



C&L ASSOCIATES

NAI TALCOR
RFP 18-02 JANITORIAL SERVICES
INNOVATION PARK
JULY 02, 2018

CONTACT PERSON:

Lexis Shutes 850.228.3754 or 850.216.2536

CLASSOCIATES@NETTALLY.COM

2915 E Park Avenue
Tallahassee, FL 32301

RECEIVED
7.7.18 PB

“Maintaining Your Investment ~ One Building at a Time”

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SCOPE OF SERVICE

C&L Associates of Tallahassee, Inc., is proud to be a Florida based corporation that has been in business for over twenty years. We practice a consistent hands-on, hands-in approach to management. This allows us to properly assess the uniqueness of each new contract by working out the details of all the specifications at a management level. We then have the ability to effectively communicate clear expectations to our team. Simply put, C&L does not have multiple layers of management to hinder the effective operation of our cleaning process.

Each facility serviced by C&L is personally and precisely transitioned by the General Manager, and Owner of the corporation. Specifically, the general manager acts as site manager for the first 3 to 6 weeks of service. After this initial assessment period we then determine the site manager best suited to carry out the contract specifications set forth for each specific facility. In addition to the site manager there will also be two additional supervisors with very specific roles. Our supervisors are seasoned veterans. They each have several years of cleaning experience but most importantly they are trained to execute their tasks in a professional, safe manner each time. C&L practices team cleaning as opposed to zone cleaning. This further ensures the supervisors ability to monitor the performance and execution of each employee.

With a significant emphasis placed on safety, each team member participates in detailed training sessions to learn about their assigned tasks, as well as how to properly handle and maintain equipment and chemicals. Each member is coached on maintaining appropriate stock levels in order to control costs and yet provide adequate supplies. We believe training plays a vital role in effective management.

Another advantage to being locally owned and operated is that we can absolutely consistently provide the best quality cleaning service in the Capital City. When our customers have a problem they communicate directly with the owners. In return our customers get an immediate response instead of waiting for a request to make its way up the chain.

Yes, C&L's management approach is unique in itself but as you will find in your review, it has proven effective with every client we serve. Therefore, we don't compete for every job that becomes available. Instead we carefully choose the businesses and organizations that we wish to partner with and hope they will feel the same. By doing so we consistently provide high quality service at an affordable price.

STAFFING

The table below reflects the proposed assigned staffing for the Leon County Research and Development Authority - Innovation Park facilities. Indicated are the number of persons in each position, the time of day they begin and end their respective work shifts, and the total hours per day.

Position	Number	Begin Time	End Time	Hours/Day
Custodial – Night	3 night	5:30 p.m.	9:30 p.m.	12/5
Supervisors - Night	1 night	5:30 p.m.	9:30 p.m.	4/5
Site Manager	1 night	5:30 p.m.	9:30 p.m.	4/5
TOTAL Employees	5			
TOTAL HOURS	20.0 Day	100.0 week	400.0 month	

PROCESS AND CLEANING PLAN

Provided below is a description of how our company proposes to perform cleaning services for the Leon County Research and Development Authority - Innovation Park facilities, so that we may offer quality service.

1. Night Office Cleaning

Night office cleaning will be performed from 5:30 p.m. until 9:30 p.m., Monday through Friday. Three (3) night custodians and one (1) supervisor will be assigned to these facilities located at Innovation Park. Night custodian duties include, but are not limited to: vacuuming, detail cleaning, sanitizing and stocking the restrooms, office cleaning, sanitizing the break areas and maintaining hard floors. Vacuuming staff will be responsible for vacuuming carpeted areas to remove dirt, paper, etc., from offices and common areas. Trash personnel will empty all trash receptacles, clean inside receptacle and replace liners, as needed. The site manager will ensure proper segregation of recycled and non-recycled trash. Damp mopping floors will be the responsibility of the night crew, in addition to dust mopping. Dusting personnel will wipe and dust baseboards, chairs, chair rails, clean metal, porcelain and tile surfaces to ensure a polished and shined appearance. The night custodians will work as 1 crew starting on the North end of the Building working their way down to each building. The crew will be provided a copy of the "Scope of Work " in addition to a checklist, which will be incorporated with the nightly inspection. Two employees will be assigned exclusively to the restrooms. Their sole responsibility is to detail clean and restock all restrooms, nightly.

2. Common Area Cleaning

The on-site supervisors will be held responsible for ensuring that the overall common area cleaning of the building conforms to facility specifications. Monitoring and supervision of the building is the responsibility of the supervisors, as well as ensuring that the scope of work for this contract is completed on a daily basis. Additionally, a nightly inspection will serve as our quality control mechanism.

3. Rest Room Cleaning

Completion of the daily inspection checklist will be performed by the site supervisor. Corrective measures, if any, will be taken at that time. The project manager will also conduct routine inspections.

The night staff will perform all restroom cleaning. This includes; mopping, dusting, restocking supplies, emptying waste receptacles, wiping down mirrors and counter tops, sanitizing toilets and urinals, and most importantly ensuring the restrooms are kept clean and in accordance with facility specifications. All these responsibilities will comply with the lights off schedule. The night supervisors are responsible for completing the restroom quality control form.

4. Hard Floor Maintenance

Restrooms, and break rooms will be staffed with a crew who will be designated the responsibility of scrubbing and mopping the floors. This designation will be assigned and monitored by the onsite supervisor.

Restroom floors will be wiped over with a wet mop each night and machine cleaned on an as requested. The floor crew and project manager will handle this function.

Maintenance of all VCT floors will be in accordance with the specifications set forth.

5. Carpet Maintenance

To ensure a neat and clean appearance at all times; site supervisors will inspect daily. Spot cleaning will be performed routinely on an as needed basis.

Heavy traffic areas will be extracted as requested. Carpets will be free of any dirt, dust, lint, stain or foreign matter.

6. Special Cleaning

Special detail work such as stripping, waxing and buffing will be performed on the weekends and possibly some holidays. However, all such activities will be coordinated through the Contract Manager. This process should also include carpet cleaning requests.

7. Recycling Office Paper and Co-Mingle (cans/bottles)

C&L Associates will make a significant effort to comply with the current procedures used for recycling so as not to disrupt the employees current arrangement.

8. Window and Blind Cleaning

All interior glass and mirrors will be wiped clean to remove all; fingerprints, smears, smudges, spots and stains. This task will be monitored by the night supervisors. All glass and metal surfaces of building entrance/exit doors will be maintained.

10. Dusting

All horizontal and vertical surfaces, as indicated in bid specifications will be dusted to remove all lint, litter, dry soil, etc from surface. This includes both low reach areas and high reach areas.

QUALIFICATIONS

C&L Associates of Tallahassee Inc. has been providing janitorial services to Innovation Park for over seven years now. In doing so, the corporation has had the opportunity to assess and allocate our resources throughout the building to give the most qualitative results possible. When evaluating qualifications there is no doubt LCRDA will have many janitorial businesses who meet the minimum qualifications. C&L Associates of Tallahassee has a proven demonstration of exceeding these qualifications to clean and service the LCRDA facilities. During this time C&L has earned a reputation for maintaining highly ethical businesses practices. Having always retained more than the required insurance and bonding; never once lapsing in coverage or presenting contractual risks to our clients. Additionally, C&L Associates is very proud to say we have been under contract in the community of Leon County for over twenty years. It is important to note that throughout this time period C&L has serviced every building outlined in this RFP.

C&L Associates of Tallahassee, Inc, has actively been engaged in the commercial cleaning business for twenty years with a combined thirty years of experience. The quality and expertise exhibited by our company has proven essential to the growth of the business, as well as the ability to respond to and meet the needs of our customers. C&L is proud of the work we have provided our community. We take great pride in knowing that we are servicing our community, facilities in which our neighbors and friends visit daily. Therefore, we are constantly striving to provide the best service possible. We are honored to have the potential opportunity to continue our partnership with the LCRDA.

We have a wide array of current and past project experience ranging from the very prestigious high security Florida Supreme Court Building to financial institutions, as well as some unique sites that require strict sanitizing such as day care facilities, schools and medical offices. In addition to Innovation Park, C&L Associates is currently under contract for an additional one million plus square footage, encompassing a 50-mile radius. Each of which has its own unique cleaning challenges. For example, many are accessed by the general public on a daily basis or require stricter sanitizing requirements such as medical/health facilities. Our ability to effectively manage our business operations has been consistently demonstrated in the dedication we have shown our clients. As our record will reflect, we have a 98% success rate on a daily basis. More importantly, we have never lost a contract due to unsatisfactory job performance. In fact, the following reference list includes current contracts in which we welcome an opportunity for an inquiry regarding our reputation. We at C&L Associates feel confident that you will receive positive feedback.

In order that we maintain our high ethical and professional standards, C&L Associates has very thorough administrative policies in place. C&L Associates promotes the hiring of individuals without regard to age, race, color, sex, religious creed, national origin, political opinions or affiliations, marital status or disability. Additionally, as reflected in our recruitment policy we have selection criteria and hiring procedures in place so that we may offer our best suited employees to perform the scope of work outlined in this contract. Furthermore, we have very strict policies regarding Violence in the Workplace, Sexual Harassment, Discrimination and a Drug-Free Workplace.

EXPERIENCE

When it comes to evaluating experience, we believe our commitment to Leon County and Talcor is what sets us apart from the competition. Most businesses can maintain short term responsibility but it takes loyalty and hard earned experience to partner for the long haul. The commercial cleaning business is very challenging. However, there are occasions when a trash can is missed, a dispenser is not filled or an area is not vacuumed. As our record will reflect, upon close review of the magnitude of square footage and occupants combined with general public access of the current and past project experience of our company, C&L's quality control mechanisms cannot be beat. This experience combined with hands on management produces an extremely low complaint intake.

We believe our past contract experience with the LCRDA, and Talcor; make us the most experienced and qualified contractor to execute the specifications outlined in this RFP. We diligently do our part to handle issues as they arise and in most instances without unnecessarily involving our tenant's personnel. C&L goes above and beyond every day to complete all specifications. Often times dealing with unsanitary situations the average person could not tolerate. Our employees are the heartbeat of our company and our success is dependent upon their personal desire to service the facility they are assigned. Employee turnover is common in the janitorial business however, C&L Associates does what it takes to retain good employees. Several of our employees have been with us for eighteen plus years. Their dedication and personal attention to the tenants they serve cannot be matched.

C&L ASSOCIATES OF TALLAHASSEE, INC.
Reference List

City Centre Building	227 N Bronough Str. Tallahassee, FL 32301	Lori Campbell 850.224.2300 ext 23 lori@talcot.com
Leon County Courthouse & Facilities	301 South Monroe St. Tallahassee, FL 32301	Shelley Cason 850-606-5012 casons@leoncountyfl.gov
Dept. of Environmental Regulation- Lab	2600 Blair Stone Rd, Tallahassee, FL 32399	Sara Armour 850-245-8060 sara.armour@dep.state.fl.us
First Commerce Credit Unions	2073 Summit Lake Dr, Tallahassee, FL 32317	Jan Sheffield 850-488-0035 x 3550 jsheffield@firstcommercecu.org
Envision Credit Unions	440 N Monroe St, Tallahassee, FL 32301	Bill Enfinger 850-942-9000 x 1004 benfinger@envisioncu.com

*** All five references provided are current clients of C&L Associates of Tallahassee, Inc.**

PROPOSAL FORM

Janitorial Services
At Innovation Park

Place: Leon County R&D Authority
1736 W. Paul Dirac Drive
Tallahassee, FL 32310
Due Date: July 2, 2018 at 1:00 PM

Proposal of _____ hereinafter-called
PROPOSER, a corporation organized and existing under the laws of the State of
_____, or, a partnership, a company, or an individual doing business as _____
_____.

To the Leon County Research and Development Authority, hereinafter referred to as
“Authority”.

The PROPOSER, in compliance with the request for proposals for Janitorial Services,
having examined the specifications with related documents and the sites of the proposed work,
and being familiar with all of the conditions of the proposed work, including the availability of
materials and labor, hereby proposes to furnish all labor, material and supplies and at the prices
shown in the attached Price Schedule. These prices are to cover all expenses incurred in
performing the work required under the proposal documents, of which this proposal is a part.
These prices are firm and shall not be subject to adjustment provided this Proposal is accepted
within ninety (90) days after the time set for receipt of proposals.

PROPOSER hereby agrees to commence work under this contract on or before a date to
be specified in a written “Notice to Proceed” to be issued by the Authority.

PROPOSER agrees to perform all work for which he contracts as described in the
specifications for the unit prices shown on the attached Price Schedule.

Upon receipt of the Notice of Award, PROPOSER will execute the formal contract
attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the proposal
as principal or principals are named herein, and that no other persons or firms than are herein
mentioned have any interest in this Proposal or in the contract to be entered into; that this
proposal is made without connection with any other person, company, or parties likewise
submitting a proposal; and that it is in all respects for and in good faith, without collusion or
fraud.

DEVIATIONS FROM SPECIFICATIONS IF ANY:

RFP Number 18-02: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 2, 2018 @ 1:00 p.m.

I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

COMPANY: C & L Associates AGENT NAME: _____

ADDRESS: 2915 E. Park Avenue

CITY: Tallahassee STATE: FL ZIP CODE: 32301

TELEPHONE: 850.228.3754 TELEFAX: 850.216.2536

FEDERAL ID#: 59-3642305 AND/OR SOCIAL SECURITY #: _____

Respectfully submitted,

Attest:

By: _____

Print Name _____

Date _____

By: _____

Print Name _____

Title _____

ATTACHMENT 2

PRICE SCHEDULE

The PROPOSER, in compliance with the request for proposals for the **JANITORIAL SERVICES**, having examined the scope of work and written specifications, hereby proposes to furnish **JANITORIAL SERVICES** for the following unit prices.

COST OF BASIC SERVICES

	PROPERTY NAME	PROPERTY ADDRESS	PRICE PER SQUARE FEET/ MONTH	CLEAN-ABLE SQUARE FEET (AS OF 6/30/15)	TOTAL COST PER MONTH	TOTAL COST PER YEAR
1	Morgan	2035 E Paul Dirac Dr	\$.08	22,707	\$ 1,816.56	\$ 21,798.72
2	Johnson	2035 E Paul Dirac Dr	\$.08	27,294	\$ 2,183.52	\$ 26,202.24
3	Collins	2051 E Paul Dirac Dr	\$.08	4,269	\$ 341.52	\$ 4,098.24
4	Knight	1736 W Paul Dirac Dr	\$.08	2,632	\$ 210.56	\$ 2,526.72
Total			\$.08	56,902	\$ 4,552.16	\$ 54,625.92

Proposed annual % increase for additional option years 2 & 3: _____%
year 2 = .085
year 3 = .09

Carpet Cleaning and Resilient Floor Refinishing

Carpet cleaning and resilient floor refinishing shall be quoted at the time service is requested, and the Authority may elect to contract with another provider for these services.

The above unit prices listed in the Price Schedule shall include all labor, materials, removal, overhead, profit, insurance, and any other cost necessary to cover the finished work of the several kinds called for.

PROPOSER agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.

Respectfully submitted,

By: Lexis M. Shutes
Signature


Lexis M Shutes
Print Name

V. Pres.
Print Title

ATTACHMENT 3

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT


1. The Proposer hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Proposer agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: 
Title: V. Pres.
Proposer: C & L Associates
Address: 2915 E. PARK AVENUE / Tall. FL.

ATTACHMENT 4

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

- 1) The Proposer certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the Proposer is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this Proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature



Title



Proposer's name



Address

ATTACHMENT 5
AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

The Authority will not intentionally award Authority contracts to any Proposer who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act).

The Authority may consider the employment by any Proposer of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Proposer of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by the Authority.**

RESPONDENT ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: C & L Associates

Signature: [Signature] Title: V. Pres

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 2 day of July, 2018

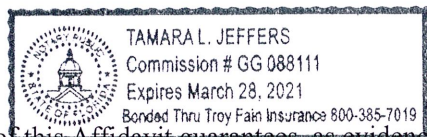
Personally known _____

OR Produced identification ✓

Florida Driver License
(Type of identification)

[Signature]
NOTARY PUBLIC
Notary Public - State of Florida

My commission expires: 03/28/2021



Printed, typed, or stamped
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**THE AUTHORITY RESERVES THE RIGHT TO REQUEST SUPPORTING
DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

ATTACHMENT 6
INSURANCE CERTIFICATION FORM

To indicate that Proposer understands and is able to comply with the required insurance, as stated in the RFP document, the Proposer shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

1. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

☒ YES ☐ No

Commercial General
Liability:

Indicate Best Rating:
Indicate Best Financial Classification:

Automobile Liability:

Indicate Best Rating:
Indicate Best Financial Classification:

2. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

☒ YES ☐ No

Indicate Best Rating:
Indicate Best Financial Classification:

If answer is NO, provide name and address of insurer:

3. Is the Proposer able to obtain the required types and limits of coverage for this RFP, as identified within the solicitation package? Be sure to carefully review and ascertain that the Proposer either has coverage or will place coverage at these or higher levels.

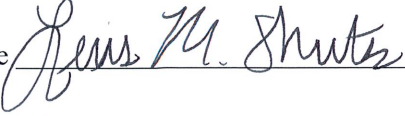
☒ YES ☐ No

Please mark the appropriate box:

Coverage is in place ☒ Coverage will be placed, without exception ☐

RFP Number 18-02: Janitorial Services
Leon County Research and Development Authority
Submission Deadline: July 2, 2018 @ 1:00 p.m.

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Lexis M Shutes Signature 
Typed or Printed
Date 6/29/18 Title C & L Associates
(Company Risk Manager or
Manager with Risk Authority)

ATTACHMENT 7
Drug Free Work Place Form

Drug-Free Work Place: Yes ✓ N/A _____

If **Yes** please complete the form.

The undersigned proposer hereby certifies that C & L Associates
(Name of Business) does:

Publish statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.


Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or novo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.


Proposer's Signature

6/29/18
Date

*This form **must** be completed, signed and returned with your response to fulfill the requirements of this RFP*

ATTACHMENT 8
LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a Local Business. For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the Leon County R&D Authority; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: <u>C & L Associates</u>	
Current Local Address: <u>2915 E. Park Avenue, Tallahassee, FL</u>	Phone: <u>850.228.3754</u> Fax: <u>850.216.2536</u>
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address:	Phone: Fax:

Lexis M. Shute
Signature of Authorized Representative

7/2/18
Date

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me this 2nd day of July, 2018.

By Lexis Shute, Vice President, of C & L Associates,
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a Florida corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)

or has produced Florida Driver License as identification.
(type of identification)

Tamara L. Jeffers
Signature of Notary
Tamara L. Jeffers

Print, Type or Stamp Name of Notary

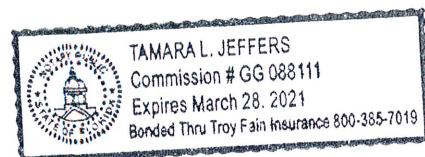
Notary - State of Florida
Title or Rank

GG088111

Serial Number, If Any

**Return Completed form with
supporting documents to:**

**Leon County R&D Authority, Ron Miller
1736 W. Paul Dirac Drive
Tallahassee, Florida 32310**



**Leon County Research and Development Authority (LCRDA) Proposer Registration
Request for Proposals (RFP) Number: 18-02 Janitorial Services**

Distribution of Solicitation Documents – Documents related to the subject RFP are being distributed via the LCRDA's website, <http://innovation-park.com/opportunities/>.

Official Registration - Companies must officially register in order to be placed on the proposer registration list for this solicitation. This list is used for communications to prospective companies.

- To register as a proposer, complete the following information in its entirety and email the completed registration form to Stephanie Shoulet at stephanie@talcor.com.
- Potential respondents to the RFP are responsible for reviewing the complete RFP documents and for collecting all addenda prior to submitting their response. Addenda and revisions will not be forwarded automatically. Potential respondents are advised to check the LCRDA's website periodically and prior to submitting their response.

Name of the Company: C & L Associates of Tallahassee Inc.		
Company's Mailing Address: 310 Egret Marsh Rd		
City: Tallahassee	State: Florida	Zip Code: 32309
Telephone: 850.216.2536	Fax:	E-Mail: classociates@nettally.com
Primary Contact Person for the Company: Lexis Shutes		
Contact Person's Mailing Address: 2915 E. Park Avenue, Unit 5		
City: Tallahassee	State: Florida	Zip Code: 32301
Telephone: 850.228.3754	Fax:	E-Mail: lmshutes@gmail.com

Questions & Answers - Questions concerning the RFP, required submittals, evaluation criteria, response schedule, or selection process, and requests for interpretations or corrections of any or actual or perceived ambiguity, inconsistency or error which the company may discover shall be directed in writing to Stephanie Shoulet. Such written questions and requests shall be: (1) received by Stephanie Shoulet no later than June 21, 2018 at 2:00 p.m. EST; (2) signed by a person authorized to contractually bind such company; and (3) directed to Stephanie Shoulet by the company by e-mail. Answers to such questions will be posted on the LCRDA's website, <http://innovation-park.com/opportunities/>.

Communication Prohibition - Prospective respondents are cautioned not to contact any officials other than Stephanie Shoulet concerning this RFP.

Contact Information for Stephanie Shoulet –

- E-mail: stephanie@talcor.com

**Submit completed registration form to Stephanie Shoulet via email at
stephanie@talcor.com.**