



Submit Bids To:
 City of Hollywood
 2600 Hollywood Boulevard
 Hollywood, Florida 33020
 Office of City Clerk, Room 221

CITY OF HOLLYWOOD, FLORIDA

INVITATION FOR BID

BIDDER ACKNOWLEDGMENT

Bid Title: Janitorial Services – Fire Rescue Station 74 Facility

Bid No.: F-4412-14-JE

Commodity/Service Required: Set-Aside Bid (For Hollywood Vendors Only)

A Cone of Silence is in effect with respect to this Bid. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15(F) of the City's Code of Ordinances.

Bid must be received prior to 3:00 P.M., March 27, 2014 and may not be withdrawn within 90 calendar days after such date and time. Bids received by the date and time specified will be opened in Room 303. All Bids received after the specified date and time will be returned unopened.

Procurement Services Contact: Janice English, or Joel Wasserman or his designee

Telephone No.: (954) 921-3345 or (954) 921-3290

BIDDER ACKNOWLEDGMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETE BID DOCUMENT BY THE DATE AND THE TIME OF BID OPENING. THE BID SUMMARY SHEET PAGES ON WHICH THE BIDDER ACTUALLY SUBMITS A BID AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH ALL PAGES OF THE BID DOCUMENT.

Bidder's Name: Delta Property Maintenance Inc.	Fed. ID No. or SS Number 46-1164912
Complete Mailing Address: 4811 Pembroke Road Hollywood, FL 33021	Telephone No.: (954) 367-2413
	Fax No.: (954) 367-6357
Do You Have a Permanent Office Located in the City of Hollywood? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	E-Mail Address: delta1clean@gmail.com
Indicate type of organization below: Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other	

ATTENTION: FAILURE TO SIGN (PREFERABLY IN BLUE INK) OR COMPLETE ALL BID SUBMITTAL FORMS AND FAILURE TO SUBMIT ALL PAGES OF THE BID DOCUMENT AND ANY ADDENDUMS ISSUED MAY RENDER YOUR BID NON-RESPONSIVE.

The undersigned bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, services, or equipment, and is in all respects fair and without collusion or fraud. I certify acceptance of this bid's terms, conditions, specifications, attachments and addenda. Further, by signing below in blue ink, pages 5 through 7 are acknowledged and accepted as well as any special instruction sheet(s) if applicable. I am authorized to bind performance of this bid for the above bidder.

Stacey Y. Nicol
 Authorized Name (Type or Print)

President
 Title

3/27/14
 Date

[Signature]
 Authorized Signature



CITY OF HOLLYWOOD, FLORIDA

F-4412-14-JE

BID/PROPOSAL NOTIFICATION

PROCUREMENT SERVICES DIVISION

Notice to Offerors: Log on to www.hollywoodfl.org and select the link to Vendor Registration & Bids to register as a supplier.

BID / PROPOSAL DOCUMENT INFORMATION

Bid/Proposal Number:	F-4412-14-JE
Bid/Proposal Name:	Janitorial Services for Fire Rescue Station 74
Procurement Contact Person:	Janice English
Email Address:	jenglish@hollywoodfl.org
Telephone Number:	954-921-3345
Bid/Proposal Opening Date:	3:00p.m., March 27, 2014
Pre-Bid/Proposal Conference Date:	Pre-bid Conference Scheduled on March 12, 2014 at 10:00 A.M.
<input type="checkbox"/> Mandatory if Box is Checked	Address: 2741 Stirling Road, Hollywood

To view or download this Bid or RFP and any addenda go to:

www.hollywoodfl.org/purchasing/bids_pdf.asp and click on the bid or proposal number referenced above on this document or the corresponding addendum.

A Cone of Silence is in effect with respect to all Formal Bids and Request for Proposals. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15 (F) of the City's Code of Ordinances.

Bid/Proposal Name: Janitorial Services for Fire Rescue Station 74
Bid/Proposal Number: F-4412-14-JE
Bid/Proposal Opening Date: 3:00pm, March 27, 2014

Firm Name/Address: Delta Property Maintenance
4811 Pembroke Road
Hollywood, FL 33021

Return to:

City of Hollywood, Florida
c/o: Office of City Clerk
2600 Hollywood Blvd., Rm#: 221
Hollywood, Florida 33020

NOTE: Always use the label to the left on all packages when returning your bid or proposal to the City.



NOTICE TO ALL BIDDERS AND PROPOSERS

Cone of Silence

The City of Hollywood City Commission adopted Ordinance No. O-2007-05, which created Section 30.15(F) imposing a Cone of Silence for certain City purchases of goods and services.

The Cone of Silence refers to limits on communications held between vendors and vendor's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is open.

The Ordinance does allow potential vendors or vendor's representatives to communicate with designated employees for the limited purpose of seeking clarification or additional information. The names and contact information of those employees that may be contacted for clarification or additional information are included in the solicitation.

The Cone of Silence does not prohibit a vendor or vendor's representative from communicating verbally, or in writing to the City Manager, the City Manager's designee, the City Attorney or the City Attorney's designee on those procurement items to be considered by the City Commission.

The Cone of Silence does not prohibit a vendor or vendor's representative from making public presentations at a duly noticed pre-bid conference or duly noticed evaluation committee meeting or from communicating with the City Commission during a duly noticed public meeting.

The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

To view the Cone of Silence, Ordinance No. O-2007-05, go to the City of Hollywood's Official website at <http://www.hollywoodfl.org/ConeOfSilence>

CITY OF HOLLYWOOD TERMS AND CONDITIONS

1. **Execution of Bid:** Bid must contain an original signature of an individual authorized to bind the bidder. Bid must be typed or printed in ink. All corrections made by the bidder to the bid must be initialed by the person signing the bid. All illegible entries, pencil bids or corrections not initialed will not be tabulated. The original bid conditions and specifications cannot be changed or altered in any way. Altered bids will not be considered.
2. **No Bid:** If not submitting a bid, respond by returning this Bidder Acknowledgment form, marking it "NO BID," no later than the stated bid opening date and hour, and explain the reason in the space provided. Failure to respond without sufficient justification may be cause for removal of the bidder's name from the bid mailing list.
3. **Bid Opening:** Shall be public, on date, location and time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of opening. Bids which for any reason are not so delivered, will not be considered. It is the bidder's responsibility to assure all numbered pages of the bid, all attachments thereto and all addenda released are received prior to submitting a bid. All bids are subject to the conditions specified herein on the attached bid documents and on any addenda issued thereto.
4. **Addenda to Bid:** The City of Hollywood reserves the right to amend this bid prior to the bid opening date indicated. Only written addenda will be binding. The City is not bound by any oral representations, clarifications, or changes made in the written specifications by the City's employees, unless such clarifications or changes are provided to bidders in written addendum form.
5. **Prices Quoted:** Deduct trade discounts and quote firm net prices. Give both unit and extended total. Prices must be stated in units to quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly. All prices quoted shall be F.O.B. destination, freight prepaid. (Bidder pays and bears freight charges. Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Cash discounts for prompt payment will not be considered in determining the lowest net cost for bid evaluation purposes.
6. **Withdrawal of Bids:** Bidders may request withdrawal of bid submittal prior to the scheduled bid opening time provided the request for withdrawal is submitted to the Director of Procurement Services in writing. No bids may be withdrawn for a period of ninety (90) days after the date of bid opening.
7. **Mistakes:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk.
8. **Taxes:** The City of Hollywood is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the City of Hollywood. Contractors doing business with the City shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City nor shall any contractor be authorized to use the City's tax exemption number in securing such materials.
9. **Delivery:** Unless actual date of delivery is specified (or if specified delivery can not be met) show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, excluding holidays, unless otherwise specified and incorporated into contract document. Delivery shall be to the location specified in the bid specifications.
10. **Conditions and Packaging:** Unless otherwise stated in the special instructions to bidders or the bid sheets, or specifically ordered from an accepted price list, deliveries must consist only of new and unused goods and shall be the current standard production model available at the time of the bid. The goods must be suitably packaged for shipment by common carrier. Each container or multiple units or items otherwise packaged shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier, purchase order number and any other markings required by specifications, or other acceptable means of identifying vendor and purchase order number.
11. **Inspection, Acceptance & Title:** Inspection and acceptance will be at destination unless otherwise provided. Title to or risk of loss or damage to all items shall be the responsibility of the successful bidder until acceptance by the buyer, unless loss or damage results from negligence by the buyer. If the materials or services supplied to the City are found to be defective or not conforming specifications, the City reserves the right to cancel the order upon written notice to the seller and return product at bidder's expense.
12. **Safety Standards:** All manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards thereunder.
13. **Open-End Contract:** No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open end contract. Estimated quantities will be used for bid comparison purposes only. The City of Hollywood reserves the right to: issue purchase orders as and when required, or issue a blanket purchase order for individual agencies and release partial quantities. No delivery shall become due or be acceptable without a written order by the City, unless otherwise provided in the contract. Such order will contain the quantity, time of delivery and other pertinent data. However, on items urgently required, the seller may be given telephone notice, to be confirmed by an order in writing.
14. **Contract Period (Open-End Contract):** The initial contract period shall start with the expiration date of the previous contract or date of award, whichever is latest, and shall terminate one (1) year from that date, unless otherwise stated within the specifications. The contractor will complete delivery, and the City will receive delivery on any orders mailed to the contractor prior to the date of expiration. The Director of Procurement Services may renew this contract subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City. Notification of Intent to Renew will be mailed sixty

(60) to one-hundred fifty (150) calendar days in advance of expiration date of this contract. All prices, terms and conditions shall remain firm for the initial period of the contract and for any renewal period unless subject to price adjustment specified as a "special condition" hereto. In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Procurement Services. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

15. **Fixed Contract Quantities:** Purchase order(s) for full quantities will be issued to successful bidder(s) after notification of award and receipt of all required documents. Fixed contract quantities up to twenty (20) percent of the originally specified quantities may be ordered prior to the expiration of one (1) year after the date of award, provided the contractor agrees to furnish such quantities at the same prices, terms and conditions.
16. **Payment**
 - A. **Payment from City to Contractor:** Payment will be made by the City after commodities/services have been received, accepted and properly invoiced as indicated in contract and/or order. Invoices must bear the purchase order number.
 - B. **Payment from Contractor to Subcontractor and Materials Supplier:** When a contractor receives from the City of Hollywood any payment for contractual services, commodities, materials, supplies, or construction contracts, the contractor shall pay such moneys received to each Subcontractor and Material Supplier in proportion to the percentage of work completed by each Subcontractor and Material Supplier at the time of receipt. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the Subcontractors and Material Suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to Subcontractors and Material Suppliers within fifteen (15) working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the Subcontractors and Material Suppliers a penalty in the amount of one percent (1%) of the amount due, per month, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed. Retainage is also subject to the prompt payment requirement and must be returned to the Subcontractor or Material Supplier whose work has been completed, even if the prime contract has not been completed. The Contractor shall include the above obligation in each subcontract it signs with a Subcontractor or Material Supplier.
17. **Manufacturer's Name and Approved Equivalents:** Manufacturer's names, trade names, brand names, information and/or catalog number listed in a specification are for information and establishment of quality level desired and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid complete descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The City of Hollywood reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on goods identical to bid standard, and he will be required to furnish such goods.
18. **Variations to Specifications:** Bidder must indicate any variance to our specifications, terms and/or conditions, no matter how slight. If variations are not stated in the Bid, it will be assumed that the product or service fully complies with our specifications, terms and/or conditions. The City will not interpret variances based on any attached sales or manufacturer's literature unless otherwise specified herein by the City.
19. **Interpretations:** Any questions concerning conditions and specifications shall be directed in writing to the Procurement Division. No interpretation(s) shall be considered binding unless provided to all Bidders in writing by the Director of the Procurement Services.
20. **Awards:** If a specific basis of award is not established in the invitation for Bid, the award shall be to the responsible bidder with the lowest responsive bid meeting the written specifications. As the best interest of the City may require, the right is reserved to make award(s) by individual commodities/services, group of commodities/services, all or none or any combination thereof. When a group is specified, all items within the group must be bid. A bidder desiring to bid "No Charge" on an item in a group must so indicate, otherwise the bid for the group will be construed as incomplete and may be rejected. However, if bidders do not bid all items within a group, the City reserves the right to award on an item by item basis. When a group bid is indicated for variable quantities and the bid for the group shows evidence of unbalanced bid prices, such bid may be rejected. The Director of Procurement Services, or the City Commission, whichever is applicable, reserves the right to waive technicalities and irregularities and to reject any or all bids, or any part of any bid. **The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.**
21. **Warranty:** The bidder should specify any warranty applicable to the items bid, and attach any applicable warranty form.
22. **Samples:** Samples of items, when required, must be furnished by bidder free of charge to the City. Each individual sample must be labeled with bidder's name, manufacturer's brand name and be delivered by him within ten (10) calendar days of the bid opening unless the schedule indicates a different time or unless submission is required before the bid opening. If samples are required subsequent to the bid opening, they should be delivered within ten (10) calendar days of the request. The City will not be responsible for returning samples.
23. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the City and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

24. **Assignment:** Contractor shall not transfer or assign the performance required by this bid without the prior written consent of the Director of Procurement Services. Any award issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the Director of Procurement Services.
25. **Indemnification:** The Contractor shall indemnify, hold harmless, and defend the City of Hollywood, its officers, agents and employees from and against any and all claims, damages liability, judgements or causes of action including costs, expenses and attorneys fees incurred as a result of any error, omission or negligent act by the Contractor its officers, employees, agents, subcontractors or assignees arising out of this bid.
26. **Equal Employment Opportunity:** No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex or National origin, or physical or mental handicap if qualified. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, sex or National origin, or physical or mental handicap. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The Contractor further agrees that he/she will ensure that Subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.
27. **Local Preference:** Pursuant to §38.50 of the City of Hollywood Code of Ordinances, the City shall grant a preference to Hollywood vendors if their initial bid is within 5% of the bid of the lowest responsive responsible bidder that is a non-local Hollywood vendor. The preference shall allow the local Hollywood vendor to submit a second and final offer which must be at least 1% less than the bid of the lowest responsive responsible non-local Hollywood vendor to be awarded. The local Hollywood vendor shall have the burden of demonstrating that it maintains a permanent place of business with full-time employees within the City limits and has done so for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation within Hollywood, Florida. All supporting documentation (e.g. City of Hollywood valid local business tax receipt) for local preference eligibility must be received with the bid package prior to the bid opening date and time.
28. **ADA Compliance:** "Persons with disabilities who require reasonable accommodation to participate in City Programs and/or services may call the Equal Opportunity Manager, Office of Human Resources and Risk Management (954) 921-3218. If an individual is hearing or speech impaired, please call Florida Relay Service 1-800-955-8771.
29. **Public Entity Crimes:** "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

**BID FORM
CITY OF HOLLYWOOD, FLORIDA**

“AN EQUAL OPPORTUNITY AND SERVICE PROVIDER AGENCY”

Special Instructions to Bidders (In addition to General Conditions)

SUBMISSION OF FORMAL SEALED BIDS: The Invitation for Bid form must be executed and submitted with all bid sheets and should be in a sealed envelope. The original should be signed in blue ink. The pricing page must be completed in its entirety (all spaces must be filled, no spaces are to be left blank). Bids not submitted on bid sheets and spaces left blank on the pricing page may be rejected. The Bidder must check for any addendums to this bid, and continue to check for any addendums up to the due date and time of this bid. The face of the envelope should contain the vendor's name, return address, due date and time of bid opening, and bid number. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

THIS IS A SET-ASIDE BID. IF YOUR FIRM IS LOCATED OUTSIDE OF THE CITY OF HOLLYWOOD CITY LIMITS, PLEASE DO NOT RESPOND TO THE SOLICITATION.

PURPOSE:

The intent of this bid is to establish a contract with a **Local Hollywood** firm to provide the City of Hollywood, Florida with a Cleaning Service to clean the Fire Rescue Station 74 Facility located at 2741 Stirling Road, Hollywood, Florida 33312. This is a three (3) story building. Bid firm price including all supplies, personnel and equipment to clean as specified herein.

The contract period shall start on date of award and shall terminate two (2) years from that date. The City reserves the right to renew this contract for two (2) additional one (1) year periods subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City. Notification of intent to renew will be mailed sixty (60) calendar days in advance of expiration date of this contract. All prices, terms, and conditions shall remain firm for the initial period.

Set-Aside Bids:

Pursuant to §38.50 of the City of Hollywood Code of Ordinances, the City has determined that this bid shall be set aside for participation by local Hollywood vendors only. No vendor shall receive more than three set-aside bid award contracts in a fiscal year. A local Hollywood vendor that has received at least one set-aside bid award contract in each of three (3) consecutive fiscal years shall not be eligible to participate in set-aside bids for the following fiscal year. If the bids received are not economically comparable to non-set-aside market pricing, the procurement shall be canceled.

For purposes of this bid, "local Hollywood vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of this bid. The permanent place of business must be the primary place of business of the entity and may not be a post office box or a personal residence. The business must actually distribute goods or services from the permanent place of business. The business must have a current local

business tax receipt from the City of Hollywood and must not be publicly traded. **All supporting documentation (e.g., City of Hollywood valid local business tax receipt) for local preference eligibility must be received with the bid package prior to the bid opening date and time.**

VENDOR QUALIFICATIONS:

- Contractor shall be required to have a minimum of two (2) years experience in the janitorial service field.
- Contractor shall be required to submit references from former or current accounts describing work performance of a similar nature.
- Contractor shall be required to obtain all licenses, bonds and insurance as required by the City.

Termination

The City of Hollywood reserves the right to cancel this agreement with or without cause.

SITE VISIT:

A site visit has been scheduled for March 12, 2014 at 10:00 a.m. at Fire Station #74, located at: 2741 Stirling Road, Hollywood, Florida. It is recommended that all Bidders attend the site visit.

CONTACTS:

For information concerning procedure for responding to this Invitation For Bid (IFB), contact the Procurement Services Division, Janice English, Procurement Contracts Officer at (954) 921-3345 or Joel Wasserman, Director, Procurement Services at 954-921-3290 or his designee. Such contact is to be for clarification purposes only.

It is preferred that all other questions be submitted in writing. Questions should be directed to the City of Hollywood, P.O. Box 229045, Hollywood, Florida 33022-9045, Attention: Janice English, Procurement Contracts Officer, Procurement Services Division, or to facilitate prompt receipt of questions, they may be sent via fax at (954) 921-3086, or via e-mail, jenglish@hollywoodfl.org or jwassaerman@hollywoodfl.org. **Questions are due no later than March 11, 2014 at 3:00 PM.**

SCOPE OF SERVICES - DAILY SERVICE – FIRE RESCUE STATION 74 FACILITY

Bidders shall be prepared to provide and schedule employees as follows:

MONDAY – FRIDAY

- 1st Floor Lobby, Entire 2nd Floor, Entire 3rd Floor, Meeting Room & E.O.C
(5-Days per Week)

6:00 P.M. to 12:00 Midnight – (Number of Janitors at vendors' discretion)

SATURDAY - SUNDAY

- 2nd Floor Dispatch & Restrooms
(7-Days per Week)

8:00 A.M. to 6:00 P.M. – (Number of Janitors at vendors' discretion)

Janitors shall dress in proper and safe company provided uniforms at all times while on duty within the Fire Rescue facility.

Janitors shall be subjected to background check and must be approved by the Fire Rescue Department prior to their assignment to the facility.

Bidders shall supply all cleaning supplies and chemicals required to perform the required services.

Bidders shall supply all cleaning equipment and ensure its capability to perform the required services.

NOTE: The City reserves the right to add to or delete from the number of service days with corresponding adjustments to pricing during the term of the contract.

Janitors need to have a beeper/cellphone so that they may be contacted during working hours.

Bidder to provide management (supervision) of janitors and must make inspections a minimum of twice weekly.

Background Checks

All persons and firms are subject to a background check and must pay to the City a non-refundable administrative fee of one hundred fifty (150) dollars for each individual assigned to work at the facility for the purpose of defraying the City's administrative cost of conducting the background check.

BUILDING SERVICE AREAS – 1st FLOOR LOBBY & MEETING ROOM ONLY, ENTIRE 2nd FLOOR AND ENTIRE 3rd FLOOR.

I. SERVICES TO BE PROVIDED ON A DAILY BASIS.

Restrooms

Toilets, Urinals, Sinks - Clean, Polish and Sanitize
 Trash Containers - Empty, Clean, Sanitize and Line
 Dispensers (Soap, Towel, Tissue, Napkin) - Clean, Sanitize and Fill
 Glass, Mirrors, Chrome Hardware - Clean and Polish
 Floors - Sweep, Damp Mop and Sanitize
 Partitions, Doors - Dust, Damp Mop and Spot Clean
 Walls by Sinks, Urinals and Toilets - Damp Wipe

Floors

Concrete - Sweep and Damp Mop
 Ceramic Tile - Sweep and Damp Mop
 Vinyl Tile - Sweep and Damp Mop
 Carpet - Vacuum, Spot Clean as Required

Doors - Walls - Partitions

Glass Entrance Doors - Clean
 Interior Glass - Clean

Miscellaneous

Waste Cans - Empty
 Vending Machines - Damp Wipe
 Glass Window and Doors - Clean
 Mats - Vacuum and Turn
 Drinking Fountains - Clean, Polish and Sanitize
 Desks, Tables and Phones - Dust, Damp Wipe and Sanitize
 Elevators - Polish and Clean Walls, Vacuum and/or Mop Floor
 Locker Room Showers - (Men's and Ladies') Clean and Sanitize

SERVICES TO BE PROVIDED ON AN AS NEEDED BASIS

Exterior

Entrance - Sweep
 Sidewalks - Sweep
 Paper and Debris - Pick up
 Empty Trash Containers

II. SERVICES TO BE PROVIDED ON A WEEKLY BASIS**Restrooms**

Floor Drains - Clean

Floors

Porcelain Tile – Clean and buff with propane heated hi-speed buffer, or buff with high speed equipment to achieve same end result.

Doors - Walls - Partitions

Window Sills, Ledges - Dust
Doors, Frames, Walls - Spot Clean

Miscellaneous

Lights - Report any Lights Out to Storeroom
Chairs, Clocks, Pictures - Dust and Damp Wipe
Vents, Louvers, Blinds, Fans - Clean and Vacuum
Light Switches, Handles, Push Plates - Clean and Polish
Janitor's Storage Areas - Clean, Organize and Re-stock

III. SERVICES TO BE PROVIDED ON A MONTHLY BASIS**Floors**

Apply fresh wax and buff
Ceramic Tile - Scrub to Clean and Sanitize/Strip & Reseal

Doors - Walls - Partitions

Baseboards - Dust and Clean

Miscellaneous

Upholstered Furniture and Drapes - Vacuum and Shampoo
Kickplates and Thresholds - Clean and Polish

IV. SERVICES TO BE PROVIDED EVERY SIX MONTHS

All carpets to be steam cleaned

NOTE: The City reserves the right to add or delete services with corresponding adjustments to pricing during the term of the contract.

GENERAL CONDITIONS:

- A. The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City of Hollywood.
- B. The Contractor shall be fully responsible for the performance of his company, personnel and completion of all work as specified in this bid.
- C. In the performance of work thereunder, the Contractor shall take all precautions necessary and shall be solely responsible for the safety of said work and shall take such steps as may be necessary to protect persons and property from damage and injury.
- D. Any damage to the facilities caused by the action of the Contractor shall be repaired or replaced at the expense of the Contractor to the satisfaction of the City of Hollywood. Failure to restore said property within five (5) working days following notification will result in a deduction from the next invoice of the City expenses incurred through the execution of appropriate labor, materials and equipment use of rental to restore property to its original condition.

PAYMENT AUTHORIZATION:

Payment for work performed shall be authorized by on-site City personnel only after said City personnel has reviewed and verified the successful completion of the work. Payment for services rendered under this agreement shall be for the previous two (2) week period; corresponding invoices will be processed in a timely manner.

SUBMISSION REQUIREMENTS:

Contractors wishing to provide the service as required and accepting specifications stated herein or in City Code of Ordinances shall provide the following:

- 1. Certificate of Insurance (Listing City of Hollywood as additional insured)
- 2. Occupational License

(Required insurance certificates, State and County licenses and occupational licenses are to be kept current and on file with the City during the contract period.)

- 3. Bidders are required to submit, as an addendum to their bid, a statement of work experience, number of personnel employed, inventory of existing equipment and a minimum of three (3) references of current contracts with phone numbers and contact persons. Bidder shall provide information only as it relates to work specified in this contract.
- 4. Bidder shall be required to have a minimum of two (2) year's experience in the commercial janitorial service field to be considered.

All information submitted is subject to verification.

The contractor shall not commence work under this contract until he has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the City nor shall the contractor allow any subcontractors to commence work on this contract until all similar such insurance required of the subcontractor has been obtained and approved.

RIGHT TO REJECT:

The City reserves the right to reject any or all contractors.

COST ADJUSTMENTS:

The costs for all services purchased under this contract shall remain firm for the first year of the contract. Costs for subsequent years and any extension term years is subject to an adjustment pending industry performance. Unless very unusual and significant changes have occurred in the industry, such increases/decreases shall not exceed 5% per year or the latest yearly percentage increase in the All Urban Consumers Price Index (CPU-U) (All Items), as published by the Bureau of Labor Statistics, U.S. Department of Labor, whichever is less. The yearly increase, or decrease in the CPI shall be that latest index published and available prior to the end of the contract year then in effect compared to the index for the same month one year prior. Any requested price increase shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the CPI or industry costs decline, the City shall have the right to receive from the vendor a reasonable reduction in costs that reflect such cost changes in the industry.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the contract may be cancelled by the City upon giving thirty (30) days written notice to the vendor.

Insurance Requirements:

Contractor shall maintain, at its sole expense, during the term of this agreement the following insurances:

- A. Commercial General Liability **Insurance naming the City as an additional insured** with not less than the following limits:

General Aggregate	\$300,000
Personal and Advertising Injury	\$100,000
Each Occurrence	\$300,000
Fire Damage	\$ 50,000

Coverage shall include contractual liability assumed under this agreement, products and completed operations, personal injury, broad form property damage, and premises-operations.

- B. Commercial Automobile Liability Insurance naming the City as an additional insured with not less than the following limits:

Combined Single Limit	\$100,000
-----------------------	-----------

Coverage shall include contractual liability assumed under this agreement, owned, hired and non-owned vehicles.

Worker's Compensation:

- C. Worker's compensation insurance covering the contractor and the contractor's employees with not less than the following limits:

Worker's Compensation	\$100,000/500,000/100,000 for coverage
-----------------------	--

Employee Dishonesty:

- D. Employee Dishonesty \$10,000

Please Note: The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled until at least thirty (30) days prior written notice has been given to the City. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the vendor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Agreement or extension thereunder is in effect.

The insurance policy shall not contain any exceptions that would exclude coverage for risks that can be directly or reasonably related to the scope of goods or services in this bid/proposal. A violation of this requirement at any time during the term, or any extension thereof shall be grounds for the immediate termination of any contract entered in to pursuant to this bid/proposal. In order to show that this requirement has been met, along with an insurance declaration sheet demonstrating the existence of a valid policy of insurance meeting the requirements of this bid/proposal, the successful proposer must submit a signed statement from insurance agency of record that the full policy contains no such exception.

The City reserves the right to require additional insurance in order to meet the full value of the contract.

The City reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

HOLD HARMLESS AND INDEMNITY CLAUSE:

Delta Property Maintenance, Inc. [Signature], Stacey Y. Nicol
(Company Name and Authorized Signature, Print Name)

,the contractor shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

Delta Property Maintenance, Inc. [Signature], Stacey Y. Nicol
(Company Name and Authorized Signature, Print Name)

further certifies that it will meet all insurance requirements of the City of Hollywood and agrees to produce valid, timely certificates of coverage.

Disclosure of Conflict of Interest: Vendor shall disclose below, to the best of his or her knowledge, any City of Hollywood officer or employee, or any relative of any such officer or employee as defined in Section 112.3135, Florida Statutes, who is an officer, partner, director or proprietor of, or has a material interest in the vendor's business or its parent company, any subsidiary, or affiliated company, whether such City official or employee is in a position to influence this procurement or not.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Hollywood Purchasing Ordinance.

Name

Relationship

In the event the vendor does not indicate any names, the City shall interpret this to mean that no such relationship exists.

The Immigration and Nationality Act prohibits (i) the employment of an unauthorized alien when the employer knows the individual is an unauthorized alien and (ii) the employment of an individual without complying with the requirements of the federal employment verification system. If a contractor commits either of these violations, such violation shall be cause for unilateral cancellation of the contract.

"PIGGYBACKING"

THE BIDDER WILL EXTEND THE SAME PRICE, TERMS AND CONDITIONS TO OTHER GOVERNMENTAL ENTITIES LOCATED IN BROWARD COUNTY DURING THE PERIOD COVERED BY THIS CONTRACT, IF REQUESTED.

YES _____

NO ✓

WILL THIS PRICING BE EXTENDED TO OTHER GOVERNMENTAL ENTITIES LOCATED IN MIAMI-DADE OR PALM BEACH COUNTIES?

YES _____

NO ✓

OTHER GOVERNMENTAL ENTITIES LOCATED WITHIN THE STATE OF FLORIDA?

YES _____

NO ✓

BIDDER'S NOTE: Award of any bid will require that the successful bidder ensure that a properly completed Vendor Registration Form is on file with the City.

Vendors conducting business with the City of Hollywood, whose business is located in the State of Florida, should be properly registered with the State of Florida Division of Corporations. Registration is a requirement to do business with the City of Hollywood; however, the State of Florida Division of Corporations registration process is not administered by the City. Please visit <http://sunbiz.org/> to register your company or for further question regarding registration.

“Pricing Page”

NOTE: Give both unit price and extended total. Prices must be stated in units to quantity specified in the bid specifications. In case of a discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly. No spaces are to be left blank, but should be marked as follows:

N/A = Not Applicable
N/C = No Charge
N/B = No Bid

Spaces marked with a zero (0) will be considered no charge.

BID FIRM UNITS PRICES:

<u>ITEM</u>	<u>EST. QTY.</u>	<u>DESCRIPTION</u>	<u>FIRM UNIT PRICE</u>	<u>ANNUAL COST</u>
A.	52 Weeks	WEEKLY CHARGE FOR 1 ST FLOOR (LOBBY AND MEETING ROOM ONLY) – (SEVEN (7) DAYS PER WEEK SERVICE)	\$ <u>75</u> Weekly	\$ <u>3,900</u>
B.	52 Weeks	WEEKLY CHARGE FOR 2 ND FLOOR – (SEVEN (7) DAYS PER WEEK SERVICE)	\$ <u>120</u> Weekly	\$ <u>6,240</u>
C.	52 Weeks	WEEKLY CHARGE FOR 3 RD FLOOR – (FIVE (5) DAYS PER WEEK SERVICE)	\$ <u>160</u> Weekly	\$ <u>8,320</u>
D.	52 Weeks	WEEKLY CHARGE FOR 1 ST FLOOR (LOBBY AND MEETING ROOM ONLY) – (ONE (1) DAY PER WEEK SERVICE)	\$ <u>45</u> Weekly	\$ <u>2,340</u>
E.	52 Weeks	WEEKLY CHARGE FOR 2 ND FLOOR – (ONE (1) DAY PER WEEK SERVICE)	\$ <u>90</u> Weekly	\$ <u>4,680</u>
F.	52 Weeks	WEEKLY CHARGE FOR 3 RD FLOOR – (ONE (1) DAY PER WEEK SERVICE)	\$ <u>90</u> Weekly	\$ <u>4,680</u>
G.	12 Months	MONTHLY CHARGE FOR 1 ST FLOOR (LOBBY AND MEETING ROOM ONLY)	\$ <u>30</u> Monthly	\$ <u>360</u>
H.	12 Months	MONTHLY CHARGE FOR 2 ND FLOOR	\$ <u>50</u> Monthly	\$ <u>600</u>
I.	12 Months	MONTHLY CHARGE FOR 3 RD FLOOR	\$ <u>50</u> Monthly	\$ <u>600</u>
J.	2 ea.	SEMI-ANNUAL CHARGE FOR 1 ST FLOOR (LOBBY AND MEETING ROOM ONLY)	\$ <u>145</u> Each	\$ <u>290</u>
K.	2 ea.	SEMI-ANNUAL CHARGE FOR 2 ND FLOOR	\$ <u>145</u> Each	\$ <u>290</u>
L.	2 ea.	SEMI-ANNUAL CHARGE FOR 3 RD FLOOR	\$ <u>145</u> Each	\$ <u>290</u>
		GRAND TOTAL		\$ <u>32,590</u> ✓

THIS IS A SET-ASIDE BID. IF YOUR FIRM IS LOCATED OUTSIDE OF THE CITY OF HOLLYWOOD CITY LIMITS, PLEASE DO NOT RESPOND TO THE SOLICITATION.

References: List as least three (3) references of comparable size that you now or have recently performed like services:

- (1) Eastern Caribbean Trading 99 NW 183rd Street Miami, FL 33169
COMPANY NAME AND ADDRESS
Nigel Hanley (305) 770-0067 (liliana@ectradingsales.com)
CONTACT PERSON AND PHONE NUMBER
- (2) Coastal Tishman 1112 North Ocean Drive Hollywood, FL 33019
COMPANY NAME AND ADDRESS
Paul Rosen (305) 559-4900 (Paul.Rosen@Coastaltishman.com)
CONTACT PERSON AND PHONE NUMBER
- (3) SuperClean P.O. Box 551802 Dallas, TX 75355
COMPANY NAME AND ADDRESS
Aubrey Blankenship (888) 337-8737 (aubrey.Blankenship@gosuperclean.com)
CONTACT PERSON AND PHONE NUMBER

PLEASE RETURN AN ORIGINAL AND THREE COPIES OF ENTIRE BID DOCUMENT.

AWARD:

The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.

BID SUBMITTAL COMPLETION CONFIRMATION:

- ✓ I, the Bidder, have completed and signed (preferably in blue ink) all required bid document pages.
- ✓ I, the Bidder, acknowledge reading and signing the Hold Harmless Statement.
- ✓ I, the Bidder, have submitted my bid on the bid sheets provided, and acknowledge that bids not submitted on bid sheets provided may be rejected.
- ✓ I, the Bidder, have filled in all spaces on the pricing page as noted, and acknowledge that bids with spaces left blank on the pricing page may be rejected.
- ✓ I, the Bidder, have included all information, certificates, licenses and additional documentation as required by the City in this bid document.
- ✓ I, the bidder, have checked for any addendums to this bid, and will continue to check for any addendums up to the due date and time of this bid.
- ✓ I, the Bidder, have included on the face of the envelope, my company name and return address, the date and time of bid opening, and the bid number.
- ✓ I, the Bidder, have submitted one (1) original and three (3) copies of the entire bid document and addendums.
- ✓ I have read and completed (if applicable) the "Disclosure of Conflict of Interest".
- ✓ I, the Bidder, am aware that a Notice of Intent to award this bid shall be posted on the City's website at www.hollywoodfl.org and on the Procurement Services bulletin board in room 303 at City Hall, and that it is my responsibility to check for this posting. Also, I have provided my email address, as the City, at its discretion, may provide me information by such means regarding this procurement process.
- ✓ I, the Bidder, have submitted all supporting documentation for local preference eligibility, which must be received with the bid package prior to the bid opening date and time (if applicable).


NAME OF COMPANY: Delta Property Maintenance, Inc.

BIDDER'S NAME: Stacey Y. Nicol

BIDDER'S AUTHORIZED SIGNATURE: *[Signature]*

DATE: 3/27/14

State of Florida



Department of State

I certify from the records of this office that DELTA PROPERTY MAINTENANCE, INC is a corporation organized under the laws of the State of Florida, filed on October 11, 2012, effective October 11, 2012.

The document number of this corporation is P12000086216.

I further certify that said corporation has paid all fees due this office through December 31, 2013, that its most recent annual report/uniform business report was filed on April 27, 2013, and 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
Ninth day of September, 2013



CR2EO22 (1-11)

Ken Detzner

Ken Detzner
Secretary of State

THE CITY OF HOLLYWOOD
ZONING DIVISION

CERTIFICATE OF USE

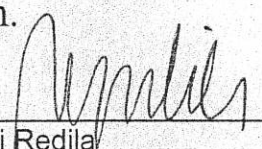
This "Certificate of Use" verifies that the use described below is an allowable use for the identified property. Said verification of use is based upon the list of allowable uses per the applicable Zoning District as identified in the Zoning and Land Development Regulations and, the uses allowed per the Land Use Element of the City's Comprehensive Plan. Certification of use in no way waives or guarantees compliance with other applicable Zoning and Land Development Regulations. This property must fully comply with all applicable Codes and Ordinances prior to the commencement of the approved use.

CERTIFICATE OF USE NO.: 2014-CU-0427

Street Address: 4811 Pembroke Road Bay/Suite #
City: Hollywood State: FL Zip: 33021
Folio Number: 5142-19-13-0040
Business Name: Delta Property Maintenance, Inc.
Business Owner: Stacey Y. Nicol & Karim Maroun
Use/Business Type: Janitorial Services & Maintenance Services
Square Footage: 400 sq. ft.
Zoning District: IM-1
Land Use Designation: Industrial
Conditions: No Outdoor storage of equipment.

If the business set forth above, engages in any activity which is in violation of Federal, State, County or Local Law, then this Certificate of use is subject to immediate revocation.

CERTIFICATE APPROVED BY


Arceli Redila
Associate Planner

DATE March 6, 2014

MUST BE POSTED AT BUSINESS LOCATION



CITY OF HOLLYWOOD
TREASURY SERVICES DIVISION
LOCAL BUSINESS TAX RECEIPTING
2600 HOLLYWOOD BLVD, ROOM 103
HOLLYWOOD, FL 33020

DELTA PROPERTY MTNCE
4811 PEMBROKE RD
HOLLYWOOD FL 33021

24 44380



CITY OF HOLLYWOOD LOCAL BUSINESS TAX RECEIPT

PRINT DATE: 3/12/14

THIS IS YOUR LOCAL BUSINESS TAX RECEIPT. PLEASE DETACH AND POST IN A CONSPICUOUS PLACE AT THE BUSINESS LOCATION. PLEASE DO NOT REMIT ANY PAYMENT. **THIS IS NOT A BILL.**

Business Name: DELTA PROPERTY MTNCE
Business Location: 4811 PEMBROKE RD
Business Class: JANITORIAL SERVICES
Tax Basis: 2 - 4 WORKERS
Receipt Number: 14 00053293
Receipt Year: 10/01/13
Expiration Date: 09/30/14

NEW CHARGES: (Itemized Below)	147.00
Base Fee	122.00
Additional Charges:	
APPLICATION FEE	25.00

Comments:

TOTAL NEW CHARGES:	147.00
Penalty Amount:	.00
Previous Balance Due:	.00
TOTAL AMOUNT PAID:	147.00

PURSUANT TO STATE LAW, THE LOCAL BUSINESS TAX IS LEVIED ON THE PRIVILEGE OF DOING BUSINESS WITHIN A CITY'S LIMITS, AND IS NON-REGULATORY IN NATURE. ISSUANCE OF A LOCAL BUSINESS TAX RECEIPT BY THE CITY OF HOLLYWOOD DOES NOT MEAN THAT THE CITY HAS DETERMINED THAT THE EXISTING OR PROPOSED USE OF A LOCATION IS LAWFUL. ISSUANCE OF A LOCAL BUSINESS TAX RECEIPT DOES NOT LEGALIZE OR CONDONE THE NATURE OF THE BUSINESS BEING CONDUCTED IF CONTRARY TO ANY LOCAL, STATE OR FEDERAL LAWS OR REGULATIONS.



VEHICLE OR EQUIPMENT CERTIFICATE OF INSURANCE

DATE (MM/DD/YYYY)

11/20/13

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.

This form is used to report coverages provided to a single specific vehicle or equipment. Do not use this form to report liability coverage provided to multiple vehicles under a single policy. Use ACORD 25 for that purpose.

PRODUCER Goal Insurance Inc. 16935 South Dixie Hwy Suite B Palmetto Bay, FL 33157		CONTACT NAME: goal insurance PHONE (A/C, No, Ext): (305) 256-0090 E-MAIL: goalinsurance@gmail.com ADDRESS: PRODUCER CUSTOMER ID #:		FAX (A/C, No): (305) 256-0800
INSURED Delta Properti Ment 4811 st rd hollywood fl 33021		INSURER(S) AFFORDING COVERAGE INSURER A: Progressive INSURER B: INSURER C: INSURER D: INSURER E:		NAIC # 09307

DESCRIPTION OF VEHICLE OR EQUIPMENT

YEAR	MAKE / MANUFACTURER	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER
2013	FORD	F150	PK	1FTW1CF1DKE58899
DESCRIPTION				SERIAL NUMBER

COVERAGES

CERTIFICATE NUMBER: 461164912

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICY(IES) OF INSURANCE LISTED BELOW HAS/HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD(S) 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 POLICY(IES) DESCRIBED HEREIN IS/ARE SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICY(IES).

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/>	VEHICLE LIABILITY	01825372-1	09/06/13	09/06/14	COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ 250,000.00 BODILY INJURY (Per accident) \$ 500,000.00 PROPERTY DAMAGE \$ 100,000.00 EACH OCCURENCE \$ GENERAL AGGREGATE \$
		GENERAL LIABILITY				
		<input type="checkbox"/> OCCURRENCE				
		<input type="checkbox"/> CLAIMS MADE				
INSR LTR	LOSS PAYEE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS / DEDUCTIBLE
		<input checked="" type="checkbox"/> VEH COLLISION LOSS				<input checked="" type="checkbox"/> ACV
		<input type="checkbox"/> 1,0000				AGREED AMT \$ LIMIT
		<input checked="" type="checkbox"/> VEH COMP <input type="checkbox"/> VEH OTC				<input type="checkbox"/> ACV
		<input type="checkbox"/> 1,0000				AGREED AMT \$ LIMIT
		PROPERTY				<input type="checkbox"/> STATED AMT \$ DED
		<input type="checkbox"/> BASIC <input type="checkbox"/> BROAD				<input type="checkbox"/> ACV <input type="checkbox"/> AGREED AMT \$ LIMIT
		<input type="checkbox"/> SPECIAL <input type="checkbox"/>				<input type="checkbox"/> RC <input type="checkbox"/> STATED AMT \$ DED

REMARKS (INCLUDING SPECIAL CONDITIONS / OTHER COVERAGES) (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CITY OF FORT LAUDERDALE DIVISION 100 NORTH ANDREWS AVE FORT LAUDERDALE FL 33301

ADDITIONAL INTEREST

Select one of the following:

- ☐ The additional interest described below has been added to the policy(ies) listed herein by policy number(s).
- ☐ A request has been submitted to add the additional interest described below to the policy(ies) listed herein by policy number(s).

VEHICLE / EQUIPMENT INTEREST: ☐ LEASED ☐ FINANCED

NAME AND ADDRESS OF ADDITIONAL INTEREST

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.

DESCRIPTION OF THE ADDITIONAL INTEREST

☒ ADDITIONAL INSURED ☒ LOSS PAYEE

LENDER'S LOSS PAYEE

LOAN / LEASE NUMBER

AUTHORIZED REPRESENTATIVE

JAMES CRAWFORD



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/18/13

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 Joseph Insurance Group 3600 S. State Rd 7 Ste. 9 Miramar, FL 33023 Phone (954) 367-6005 Fax (954) 981-0144		CONTACT NAME: PHONE (A/C, No, Ext): (954) 367-6005 FAX (A/C, No): (954) 981-0144 E-MAIL ADDRESS: merl@josephinsurancegroup.com	
INSURED Delta property Maintenance Inc 4811 Pembroke Road Hollywood, FL 33021 (305) 975-6303		INSURER(S) AFFORDING COVERAGE INSURER A: Tapco INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDLSUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		IVAP	09/20/2013	09/20/2014	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER

CANCELLATION

None

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/4/2013

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 BB Insurance Marketing Inc 11870 W. State Road 84, C-15 Ft. Lauderdale FL 33324		CONTACT NAME: Andrea Lopez Ext. 314 PHONE (A/C, No, Ext): 888-728-0817 FAX (A/C, No): 954-452-0450 E-MAIL: andrea@bbimi.com ADDRESS: andrea@bbimi.com	
INSURED Delta Property Maintenance Inc 4811 Pembroke Rd Hollywood FL 33021		INSURER(S) AFFORDING COVERAGE INSURER A: CastlePoint Florida Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 13599	

COVERAGES

CERTIFICATE NUMBER: 790487680

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input 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						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			WCP761456000	10/1/2013	10/1/2014	X <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER 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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Property Management Company located at 4811 Pembroke Rd, Hollywood, FL 33023.

CERTIFICATE HOLDER**CANCELLATION**

INSURED'S COPY

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

AUTHORIZED REPRESENTATIVE

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CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form (Use for bids, RFPs, RLLs, RFQs)

Date 2/21/14

Department/Office Fire Rescue and Beach Safety

Division/Area 2151

Contact Person Daniel Dapolito

Title Division Chief

Phone 954-967-4405

Email Ddapolito@hollywoodfl.org

1. Product/Service being requested (be specific.) Janitorial

2. Detailed description of the products/services function and purpose. General Cleaning

Are there alternative products/services capable of performing the required function? no

3. Has this product/service previously been formally solicited by the City of Hollywood?

☒ Yes ☐ No ☐ Unsure

If yes, please provide previous solicitation number. _____

4. Has this product/service previously been formally solicited by another government agency?

☐ Yes ☐ No ☒ Unsure

If yes, please provide details and copy if available. _____

5. Total estimated cost of the requested product/service? \$26,000

Has this cost been approved in your budget? ☒ Yes ☐ No

If yes, provide Account Number (s.) 01.2151.00000.522.004635 _____

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? ____ Days

7. Is a pre-bid meeting required? ☐ Yes ☒ No

If yes, are you requesting it to be mandatory? ☐ Yes ☐ No

8. Project location? 2741 Stirling Road, Hollywood, FL 33312

9. Completion Time: Final completion of this project shall be in ____ calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

☐ Yes ☒ No

11. Please list any special licenses or certification require to bid. _____

12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

☐ Yes ☒ No

If yes, please provide the information:

Entity _____ Contact Person _____

Phone _____ Email _____

13. Are there attachments associated with this request? ☐ Yes ☒ No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☐ Yes ☒ No

If yes, please describe the related products/services and estimated cost(s.)

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☐ Yes ☒ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

16. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Oder # _____
(As Applicable)

Will this require matching funds? ☐ Yes ☒ No

What is the grant source? _____

What is the grant (dollar) amount? _____

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office? ☐ Yes ☒ No

If yes, please provide details on Department/Office and how. _____

Signature(s) below of other Department/Office Director(s) indicates they have reviewed and agree to this Request Form.

Signature

Department/Office

Signature

Department/Office

18. Please provide the names of suggested evaluations committee member:
(NOTE: Committee members should not be direct reports.)

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.

To be completed by Procurement Services Division upon award recommendation

Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search _____

Company Name(s) Searched

Search Results


Contact Person's Signature

2-21-14
Date

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

[Signature]
Supervisor's Signature
[Signature]
Director's Signature

2-21-14
Date
2/21/14
Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:	<i>JE</i>	Date	<i>2/27/14</i>
Approved By:	<i>JE</i>	Date	<i>3-3-14</i>

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)