEIVED. THE PROPOSER FURTHER AGREES IF THE RFP IS ACCEPTED, THE PROPOSER WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN THE PROPOSER AND THE CITY OF CORAL GABLES FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS RFP PERTAINS. FURTHER, BY CHECKING THE AGREE BOX LISTED BELOW AND BY SIGNING BELOW IN **BLUE INK** ALL RFP PAGES ARE ACKNOWLEDGED AND ACCEPTED AS WELL AS ANY SPECIAL INSTRUCTION SHEET(S) IF APPLICABLE. I AM AUTHORIZED TO BIND PERFORMANCE OF THIS RFP FOR THE ABOVE PROPOSER.

Agree (Please check box to acknowledge this solicitation)


Christian Infante
President
1-7-15
Authorized Name and Signature
Title
Date

SOLICITATION SUBMISSION CHECK LIST
RFP 2015.10.26

COMPANY NAME: (Please Print): SFM Services, Inc.

Phone: (305) 818-2424 Email: cinfante@sfmservices.com

-- NOTICE --

BEFORE SUBMITTING YOUR SOLICITATION, MAKE SURE YOU...

- 1. Carefully read the SPECIFICATIONS / SCOPE OF WORK and then fill out the RFP PROPOSER ACKNOWLEDGEMENT PAGE.
- 2. Provide copies of applicable Licenses / Certifications.
- 3. Experience Modification Rating (EMR) Document (Section 1.5 (f))
- 4. Provide three (3) references (h) and (3) letters of recommendations (i) (Section 1.5)
- 5. Complete RFP RESPONSE FORMS – Statement of no Response, if applicable (Section 6).
- 6. Complete, verify and submit PROPOSAL PRICING FORM (Section 7).
- 7. COMPLETE, SIGN AND HAVE NOTORIZED PROPOSER AFFIDAVIT AND PROCUREMENT DOCUMENTS (as applicable).
- 8. Include Bond, if applicable.
- 9. Tag the ADDENDA ACKNOWLEDGEMENT AND PROPOSAL PRICING in the ORIGINAL RESPONSE only.
- 10. Submit ONE ORIGINAL RESPONSE and SEVEN (7) PHOTOCOPIES with ONE disk(s) or memory stick of your RFP.
- 11. Clearly mark the RFP NUMBER AND RFP NAME on the outside of your envelope.
- 12. Make sure your RFP is submitted prior to the deadline. Late RFP's will not be accepted.

FAILURE TO PROVIDE THE REQUESTED DOCUMENTATION MAY RESULT IN YOUR RFP BEING DEEMED NON-RESPONSIVE. **THIS PAGE IS TO BE RETURNED WITH YOUR RFP.**

SECTION 1

Request for Proposal (RFP) No. 2015.10.26

1.0: INTRODUCTION TO REQUEST FOR PROPOSAL

1.1. Invitation

Thank you for your interest in this Request for Proposal (“RFP”). The City of Coral Gables (the “City”), through its Procurement Division invites responses (“Responses”) which offer to provide the services described in Section 2.0 “Scope of Work”.

1.2. Contract Terms and Conditions

The PROPOSER(s) selected to provide the service(s) requested herein (the “Successful Proposer(s)”) shall be required to execute a Contract or a Professional Services Agreement (“Agreement”) with the City in substantially the same form as the Agreement included as part of this RFP, if applicable.

The term(s) of the Agreement shall be for an initial period of three (3) years with an option to renew for two (2) additional one (1) year periods, at the sole discretion of the City.

Throughout this RFP, the phrases “must” and “shall” will denote mandatory requirements. Any response that does not meet the mandatory requirements is subject to immediate disqualification.

1.3. Submission of Responses

To receive consideration, proposals must be submitted on Proposal forms as provided by the City. This Request for Proposal must be resubmitted, with all forms executed and the response form completely filled out. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. Any additional information to be submitted as part of the Proposal may be attached behind the Proposal Response form. Copies may be obtained from the Procurement Division, 2800 S.W. 72 Avenue, Miami, FL 33155. **The Proposal shall be signed by a representative who is authorized to contractually bind the Proposer.** Proposals by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature. Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

The original Proposal response (marked “original”), one (1) CD or flash drive (PDF format), and seven (7) copies must be submitted. The **Procurement Documents** (only the original set is required to be submitted by each proposer) consist of the Proposer’s Affidavit containing Schedules A through I and the required checklist. The **Professional Service Agreement** is a *draft* of the contract for your review; completion of this agreement is not required. Submittals should be addressed to the Procurement Division, 2800 S.W. 72 Avenue, Miami, FL 33155 at or prior to the time noted on the proposal opening date. Proposals received after that time will not be accepted. It will be the sole responsibility of the Proposer to deliver their proposal to the Chief Procurement Officer’s office on or before the closing hour and date indicated.

Proposals shall be submitted in a sealed envelope clearly marked on the exterior as follows:

RFP No. 2015.10.26

JANITORIAL MAINTENANCE SERVICES

Proposer Name and Address:

SFM Services, Inc.
9700 NW 79 Ave. #1404 Gardens, FL 33016

Submittal Deadline:

2:00 P.M., TUESDAY, DECEMBER 1, 2015

Addressed to:

**CITY OF CORAL GABLES
PROCUREMENT DIVISION
2800 S.W. 72ND AVENUE
MIAMI, FL 33155**

SECTION 6

Request for Proposal (RFP) No. 2015.10.26

6.0: RFP RESPONSE FORMS

STATEMENT OF NO BID

NOTE: If you do not intend to submit a Response on this commodity or service, please return this form in the RFP envelope on or before bid opening. Failure to submit a response after three (3) times without a sufficient justification of "No Bid" will be cause for removal from the vendor/bidder's list.

City of Coral Gables
Procurement Division
2800 S.W. 72nd Avenue
Miami, FL 33155

We, the undersigned, have declined to submit a bid on your **RFP No 2015.10.26 – Janitorial Maintenance Services**

- Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- Insufficient time to respond to the Request for Proposal.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Remove us from your bidders' list for this commodity or service.
- Other (specify below).

Remarks: N/A

We understand that if this statement is not completed and returned, our company may be deleted from the City of Coral Gables bidders' list for this commodity or service.

Company Name: _____

Signature: _____

Title: _____

Telephone: _____

Date: _____

SECTION 7

Request for Proposal (RFP) No 2015.10.26

7.0: PROPOSAL PRICING

7.1 PROPOSAL PRICING FORM

Each Proposer shall ensure the Proposal Pricing Schedule (below) is completed in full, with Proposer providing a detailed list of all costs to provide Services.

Proposers should carefully follow the instructions outlined below, particularly with respect to the format and number of pages allotted to each topic, if applicable. Failure to follow these instructions may be considered grounds for excluding a proposal from further consideration.

Any additional information to be submitted as part of the Proposal may be attached behind the Proposal Pricing Schedule, carefully cross-referencing each item number and/or letter.

The City reserves the right to add or delete any service, at any time. Should the City determine to add an additional service for which pricing was not previously secured; the City shall seek the Successful Proposer to provide reasonable cost(s) for same. Should the City determine the pricing unreasonable, the City reserves the right to negotiate cost(s) or seek another vendor for the provision of said service(s).

Proposer: SFM Services, Inc. Address 9700 NW 79th Ave Hialeah, FL 33016

Contact Name Christian Infante Title President Signature 

Telephone (305) 525-9442 Email: cinfante@sfm-services.com

STANDARD CONTRACT PRICING

(ROUTINE SCHEDULE)

For general accounting list each price separately for each Facility.

Location	Price per month	Price per Year
I. Facilities - Miami, Florida		
Maintenance & Storage Facility 2800 SW 72 nd Avenue	\$ 17,977.00	\$ 215,748.00
Central Police Annex / Radio Shop 2800 SW 72 nd Avenue	\$ 917.00	\$ 11,004.00
Trolley Depot (600 SF) 7001 SW 4 Street	\$ 470.00	\$ 5,640.00
II. Facilities - Coral Gables, Florida		
City Hall (1st, 2nd, and 3rd floors) 405 Biltmore Way	\$ 7,625.00	\$ 91,500.00
City Hall Annex 427 Biltmore Way	\$ 1,941.00	\$ 23,292.00
Merrick House (1st and 2nd floor) 907 Coral Way	\$ 414.00	\$ 4,968.00
Central Police / Fire Station 1 2801 / 2815 Salzedo Street	\$ 13,344.00	\$ 160,128.00
Fire Station 2 (1st and 2nd floor) 525 South Dixie Highway	\$ 1,993.00	\$ 23,916.00
Fire Station 3 (1st and 2nd floor) 11911 Old Cutler Road	\$ 1,993.00	\$ 23,916.00
Coral Gables Museum (2nd floor only) 285 Aragon Avenue	\$ 422.00	\$ 5,064.00
III. Single Office - Coral Gables, Florida		
Marine Patrol Office 120 Isla Dorada	\$ 318.00	\$ 3,816.00
Police Bike Patrol Office 51 Aragon Avenue (Parking Garage 6)	\$ 318.00	\$ 3,816.00
IV. Parks and Recreation - Coral Gables, Florida		
Granada Club House (Golf Course) 2001 Granada Boulevard	\$ 1,800.00	\$ 21,600.00
War Memorial Youth Center 405 University Drive	\$ 16,039.00	\$ 192,468.00
Salvadore Park Tennis Center 1120 Anastasia Avenue	\$ 1,087.00	\$ 13,044.00
Phillip Park 90 Menores Avenue	\$ 1,087.00	\$ 13,044.00
Biltmore Tennis Center 1150 Anastasia Avenue	\$ 1,046.00	\$ 12,552.00
Venetian Pool 2701 DeSoto Boulevard	\$ 1,487.00	\$ 17,844.00
TOTAL - ROUTINE	\$ 70,280.00	\$ 843,360.00

NOTE: THE CITY OF CORAL GABLES RESERVES THE RIGHT NOT TO HAVE THE CONTRACTOR SUPPLY PRODUCTS FOR THE ABOVE LOCATIONS, IF IT IS IN THE BEST INTEREST OF THE CITY TO DO SO. IF THE CITY DECIDES NOT TO HAVE THE CONTRACTOR SUPPLY THESE PRODUCTS, THE CITY WILL PURCHASE THEM FROM A SOURCE OF THEIR OWN CHOOSING AND WILL SUPPLY THEM TO THE CONTRACTOR AT NO CHARGE.

STANDARD CONTRACT PRICING

(SEASONAL SCHEDULE)

Location	Price per month	Price per Year
City Hall (Farmers Market) 405 Biltmore Way (January – March)	\$ 542.00	\$ 1,626.00
Venetian Pool (a) 2701 DeSoto Boulevard (Memorial Day - Labor Day)	\$ 3,756.00	\$ 11,270.00
Venetian Pool (b) 2701 DeSoto Boulevard (Memorial Day - Labor Day)	\$ 2,683.00	\$ 8,049.00
TOTAL – SEASONAL	\$	\$ 20,945.00

(SPECIAL REQUESTS)

PRICING FOR SQUARE FOOTAGE ITEMS: (PLEASE REFER TO SECTION 2.38 PRICE QUOTES)

Category	Price Sq. Ft.
Shampoo of Carpets	\$.18
Stripping & Refinish Floors	\$.34
High Pressure Cleaning	\$.08
Degreasing Concrete Floors	\$.09
Pricing for labor extras per person hourly rate	\$ 25.00 / hr.

PROPOSER'S AFFIDAVIT

SUBMITTED TO: City of Coral Gables
Procurement Division
2800 SW 72 Avenue
Miami, Florida 33155

The undersigned acknowledges and understands the information contained in response to this RFP Schedules A through I shall be relied upon by Owner awarding the contract and such information is warranted by Proposer to be true and correct. The discovery of any omission or misstatements that materially affects the Proposer to perform under the contract shall cause the City to reject the solicitation submittal, and if necessary, terminate the award and/or contract. I further certify that the undersigned name(s) and official signatures of those persons are authorized as (*Owner, Partner, Officer, Representative or Agent of the Proposer that has submitted the attached Response*). Schedules A through I are subject to Local, State and Federal laws (as applicable); both criminal and civil.

- SCHEDULE A – CERTIFICATE OF PROPOSER
- SCHEDULE B – NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT
- SCHEDULE C – DRUG-FREE STATEMENT
- SCHEDULE D – PROPOSER'S QUALIFICATION STATEMENT
- SCHEDULE E – STATEMENT OF NO-RESPONSE
- SCHEDULE F – CODE OF ETHICS, CONFLICT OF INTEREST, AND CODE OF SILENCE
- SCHEDULE G – AMERICANS WITH DISABILITIES ACT (ADA)
- SCHEDULE H – PUBLIC ENTITY CRIMES
- SCHEDULE I – ACKNOWLEDGEMENT OF ADDENDA

This affidavit is to be furnished to the City of Coral Gables with its RFP response. It is to be filled in, executed and notarized by the Proposer. If the Response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the Response.

STATE OF Florida

COUNTY OF Miami-Dade

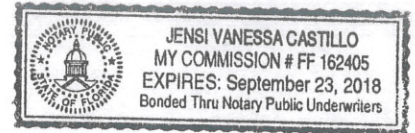
On this 5th day of January, 20 16, before me the undersigned Notary Public of the State of Florida, personally appeared Christian Infante
(Name(s) of individual(s) who appeared before Notary)

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's execution.

Jensi Castillo
NOTARY PUBLIC, STATE OF Florida

Jensi Castillo
(Name of notary Public; Print, Stamp or Type as Commissioned.)

NOTARY PUBLIC
SEAL OF OFFICE:



Personally know to me, or Produced
Identification:

N/A
(Type of Identification Produced)

SCHEDULE "A" CITY OF CORAL GABLES - CERTIFICATE OF PROPOSER

Neither I, nor the above firm, I here represent has:

- a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Proposer) to solicit or secure this contract.
- b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Proposer) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):



SCHEDULE "B" CITY OF CORAL GABLES - NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT

- 1. He/she is the President of SFM Services, Inc.
(Owner, Partner, Officer, Representative or Agent)
of the Proposer that has submitted the attached Response.
- 2. He/she is fully informed with respect to the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;
- 3. Said Response is made without any connection or common interest in the profits with any other persons making any Response to this solicitation. Said Response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of Proposer's officers or employees are employed by the City, indicate name and relationship below.

Name: None Relationship: _____

Name: _____ Relationship: _____

- 1. No lobbyist or other Proposer is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.

SCHEDULE "C" CITY OF CORAL GABLES - VENDOR DRUG-FREE STATEMENT

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under solicitation a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section. As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

I hereby certify that the company submitting this solicitation has established a Drug Free work place program in accordance with Sate Statute 287.087

SCHEDULE "D" CITY OF CORAL GABLES – PROPOSER'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

Company Name: SFM Services, Inc.

Address: 9700 NW 79th Avenue Hialeah FL 33016
Street City State Zip Code

Telephone No: (305) 818-2424 Fax No: (305) 818-2428 Email: cinfonte@sfm-services.com

How many years has your organization been in business under its present name? 29 Years

If Proposer is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statute:

N/A

Under what former names has your business operated? : South Florida Maintenance Services

At what address was that business located? Same

Are You Certified? Yes No If Yes, **ATTACH COPY** of Certification.
Are You Licensed? Yes No If Yes, **ATTACH COPY** of License

Has your company or its senior officers ever declared bankruptcy?

Yes No If yes, explain: _____

Please identify each incident within the last five (5) years where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Proposer's rights, remedies or duties under a contract for the same or similar type services to be provided under this RFP;

N/A

Have you ever been debarred or suspended from doing business with any government entity?

Yes No If Yes, explain _____

SCHEDULE "E" CITY OF CORAL GABLES – STATEMENT OF NO-RESPONSE

NOTE: If you do not intend to propose on this RFP, please return this form immediately. Failure to return this form may result in your name being removed from the list of qualified Contractor's for the City of Coral Gables. Please indicate Request for Proposal name and number on the outside of the envelope.

MAIL TO: CITY OF CORAL GABLES
2800 S.W. 72nd AVENUE
MIAMI, FL 33155
ATTN: PROCUREMENT DIVISION

We, the undersigned have declined to respond for the following RFP 2015.10.26 Janitorial Maintenance Services reason:

_____ Insufficient time to respond to the Request for Proposal.

_____ We do not offer these services or an equivalent.

_____ Our schedule would not permit us to perform.

_____ Unable to meet specifications.

_____ Unable to meet Bond requirements.

_____ Specifications unclear (explain below).

_____ Unable to meet insurance requirements.

_____ Other (specify below)

REMARKS:

COMPANY NAME:

N/A

SIGNATURE:

ADDRESS:

TELEPHONE NO.

FAX NO.

EMAIL ADDRESS:

SCHEDULE "F" CITY OF CORAL GABLES – CODE OF ETHICS, CONFLICT OF INTEREST, AND CODE OF SILENCE

THESE SECTIONS OF THE CITY CODE CAN BE FOUND ON THE CITY'S WEBSITE, UNDER GOVERNMENT, CITY DEPARTMENT, PROCUREMENT, PROCUREMENT LINKS, ORDINANCE NO. 2009-53; SEC 2-1055; SEC 2-677; AND SEC 2-1059, RESPECTIVELY.

IT IS HEREBY ACKNOWLEDGED THAT THE ABOVE NOTED SECTIONS OF THE CITY OF CORAL GABLES CITY CODE ARE TO BE ADHERED TO PURSUANT TO THIS SOLICITATION NO. 2015.09.24

SCHEDULE "G" CITY OF CORAL GABLES - AMERICANS WITH DISABILITIES ACT (ADA) DISABILITY NONDISCRIMINATION STATEMENT

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612
The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

SCHEDULE "H" CITY OF CORAL GABLES - SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. I understand that a "public entity crime" as define in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

4. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

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

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

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been 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 vendor list.

[attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED 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 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

SCHEDULE "I" CITY OF CORAL GABLES - ACKNOWLEDGEMENT OF ADDENDA
Request for Proposal (RFP) No 2015.10.26

1. The undersigned agrees, if this RFP is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the RFP and Contract Documents within the Contract time indicated in the RFP and in accordance with the other terms and conditions of the solicitation and contract documents.
2. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Request for Qualifications.

Addendum No. 1 Date 11-13-15 Addendum No. 4 Date 12-4-15

Addendum No. 2 Date 11-19-15 Addendum No. 5 Date 12-11-15

Addendum No. 3 Date 11-24-15 Addendum No. _____ Date _____