

Title Page

**RFP Number 18-02: Janitorial Services
Leon County Research and Development Authority**

**M&J Cleaning and Lawn Services LLC
Juanita Ross-Dilworth
juross69@yahoo.com
(850) 508-5965 Mobile**

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M&J CLEANING & LAWN SERVICES PROPOSAL FOR CLEANING SERVICES ONLY

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Tab 3 – Approach to Scope of Service

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Approach to Scope of Service

History/Background

Our company prides itself on providing the best cleaning service in Tallahassee. With over 10 years' experience we believe we are the best choice to provide a clean and sanitary environment. We pride ourselves on excellent customer service. We are veteran, and minority owned. We look forward to the opportunity to serve you.

Hours of Work

Offices will be required to be cleaned between 5:30p.m. and 12 midnight, Monday through Friday, unless other hours are agreed to by the Management. Currently there is approximately 21,912 SF at the NWRDC Building

As an optional service, we shall provide a porter to service the Facilities to provide emergency custodial services; monitor, clean and stock restrooms, and other related work, as necessary.

Special Services

a. **Carpet Cleaning and Floor Refinishing**

Upon request, building management may require our company to provide carpet cleaning and floor refinishing services. These services are to be submitted by written request either paper or electronically submitted.

b. **Special or Unusual Conditions**

Occasionally a special event or unusual condition may arise. This may be requested by written or electronic submission to expedite and ensure a timely response.

c. **Emergency Services**

Emergency Services will be provided at an agreed upon rate outside normal working hours.

Materials and Supplies

M & J will provide all cleaning materials, supplies, and equipment necessary for the proper performance of the janitorial service of all contracted buildings. Supplies and materials include, but are not limited to, brooms, brushes, dust cloths, microfiber mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents,

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disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish, and any other compounds necessary to properly maintain the premises. M&J shall supply plastic bags and liners, including bags for sanitary disposal receptacles and wastebaskets. Environmentally Preferable Cleaning Products are to be used during the entire term of the contract.

Cleaning Services- (not limited to)- Daily

1. Sweep/Mop/Vacuum Floors.
2. Dust all lobby furniture.
3. Clean lobby glass.
4. Keep janitor's closets in neat and orderly condition.
5. Spot polish any metal fixtures or surfaces.
6. Refill all paper products and soap dispensers.
7. Empty trash and sanitary napkin receptacles and replace liners.
8. Sweep and wet mop floors with disinfectant.
9. Scour, wash and clean urinals, toilet seats (both sides) and toilets with a disinfectant, using manufacturer's recommended amount of bowl cleaner,
10. Wipe down stalls, tile walls and partitions with a disinfectant.
11. Dust partition tops.
12. Clean doors and door jambs.
13. Clean sink basins, mirrors and chrome.
14. Report any plumbing or mechanical equipment deficiencies to management.
15. Clean windows as needed.
16. Clean carpet spots as needed.
17. Day porter service to check bathrooms cleanliness and stock between the hours of 10AM and 2PM.

Weekly

1. Dust all horizontal surfaces.
2. Thoroughly vacuum entire office areas.

Monthly

1. Clean/dust baseboards
2. Detail Door Frames

Annually

1. Clean all carpeted areas.
2. Perform a strip and wax of all tiled flooring

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Janitorial Services Schedule

AREA REQUIREMENTS	WEEKLY	MONTHLY	ANNUALLY	SPECIAL REQUIREMENTS / NOTES	Sun	Mon	Tue	Wed	Thu	Fri	Sat
BUILDING ENTRANCES, LOBBY, ENTRYWAYS & STAIRWELLS (if applicable)											
Empty all trash / replace liners	5x					X	X	X	X	X	
Dust all lobby furniture	5x					X	X	X	X	X	
Clean lobby glass	5x					X	X	X	X	X	
Maintain debris free entries	5x					X	X	X	X	X	
Vacuum carpeted areas / mats	5x					X	X	X	X	X	
Spot Polish any metal fixtures or sur	5x					X	X	X	X	X	
Dustmop and Dampmop hard floors with the appropriate method for the surface	5x					X	X	X	X	X	
Wipe down doorknobs	5x					X	X	X	X	X	
Spot clean walls / doors / carpets	5x					X	X	X	X	X	
Clean walls, doors, frames, switches, baseboards, high and low dust		1x						X			
RESTROOMS											
Empty all trash / replace liners	5x					X	X	X	X	X	

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Clean / disinfect counters	5x					X	X	X	X	X	
Clean / disinfect all fixtures	5x					X	X	X	X	X	
Clean / disinfect all basins	5x					X	X	X	X	X	
Clean / shine mirrors	5x					X	X	X	X	X	
Scour, wash, clean and disinfect urinals, toilet seats and toilets	5x					X	X	X	X	X	
Clean / fill all dispensers	5x					X	X	X	X	X	
Sweep & mop floors	5x					X	X	X	X	X	
Dust all horizontal surfaces	5x					X	X	X	X	X	
Spot clean walls and partitions	5x					X	X	X	X	X	
Spot clean doors, frames, switches		1x				X					
Dust vent covers and light fixtures	1x					X	X	X	X	X	
Clean baseboards high and low dust		1x							X		
Dustmop and Dampmop hard floors with the appropriate method for the surface	5x					X	X	X	X	X	
TENANT OFFICE AREAS											
Empty all trash / replace liners	5x					X	X	X	X	X	
Dust furniture without moving files or paperwork	5x					X	X	X	X	X	

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Dust horizontal surfaces	5x					X	X	X	X	X	
Vacuum carpet traffic areas and spot clean as needed	5x					X	X	X	X	X	
Sweep floors and mop with appropriate method for the surface	5x					X	X	X	X	X	
Properly arrange office furniture	5x					X	X	X	X	X	
Spot clean all glass	5x					X	X	X	X	X	
Remove all fingerprints and smudges from doors and light switches	5x					X	X	X	X	X	
Secure doors & turn off lights	5x					X	X	X	X	X	
Dust vent covers and blinds		1x					X				
Detail vacuum corners / edges		1x							X		
Clean baseboards high and low dust		1x							X		
KITCHEN / BREAKROOMS											
Empty trash & replace liners	5x					X	X	X	X	X	
Clean / disinfect counters and sinks	5x					X	X	X	X	X	
Empty & clean coffee maker	5x					X	X	X	X	X	
Sweep & mop floors	5x					X	X	X	X	X	
Clean tables & chairs	5x					X	X	X	X	X	

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Wipe exterior of cabinets	5x					X	X	X	X	X	
Dust Horizontal Surfaces	5x					X	X	X	X	X	
Clean and refill dispensers	5x			Breakroom supplies provided by tenant / building		X	X	X	X	X	
Dust vent covers and blinds		1x					X				
Clean walls doors, frames, switches, baseboards		1x				X					
High and low dust		1x				X					
ELEVATORS (IF APPLICABLE)											
Clean Elevator doors and walls (exterior and interior)	5x					X	X	X	X	X	
Vacuum spot clean carpet or floor	5x					X	X	X	X	X	
DAILY PORTER SERVICE											
Check bathroom cleanliness and stock supplies				Hourly rate of \$8.50 / hr M-F 10AM - 2PM		X	X	X	X	X	
JANITORIAL CLOSET											
Organize and Maintain	5x					X	X	X	X	X	
FLOORS											
Steam Clean Carpet			1x								
Clean tile and grout			1x								
Strip / wax tiled floors			1x								
 											
 											

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Janitorial Services Pricing

Janitorial RFP Pricing Sheet	Area	Price / sq. ft.	Price / Month	LCRDA RFP 2018
Morgan	22,707 sq.ft.	\$.075	\$1,703.03	\$20,436.36
Johnson	27,294 sq.ft.	\$.075	\$2,047.05	\$24,564.60
Collins	4,269 sq.ft.	\$.075	\$320.18	\$3,842.16
Knight	2,632 sq.ft.	\$.075	\$197.40	\$2,368.80
Total Monthly/Annually Janitorial (\$.07 per square foot)	56,902 sq ft		4,267.66	\$51,211.92 (Annually)
Day Porter Monthly rate for 4 hours daily (\$8.50/ hr)				\$708.33 (\$8,500 per year)
Carpet Cleaning (\$.085 per square foot)				<u>Priced upon request</u>
Floor strip/ wax (\$.25 per square foot)				<u>Priced upon request</u>
TOTAL BID				\$51,920.25 for one full year
PRICING FOR ADDITIONAL SERVICES				
Carpet cleaning				\$.085 per square foot
Floors Strip and Wax				\$.25 per square foot
Windows Interior				\$6 per pane
Windows Exterior				\$5 per pane
Refrigerator cleaning				\$75
Additional Cleaning (not in contract)				\$10 / hr
Emergency Rate				\$20 / hr

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Submitted by:				
M & J Cleaning and Lawn Services				

Tab 4 – Qualifications

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QUALIFICATIONS

- Registered State of Florida business owner/vendor
- Secured 3 federal contracts in the past 3 years
- Minority female owned business owner/ 28 year veteran co-ownership
- Operational Process Analysis; Strategic Planning and Leadership; Productivity and Efficiency Improvement; Project Planning/Execution; Customer Satisfaction; Process Redesign; Total Quality Management; Continuous Improvement of Operational Processes/Standards; Cross- Functional Team Leadership; Revenue Goal/Growth Attainment; Negotiation, Persuasion, and Communication; Training and Leadership Development; Problem Solving; Decision Making
- Total combined years of experience cleaning is 15 plus years
- Recent secured vendor contract with Florida State University Northwest Regional Data Center.

Tab 5 – Experience

MICHAEL DILWORTH

5201 Village Way Tallahassee, FL · 850-508-5965
Juross69@yahoo.com

Skilled cleaning owner with over a combined 10 plus years of experience overseeing cleaning staff and maintaining high standards of quality. Cleaning staff of 22 at facility of over 60 rooms and residencies. Skilled in maintaining balance of quality and productivity among staff while ensuring that all standards for cleanliness are met and exceeded in staff practices. Worked with senior management to develop new practices as necessary and continually strategize improvement among cleaning practices.

EXPERIENCE

2007 – CURRENT

SUPERVISOR, C&L CLEANING SERVICES

Worked alongside cleaning staff to keep facilities clean and handle special clients who needed additional service.

Trained and supervised all new hires and existing staff in correct cleaning procedures and compliance with corporate regulations.

Received and resolved any items of concern which were raised by clients or cleaning staff internally.

2015-CURRENT

SUBCONTRACTOR, PROGRESSIVE ENTERPRISES, LLC

Swept, vacuumed, and mopped all floor surfaces of the house, properly.

Moved, cleaned, and rearranged the household furniture, as required.

Dusted and wiped all lighting fixtures, shelves, and windowsills of the house.

Washed and disinfected all washroom fixtures, toilets, and surfaces.

Used appropriate cleaning procedures and utilized effective cleaning products, efficiently.

Executed all housecleaning tasks according to established cleanliness standards.

EDUCATION

6/1983

HIGH SCHOOL DIPLOMA, SHANKS HIGH SCHOOL QUINCY, FL

SKILLS

- Highly refined attention to detail and cleanliness.

- Adept at meeting and responding to client expectations.
- Proficient in various management approaches.
- Excellent spoken and written communication skills.
- Able to motivate team and maintain high standards.

Michael Douglas Dilworth

5201 Village Way ♦ Tallahassee, FL 32303 ♦ (850) 508-5965 ♦ m&jdilworth@yahoo.com

Military Police Officer

OVER 25+ YEARS OF TRANSFERRABLE EXPERIENCE

SCI Security Clearance

Military police protect the lives and property on Army installations by enforcing military laws and regulations. They also control traffic, prevent crime and respond to all emergencies. Resourceful Intelligence leader with expertise supporting national/international large-scale security operations. Provide leadership vision and direction in the areas of antiterrorism, force protection, and information security. Proven ability to identify substandard security programs and quickly bring them into strict compliance.

ADDITIONAL STRENGTHS AND COMPETENCIES

Operations Management ♦ Intelligence ♦ Security Assessment

Leadership ♦ Training ♦ Planning ♦ Homeland Security ♦ Security Administration

Process Improvement ♦ Resource Allocation ♦ Administration ♦ Research ♦ Complex Problem Solving

PERFORMANCE HIGHLIGHTS

- ⌚ **PERSONNEL SECURITY:** Provided workable and proven solutions to protect personnel and property in various operating environments. Researched various databases and programs to obtain personnel security and other pertinent information. Demonstrated strong analytical abilities with attention to detail and ability to work effectively and efficiently in a fast-paced environment.
- ⌚ **PHYSICAL SECURITY:** Implemented measures to maintain optimal security for personnel and property. Performed security assessments, identified risk exposures, and provided counsel to customers on security policy and practices resulted in zero security breaches to include data, equipment, and classified documents.
- ⌚ **RISK MANAGEMENT:** Executed security and risk assessments and mitigation strategies; developed and planned hundreds of security assessments for a wide variety of environments, and suggested policy opportunities, mitigation strategies and security countermeasures. Collaborated with wide number of intelligence and security providers to ensure adequate protection for soldiers.

TRAINING

- ⌚ Basic warrior skills and use of firearms
- ⌚ Military/civil laws and jurisdiction
- ⌚ Investigating and collecting evidence
- ⌚ Traffic and crowd control
- ⌚ Arrest and restraint of suspects

PROFESSIONAL WORK HISTORY

UNITED STATES ARMY, VARIOUS GLOBAL LOCATIONS

Military Police Officer (2003-2012)

Administration (Personnel) (1985-2003)

PROFESSIONAL DEVELOPMENT

Special Operations Sniper

Weapons Training

Battfield Survival Training

Parachutist Badge

JUANITA ROSS- DILWORTH

5201 Village Way Tallahassee, FL · 850-508-5965

Juross69@yahoo.com

Substantial experience (7 years) of performing residential cleaning and commercial cleaning (5 years). Extensive knowledge of floor, equipment, and surface cleaning methods and procedures; Operational knowledge of a variety of cleaning chemicals and equipment; Familiarity with safety measures, cleanliness standards, and customer service; Ability to read and understand cleaning product labels and written instructions; Ability to handle and resolve all service related issues of customers, efficiently. Clients include USDA, BIG BEND HABITAT FOR HUMANITY, TALLAHASSEE AIR TRAFFIC CONTROL, JACOB CHAPEL BAPTIST CHURCH, WHITFIELD CHIROPRACTIC and other various clients.

EXPERIENCE

2013- CURRENT

OWNER, M&J CLEANING SERVICES

- Interact with clients directly to understand their needs and get a clear idea of the cleaning services they require.
- Manage all scheduling, staffing, and hiring or cleaning associates to ensure that personnel are highly skilled and competent.
- Maintain high standard of results that clients and corporate alike can rely on for exemplary cleanliness.

2015-CURRENT

SUBCONTRACTOR, PROGRESSIVE ENTERPRISES, LLC

Swept, vacuumed, and mopped all floor surfaces of the house, properly.
Moved, cleaned, and rearranged the household furniture, as required.
Dusted and wiped all lighting fixtures, shelves, and windowsills of the house.
Washed and disinfected all washroom fixtures, toilets, and surfaces.
Used appropriate cleaning procedures and utilized effective cleaning products, efficiently.
Executed all housecleaning tasks according to established cleanliness standards.
Mixed and used appropriate amount of cleaning products, in an effective manner.
Complied with all given job instructions and maintained established cleanliness standards.
Worked alongside cleaning staff to keep facilities clean and handle special clients who needed additional service.
Trained and supervised all new hires and existing staff in correct cleaning procedures and compliance with corporate regulations.
Received and resolved any items of concern which were raised by clients or cleaning staff internally.

EDUCATION

08/02-08/04

MASTERS OF SCIENCE, FLORIDA A&M UNIVERSITY TALLAHASSEE, FL

01/00-08/02

BACHELORS OF SCIENCE, FLORIDA A&M UNIVERSITY TALLAHASSEE, FL

12/98-12/00

ASSOCIATES OF ARTS, KEISER UNIVERSITY TALLAHASSEE, FL

SKILLS

- Highly refined attention to detail and cleanliness.
- Adept at meeting and responding to client expectations.
- Proficient in various management approaches.
- Excellent spoken and written communication skills.
- Able to motivate team and maintain high standards.

Juanita Ross-Dilworth

5201 Village Way

Tallahassee, FL 32303

Telephone: (850)508-5965/ email: juross69@yahoo.com

PROFESSIONAL SUMMARY

A resourceful, creative, **GRANT WRITER** with 6+ years' experience in similar capacity; effective communicational and PR management skills. Assets include: proposal development, client communication and targeted fundraising within allotted timelines; Track record of writing grant proposals, reports, and associated correspondence for organizations.

EXPERTISE INCLUDES:

Operational Process Analysis ◊ Strategic Planning and Leadership ◊ Productivity and Efficiency Improvement ◊ Project Planning/Execution ◊ Customer Satisfaction ◊ Process Redesign ◊ Total Quality Management ◊ Continuous Improvement of Operational Processes/Standards ◊ Cross-Functional Team Leadership ◊ Revenue Goal/Growth Attainment ◊ Negotiation, Persuasion, and Communication ◊ Training and Leadership Development ◊ Problem Solving ◊ Decision Making ◊

WORK EXPERIENCE

Tallahassee Community College, Tallahassee, FL

02/16-Present

Contracts and Grants Coordinator

Key Responsibilities:

- Review grant budgets ensuring funds are available for new and established positions
- Review contracts, grants and amendments for accurate documentation
- Prepare annual renewal employee contracts for grants; review revised contracts for salary raises to ensure the availability of funds
- Serve as the liaison between the College and the Department of Transportation (DOT) in coordinating all aspects of new and/or renewing contracts and grants
- Prepare the board agenda items for DOT contracts and grants on a monthly basis if required
- Schedule orientation meetings with new contracts/ and grants project directors and budget managers
- Provide fiscal management and support for state, federal and private contracts and grants
- Prepare financial reports and requested payments required by the sponsoring agencies.
- Record and maintained account receivables for each award and monitored agency payment for accuracy.
- Prepare all required award financial reports and invoices in a timely manner; monthly, quarterly and annually.
- Ensure all outstanding obligations were resolved prior to award close-out.
- Provide project/grant directors & staff guidance with award budgets, expenditures, and compliance issues related to their awards as needed.

Big Bend Habitat for Humanity, Tallahassee, FL

10/06 – 01/15

Program Director/Grant Administrator

Key Responsibilities:

- Secured valuable funds in over 3 million in funds for various projects utilizing unparalleled persuasive skills
- Tracked implementation of standard Federal grants through reviewing and monitoring submissions of semi-annual, final, and financial reports.
- Analyzed budget plans to ensure funds were spent-down efficiently and in-line with terms and agreements.
- Served as a resource by referencing Federal compliance with laws, policies, and procedures when communicating with grant Project Directors/Principle Investigators.

- Reviewed grant reports for content and substance to ensure goals were written in measurable terms and provided a complete overview of grant activities.
- Created and supervised programs and planned and launched fundraising events to support programs.
- Devised budgets and ensured the budget is adhered to throughout fiscal year.
- Reached out to community for volunteers and support; established positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Negotiated contracts with contractors, vendors, city & state government.

Florida A&M University, Tallahassee, FL

01/2011 – 05/2014

Adjunct Professor-School of Allied Health Sciences

Key Responsibilities:

- Taught material from approved curriculum and develops daily lesson plans to include instructional aids.
- Participated in school retention initiatives by providing regular, accurate, and timely feedback to students and the school concerning academics, behavior, attendance, etc.
- Motivated students to actively participate in all aspects of the educational process.
- Completed professional development and in-service activities in accordance with college standards.
- Maintained expertise in subject area and recommended improvements in curriculum design.
- When possible, participated in core course academic support programs, certification programs, and student professional associations.

Keiser University, Tallahassee, FL

01/07-08/13

Adjunct Professor- Health Care Administration

Major Responsibilities:

- Provided objective and subjective feedback regarding student performance.
- Advised students regarding academic matters to improve successful course completion.
- Communicated proactively with campus administration regarding student performance.
- Submitted lesson plans for each class; attend in-service trainings and attend weekly meetings with the department chair.
- Motivated and encourage students with career selection and course selection.
- Promoted an environment that supported student learning; worked and communicated effectively with a diverse student population; communicated effectively verbally and in writing; and maintained detailed records and reports.

State of Florida, Agency for Health Care Administration, Tallahassee, FL 11/03 – 04/2005

Medicaid Investigator

Major Responsibilities:

- Planned, organized, and conducted preliminary and full-scale abuse investigations, utilizing specialized software such as, Florida Medicaid Management Information System, Fraud Abuse Case Tracking System, and Cold Unite.
- Managed assigned caseload to ensure suspected fraudulent and abusive activities are investigated referred and identified overpayments for recovery.
- Recommended administrative remedies and referrals for criminal investigations; maintained up to date knowledge of pertinent statues, administrative rules, and investigation methodologies and procedures used by Medicaid.
- Conducted effective research and analyses, pre-audit preparations, prepayment reviews determining any violations, overpayments, or denial of payments to providers.

EDUCATION/TRAINING

Florida A&M University, Tallahassee, FL

01/00-08/04

Masters of Science

Health Service Administration (2004)

Bachelors of Science

Health Information Management (2002)

Keiser University, Tallahassee, FL

12/98- 12/99

Associates of Arts

Business Administration/Health Services Administration

Agency for Healthcare Administration (2004) – Internship

- Designed an employee training program, improving skills, enhancing productivity and quality of work, building worker loyalty, and increasing individual and organizational performances.
- Conducted an in-depth analysis of the problem by performing a needs assessment through interviews and surveys; organized meetings updating management on the status of training and discussing other ideas for the implementation of the program.
- Provided written findings and recommendations to the organization; formulated, wrote, and implemented new employee orientation manuals.

ACCOMPLISHMENTS

- Vice President Outreach Foundation Incorporated (2011-2016)
- Big Bend Continuum of Care/Big Bend Homeless Coalition Member (2013-2015)
- ACMPE, Member- (2015-currently)
- NAACP, Member- (2011- currently)
- NAACP Health Care Committee (2011-currently)
- FAMU ALUMINI- (2004-currently)
- Keiser University Advisory Board – (2007-2011)
- American Grant Writers Association Member- (2012- currently)
- State of Florida Notary (2014-2018)

- References Available Upon Request -

Tab 6 – References/Client List

M&J CLEANING & LAWN SERVICES PROPOSAL FOR CLEANING SERVICES ONLY

REFERENCES/CLIENT LIST

Big Bend Habitat for Humanity 2921 Roberts Avenue Tallahassee, FL
Linda Malone
lindamalone@bigbendhabitat.org
850-574-2288

Progressive Enterprises, LLC P.O. Box 3700 Tallahassee, FL
James Maduro
jvmjrbiz@gmail.com
850-294-3628

Whitfield Chiropractic 1216 Miccosukee Rd, Tallahassee, FL
Natalie Lebert
whitfieldchiropracticclinic@gmail.com
850-878-6233

USDA-ARS
Dr. Stephen Hight
Stephen.Hight@ars.usda.gov
850-567-0900

Jacob Chapel Baptist Church
Szor Danner
Sjones@jacobchapel.org
850-321-0915

Tab 7 – Required Forms (1) Include the following completed forms:

- **Attachment 1 – Proposal Form**
- **Attachment 2 – Price Schedule**
- **Attachment 3 – Equal Opportunity/Affirmative Action Statement;**
- **Attachment 4 – Certification Regarding Debarment, Suspension and Other Responsibility Matters;**
- **Attachment 5 – Affidavit Certification Immigration Laws;**
- **Attachment 6 – Insurance Certification Form; and**
- **Attachment 7 – Drug-Free Work Place Form.**
- **Attachment 8 – Local Vendor Certification**
- **Attachment 9 –Proposer Registration Form (as submitted prior to July 2, 2018) (2) Copies of required licenses, registrations, and certifications, if any**

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 Wanda Ross-Dilworth hereinafter-called
PROPOSER, a corporation organized and existing under the laws of the State of
FLORIDA, or, a partnership, a company, or an individual doing business as M:J
Cleaning Services.

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: M & J Cleaning Services AGENT NAME: Juanita Ross-Dilworth
ADDRESS: 5201 Village Way
CITY: Tallahassee STATE: FL ZIP CODE: 32303
TELEPHONE: 850-508-5965 TELEFAX: _____
FEDERAL ID#: _____ AND/OR SOCIAL SECURITY #: 267-39-1385

Respectfully submitted,

Attest:

By: _____

Print Name _____

Date _____

By: Juanita Ross-Dilworth

Print Name JUANITA ROSS-DILWORTH

Title Owner

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	\$.075	22,707	\$ 1,703.03	\$ 20,436.36
2	Johnson	2035 E Paul Dirac Dr	\$.075	27,294	\$ 2,047.05	\$ 24,564.60
3	Collins	2051 E Paul Dirac Dr	\$.075	4,269	\$ 320.18	\$ 3,842.16
4	Knight	1736 W Paul Dirac Dr	\$.075	2,632	\$ 197.40	\$ 2,368.80
Total			\$	56,902	\$	\$

Proposed annual % increase for additional option years 2 & 3: 2.5 %

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: Juanita Ross-Dilworth
 Signature

Juanita Ross-Dilworth
 Print Name

OWNER
 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: Quanta Reed Dilworth
Title: Owner
Proposer: M & J Cleaning Services
Address: 5201 Village Way Tallahassee, FL
32302

M&J CLEANING & LAWN SERVICES PROPOSAL FOR CLEANING SERVICES ONLY

Affirmative Action/Equal Opportunity Policy Statement

It is the policy of M&J Cleaning and Lawn Services LLC to provide for and promote equal employment opportunity in employment compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, Veteran status, genetic predisposition, or carrier status.

M&J is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is this company's focus to provide reasonable accommodation to a qualified individual with a disability to enable them to perform the essential functions of the position for which he/she is applying or in which he/she is employed. Furthermore, it is our policy to provide reasonable accommodation for religious observers.

This policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, reassignment and promotions. The designated person for issues concerning Affirmative Action/Equal Employment Opportunity is Juanita Ross-Dilworth. You may contact her at: juross69@yahoo.com or (850) 508-5965.

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.

Quanta Reed-DiDona
Signature

Owner
Title

M&J Cleaning Services
Proposer's name

5201 Village Way Tallahassee, FL
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: M & J Cleaning Services

Signature: Juanita Ross-Dilworth Title: Owner

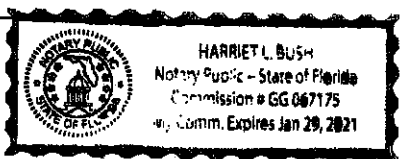
STATE OF Florida
COUNTY OF Gadsden

Sworn to and subscribed before me this 1st day of July, 2018.

Personally known Juanita Ross-Dilworth Harriet L. Bush
NOTARY PUBLIC

OR Produced identification _____ Notary Public - State of _____

(Type of identification) _____ My commission expires: Jan 29, 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 Juanito Ros-Dilworth Signature Juanito Ros-Dilworth
Typed or Printed
Date 7/2/18 Title Owner
(Company Risk Manager or
Manager with Risk Authority)

Tab 1 – Title Page –