

RESOLUTION NO.

R-2025-324

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A BLANKET PURCHASE AGREEMENT WITH SFM JANITORIAL SERVICES, LLC FOR JANITORIAL MAINTENANCE SERVICES IN AN ANNUAL AMOUNT UP TO \$175,000.00 BASED UPON CITYWIDE JANITORIAL MAINTENANCE SERVICES/23-8500-36-039 IN ACCORDANCE WITH SECTION 38.41(C)(5) OF THE PROCUREMENT CODE. (PIGGYBACK)

WHEREAS, the Department of Public Works desires to purchase janitorial maintenance services for the City departments on the 2nd floor above the library building; and

WHEREAS, the desired janitorial maintenance services were competitively bid by the City of Hialeah through Citywide Janitorial Maintenance Services/RFP No. 2022-23-8500-36-039 on August 10, 2023, and awarded to SFM Janitorial Services, LLC ("SFM") under Citywide Janitorial Maintenance Services/RFP No. 2022-23-8500-36-039; and

WHEREAS, the current term of Citywide Janitorial Maintenance Services/RFP No. 2022-23-8500-36-039 is from April 22, 2024, through April 21, 2027, with an option to renew the contract for two additional one-year periods; and

WHEREAS, SFM has agreed to extend to the City the same pricing under the terms and conditions set forth in Citywide Janitorial Maintenance Services/RFP No. 2022-23-8500-36-039; and

WHEREAS, the period of performance during which the desired janitorial maintenance services will be acquired is from October 1, 2025, to April 21, 2027, for an annual amount up to \$175,000.00 and total amount of \$262,500.00; and

WHEREAS, Section 38.41(C)(5) of the Procurement Code allows the Chief Procurement Officer to procure, without formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference and such utilization of other governmental entities contracts shall be permitted only during the term of the other governmental entity's contract; and

WHEREAS, the Director of the Department of Public Works and Chief Procurement Officer recommend that the City Commission approve and authorize the execution of a Blanket Purchase Agreement with SFM for janitorial maintenance services from October 1, 2025, to April 21, 2027, in an annual amount up to \$175,000.00; and

WHEREAS, funding for the Blanket Purchase Agreement will be made available in the FY 2026 Operating Budget in account numbers 114.140301.52400.534980.000000.000.000 and 001.500304.51900.531170.000000.000.000 and will be budgeted in subsequent fiscal years' operating budgets subject to approval and adoption by the City Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA.

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the execution, by the appropriate City officials, of a Blanket Purchase Agreement with SFM, together with such non-material changes as may subsequently be agreed to by the City Manager and approved as to form and legal sufficiency by the City Attorney.

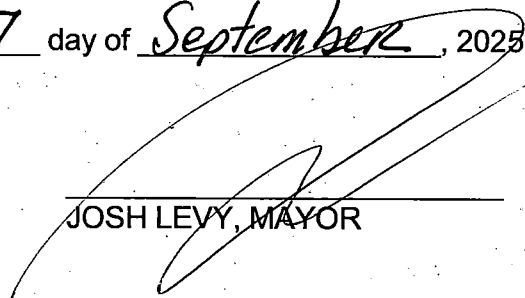
Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 17 day of September, 2025.

ATTEST:



PATRICIA A. CERNY, MMC
CITY CLERK



JOSH LEVY, MAYOR

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:



DAMARIS HENLON
CITY ATTORNEY



Piggyback/Cooperative Contract Request Form and Checklist

(Use for purchase(s) over \$5,000, when piggybacking off other contracts)

Department(s): Public Works	Division/Area: Tech Trades
Requestor: Joshua Collazo	Title: Operations Manager
Phone: x3043	Email: jcollazo@hollywoodfl.org

Requested Vendor: SFM Janitorial Services, LLC	Vendor Number:
Address: 7500 NW 74 Avenue Medley, FL 33166	
Contact Person: Pascale Lopez	Title: Janitorial General Manager
Phone: 305-818-2424	Email: plopez@sfmtservices.com

Total cost of the requested product/service: \$175,000.00	Total estimated annual (fiscal year) cost of requested product/service: \$175,000.00
Account Number(s):	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Citywide Janitorial Maintenance Services
Awarding Agency:	City of Hialeah, FL
Services/Supplies to be provided:	To provide all labor, materials, tools and equipment necessary to provide regular and systematic city wide janitorial maintenance services.
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	Janitorial services are being procured via piggyback because of the price and availability using the City of Hialeah contract. Past history has shown that this

	procurement process has produced the most advantageous results for our tire purchases.
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Procurement Code, Section 38.41(C)(5) AND 38.47:

§ 38.41(C)(5) Piggyback purchases. The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference. Utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.

§ 38.47 Cooperative Purchasing. The CPO shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interest of the City is served.

No.	Piggyback Justification Criteria	YES	NO	COMMENT
1	Is the piggyback contract's pricing/terms more favorable than pricing/terms we would obtain from issuing our own solicitation or obtaining our own quotes? Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing? Please explain.	Yes		The City of Hialeah contract #2022-23-8500-36-039 for Citywide Janitorial Maintenance Services was competitively solicited and bid for the best current pricing. Past years have shown the City of Hialeah has done an excellent job in procuring a janitorial contract that is below normal industry standards pricing.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	Yes		The use of this contract will save the City staff time and money. The bid process for janitorial services is costly and time consuming so by piggybacking this contract it will allow our staff to divert their time and resources to other areas of operation.
3	Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? If you answered "NO", state the grant source and provide documentation proving piggybacking or cooperative purchasing is allowed by the grantor.	Yes		General fund monies will be used from the FY'25 budget.

***If you answered "No" to any of the questions above in this section, please disregard piggybacking the desired services/supplies and terminate any further completion of this form unless otherwise granted administrative approval to piggyback by authorized City Management or Procurement staff.**

No.	ITEMS VERIFIED	YES	NO	COMMENT
4	Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes: <ul style="list-style-type: none"> • Solicitation Packet; • Vendor's Original Bid/Proposal to the Solicitation • Bid/Evaluation Tabulation; • Award Notice; • Executed Contract and any Amendments; • Any additional relevant documents 	Yes		

5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	Yes		April 22, 2024 – April 21, 2027 with two – one year renewals: 1 st : April 22, 2027 – April 21, 2028, 2 nd : April 22, 2028 – April 21, 2029.
6	Does the piggyback contract allow the utilization of the contract by other entities, including use in the state of FL if it's an out of state contract? Please explain.	Yes		City of Hialeah is in state
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.	Yes		City-Wide Janitorial Maintenance Services, RFP No. 2022-23-8500-36-039.
8	Goods/Services/Pricing requested by the Using Department(s) match those allowed under the piggyback contract and do not extend beyond the expiration date of the piggyback contract? Please explain. Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.	Yes		
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	Yes		After discussions with General Manager and reviewing the agreement, it was shown that the agreement provides exact services we are looking for.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	Yes		
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	N/A		
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		No	

REQUESTING DEPARTMENT RECOMMENDATION

Note: By signing and returning this form, you are verifying and acknowledging that you have reviewed all portions (scope, terms, conditions, pricing, etc.) of the requested contract(s) and recommend its/their approval to the Office of Procurement based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.

Requestor's Signature: RD@HOLLYWOODFL.ORG
Date: 7/8/2025

Director's Signature: Joseph S Kroll
Date: 7/8/2025

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: Atis Thomas
Date: 7/10/2025

Signature: William Varandas
Date: 7/8/2025



SFM Janitorial Services, LLC., Proposal for City of Hollywood



Submitted by:

Pascale Lopez, General Manager
SFM Janitorial Services, LLC.
7500 NW 74 Avenue Medley, FL 33166
Ph. 305.818.2424 Fx. 305.818.3510
plopez@sfmsservices.com

Submitted on Tuesday, February 11, 2025

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1. INTRODUCTION LETTER



Tuesday, February 11, 2025

Joshua Collazo
The City of Hollywood
2750 Coral Way Suite 200
Miami, FL 33145

Dear Mr. Collazo,

SFM Janitorial Services, LLC., ("SFM"), is pleased to submit this proposal to the City of Hollywood for janitorial services. SFM is a local, minority-certified, family-owned business headquartered in Miami-Dade County. This advantage sets us apart from other firms allowing us to quickly mobilize our resources.

Presently, SFM cleans over 8 million square feet throughout South Florida. We offer government buildings, schools, medical facilities, and commercial businesses the necessary services to maintain a clean and safe environment for its business community. 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. Enclosed, you will find why SFM is the right choice for the Town of Surfside.

SFM has the experience, personnel, equipment, and resources to not only meet, but exceed target goals. Working together, we can deliver your objectives. We enforce a drug free policy, and all employees are bonded and go through a criminal background check. We suggest a discussion after your review of our proposal to explain our operation plan in detail and get your valuable feedback. If there are any questions regarding this proposal, please feel free to call me directly at 786.663.2248 or email me at plopez@sfmtservices.com

Respectfully Submitted,

Pascale Lopez

General Manager
SFM Janitorial Services, LLC.

2. FIRM QUALIFICATIONS & EXPERIENCE

SFM is a trusted and reliable janitorial company in South Florida, with a remarkable track record of over 50 years. Throughout the years, SFM has consistently delivered exceptional cleaning services to a wide range of clients, earning a reputation for excellence and customer satisfaction.

SFM cleans over 8 million square feet throughout South Florida

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 city's most memorable events. Since 1972, the company responsible for keeping the facility looking its best, was SFM Services, Inc. Although the Orange Bowl closed its doors in 2007, SFM continues its mission of making South Florida's most notable locations look their best.



Miami Orange Bowl Stadium
Years Served: 1972 to 2007

SFM is one of South Florida's largest and most reputable janitorial service companies. A true industry leader in janitorial services with a proven performance history of serving over 20 municipalities and many large commercial properties spanning from Monroe to Palm Beach County. Some of our most notable clients include:

- City of Coral Gables since 1991
- Leon Medical Centers since 1998
- Saint Brendan H.S. since 2013
- Florida National University since 2003
- Christopher Columbus H.S. since 2013
- Baptist Health since 2009

SFM is well seasoned in serving facilities that are open 24/7/365. We service everything from educational facilities, medical facilities, offices, and large public venue cleanup such as the Ultra Music Festival and the Miami-Dade County Youth Fair. Our HQ has 15,000 square feet of office space, over 16,000 square feet of warehouse space, and just over 3 acres of land. That, plus access to the latest equipment and a fleet of over 100 vehicles sets us apart from the rest.

SFM has the experience, management talent, labor, and financial resources that few if any of our competitors bring to the table. 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 needs. **Unlike large national and impersonal firms, we are accessible to our clients any time of day.** The City of Hollywood will have direct access to the SFM's Executive Management Team.

BENEFITS OF HIRING SFM SERVICES



South Florida Experience:

SFM is truly a South Florida “Local” business. Locally headquartered in South Florida since 1972, our team is rooted and has in depth knowledge of the South Florida area. Our local presence gives SFM an advantage over other firms.



Direct Ownership Support:

Unlike large-national impersonal firms, SFM is a local, minority, family-owned company run by its Founding Officers, Jose and Christian Infante. The City of Hollywood will have direct access to SFM’s proprietors 24/7/365.



Risk Management:

SFM has a robust Risk Management & Safety Program that contributes to the business continuity and success of our operations. SFM’s Risk Management Team is composed of thorough quality control, training, and employee engagement. This composition allows SFM to quickly identify, assess, and mediate known risks as well as identifying and securing potential unknown events.



Training:

Our Team prides itself in having one of the best combined training programs in South Florida. The quality of service we deliver through extensive training has permitted us to grow exponentially over the last decade. SFM staff receive continuous training in all areas of janitorial protocols to ensure our clients get the most out of their SFM experience. Because SFM has its own in-house training program, our team is not limited to monthly or quarterly trainings.



Recruitment:

We believe that the best way to offer exceptional service to our clients is to recruit the most talented, dedicated people in the industry. SFM’s experienced recruitment team targets local residents for employment opportunities thus fostering community involvement and development. SFM is well known for its local employment opportunities. Currently SFM Services has nearly 1,000 active employees in Miami-Dade and Broward County.



Technology:

SFM has adopted new technology that offers transparency and real-time information. Our web-based management software and scanning systems can now immediately dispatch services as needed instead of routine schedules. This allows SFM staff to anticipate, prevent and respond more effectively.



Industry Knowledge:

Our team is composed of highly motivated, trained, and experienced personnel. The SFM staff has the following credentials: ISSA Certified, BSCAI Members, APWA Members, Certified Floor Technicians, Certified Carpet Care Technicians, Spartan Green Cleaning Certifications, and MOT Certified.

FINANCIAL STABILITY

SFM Janitorial Services, LLC. has the financial support and working capital needed to fuel our resources and assets essential to our operations. SFM has enough bonding capacity to provide performance and payment bonds in an amount not less than one hundred percent (100%) of the contract amount from a surety firm rated A- (Excellent) by AM Best. SFM Services has never defaulted on a contract or failed to perform through its entirety.



June 17, 2022

SFM Services, Inc.
9700 NW 79 Ave.
Miami Lakes, FL 33016

Ref: Bank Reference Letter

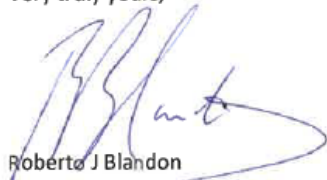
To Whom It May Concern:

This letter is to confirm the banking relationship City National Bank of Florida has with SFM Services, Inc (SFM) since 2012. SFM has handled their depository accounts in a satisfactory manner and line of credit as agreed, while maintaining average depository balances in the medium 7 figures , with high credit in the medium 7 figures including lines of credit with availability in the 7 medium figures.

We look forward to continuing working with SFM and assisting their growth throughout the coming years. Please do not hesitate to contact us with any questions at 305 577 7475.

This letter is provided on behalf of our client without liability to the bank and/or its staff.

Very truly yours,



Roberto J Blandon
Senior Vice President
City National Bank of Florida
2855 LeJeune Road
Coral Gables, FL 33134
Roberto.Blandon@citynational.com

LICENSES AND INSURANCE

Current Annual Filing

2023 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L06000047722

Entity Name: SFM JANITORIAL SERVICES, LLC

Current Principal Place of Business:

7500 NW 74TH AVE
MEDLEY, FL 33166

Current Mailing Address:

7500 NW 74TH AVE
MEDLEY, FL 33166 US

FEI Number: 20-4908937

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

TRIAIY, CARLOS
2301 NW 87 AVE
501
DORAL, FL 33172 US

FILED
Mar 16, 2023
Secretary of State
4184535671CC

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

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title MGR
Name INFANTE, CHRISTIAN H
Address 9700 NW 79TH AVE.
City-State-Zip: HIALEAH GARDENS FL 33016

Title MGRM
Name SFM SERVICES, INC
Address 9700 NW 79 AVE.
City-State-Zip: HIALEAH GARDENS FL 33016

Occupational License

001024

Local Business Tax Receipt
Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

LBT

5770830

BUSINESS NAME/LOCATION SFM JANITORIAL SERVICES LLC 7500 NW 74TH AVE MEDLEY FL 33166	RECEIPT NO. RENEWAL 3101375	EXPIRES SEPTEMBER 30, 2025 Must be displayed at place of business Pursuant to County Code Chapter 8A - Art. 9 & 10
OWNER SFM JANITORIAL SERVICES LLC C/O CHRISTIAN H INFANTE MGR	SEC. TYPE OF BUSINESS 213 SERVICE BUSINESS EXEMPT	PAYMENT RECEIVED BY TAX COLLECTOR \$135.00 08/30/2024 FPPU17-24-005079

Employee(s) 30

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

Sample COI

SFMSR



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/1/2024

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

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

PRODUCER Commercial Lines - (305) 443-4886 USI Insurance Services LLC 201 Alhambra Circle, Suite 900 Coral Gables, FL 33134		CONTACT NAME: Dewin Molina PHONE (A/C, No, Ext): 786.785.1138 FAX (A/C, No): E-MAIL ADDRESS: dewin.molina@usi.com	
INSURED SFM Janitorial Services, LLC. 7500 NW 74th Ave Medley, FL 33168		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Old Republic Insurance Company 24147 INSURER B : Ascot Specialty Insurance Company 45055 INSURER C : Westchester Surplus Lines Ins. Co. 10172 INSURER D : Hanover Insurance Company 22282 INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 15830668 **REVISION NUMBER:** See below

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJ. <input type="checkbox"/> LOC OTHER:		MWZY31262224	03/01/2024	03/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPIOP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> AUTOS ONLY <input checked="" type="checkbox"/> COLL/\$500/\$1.0		MWTB31519824	03/01/2024	03/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE CED RETENTION \$		ESXS231000012904	03/01/2024	03/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
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	MWC31262324	03/01/2024	03/01/2025	<input checked="" type="checkbox"/> PER STATUTE <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
C	Contractor's Pollution Liab.		G17663723002	12/21/2023	12/21/2024	General Aggregate: \$1,000,000 Each Occurrence \$1,000,000

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

SAMPLE COI

CERTIFICATE HOLDER SFM Janitorial Services, LLC. 7500 NW 74th Ave. Medley, FL 33168	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)
(This certificate replaces certificate# 15820664 issued on 3/2/2023)



3. PRICE PROPOSAL

Pursuant to your request , below please find our estimate to provide janitorial services.

RFP-2022-23-8500-36-039 Line Item & Location	Janitorial Service	Per SQ. FT.	Monthly Cost
# 20 City Hall	<ul style="list-style-type: none"> Building & Zoning services 5 days per week approx. 35,000 sq. ft. 	\$.2349	\$8,220.49

Janitorial Services	Cost
Day Porter Services	\$24.50 per hour
Shampoo of carpets	\$.19 per SQ.FT.
Shampoo of Upholstery	\$30.00 per hour
Stripping & Refinish floors – Resilient tile	\$.42 per SQ. FT.
Tile Grout Steam Cleaning	\$.50 per SQ.FT.
Striping & Finish Floors – Terrazzo Floors	\$.45 per SQ.FT.
High Pressure Cleaning	\$.12 per SQ.FT.
Degreasing Concrete Floors	\$.25 per SQ. FT.
Cleaning of Light Fixatures	\$26.00 per hour
Water Extraction	\$.25 per SQ.FT.
Graffiti Removal	\$1.50 per SQ. FT.
Cleaning of canopies/awnings	\$30.00 per hour
Office Furniture Deep Cleaning	\$30.00 per hour
Washing of Interior Glass	\$30.00 per hour
High Dusting (dusting above 7 feet from the floor)	\$30.00 per hour
Emergency Work	\$60.00 per hour

4. PERFORMANCE HISTORY & REFERENCES



Proudly Serviced Since 1991

Client Name	City of Coral Gables
Contract Name	RFP No. 2021-005 - Janitorial Maintenance Services
Contract Term	2016 to present & 1991 to 2006
Contract Size	Approx. 250,000 sq. ft.
Scope of Work	janitorial services to all City owned facilities including nightly cleaning of offices, restrooms, common areas. Daily porter services to restrooms and common areas, carpet cleaning, stripping & refinishing floors, high pressure cleaning, electrostatic disinfection services, and other special cleaning services. SFM cleans approximately 12 sites in this contract. SFM also performs Special Event Cleaning.
Client Contact	Ralph Rodriguez P: 305.460.5014 E: RRodriguez1@coralgables.com 2800 SW 72nd Avenue Miami, Florida 33155



Proudly Serviced Since 2019

Client Name	City of Miami Beach
Contract Name	RFP 2017-070-JC Janitorial Services
Contract Term	2019 to present
Contract Size	Approx. 2.4 million sq. ft.
Scope of Work	Janitorial services are performed throughout the City at all city owned facilities, parking garages, public restrooms, and park restrooms. SFM cleans approximately 63 sites in this contract. SFM also performs Special Event Cleaning.
Client Contact	Elizabeth Miro P: 305.673.7000 x.22925 E: ElizabethMiro@miamibeachfl.gov 1833 Bay Rd., 2nd Floor, Miami Beach, FL 33139



Proudly Serviced Since 2020

Client Name	Miami-Dade County Aviation Department
Contract name	FB-01167 Janitorial Services for MIA & General Aviation Airports Zone 4
Contract Term	2020 to present
Contract Size	Approx. 1.5 million sq. ft.
Scope of Work	Janitorial Services for the Miami-Dade Aviation Department. Services are exclusive to all non-terminal buildings, airport properties, and other outlying buildings at Miami International and General Aviation Airports defined as Zone 4. SFM cleans approximately 27 sites in this contract.
Contact	Michael Simm P: 305.876.8479 E: MSimm@flymia.com Facilities Management & Engineering Division P.O. Box 025504 Miami, FL 33102-5504



Proudly Serviced Since 2008

Client Name	Baptist Health South Florida
Contract name	RFP 215 Janitorial Services
Contract Term	2008 to present
Contract Size	Approx. 1.1 million sq. ft.
Scope of Work	janitorial services at various locations throughout its system. Services include daytime and nighttime porter services, floor care, and consumables. Additional services requested may include high dusting, pressure cleaning, and garage cleaning. SFM cleans approximately 23 sites in this contract.
Contact	Yanei Perez P: 305.812.9179 E: yaneip@baptisthealth.net 1228 South Pine Island Road Plantation, FL 33324



Proudly Serviced Since 1978

Client Name	Miami-Dade County Youth Fair and Exposition
Contract name	Cleaning Services
Contract Term	1978 to present
Contract Size	Approx. 200,000 sq. ft. of building + 80 Acres of Fairgrounds
Scope of Work	SFM provides cleaning services before, during, and after to one of the Nation's largest annual fairs. The Miami-Dade County Youth Fair and Exposition brings in over half a million attendees yearly. The fairground is composed of 80 Acres of Fairgrounds and 5 exhibition buildings that approximate 200,000 sq. ft.
Contact	Rosa M Madruga P: 305.223.7060 E: rmadruga@fairexpo.com 10901 Coral Way Miami, FL 33165



Proudly Serviced Since 1998

Client Name	Leon Medical Centers
Contract name	Janitorial Services
Contract Term	1998 to present
Contract Size	Approx. 394,000 sq. ft.
Scope of Work	Custodial services to 14 medical facilities in Miami-Dade County.
Contact	Michael Shealy P: 305.631.5933 E: Michael.Shealy@LeonMedicalCenters.com 8600 NW 41st Street, Miami, FL 33166

5. KEY PERSONNEL

SFM Executive Team



Jose Infante, Founder

SFM Services, Inc.

Office 305.818.2424 x.1121 Fax 305.818.3510

Email jinfante@sfmservices.com

Mr. Infante has over fifty years of experience in janitorial services and business management. Mr. Infante is qualified and experienced in all aspects of janitorial services and currently oversees the finances for the firm. Mr. Infante holds a Florida Arborist certification and is a Miami Dade College Alumni.



Christian Infante, President

SFM Services, Inc.

Office 305.818.2424 x. 1117 Fax 305.818.3510

Email cinfante@sfmservices.com

Mr. Infante has over twenty-five years of experience in janitorial services and business management. Mr. Infante has a bachelor's degree in business administration & management from Florida International University (FIU), trained in Homeland Security and Bloodborne Pathogens. Mr. Infante has been directly involved in all phases of SFM projects including assisting facilities prepare for JCAHO inspections and is directly involved in all phases of disaster recovery services post hurricane.



Israel Rosado, COO

SFM Services, Inc.

Office 305.818.2424 x.1125 Fax 305.818.3510

Email irosado@sfmservices.com

Mr. Rosado is a highly experienced and accomplished operational executive, having led large-scale operations throughout his career. Has an analytical approach to problem solving which compliments his extensive background in project management and has resulted in creating customer value. Mr. Rosado has a bachelor's degree in finance from Florida International University (FIU).

Pascale Lopez, General Manager – Janitorial Division



SFM Services, Inc.
Office 305.818.2424 x. 3023 Fax 305.818.2428
Email plopez@sfmservices.com

Mrs. Lopez oversees all janitorial operations for SFM including planning, coordinating, and executing operational projects. She is an ISSA CITS certified master cleaner. She has a thorough knowledge of modern practices, techniques, and tools used in janitorial work. Mrs. Lopez has a remarkable ability to direct, supervise, and train subordinates and a strong ability to detect, analyze, and take appropriate action to mediate and correct maintenance problems. She has helped hospitals prepare for JCAHO and AHCA inspections.

Alejandro Di Cola, Project Manager



SFM Services, Inc.
Office 305.818.2424 Fax 305.818.2428
Email adicola@sfmservices.com

Alejandro Di Cola joined the SFM Team in 2018. He brings a wealth of experience from the municipal public works sector. Alejandro started off working as a heavy equipment operator and rose through the ranks as a project manager overseeing all SFM's floor care and street sweeping operations. Alejandro is a seasoned professional in the field of special floor cleaning services. He is familiar with the unique characteristics and care requirements, chemicals, and equipment for all floor types. Alejandro's knowledge and experience enable him to provide tailored cleaning solutions specific to each floor type, ensuring its longevity and maintaining its aesthetic appeal. His expertise, attention to detail, and commitment to customer satisfaction make him a trusted choice for clients seeking exceptional cleaning results. Additionally, as a leader he has communication skills that enable him to not only get a higher level of performance out of our employees on a day-to-day basis but, also when challenging situations arise.



Myrna Delgado, Events Coordinator

SFM Services, Inc.
Mobile 305.927.8436 Fax 305.818.2428
Email mdelgado@sfmtservices.com

Ms. Delgado brings the SFM team an unparalleled ability to recruit, train, orient and motivate staff. A true “hands on” bilingual management professional with over 25 years janitorial service operations experience. Myrna has orchestrated events staffing and managing event venues in excess of 100,000 attendees per day. She is one of our valued key personnel and has gained a tremendous working knowledge of event staffing over the last 20 years.



Pedro Reus, Account Manager

SFM Services, Inc.
Office 305.818.2424 Fax 305.818.2428
Email preus@sfmtservices.com

Mr. Reus has over twenty years’ experience in general management and over ten years’ experience managing a staff of over 1,500. He has thorough knowledge of modern practices and techniques, tools, equipment, and materials used in custodial work directly related to municipal buildings. He has strong knowledge of operational characteristics, services, and activities of municipal buildings and extensive knowledge of federal rules and regulations affecting daily operations, including safety and security regulations and procedures. Mr. Reus has exceptional knowledge of safe and efficient work practices and immense knowledge of the principles of supervision, training, and performance evaluation.



Mara Hernandez, Project Manager

SFM Services, Inc.
Mobile 786.305.7900 Fax 305.818.2428
Email mhernandez@sfmtservices.com

Ms. Hernandez has over 12 years of experience in the janitorial industry. She has vast knowledge in the retail and medical sector. Some of her daily duties include project oversight, monitoring staff, and reporting time and attendance. To accomplish this, Mara relies on our web-based quality control check point system, Silvertrac. She is certified in Terminal cleaning and Bloodborne pathogens and has exceptional knowledge of safe and efficient work practices.

Orlando Reyes, Account Manager

SFM Services, Inc.

Cell: 786.856.0844

Email oreyes@sfmservices.com



Mr. Reyes possesses extensive experience and expertise in the field of general management and has successfully led large teams for over ten years. With more than twenty years of experience, he has honed his skills in managing all aspects of business operations, including strategic planning, budgeting, and resource allocation. Furthermore, Mr. Reyes possesses an exceptional understanding of the operational characteristics, services, and activities of municipal buildings. This comprehensive knowledge enables him to effectively coordinate and supervise various aspects of day-to-day operations, ensuring efficiency, cost-effectiveness, and compliance with relevant rules and regulations. One of his key areas of expertise is compliance with federal rules and regulations, particularly those related to safety and security. Mr. Reyes is well-versed in the requirements imposed by these regulations, and his expertise enables him to implement and enforce best practices to keep municipal buildings secure and safe for all occupants and visitors.

SFM Corporate Support Team

Terry Alfonso, Corporate Controller

SFM Services, Inc.

Office 305.818.2424 x.1715 Fax 305.818.2428

Email talfonso@sfmservices.com



Ms. Alfonso joins the SFM team with 30 years of corporate accounting experience and a wealth of knowledge in Tax laws. She earned her bachelor's and a master's degree in accounting from Florida International University and is currently a professor at Miami Dade College where she teaches Accounting and Tax. Ms. Alfonso is directly responsible for all accounting and finance functions inclusive of revenue cycle management, cost accounting, treasury, and financial reporting at SFM.



Barbara Findo, Director of Human Resources & Safety

SFM Services, Inc.

Office 305.818.2424 x. 1638 Fax 305.818.2428

Email bfindo@sfmtservices.com

As Director of Human Resources & Safety, Barbie serves as a strategic business partner focused on planning, leading, directing, developing, and coordinating the policies, activities, and staff of the Human Resource (HR) and Safety departments, while ensuring legal compliance and implementation of the organizations mission and talent strategy.

With over 25 years of professional human resources experience, Barbie provides counsel and support to the organization to help achieve strategic and operational goals, while mitigating risk. Along with a strong business acumen, her comprehensive background in HR management, retention, compensation, labor relations, policy interpretation, training and communication, contributes to building a strong and trusting leadership to the organization.



Luis Sanchez, Risk and Safety Manager

SFM Services, Inc.

Office 305.818.2424 Fax 305.818.3510

Email lsanchez@sfmtservices.com

Mr. Sanchez is an accomplished Environmental Health and Safety professional with a distinguished record of leading teams, optimizing processes, and enhancing systems to drive bottom-line performances. With a data-driven approach, Luis excels in designing programs that harmonize corporate objectives with regulatory mandates, equipping companies with the necessary resources to unlock potential and achieve operational excellence. Luis brings over 20 years of military experience to his role, complementing his position as a senior bilingual instructor.



Alberto Salones Fleet & Facilities Manager

SFM Services, Inc.

Office 305.818.2424 x.1818 Fax 305.818.2428

Email asalones@sfmtservices.com

Mr. Salones is SFM's Fleet and Facilities Manager. In his role, he oversees the operations of the company's fleet of over 100 vehicles and equipment. He is responsible for managing a team of three full-time mechanics, while also planning, directing, and coordinating various tasks to ensure the smooth running of the fleet.

Vanezza Rivera, Executive Assistant



SFM Services, Inc.

Office 305.818.2424 x.1124 Fax 305.818.2428

Email vrivera@sfmtservices.com

Ms. Rivera serves as a corporate assistant at SFM. Her primary role is to provide support to Senior Officers and ensure that all government contracting opportunities are effectively managed. She develops formal bid qualifying proposals and submittal materials for purchasing committees. Additionally, she is responsible for administering and managing contracts, vendor registrations, certificates of insurance, and liability claims. Ms. Rivera is responsible for researching, identifying, and contacting potential resources for disaster recovery services. In 2017 post Hurricane Irma, Ms. Rivera coordinated up to thirty-five individual subcontractors and had over 250 debris hauling trucks in circulation daily throughout Miami-Dade County. Ms. Rivera is a bonded & insured Notary Public for the State of Florida.

Daineth De Abreu, Benefits and Retention Manager



SFM Services, Inc.

Office 305.818.2424 x.1640 Fax 305.818.2428

Email deabreu@sfmtservices.com

Ms. De Abreu holds dual roles at SFM - serving as the Benefits and Retention Manager as well as the Accounting Manager. Her dynamic position at the company requires her to bring fusion and balance between these two areas, ensuring both the financial compliance and audits are up to date while also evaluating and implementing strategies for managing the benefits and retention of almost 1,000 employees. In her role, Ms. De Abreu plays a crucial role in ensuring that SFM remains competitive in the labor market. By effectively managing benefits and retention, she helps our company attract and retain top talent, ensuring that we have a strong and diverse workforce. With her expertise, she identifies and implements strategies that align with our business objectives, helping us maintain a leading edge in the industry.



Sophie Casas, Lead Recruiter

SFM Services, Inc.
Office 305.818.2424 x.1643 Fax 305.818.2428
Email recruiter@sfmtservices.com

Ms. Casas holds the position of Lead Recruiter within our organization. With a background in Psychology, Sophia oversees a comprehensive talent selection process across our company. Her guiding principle is rooted in the belief that we hire based on character and subsequently refine skills through training. As the Lead Recruiter, Sophia is responsible for overseeing the entire talent acquisition process. This includes Job Posting and Sourcing, Candidate Screening, Candidate Evaluation & Interviewing, job offers, and facilitates the hiring process.



Martha Gonzalez, Quality Control Officer

SFM Services, Inc.
Office 305.818.2424 x.1715 Fax 305.818.2428
Email qc@sfmtservices.com

Mrs. Gonzalez has 30 years of experience in the janitorial service industry. Prior to joining SFM she was the Manager of Housekeeping operations at Dolphin Mall. Marta is trained in all aspects of the Orange QC web-based quality control software.



Eileen Dominguez, Quality Control Officer

SFM Services, Inc.
Mobile 305.525.9602 Fax 305.818.2428
Email edominguez@sfmtservices.com

Eileen Dominguez, Quality Control Officer has over 30 years of experience in the janitorial 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 an asset to the SFM Team. Eileen is trained in all aspects of the Orange QC web-based quality control software.

6. PROJECT APPROACH

TRANSITION PLAN OVERVIEW

Implementation Lead: Pascale Lopez

Client Name: The City of Hollywood

Start Date: T.B.D.

Purpose:

In order to achieve a seamless transition, SFM implements a Transition Plan tailored to meet its client’s needs. SFM’s overall transition plan for each site will be the same. The only variance is the staffing plan and equipment plan. The purpose of this process is to ensure a seamless integration contract startup. 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.
2. Identify key resources for transition tasks and proposed operating model.
3. Create accountability for transition team members.
4. Host initial transition meeting with client representatives and SFM executive management team.
5. Create a base of communication and expected protocols between SFM and client.
6. On time job start and successful service implementation.

60 Day Transition Timeline

Transition Task	Weeks before Start Date							
	-8	-7	-6	-5	-4	-3	-2	-1
Development of Contract Profile								
Mobilization of Transition Task Force								
Recruitment of Personnel								
Candidate Interviews								
Background Checks								
Employment Offers								
Site Surveys								
Uniforms and Equipment ordered								
Key Personnel Training								
New Hire Training								
Development of Master Schedule and Assignments								
Uniforms and Equipment issued								
Equipment and forms placed on site								
On-Site Training								
Contract compliance and quality control (weekly status calls & meetings)								

EMERGENCY REPOSE

SFM has over 40 years of dealing with emergency situations across all industry types. We are valued business partners to first responders (City of Miami Beach), critical healthcare institutions (Broward Health, Baptist), government agencies (Miami International Airport) and fully understand the importance of having robust business continuity plans, business resumption plans, and disaster recovery plans. We constantly perform Business Impact Analysis (BIA) and perform tabletop exercises both internally and with clients to game plan certain events and how we will support clients.

SFM is a 24x7x365 operation. For emergency situations, we will work with clients to discuss different scenarios but in general we operate in the following manner:

- We follow Standard Operating Procedures for Emergencies
- All Supervisors and Managers have mobile phones, laptops, and air cards for full connectivity.
- Dedicated Contract Managers are always on call.
- Call Trees (SFM and Client) are provided for any necessary escalations.
- Supervisors have Company Cars & Corporate Cards for any emergency purchases.
- Supervisors have access to SFM warehouse to deploy emergency equipment, tools (blowers, dehumidifiers, etc.)
- SFM utilizes Microsoft Teams for any emergency conference meetings.
- Vendor relationships have been established for any 3rd party needs.
- SFM Executive Leadership is ALWAYS on call

The City of Hollywood will have access to SFM's Management and Executive Leadership 24x7x365. SFM will respond to an emergency situation within the hour of notification.

Primary Point of Contact

Account Manager

Phone: T.B.D Email: T.B.D



SFM Janitorial Manager

PASCALE LOPEZ

Ph.: 786.663.2248 E-mail: plopez@sfmservices.com