

AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and TRIBOND, LLC., hereinafter referred to as the "Contractor."

WHEREAS, the County has determined that it would be in the best interest of the citizens of Leon County, Florida, that the County be able to utilize the services of private persons when such services cannot be reasonably provided by the County; and

WHEREAS, the County has determined that it would be better to contract for these services than to hire the necessary personnel to satisfy the needs of the County; and

WHEREAS, in order to secure the lowest cost for these services, the County has sought and received competitive bids from contractor for such services.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide to the County Custodial Services, Group 4, in accordance with: 1) Custodial Services County Wide, Continuing Services, Bid# BC-03-10-15-13 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. PAYMENT AND PERFORMANCE BOND

A performance bond in the amount of one (1) month's billing is required of the contractor. The performance bond shall be held for the life of the contract in order to insure contractor performance and to limit the County's liability in case the contractor is unable to perform as specified herein. The contractor's performance bond may be forfeited at the sole discretion of the County based on the standards set forth herein.

The performance bond requirement may be satisfied by providing either of the following:

- A. Performance bond from a surety company.
- B. An irrevocable letter of credit from a bank or other acceptable financial institution.
- C. Cash deposit made to and held by Leon County, Florida

If a Performance Bond is provided, it shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond **must** contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at _____ (address) _____, which is located in Tallahassee, Florida. "

4. TIME:

The Agreement shall be for a period of one (1) year, commencing on July 1, 2015, and shall continue until June 30, 2016. After the initial One (1) year period, at the sole option of the County, this Agreement may be extended for no more than four (4) additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

6. PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 - 218.79, Florida Statutes.

7. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Name: Shelly Cason
Street Address: 1907 S. Monroe Street
City, State, Zip Code Tallahassee, FL 32301
Telephone: 850-606-5000
E-mail: casons@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name:
Street Address:
City, State, Zip Code
Telephone:
E-mail:

C. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

8. STATUS

The contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

9. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage

provided to the county, its officers, officials, employees or volunteers.

- d. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

10. PERMITS

The Contractor shall pay for all necessary permits as required by law.

11. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the contractor shall be in default as of the date such license is lost.

12. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

13. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees..

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by

the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

14. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

15. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

16. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

17. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by Leon County.

18. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

19. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

20. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

21. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

22. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

23. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

ORDER OF PRECEDENCE

1. Agreement
2. Solicitation Document
3. Vendor Response

ATTACHMENTS

- Exhibit A - Solicitation
- Exhibit B - Vendor Response
- Exhibit C - Tab Sheet

The remainder of this page intentionally left blank.

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

TRIBOND, LLC.

By: _____
Vincent S. Long
County Administrator

By: _____
President or designee

Printed name

Date: _____

Title: _____

Date: _____

ATTEST:
Bob Inzer, Clerk of the Circuit Court & Comptroller
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esquire
County Attorney

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM
Location: 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308

I. INSTRUCTION TO BIDDERS

To Insure Acceptance of Your Bid, Please Follow These Instructions:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

*Bid No. _____
Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308*

2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened.
3. Bid must contain an original, manual signature of an authorized representative of the company.
4. The bid opening shall be public on the date and time specified on the bid. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder.
5. Bidders are expected to examine the specifications, delivery schedule, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern.
6. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.

PURPOSE:

Leon County is seeking the services of qualified vendors for custodial services at the locations specified in Table 1 below and performed in accordance with the attached specifications (Attachment A). The County has a commitment to operating all of its facilities in a sustainable manner which includes utilizing green or environmentally preferred products, as well as recycling.

Table 1

Group 1 - Courthouse	Address	Building Square Footage	Cleaning Square Footage	Restrooms
Courthouse	301 S. Monroe St.	295,768	279,512	56

Group 2 - Class Facilities	Total Square Footage	255,793	228,318	
Government Annex (BOA)	315 S. Calhoun St.	128,191	122,910	20
Government Annex (BOA) Bldg @	311 S. Calhoun St.	18,202	17,822	10
Welcome Center	106 E. Jefferson St.	9,400	8,250	8
Public Safety Complex	Open 24/7			
Main Bldg	911 Easterwood Dr.	76,000	59,703	8
Logistics - EMS	911 Easterwood Dr.	24,000	19,633	5

Group 3 - Libraries	Total Square Footage		149,320	
Main Library	200 W. Park Avenue	88,230	78,753	10
BL Perry Branch Library	2817 S. Adams St.	16,066	15,694	4
Eastside Branch Library	1583 Pedrick Rd.	13,419	12,000	6
Ft. Braden Branch Library	16327 Blountstown Hwy	5,660	5,288	4
Lake Jackson Branch Library	3840 N. Monroe St. Suite 300	12,372	12,000	4
NE Branch Library	5513 Thomasville Rd.	19,000	18,789	4
Tax Collectors Lake Jackson	3840 N. Monroe St. Suite 103	4,796	4,796	2
Woodville Branch Library	1492 J. Lewis Hall Sr. Rd.	2,000	2,000	4

Group 4 - Clinical Facilities	Total Square Footage		66,710	
Health Depts.				
Robert Stevens Clinic	1515 Old Bainbridge Rd.	17,963	15,963	6
Southside Health Clinic	872 W. Orange Rd.	15,500	15,128	6
Main Health Dept.	2965 Municipal Way	21,928	21,184	8
Amtrak Dental Clinic	912 Railroad Ave.	4975	4975	4
Community Services Bldg/UA Trailer		8432	8060	6

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

Group 5 - General Services Facilities	Total Square Footage		84,359	
Ag Center	615 Paul Russell Rd.	13,289	11,150	4
Amtrak Station Bldg	918 Railroad Avenue	9,794	7,197	6
Elections Voting Center Warehouse	2990 Apalachee Pkwy	31,332	6,581	4
Facilities Management & Shop bathrooms	1907 S. Monroe St.	4,591	4,291	4
Fleet Mgt. Office/Bays	1800-1 Blairstone Rd.	14,685	1,300	2
Public Works Bldg	2280 Miccosukee Rd.	24,240	23,668	7
Purchasing/MBE/Sign Shop	1800-3 Blairstone Rd.	4,471	3,822	3
Solid Waste Facility 4 buildings	7550 Apalachee Pkwy	11,425	7,495	5
Traffic Court	1920 Thomasville Rd.	15,874	14,842	6
Transfer Station	4900 Gum Rd.	3,000	2,600	4
Truck Sheds Office/Bathroom	1800-8 Blairstone Rd.	2,061	1,413	4

Vendor Restrictions:

It is the intent of Leon County to award each of the five groups individually or in groups imparting price reduction, except that no vendor to be awarded more than two to three groups totaling over 300,000 sf (approximately). Vendors are invited to place bids on as many groups or pairings of groups as they wish to increase the possibility of securing one or more of the groups offered.

Hours of Work:

The County is seeking bid prices (per square foot per month) for scheduled custodial services in the evenings with various hours/days:

Information on the facilities and their initial square footage is contained in Attachment B. Bidder should take note that the County reserves the right to amend spaces to be cleaned and to change the cleaning times when necessary with only verbal notice provided to contractor.

Term of Agreement:

The initial contract term shall be for a period of one year with an anticipated start date of July 1, 2015 and shall continue until June 30, 2017. After the initial period, at the discretion of the County, the contract may be extended for no more than four (4) additional (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then-current period. In the event of suspending services with a vendor, the County may award those services to another vendor or vendors, or re-bid the work.

Price Adjustments:

At the discretion of the County, price adjustments may be negotiated annually beginning with the first extension period. It is the intent of Leon County to not have any price adjustment exceed changes in the Consumer Price Index for all Consumers (CPI-U), for the twelve (12) month period prior to the contract extension. However, changes in CPI alone shall not warrant price adjustments to these contracts.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

Bid Pricing:

Bidders will be required to provide bid pricing per square foot per month. The contract shall include all services and the provision of all paper products, hand sanitizers and hand soap being supplied by the vendor as specified in the Leon County Facilities Management Custodial Services Performance Specifications and Forms attached or enclosed.

Bidder Minimum Qualifications:

Bidders must have been in the cleaning business a minimum of 5 years. Also, the bidder must have cleaned a facility of similar size and scope to those required by this bid. For bids on more than two groups, the bidder shall demonstrate cleaning of comparable aggregate square footages within past five years. For size consideration, the bidder should combine 2 buildings that have been cleaned simultaneously to meet the stated square footage requirements. Further, the management staff to be assigned to this contract must have a minimum of no less than three (3) years' experience in the custodial business with proven supervisory experience. Bidders shall be presently conducting cleaning services of the type sought under this bid. To verify this, a listing of at least three facilities currently being serviced that County staff as an option may visit to evaluate a representative sampling of the bidder's performance. The facilities shall be identified by Company name, address, contact person, telephone number, and square footage being serviced.

In order to demonstrate financial capability and capacity, Bidders are required to submit as a part of their bid the following items:

1. A letter from their bank or accountant stating their financial capability to handle this contract (meet payroll and adequately secure supplies and equipment)
2. Proof of insurance capacity by completion of the Insurance Certification form contained in this invitation to bid.
3. Such financial and business information shall be routinely verified by the County subsequent to bid award to insure that the vendor(s) remain financially solvent, insured against applicable risks, and to ensure that business factors affecting the County decision to contract with vendor have not been changed.

BIDDER EXPERIENCE

- A. All bidders shall submit the below listed items with the bid. If incomplete information is provided, the bid will be determined to be non-responsive. Bidders not meeting the minimum experience requirements as set out herein will be determined to be non-responsive and the bid will not be considered.
- B. All bidders shall provide the reference information requested below for the ~~two largest~~ all projects of the same or a similar nature (square footage, high traffic volume, and large number of restrooms) that you have serviced in the last five years. In addition, all bidders must provide a minimum of five (5) additional references. At least two (2) references must be current customers of the bidder. At least one (1) reference must be for a contract that provided for the commercial cleaning of a building or buildings that totaled a minimum of 10,000 square feet with the contract not having been expired for more than 2 years.

Each reference shall contain the following:

- 1) Name and address of company.
 - 2) Site of work under contract (address and brief description of facility including square footage).
 - 3) Person to contact and telephone number (Contract Manager, address and phone number).
 - 4) How long you have had the contract. (contract term; starting and ending dates)
 - 5) A written summary of the types of services provided under this contract, including Agreen® cleaning methods and practices used.
- C. All bidders must list all contracts held, including any contracts that have been terminated or lost, due to unsatisfactory performance, within the last five (5) years. These contracts shall be reported in the same format as a reference as outlined above. Failure to comply with this provision will be grounds for denial of or immediate termination of the contract.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

BID AWARD CRITERIA:

The bid will be awarded as soon as possible based to the most responsible, and responsive bidder as determined by the following evaluation criteria:

A. Preliminary Bid Criteria - 75 Points; The following factors will be evaluated and sub-totaled to determine which bidders will be evaluated in the Final Bid Criteria.

1. Cost - 35 Points

The vendor with the adjusted lowest price per square foot per month will receive the full 35 points in the Bid Evaluation. All remaining vendors will be given a percentage of the points value calculated by the percentage of pricing against the lowest bid. In other words, if the low bid was \$1.00 per square foot and the next bidder was \$1.10, the second bidder would be receiving 31.8 points or 91% of the score. Example:

$$\frac{\text{Low Bid}}{\text{Bid Amount}} \times 35 = \text{Point Score for Cost}$$

The cost may be adjusted as provided by the Leon County local preference ordinance detailed elsewhere in this document.

2. Contractor's qualifications and experience - 20 Points

- a. Length of time company has operated; length of time providing services similar to those being bid; qualifications of key personnel to be assigned to this project; extent of Contractor current and prior similar contracts; location(s) of Contractor-s office(s); and current and past project references.
- b. Company has considerable and readily quantified experience in providing similar services.
- c. Company has a proven ability to effectively manage multiple sites. Company shall provide relevant experience data and references.
- d. Employee training; benefits; standard of conduct; supervisor plan and policy; uniform policy; reporting plans; procedures; documents; staffing; and subcontractors.
- e. Company's policy in recruitment and assignment to ensure that only qualified persons are hired and that the appropriate skill sets are deployed to fit any site specific needs.
- f. Equipment owned/leased by the company and readily available to be assigned to use under the terms of the contract.
- g. Experience and knowledge of green cleaning practices.

3. Operations & Management Plan - 20 Points

Contractor-s staffing and approach to providing the services under this bid as indicated by:

- a. Staffing - An adequate number of employees and two day-time porters(where applicable) The quantity of labor hours and supervision assigned to the facility to successfully complete the work. The Contractor-s proposed supervisor(s) experience, training and other qualifications to be included in the evaluation.
- b. Process - Contractor-s plan to perform the services required in the Custodial Services Performance Specifications. The systems, procedures and forms used by Contractor to monitor the quality of custodial services.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

- c. Turnaround cleaning services – Contractor’s plan to provide immediate, corrective, detailed cleaning of the entire facility for purposes of making an immediate and noticeable impact upon cleanliness and presentation aspects of the facility. These services are to be included in the contractor’s bid price per square foot. The contractor shall state both time and performance aspects of this item in their Cleaning Plan.
- d. Construction cleaning – Contractor’s capabilities, experience, staff, track record, etc., for follow-up to periodic construction work areas.
- e. Emergency Services – Contractor’s strategy, qualifications, methods, responsiveness and effectiveness to periodic emergency needs.

At its option, the County may total the points from Part A only and forego the Final Bid Criteria appearing in Part B, and use those sub-part scores as basis for making its recommendations for bid awards.

Sub-total 75 Points (Maximum)

B. Final Bid Criteria - 25 points (optional)

1. Presentation - 25 points:

Interviews - Following the evaluation of the items listed above, the County has the option to interview the top three to five bidders in any of the bid groups having the highest subtotals. Bidders shall include a detailed presentation of the Operation and Maintenance plan of the company as a minimum and may present any information that the bidder deems important to display their product and promote their businesses. The bidders shall also respond to any questions as asked by County staff. As a part of the interview or separately if interviews not completed, the bidder must provide representative samples of toilet paper, hand towels, toilet seat cover, hand sanitizer and hand soap that can be left with the County for evaluation.

If Part B is used, the points from Part A & B shall be combined to produce a vendor’s final bid score. These scores shall then be ranked in order by each of the bid groups or pairings thereof. Staff may select the individual or paired bid groups that impart the overall lowest cost onto the County from this final short-list of vendors.

Total 100 Points (maximum)

SCHEDULE OF EVENTS

Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the Leon County determines is in the best interests of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division’s website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled.** The website addresses follow:

Addenda: <http://www.leoncountyfl.gov/procurementconnect/>

Public Meetings: <http://www.leoncountyfl.gov/procurementconnect/>

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
February 12, 2015	Release of the ITB
February 25, 2015 at 10:00 a.m.	MANDATORY PRE-BID MEETING: Date and time a mandatory pre-bid meeting will be held at Leon County Purchasing’s offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

<p>Not later than: February 27, 2015 at 5:00 p.m.</p>	<p>QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the ITB must be received by Leon County.</p>
<p>Not later than: March 10, 2015 at 2:00 p.m.</p>	<p>BID SUBMISSION DUE DATE/OPENING OF RESPONSE: Date and time by which Bid Submissions must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.</p>

BID INFORMATION AND CLARIFICATION:

Questions pertaining to bid procedures or regarding the specifications should be addressed to Shelly Kelley and Don Tobin, phone(850) 606-1600; fax (850) 606-1601; E-mail kelleys@leoncountyfl.gov and tobind@leoncountyfl.gov. **Bidders are requested to send such requests to both representatives of the Purchasing Division.** Email inquiries are preferred.

Each Bidder shall examine the solicitation documents carefully; and, no later than seven days prior to the date for receipt of bids, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those who have been registered as receiving a bid package) receive the documents. It is the responsibility of the bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person-s representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner’s staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person-s representative shall include, but not be limited to, the person-s employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in '125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

REGISTRATION:

Bidders obtain solicitation documents from sources other than the Leon County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. Bidders should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register through the Purchasing Division may cause your submittal to be rejected as non-responsive.

PREPARATION AND SUBMISSION OF BID:

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

REJECTION OF BIDS:

The County reserves the right to reject any and/or all bids when such rejection is in the best interest of the County.

RECEIPT AND OPENING OF BIDS:

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived and no bids received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the bids will be made public and posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/procurementconnect/>. A bidder may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a bidder provided, stamped self-addressed envelope for their record.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

WITHDRAWAL OF BIDS:

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

AWARD OF BIDS/BID PROTEST:

The bid will be awarded to the lowest responsive, responsible bidder, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

Policy No. 96-1, Purchasing and Minority, Women and Small Business Enterprise Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

PLANHOLDERS

As a convenience to bidders, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <http://www.leoncountyfl.gov/procurementconnect/> by simply clicking the planholder link at the bottom of the list of documents for each respective solicitation. A listing of the registered bidders with their telephone and fax numbers is designed to assist bidders in preparation of their responses.

OCCUPATIONAL LICENSES AND REGISTRATIONS:

The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. The bidder shall submit with the bid a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form A AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

- A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements
1. There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation.
 2. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women- owned business enterprises in a competitive environment. This program shall:
 - a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

- b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBE-s and WBEs.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
3. Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services when opportunities are available. For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBE-s, please contact Shanea Wilks, MWSBE Director, at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail wilkssh@leoncountyfl.gov.

B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree 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 origin, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

1. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
 - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.

The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.

2. Preference in bidding for construction services in projects estimated to exceed \$250,000. Except where otherwise prohibited by federal or state law or other funding source restrictions, in the purchasing of, or letting of contracts for procurement of construction services for improvements to real property or existing structures that are estimated to exceed \$250,000 in value, the County may give preference to local businesses in the following manner:
 - a) Under a competitive bid solicitation, when the lowest responsive and responsible bid is submitted by an individual or firm that is not a local business, then the local business that submitted the lowest responsive and responsible bid shall be offered the opportunity to perform the work at the lowest bid amount, if that local business's bid was not greater than 110% of the lowest responsive and responsible bid amount.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

- b) All contractual awards issued in accordance with the provisions of this subsection (paragraph 2) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the County's satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.
3. Local business definition. For purposes of this section, "local business" shall mean a business which:
- a) Has had a fixed office or distribution point 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 County; and
- b) Holds any business license required by the County, 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.
3. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

INSURANCE:

Bidders- attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your bid response. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
- a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
- c. Workers- Compensation and Employers Liability: Workers- Compensation insurance covering all employees and meeting statutory requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured-s general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

2. The Contractor-s insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor-s insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.

4. The Contractor-s insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer-s liability.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days- prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best-s rating of no less than A:VII.

5. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

AGREEMENT:

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

PUBLIC ENTITY CRIMES STATEMENT:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

PURCHASES BY OTHER PUBLIC AGENCIES:

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

MANUFACTURERS' NAME AND APPROVED EQUIVALENTS:

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

IDENTICAL TIE BIDS:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. Bidder must complete and submit as part of the bid response the attached IDENTICAL TIE BID form. Failure to submit a completed form may result in the bid being determined as non-responsive.

ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

II. CONTRACT PROVISIONS

PAYMENT AND PERFORMANCE BOND

A performance bond in the amount of one (1) month's billing is required of the contractor. The performance bond shall be held for the life of the contract in order to insure contractor performance and to limit the County's liability in case the contractor is unable to perform as specified herein. The contractor's performance bond may be forfeited at the sole discretion of the County based on the standards set forth herein.

The performance bond requirement may be satisfied by providing either of the following:

- A. Performance bond from a surety company.
- B. An irrevocable letter of credit from a bank or other acceptable financial institution.
- C. Cash deposit made to and held by Leon County, Florida

If a Performance Bond is provided, it shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond **must** contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at _____ (address) _____, which is located in Tallahassee, Florida. "

TIME

The initial contract term shall be for a period of one year with an anticipated start date of July 1, 2015 and shall continue until June 30, 2016. After the initial period, at the discretion of the County, the contract may be extended for no more than four (4) additional (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then-current period.

PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 - 218.79, Florida Statutes.

The form of payment for this Contract may be through a County-issued purchase order and a check upon receipt and approval of invoices, or through a government credit card. Leon County has implemented a purchasing card program, using the Visa platform. Contractors may receive payment from County personnel by the purchasing card in the same manner as other Visa purchases.

STATUS

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 & 2 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider-s contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider-s performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider-s failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by Leon County. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving Leon County.

TERMINATION

The County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if thin the County-s opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

This Agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under section 215.471 (5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

WARRANTIES:

Bidder will warrant title to all goods sold as provided for in Section 672, Florida Statutes.

WORK

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

PERMITS

The Contractor shall pay for and obtain all necessary permits as required by law.

CONFLICTING TERMS AND CONDITIONS

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

ASSIGNMENT

This contract shall not be assigned or sublet as a whole or in part without the written consent of the County, nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney-s fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

PENALTIES:

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
2. Failure to update the information on file including address, product, service or business descriptions.
3. Failure to perform according to contract provisions.
4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
5. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
6. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

activity.

7. Other reasons deemed appropriate by the Board of County Commissioners.

BID CHECKLIST:

Please submit the items on the following list **and any other items required by any section of this invitation for bids.** The checklist is provided as a courtesy and may not be inclusive of all items required within this invitation for bids.

- Completed Bid Response Sheet with Manual Signature
- Affidavit Immigration Laws
- Identical Tie Bid Statement
- Insurance Certification Form
- Certification/Debarment Form
- Applicable Licenses/Registrations

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Mary Ann Lindley
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY _____
(Firm Name)

BY _____
(Authorized Representative)

(Printed or Typed Name)

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE _____

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

GROUP 1 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 2 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 3 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 4 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 5 - PER MONTH PER SQUARE FOOT PRICE : _____

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Mary Ann Lindley
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY TRIBOND, LLC
(Firm Name)

(Authorized Representative)

Leslie Palmer
(Printed or Typed Name)

ADDRESS 1629 Clay Road SW
Mableton, GA 30126

EMAIL ADDRESS lpalmer@tribond.net

TELEPHONE 678-677-0022

FAX 678-550-2991

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated 3/2/15 Initials LP

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

GROUP 1 - PER MONTH PER SQUARE FOOT PRICE : \$0.21/SF

GROUP 2 - PER MONTH PER SQUARE FOOT PRICE : \$0.21/SF

GROUP 3 - PER MONTH PER SQUARE FOOT PRICE : \$0.21/SF

GROUP 4 - PER MONTH PER SQUARE FOOT PRICE : \$0.21/SF

GROUP 5 - PER MONTH PER SQUARE FOOT PRICE : \$0.21/SF



A Full Service Commercial and Residential Maintenance Organization

LEON COUNTY
BOARD OF COUNTY COMMISSIONERS

BID NO: BC-03-10-15-13
Custodial Services County Wide, Continuing
Services

Presented To:
Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, FL 32308

Bid Due Date: 2:00 pm, Tuesday, March 10, 2015

Presented By:
TRIBOND, LLC
Leslie Palmer
1629 Clay Road SW
Mableton, GA 30126
lpalmer@tribond.net
www.tribond.net
phone: 678-677-0022
fax: 678-550-2991



A Full Service Commercial and Residential Maintenance Organization

March 8, 2015

Bid # BC-03-10-15-13
Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

Dear Leon County Purchasing Division:

Customer Service, or more specifically Great Customer Service seems to be a lacking commodity in this day and age. We understand that you are looking for an organization that you can partner with to provide you the best quality services, with outstanding communication, speedy resolution to any concerns, and with results that exceed your expectations. This is what we do, we are TRIBOND, a full service commercial and residential maintenance organization. We are obsessed with and committed to providing the best customer service, with a live person to answer your phone calls, whenever you need us and with superior results.

Our 100% satisfaction guarantee will prove to be your greatest benefit. We understand that you are very busy and we want to help you stay focused on what is important to you and to your organization. The maintenance of your facilities can be our concern, and can allow you to do what you do best. We are 100% committed to Leon County. TRIBOND can handle anything from your daily and routine maintenance needs to large scale projects. Our goal is to save you time and frustration, and our service is unquestionably the best. If you are not satisfied, then we are not satisfied, and we refuse to accept anything less than perfection.

Whatever your needs, we are here to accommodate. There are no limits to what our company can, AND WILL provide for you. TRIBOND has an outstanding reputation with numerous government establishment, home owners, builders, and office complexes. TRIBOND continues to expand in the Florida market and we are proving that a "No Worries" maintenance company can, and does exist.

Attached you will find our official bid proposal for Custodial Services, County Wide. Our goal is to be your dedicated service provider for all of your maintenance needs. TRIBOND welcomes the opportunity to meet with your team, conduct any necessary negotiations, and is ready to accept any awards made to us as a result of the submission of this proposal and in compliance with all of the terms contained in the bid. We have reviewed all bid documents and the service locations and have extensive knowledge of all that is being required for this project. We are ready, willing, and able to provide these services. We are confident that we can and will provide you with the very best value (competitive pricing with superior service) for the services being requested. Thank you again for the opportunity to begin a long-term partnership with Leon County. We are certain you will not be disappointed.

Sincerely,

Leslie Palmer | Director of Sales and Operations | [TRIBOND](#)

Full Service Commercial and Residential Maintenance

cell: (678) 677-0022 | fax: (678) 550-2991

lpalmer@tribond.net | www.tribond.net



Find us on
Facebook

PROJECT UNDERSTANDING AND APPROACH

TRIBOND understands the entire and scope and objectives to be performed in this project (as listed explicitly in the BID and as were discussed at the pre bid meeting). We will supply adequate personnel to perform all items in the scope of services as specified. This applies to the On-Duty Supervisors as well as custodial/janitorial associates. All of our employees that will be assigned to this contract will meet or exceed the mandatory minimum requirements for recent experience in the management of custodial type operations and cleaning as detailed in the BID.

PROJECT APPROACH

The Project Manager will use the minimum staffing requirements (contained within the BID), the designated service hours, her experience managing Commercial Maintenance Projects, and her experience managing Janitorial Services at numerous Facilities to develop her Janitorial Associate teams and leadership/supervisor for each location. She will meet with the Project Administrator from the County to review her proposed staffing plan and will solicit their feedback and suggestions on the proposed outlined team (based upon previous experience with the existing service provider for new locations). During this meeting, the Project Manager will also obtain the dates that the last "non-daily" services were performed (by the previous company), such as carpet cleaning, window washing, etc., so as not to leave an inappropriate gap in services before TRIBOND would schedule them. Once the initial meeting has taken place, the Project Manager will hand select each member of the TRIBOND team from three sources: our existing group of TRIBOND employees, from any of the outstanding associates that may have previously had a great reputation for servicing these facilities, and from a new group of individuals that have extensive experience with janitorial services and with performing in a supervisory position. All associates must first go through and successfully complete/pass TRIBOND's background check, drug test, E-Verify, and initial training. In addition, they must successfully pass the state of Florida Background Check as detailed in the bid documents.

Regardless of any previous projects that the associates have been a part of, they will each be specifically trained on the exact needs/requirements/specifications of this contract, on each specific facility, and on the processes and procedures that will be followed based on this project's Scope of Work and each facility's nuances.

There will be a TRIBOND Supervisor on site at all times at each service location (from the time the first TRIBOND associate arrives, until the last TRIBOND associate leaves.) Historically, we have provided extra service days at the onset of a new project (when permitted), at no additional charge, to get a facility (that we are not the incumbent service provider on) up to par. As we become better acclimated to any new facilities, get all facilities 100% up to expectations, and gain efficiencies and speed built into the process, we will resume normal service schedules. TRIBOND believes in being the very best partner that we can be and quickly getting all locations running smoothly and meeting all service requirements is just one of the ways that we do that. In addition, when TRIBOND is able to gain cost efficiencies on a contract, we believe in passing those cost savings onto our partners in the form of cost reductions.

The TRIBOND Project Manager has read and agrees to meet all of the Supervision requirements as listed in the BID. TRIBOND already abides by very similar SOP on all of our contracts (even if the contract does not request such communication), such as keeping a log book, supervisory sign off, meetings with the customer (in this case the Leon County representative), etc.. Effective and timely communication helps to ensure satisfied customers and keeps us continuously growing and improving as a partner and as a company.

The TRIBOND Project Manager will have the Leon County Facilities that we service, as her first and top priority. Initially, the Project Manager will be on site each day during services (in addition to the supervisor(s). Only once the project is running smoothly, with a successful backup supervisor in place, will the project manager have the potential of taking on additional projects (with TRIBOND) outside of Leon County. TRIBOND's administrative staff, as well as our Project Managers, realize the importance of not spreading yourself too thin and in having an experienced and hands on Project Managers. We are firm believers in quality over quantity. We believe that our growth should be through developing strong partnerships with a select set of entities, and earning their repeat business and by expanding services/accounts/additional facilities with our partners, such as yourself.

QUALIFICATIONS AND STAFF

Current workload is as follows:

NAME OF CLIENT	LOCATION OF THE CLIENT AND THE FACILITY	DATE OF SERVICE BEGAN	SQUARE FOOTAGE	TYPE OF SERVICE PROVIDED	ANNUAL CONTRACT AMOUNT	DURATION OF THE PROVISIONS OF SERVICES
HANCOCK BANK	9 locations throughout Mississippi, 1 location in Mobile, Alabama	January 2008	63,369 SF	JANITORIAL SERVICES	\$92,720.28	no end date
MERRILL P. THOMAS CO NAVY	Mobile, AL	January 2008	1,000 SF	JANITORIAL SERVICES	\$4,500.00	no end date
MERRILL P. THOMAS CO ARMY & AIR FORCE	Mobile, AL	February 2010	2,400 SF	JANITORIAL SERVICES	\$7,182.00	no end date
RBC WEALTH MANAGEMENT - CB RICHARD ELLIS	Mobile, AL	September 2012	approx. 2,000 SF	JANITORIAL SERVICES	\$3,630.12	no end date
FACILITY CLEANING INTERNATIONAL - JC1 MOBILE, AL ONE DAY PER WEEK JANITORIAL	Mobile, AL	October 2012	approx. 5,000 SF	JANITORIAL SERVICES	\$1,560.00	no end date
FACILITY CLEANING INTERNATIONAL - JC1 LAFAYETTE, LA	Lafayette, LA	May 2014	4,600 SF	JANITORIAL SERVICES	\$1,600.00	no end date
FACILITY CLEANING INTERNATIONAL - YELLOW PAGES OFFICE MOBILE, AL	Mobile, AL	April 2014	approx. 6,000 SF	JANITORIAL SERVICES	\$4,743.12	no end date
FACILITY CLEANING INTERNATIONAL - YELLOW PAGES OFFICE JEMASCOLA, FL	Jemascola, FL	May 2014	5,488 SF	JANITORIAL SERVICES	\$7,107.60	no end date
ABC SUPPLY CO., INC	Jacksonville, FL	February 2012	4,500 SF	JANITORIAL SERVICES	\$4,428.00	no end date
WESTMORELAND COUNTY, PENNSYLVANIA	Greensburg, PA	May 2013	8 county facilities	WINDOW WASHING SERVICES	\$36,848.00	Sept 2015
STATE OF ALABAMA - FORENSIC SCIENCES	Mobile, AL	May 2013	approx. 15,000 SF	JANITORIAL SERVICES	\$20,520.00	April 2015
FLORIDA A&M UNIVERSITY	Tallahassee, FL	July 2012	146,426 SF	APARTMENT DEEP CLEANING/TURN KEY SERVICES	\$38,400.21	June 2015
INDIANA UNIVERSITY OF PENNSYLVANIA	Indiana, PA	June 09	53 campus facilities	WINDOW WASHING SERVICES	\$47,622.43	June 2019
CITY OF GAINESVILLE, FLORIDA - PUBLIC WORKS	Gainesville, FL	February 2013	12 city blocks	JANITORIAL AND GROUNDS MAINTENANCE SERVICES	\$42,600.00	January 2015
CITY OF GAINESVILLE, FLORIDA - COMMUNITY REDEVELOPMENT AGENCY	Gainesville, FL	October 2014	Deport Building (Dixie Area Depot Rail Trail 1100-1300 BLU) & Hwy 6 Area (Intersect on Square Roadways (SW 9th Street and 1st 3rd Avenue))	LANDSCAPING SERVICES	\$49,967.50	September 2015
ALACHUA COUNTY, FLORIDA	Gainesville, FL	April 2013	264,500 SF	JANITORIAL SERVICES	\$266,424.00	April 2015
UNIVERSITY OF FLORIDA - BABY GATORS	Gainesville, FL	June 2014	approx. 20,000 SF	JANITORIAL SERVICES	\$35,940.00	May 2015
HERNANDO COUNTY, FLORIDA	Brooksville, FL	March 2014	18,766 SF	JANITORIAL SERVICES	\$11,984.00	March 2014
UNIVERSITY OF GEORGIA	Athens, GA	August 2013	79 campus facilities	WINDOW WASHING SERVICES	\$125,319.35	ONGOING
GEORGIA DEPARTMENT OF TRANSPORTATION - THOMASTON	Thomaston, GA	March 2013	approx. 7,300 SF	JANITORIAL SERVICES	\$5,234.96	February 2015
CITY OF DECATUR HOUSING AUTHORITY	Decatur, GA	May 2013	varies on call	APARTMENT DEEP CLEANING/TURN KEY SERVICES	\$15,000.00	April 2016
CITY OF DECATUR HOUSING AUTHORITY	Decatur, GA	January 2014	40,706 SF	JANITORIAL AND GROUNDS MAINTENANCE SERVICES	\$57,026.40	December 2017
SEMINOLE COUNTY, FLORIDA	Sanford, FL	January 2009	13 masonry buildings	WINDOW WASHING SERVICES	\$26,122.50	December 2015
TRE ENTERPRISES	Orlando, FL/ Longwood, FL	September 2012	1,176,120 SF	JANITORIAL AND GROUNDS MAINTENANCE SERVICES	\$27,836.00	September 20, 2015
PASCO COUNTY, FLORIDA	Dade City, FL and New Port Richey, FL	April 2014	five county buildings	WINDOW WASHING AND PRESSURE WASHING SERVICES	\$23,347.68	March 2015
PASCO COUNTY, FLORIDA	Dade City, FL	April 2014	operator of one transfer station	PRESSURE WASHING OF TRANSFER STATION	\$7,986.86	one time project
PALM BEACH COUNTY, FLORIDA	West Palm Beach, FL	April 2014	varies by request	WINDOW WASHING AND PRESSURE WASHING SERVICES	\$11,383.00	ongoing for will call services through 1/31/19
MANATEE COUNTY, FLORIDA	Bradenton, FL	May 2014	20+ kennels	KENNEL CLEANING	\$12,000.00	October 2014
MANATEE COUNTY, FLORIDA	Bradenton, FL	September 2014	207,566 SF	JANITORIAL SERVICES	\$264,000.00	August 2015
SEMINOLE COUNTY PUBLIC SCHOOLS (K-12)	Sanford, FL	June 2014	up to 6,000,000 SF	YEAR ROUND FLOOR CARE THROUGHOUT DISTRICT	\$72,000.00	May 2018
BRADENTON CONVENTION CENTER	Bradenton, FL	September 2014	57,000 SF	JANITORIAL SERVICES	VARIES AS NEEDED FOR EVENTS	August 2018
GEORGIA DEPARTMENT OF FAMILY AND CHILDREN SERVICES	Dalton, GA	July 2012	20,926 SF	JANITORIAL SERVICES	\$22,801.08	June 2015
THE CITY OF SANDY SPRINGS, GEORGIA	Sandy Springs, GA	July 2010	4,575 SF	JANITORIAL AND GROUNDS MAINTENANCE SERVICES	\$84,123.84	August 2014
NORTHWEST GEORGIA REGIONAL HOSPITAL	Rome, GA	July 2011	45,000 SF	JANITORIAL SERVICES	\$7,146.12	June 2016
GEORGIA DEPARTMENT OF LABOR - AMERICUS CAREER CENTER	Americus, GA	August 2012	5,000 SF	JANITORIAL SERVICES	\$6,555.00	July 2014
FLORENCE DARLINGTON TECHNICAL COLLEGE - CHILD DEVELOPMENT CENTER	Florence, SC	December 2013	7,000 SF	JANITORIAL SERVICES	\$10,500.00	November 2014
CITY OF ALBANY, GEORGIA	Albany, GA	July 2014	11,000 SF	JANITORIAL SERVICES	\$10,560.00	June 2015
HOUSING AUTHORITY OF THE CITY OF HIGH POINT, NORTH CAROLINA	High Point, NC	June 2014	10,000 SF	JANITORIAL SERVICES	\$35,082.00	May 2015
GEORGIA BUREAU OF INVESTIGATION - MIDLAND/COLUMBUS, GA	Columbus, GA	July 2014	11,500 SF	JANITORIAL SERVICES	\$5,934.00	June 2015
COBB COUNTY COMMUNITY TRANSIT	Marietta, GA	October 2014	135 bus stops	GROUNDS MAINTENANCE	\$162,000.00	ONGOING
SOUTH CAROLINA DEW - REGION 3 CATAWBA	Chester & Lancaster, SC	January 2015	8,300 SF	JANITORIAL SERVICES	\$21,121.92	December 2018
GEORGIA PORT AUTHORITY	Savannah, GA	February 2015	9,000 SF	JANITORIAL SERVICES	\$14,200.00	January 2019
GEORGIA SOUTHERN UNIVERSITY	Statesboro, GA	May 2008	varies by request - encompasses all housing and academic facilities	WINDOW WASHING, PRESSURE WASHING, APARTMENT/TURN KEY CLEANING, GROUNDS MAINTENANCE	\$229,041.62	June 2015

TRIBOND has the experience and capabilities to meet and satisfy ALL of the Leon County requirements, as per this BID.

TRIBOND's Background, Organization, and Size

TRIBOND, LLC, a 100% women-owned small business and certified Disadvantaged Business Enterprise (DBE), provides full service commercial and residential maintenance services to government and private sector clients across the United States of America. TRIBOND was founded on January 11, 2008 with the goal of competitive prices and superior service. We are fully licensed, bonded, and insured. Since our inception, TRIBOND has experienced steady growth and expansion to numerous states and in volume of accounts (both dollars and number of accounts). We have increased our revenue 540% in the past four years. TRIBOND is now established in Georgia, Alabama, Florida, South Carolina, New York, Michigan, Pennsylvania, Minnesota, Montana, Louisiana, Mississippi, and North Carolina. The State of Florida is our largest area of revenue and our largest region of growth. Our management staff has a combined 75+ years of experience in commercial and residential maintenance services. TRIBOND currently has 100+ employees.

TRIBOND, LLC provides a broad range of custodial, janitorial, and maintenance services, including, but not limited to:

- Landscaping (Changing Out Existing Items and Planting New Items)
- Grounds Maintenance (pesticide, herbicide, mowing, hedging, trimming, pruning, etc.)
- Project Work
- Post Construction Cleanup
- Turn Key – One Time Deep Clean
- Buffing, Stripping, and Waxing of VCT Floors
- Carpet, Drapery, and Upholstery Shampooing / Cleaning / spot removal
- Cleaning Cubicle Partitions
- Interior and Exterior Window Washing
- Pressure/Power Washing
- Parking Lot and Sidewalk Cleaning
- Event Setup, Monitoring During Event, and Post Event Clean Up
- Daily Custodial Cleaning Services
- Weekly, Monthly, Quarterly, Semi-Annually, and Annually scheduled Services
- Waste Removal and Sanitation

We back all of our work with a 100% satisfaction guarantee.

We offer these services to a broad variety of industries and facilities. A representative sample of these includes:

- Churches and Religious Facilities - cemeteries, chapels, churches, mausoleums, and synagogues
- Office Facilities - business offices, government/public administration, high rise buildings, privately owned buildings, property management, single and multi-tenant facility
- Newly Constructed and Newly Renovated Facilities - pre-construction, construction, and post-construction
- Educational Facilities – preschool, K-12 public and private, colleges, universities, technical schools, libraries, and museums
- Entertainment and Vacation Facilities - amphitheatres and concert halls, art and membership organizations, bars/nightclubs, bowling alleys, casinos, country clubs, movie theaters, race tracks and speedways, restaurants, special event services, stadiums and arenas
- Manufacturing and Industrial Facilities - agriculture, forestry, mining, distribution centers, industrial complexes, and manufacturing
- Medical and Healthcare Facilities - bio-medical facility, emergency services, healthcare services, hospitals, long-term care Facility and nursing homes, medical centers, medical practices, medical offices, outpatient facility, and dentist offices
- Retail Facilities - shopping centers, strip malls, banks and financial institutions, supermarkets, car dealerships, wholesale and retail trade
- Travel Locations - second homes, airports, condominiums, hotels, rental property, resorts, timeshares, and vacation homes

TRIBOND has regional offices in the following states: Georgia, Alabama, Florida, and New York.

Administration and Management

TRIBOND believes in a “hands on” management style with systems of checks and balances. We believe that the strongest manager (at any level) is one that leads by example. It is always most effective to tell someone what to do or how to do it, as well as to show them how to do it, and to do it with them. All TRIBOND associates receive positive reinforcement and additional training in developmental areas to make all of our good associates into great associates. TRIBOND is also keenly aware that repetition and consistency are two of the keys to our ongoing and expanding success. By having a SOP for all processes and procedures within the company, TRIBOND is able to duplicate our successes and is able to have consistent excellence in service on any account, no matter how large or small the account, or where in the country the account is located.

TRIBOND’s organizational structure consists of a Service Center (which is supported by TRIBOND’s Owner/Director of Sales and the Director of Operation), Regional Managers, District Managers, Project Managers, and Janitorial Associates. TRIBOND’s Service Center handles all administrative tasks for the organization, including, but not limited to: customer service (to both internal associates and external customers), contract execution, invoicing, payroll, human resources, information technology, bid presentations, sales, providing company created standardized project forms, etc. The Regional Managers and District Managers manage a specific geographical area and see to it that all accounts receive the services that are required at a level that exceeds expectations. This includes managing a few select accounts themselves, conducting trainings for all levels of employees, mentoring and developing Project Managers, and being the primary communication between the field and the Service Center. The Project Managers manage the day to day actions of all associates servicing accounts, communicate directly with the contract administrators, and are responsible for maintaining proper inventory levels of all equipment and supplies.

Director of Operations – The Director of Operations, Raina Harrison, who has 23 years of management experience and 18 years of operations experience (has been with TRIBOND since it started in January 2008), will provide follow up with the Contract Administrator to ensure that all expectations are being exceeded. She will also review all communication logs, corrective action plans, time sheets, etc. to ensure accuracy and to make sure that all forms of services provided and communications are meeting the highest quality standards.

Director of Sales/Owner – The Director of Sales, Leslie Palmer, who has 19 years of experience in project management and 21 years of sales experience (started TRIBOND in January of 2008), will have written and/or verbal correspondence with the Contract Administrator on an as needed and ongoing basis to verify that TRIBOND is exceeding the expectations of the Contract Administrator and Leon County.

Service Center – The TRIBOND Project Team and TRIBOND Customers are also supported by the TRIBOND Service Center, who is available 24 hrs./day for all customers and associates. The TRIBOND Service Center provides a TRIBOND Training and Certification Program for all of our associates before they begin providing services on any TRIBOND project. The TRIBOND Service Center is the primary contact for coordination and communication between TRIBOND and the Department of Transportation from the issuance of an BID through the contract being fully executed. Once the contract/services begin, the TRIBOND Project Manager becomes the primary day to day contact for the Contract Administrator for each location. The Service Center issues all invoices, receives and processes all payments, and continues to monitor each account through regular communication with the Project Manager.

In addition, the Service Center handles all of the administrative functions for TRIBOND (as listed above in the first paragraph in the “Administration and Management” Section), customer support, and escalation. The TRIBOND Service Center is located in Mableton, Georgia.

Regional Managers - In addition to the Service Center, each account is managed locally. TRIBOND has six Regional Managers. The regional managers are responsible for the mentoring, training, and managing of all TRIBOND associates in their region. Each project will have an assigned regional manager. The assigned regional manager will be on site for any and all work performed for our customers. The Regional Manager may also function as a supervisor and/or Project Manager on select contracts. The Regional Manager will always be on site daily for the first 30 days of any new project

to ensure a smooth transition between the previous service provider and TRIBOND. They also function as a backup Project Manager when the regular Project Manager is out of pocket.

Each Regional Manager works out of a local District Office. As TRIBOND provides services, and not products or manufacturing, we do not have a location/facility that employees will report to for the purpose of performing the services as outlined in this BID. The Janitorial Services that we provide will be on location at your facilities, as detailed in the *Scope of Services and the Performance Measures*. TRIBOND has a District Office located in Lake County, Florida and a Marion County, Florida and will maintain local offices for the entire term of the contract.

District Managers – District Managers perform the same function as Regional Managers, but for a smaller volume of accounts and for a smaller service area. When a Project Manager is promoted (within TRIBOND), they are promoted to the District Manager level (and still receive ongoing mentoring, support, and feedback from a seasoned Regional Manager) and at some time in the future, have the potential to be promoted to a Regional Manager.

Project Manager (on site) - The Project Manager, Lupe Tesvich, whose strengths include: Project Management, Leadership Ability, and Communication Skills, is the **DESIGNATED PRIMARY LIAISON** between TRIBOND and Leon County. Lupe brings over 20 years of experience in the Janitorial Services Industry and over 20 years of management experience. Lupe has been with TRIBOND since 2008. The Project Manager will maintain day to day communication between the Contract Administrator and TRIBOND. The Project Manager is responsible for managing the day to day project activities and for managing the other TRIBOND employees.

TRIBOND's Project Manager has extensive training in all areas of project management and will perform any and all tasks as necessary. The Project Manager will group each task from the scope of services into logical working groups that will then be assigned as their "area of responsibility" to each of the TRIBOND Associates servicing your facilities. The Project Manager will administer daily checklists that each associate must follow and sign off on daily to make sure that 100% of all requirements are met. This allows for expertise, efficiencies, and consistency to be provided for each task within this project.

The Project Manager will keep a record of all employees and the exact dates and times that they are on site at each facility. In addition, the Project Manager will provide a Supervisor's Report, signing that they have inspected all services that have been provided and that they have been performed to their satisfaction. The original Supervisor's Report will be held by the Project Manager and one copy will be submitted to the TRIBOND Service Center.

The Project Manager will be the decision making authority on behalf of TRIBOND and will be ultimately held responsible for the overall contract/project management and the assurance that all terms and conditions of this Contract are being met. The Project Manager will have overall supervision of the on-site supervisor(s) and janitor(s), acting as the liaison between the Vendor and the Department on any issues that are either inappropriate or un-resolvable at the Janitorial Site Supervisors level.

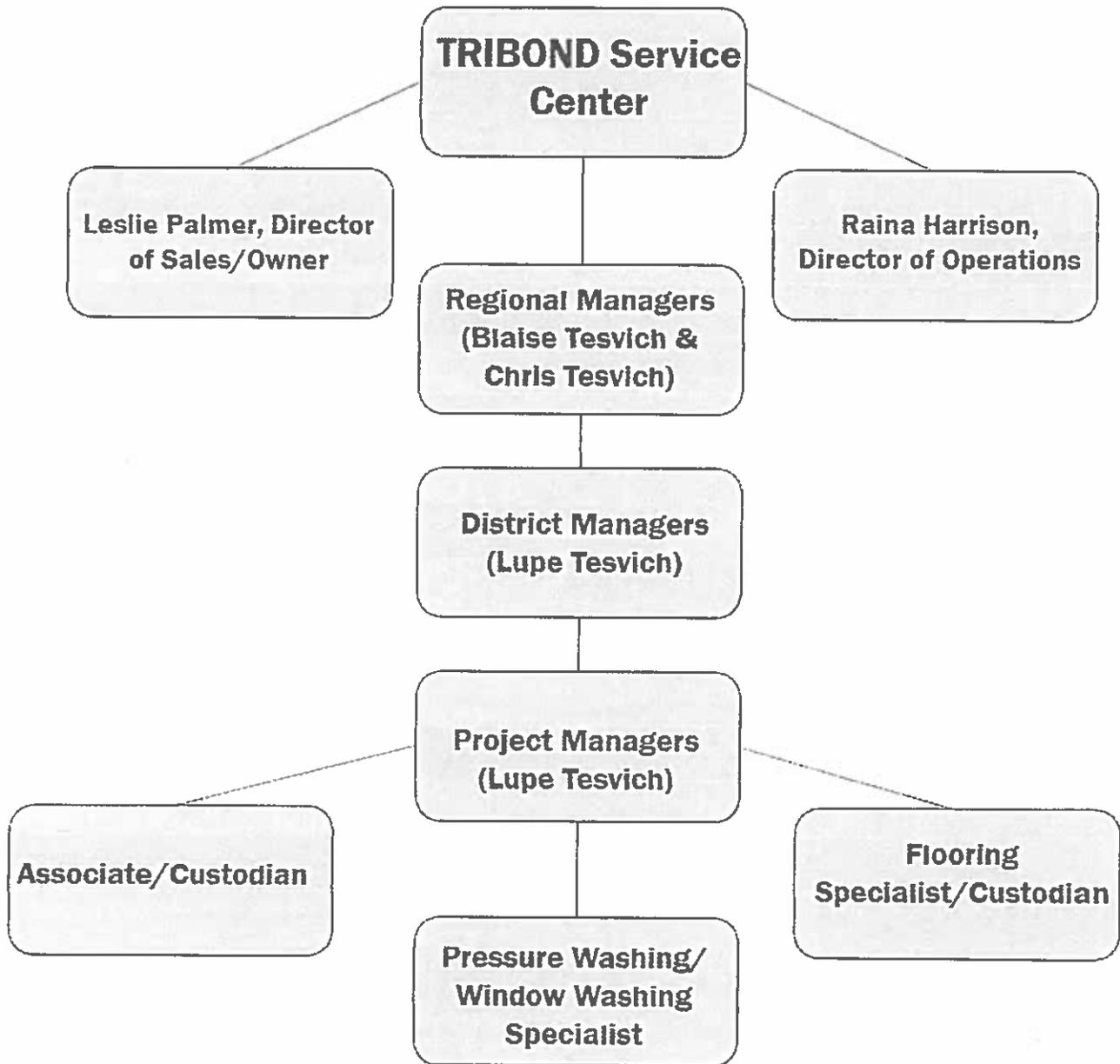
Supervisor(s) (on site) – The Project Manager will select additional Supervisors to assist in leading the teams that are servicing this account. The Project Supervisors will supervise all activities of the TRIBOND associates. They will assure that the day-to-day operations are carried-out according to the terms and conditions of this Contract. The Supervisors will provide appropriate training to all assigned staff to ensure full compliance of safety and security procedures. They will also ensure that work is being performed according to approved cleaning schedules and industry standards. The On-Site Supervisor will also act as a liaison between the Vendor and the Department for normal day-to-day and minor emergency operations. The TRIBOND Supervisors will have a minimum of two years of commercial maintenance experience (within the past four years) of facilities with 50,000 SF or greater and will be able to effectively communicate (verbally and written) with the Department, the Project Manager and other TRIBOND associates. They will also have performed and have been provided training on proper cleaning techniques (including equipment operation, proper usage and handling of chemicals, safety training, etc.).

Janitorial Associates/Custodians/Flooring Specialists – TRIBOND selectively screens and hand picks our associates for these positions that have a proven background and successful experience in providing janitorial services. We believe that we are only as strong as our weakest associate. That means that we take the extra time and effort to properly screen our employees and to properly train them to TRIBOND's standards before they ever set foot onto the job site. TRIBOND supports these associates with ongoing training and certifications. The Janitors are responsible for carrying out all assigned cleaning tasks as delegated by the TRIBOND Project Manager, the Project Supervisor, and/or the Department's Contract/Project Manager or designee. All associates under this classification will have a minimum of one year experience (within the past two years) of commercial janitorial services, providing similar services as those being requested in the Scope of Services, in facilities of a minimum of 30,000 SF.

ALL TRIBOND employees are able to speak, read, and write in clear and understandable English.
Please find a diagram of TRIBOND's Organizational Structure on the following page:



ORGANIZATIONAL CHART



TRIBOND has many branches of Regional Managers, District Managers, and Project Managers. This is a representative sample of one branch of the company structure.

In order to assure that all work is performed according to contract specifications, all TRIBOND associates receive extensive initial training in all areas of services including janitorial services, floor care, window washing, landscaping, and grounds maintenance. Once each associate is assigned to a specific account, they are given account specific training that details every item within the scope of services. This includes a definition of each task, the frequency of each task, and the manner in which the service is to be executed for each task. Once they are on site at the facility servicing the account, the Project Manager will follow up behind each and every employee at the completion of service to verify that each item on our checklist (taken straight from the Scope of Services) is executed properly. Each associate is supported with ongoing training, education, and certifications on all facets of project management, maintenance services, customer service, safety, and relevant laws, rules, and regulations. TRIBOND believes that it is always important to keep even the most seasoned professionals current and up to date on new equipment, chemicals, techniques, and laws as well as to keep each associate sharp and fresh on standard methods and procedures. A sample of our safety training includes education and certification on OSHA items, such as Blood Borne Pathogens and HIPAA laws and IWCA Window Washing training and certifications. We provide "how to" training (using the latest equipment, chemicals, and techniques) on buffing/stripping/waxing, carpet cleaning, window washing, etc. TRIBOND utilizes an extensive hiring process including drug testing, background checks, and the E-verify process.

The resumes of the Director of Sales, the Director of Operations, and the Project Manager are found on the following five pages:

Leslie Palmer
1629 Clay Road
Mableton, Georgia 30126
678-677-0022
lesliepalmer@comcast.net

OBJECTIVE

A management position in a growth-oriented organization utilizing my skills in Merchandising, Sourcing and Marketing Management, Sales and Operations Performance and Profitability Improvement and Revenue Generation and Optimization to: (1)

- design lead innovative strategies to achieve retain market dominance as best-in-class
- introduce streamlining processes and programs to improve productivity, effectiveness and bottom line results.
- create identify opportunities to expand market presence, enhance product offerings and grow sales.

QUALIFICATIONS

- Merchandising Sourcing Mgmt.
- Marketing Management
- Budget Management P&L
- Multi-Unit Management
- Advertising Packaging Mgmt.
- Global Market Intelligence
- Sales Operations Performance
- Profitability Improvement
- Cost Internal Quality Controls
- Strategic Planning Alliances
- Offshore Operation Mgmt.
- Lead Motivates Mentor Train
- Revenue Generation Optimization
- Supplier Dev. Negotiations
- Business/Up-scale Transformation
- Product Development Launches
- Brand Image Enhancement
- Program Category Management

Representative Suppliers: US Ceramic Tile, Armstrong, Newell Rubbermaid, Briko, Hardwood Flooring, Pella, Stone Island, Shaw Industries, Milliken, Revolution, Dal Tile, American Marazzi, Kaiser, Mosaic, Pergo, Chownwood, Mills, Parke, Kohler, Delta Faucet, American Standard, Moen

EXPERIENCE

- Owner/Director of Sales – Full Service Commercial and Residential Maintenance Organization
TRIBOND, LLC, GA 2007 – Present
- Product Merchant - Flooring; Ceramic and Natural Stone Tile
Import Inventory Merchant - Flooring Department
Merchandising Assistant
Merchandising Support
The Home Depot (THD), GA 1999 – 2007
- Assistant Manager and Cake Decorating Specialist (full-time student)
Ingles Bakery, GA 1991 – 1996

EDUCATION, PROFESSIONAL and CIVIC

Bachelor of Science in Textile and Fiber Engineering, 1998
Georgia Institute of Technology, GA
Student Council, National Honor Society, Dean's List, Phi Psi

Certified Six Sigma Green Belt

Professional Memberships and Activities

- American Society of Mechanical Engineers (ASME)
- American Association of Textile Chemists and Colorists (AATCC)
- Teacher - THD Systems and Process (China Sourcing Office, Shanghai)
- Co-Coordinator, several THD 1-day and 3-day charity fundraisers

Community and Volunteer Activities

- Mentor - Georgia Tech Freshman Mentor Program
- Supervisor, Administrative Board and Childhood Education
- Teacher - Sunday School
- Leader - Youth Group
- Coach - Forsyth and Gwinnett Counties Department of Recreation Cheerleading Squads

ACHIEVEMENTS

Merchandising, Sourcing and Marketing Management

Designed/led Managed marketing, merchandising, sourcing and advertising strategies to grow flooring category from \$974 million to \$1.01 billion in 7 months. Managed \$1 billion budget; researched supplier contracts, spend, co-op dollars; and tiered rebate programs; established stretch goals to increase supplier financial commitment; developed individual plans; negotiated with suppliers; identified 12 new suppliers; researched shipping patterns; reduced warehouse advertising; changed print ads to display coordinated, fully-decorated room scenes rather than individual tile pieces; created color-coded point of purchase signage package outlining features and benefits of product assortments. Results: Financial commitment of co-op and rebate contracts increased \$1.65 million; advertising strategy captured \$18 million in sales; inspired customers to expand projects through enhanced advertising layouts; signage pilot at 200 stores increased sales \$5.8 million with projected increase of \$41 million upon rollout.

Initiated changes to marketing and merchandising to increase revenue from \$98 million to \$130 million. Perceived need to change packaging from 60-100 lb. boxes with no ability to see inside to 40 lb. boxes with cut-outs for viewing; set packaging and product specifications; redesigned product displays to include trim and accent pieces; evaluated stratified regional sales history; determined regional product needs by season down to store level; analyzed supplier "landed" costs; negotiated and retained 3 of 10+ suppliers; smoothed product demand into strategic plan maximizing production efficiencies; executed stocking and special buy programs. Results: Enabled customers to view product groupings for value add and impulse buying; increased IMU 70%.

Developed SKU rationalization and stratification process to identify fill gaps in product assortment to ensure competitive edge. Defined gaps; gathered competitive market intelligence; found shift in trends of product types and sizes; examined implications and gaps in price points; introduced lower pricing price point for stocking items to bridge gap from special buys. Identified loss leaders; made product switch-outs and added 3 new products; requested new marketing proposals from suppliers. Results: Changed assortment to reflect latest trends; increased sales \$39 million with \$19.5 million increase in profitability.

Redesigned merchandising program to alleviate high level of shrink and markdowns. Gathered market feedback on competition assortment and contractor needs; reduced SKUs from 42 to 18; allowed incumbent suppliers to quote on specific product specifications; reduced pack size for lower volume stores; created color-coded, individually wrapped pieces with small openings enabling customers to see and feel product while eliminating high breakage damage. Results: Increased profitability \$11.54 million at 65%; reduced suppliers from 7 to 1.

Sales and Operations Performance and Profitability Improvement

Introduced process reducing variability of product arrival dates on direct import products from -21 to 3 days in conjunction with reengineering inventory management process. Noted inconsistencies with inventory levels at distribution centers (DC) and store fill rates; perceived need to tighten shift curve around DC due date; analyzed each step of ordering and supply chain process; added service providers to decision-making process for container-to-port delivery; developed program for inputting ordering parameters and outputting suggested weekly/monthly order quantities by supplier DC, SKU. Results: Saved \$1.8 billion in inventory with consistent order smoothing; eliminated need to build additional DC.

Improved direct import special buy sell-through: 119% for all Home Depot operations. Leveraged Six Sigma methodology; researched stratified sell-through of each department's special buys for 24 month period; evaluated buying patterns, promotions and store quantities; created standard process to forecast, buy and allocate any and all items based on store's sales velocity; at subclass level, oversaw implementation process companywide. Results: Sell-through increased \$1.387 billion during designated promotional sell-through period; saved \$46.8 million in markdowns; reduced inventory carrying costs.

Identified/implemented alternatives to maximize use of container space and minimize freight costs on all direct import shipments. Analyzed issue of shipping half-filled containers due to destination over-the-road weight restrictions; consulted with suppliers and third party logistics providers; devised 3-pronged plan: load containers to water weight restrictions and transload at US port to truck rail weight; bypass DC by shipping direct to store and change to less restrictive ports. Results: Improved profitability \$8 million in first year; reduced transit time to stores.

Instituted process to eliminate non-performing merchandise with no sales for more than 4 weeks and increasing profitability. Created Analyzed weekly schedule to identify all loss leader SKUs and number of affected stores; prioritized SKUs to be addressed; met with suppliers to discuss non-performance and 2-week corrective action plan; reviewed at 60 days to determine future of item. Results: Reduced \$193 million in inventory and 16% in SKUs.

Revenue Generation and Optimization

Created \$25.2 million proprietary branding program while managing \$506 million direct import business. Perceived need to distinguish products from competition; worked with product development to develop added features/benefits at same opening price point (OPP) of named brand; co-produced bold, new packaging; established stocking levels; merchandising and special buy endcaps; developed 4 additional products for proprietary line; required usage in "how to install ceramic tile" clinics; designed signage; rolled out product assortment nationally. Results: Grew category from \$74.8 million; increased OPP 165%.

Drove change to commence merchandising tile (third most searched word on THD website) online. Researched suppliers, THD website and competition; designed navigation road map path of category; created options sequence and drill down; included product views; added functional tools, "how much tile do I need" calculator and item checklist for installing tile; informed customers of lifetime warranty; presented coordinating accent tile; facilitated customer tracking. Results: Transition in progress; enabled customers to make store selections quicker; expediting product sales and value adds.

Added \$94 million to \$450 million wood flooring category. Analyzed stocking hardwood program; researched current trends and looks of popular floors; identified missing categories; created Thomas tile branded, proprietary exotic hardwood program. Results: Introduced 3 SKUs at adjuvant price point; offered branded value added products competition unable to provide.

Revitalized wall tile assortment with new and innovative products increasing sales \$16.8 million. Evaluated competition's assortment; conducted focus groups and needs specific to glass tile, metals, mosaics, color, texture, size and price point to effectively compete in marketplace; selected new products/discontinued items; designed new signage and packaging; created merchandising fixture and plan-o-gram; launched entire wall tile reset on West Coast. Results: Increased IMU of \$4.32 million; merchandising plan provided optimal customer shopping experience.

Raina N. Harrison

1239 Cabot's Drive, Auburn, GA 30011

(678) 687-9824

rharrison@tribond.net

Professional Profile

I have been employed in the customer service field since the beginning of my working career. I've gained experience from being employed as a movie theater clerk, cashier, head bookkeeper, administrative assistant, bakery manager, executive assistant, and owner of my own business. I have always been in a field that relies heavily on pleasing the client and, regardless of what field I'm working in, I am completely dedicated to each client's individual needs. I thoroughly enjoy working with people, whether it is the client, an associate, or management, and go above and beyond to get this accomplished. I have a work ethic that cannot be matched and I am an extremely confident person in everything that I do. I enjoy challenges and thrive on new experiences.

- Patient, pleasant, and professional customer service style
- High comfort level in Microsoft Word, Excel, Outlook, and Quick Books
- Excellent verbal and written communication skills
- Ability to problem solve quickly
- Knowledge of finance and record keeping
- Extremely organized
- Notary Public
- Ability to multi-task efficiently
- Self starter, motivated, and ability to work with little or no supervision
- Quick learner
- History of commitment to jobs
- Meticulous attention to detail
- High comfort level with web searches, email management, and online database systems
- Demonstrates ability to work in a team
- Leadership ability

Professional Experience

TRIBOND, LLC, Auburn, Georgia
January 1, 2008 - Present
Director of Operations

Achievements:

- Established and maintained my own business
- Gained extensive knowledge on private and government contracts
- Learned basic skills of Power Point
- Presented our company to potential clients

Responsibilities:

- Research any upcoming bid opportunities
- Keep records of all contacts
- Log all financials into Quick Books
- Maintain work schedules and appointments
- Implement contracts and presentations
- Communicate with and assist all partners in obtaining clients
- Assure complete satisfaction from our clients
- Develop the overall success of the business

Raina N. Harrison • (678) 687-9824 • rharrison@tribond.net

TYZA Industries, LLC, Auburn, Georgia
July 19, 2006 – December 31, 2007
Director of Operations

Achievements

- Successfully worked from home and maintained a strict work schedule
- Relieved owner of all administrative detail
- Substantiated and accounted for three years of business expenses

Responsibilities

- Work closely with the owner to assure company and personal success
- Process accounts receivable and payable
- Hiring of additional personnel
- Production of payroll and associated reports
- All travel planning and maintaining owner's schedules
- Coordinate work flow and update tasks accordingly

Ingles Markets #451 Auburn, Georgia
June 19, 1994 – July 18, 2006
Bakery Manager

Achievements

- 100% Customer Satisfaction Rating
- Increased sales profits to 3rd in a district of 32 stores
- Increased department sales by 5% each year
- Decreased department shrinkage by 50%

Responsibilities:

- Foster genuine relationships with employees and provide training
- Oversee maintenance, appearance, and presentation of department
- Maintain, order, and the accountability of inventory
- Engage customers through a high level of salesmanship and guarantee their satisfaction with department employees and products
- Supervise 6-10 employees on a daily basis

Education

Georgia Perimeter College, Clarkston, Georgia
Associate of Science Degree with Honors – Business Management
June 11, 1993

Clarkston High School, Clarkston, Georgia
Advanced Academic Diploma with Excellence
June 19, 1988

References

References are available upon request.

Lupe Tesvich
16905 NW Hwy 225
Reddick, FL 32686
631-317-9441
ltesvich@tribond.net

OBJECTIVE

A management position in a growth-oriented organization utilizing my skills in **Project Management, Sales and Operations Performance and Profitability Improvement and Revenue Generation and Optimization** in order to:

- design lead innovative strategies to achieve retain market dominance as best-in-class;
- introduce streamline processes and programs to improve productivity, effectiveness and bottom line results;
- create identify opportunities to expand market presence enhance service offerings and grow sales.

QUALIFICATIONS

- Project Management
- Budget Management P&L
- Multi-Unit Management
- Global Market Intelligence
- Sales, Operations Performance
- Profitability Improvement
- Cost Internal Quality Controls
- Strategic Planning Alliances
- Revenue Generation Optimization
- Lead Motivate Mentor Train
- Risk Management OSHA Certified Hazard Communication

EXPERIENCE

District Manager TRIBOND, LLC, MI, NY and Presently FL	2008 - Present
Customer Service Supervisor Chervon North America	2004 - 2008
Customer Service Manager The Home Depot, MI and MN	1994 - 2004

EDUCATION, PROFESSIONAL and CIVIC

High School Graduate – College Preparatory, 1993
East Patchogue High School, NY

Student, 1994
Macomb Community College, MI

Special Services Safety Trainer, 1995-2004
The Home Depot, MI

Training Specialist of Installed Sales and Special Orders Sales Organization, 1994-2004
The Home Depot, MI

Professional Memberships and Community and Volunteer Activities

Treasurer: Camo and Lace, Gaylord, MI
Team Leader: Habitat for Humanity Building Projects, MI and MN
Volunteer: Operation Christmas Child
Leader: Bible Study

As TRIBOND grows as a company, we continue to expand our employee base and make sure that we stay ahead of the growth of the company (with administrative and custodial personnel). We understand the importance of making a spectacular first impression, as well as ongoing impression with all of our customers. By keeping ourselves staffed and trained ahead of the growth and by limiting that number of contracts that any one project manager can manage simultaneously, we make sure that TRIBOND, from administration to on-site employees, is set up in such a way to successfully handle our current workload and also have the ability to satisfy the Leon County requirements. TRIBOND does not use subcontractors on any of our contracts. All associates servicing your facilities will be TRIBOND employees.

As project manager, Lupe Tesvich will be the TRIBOND representative designated to act as primary liaison between the Consultant and the Library District. The Director of Sales and Owner of the company, Leslie Palmer, will serve as an alternate and will be designated to act in the temporary absence of the primary liaison.

By using vacuums with Hepa Filters and MicroFiber Clothes (for examples) we are able to drastically reduce the amount of dust that is released back into the facilities and to maintain a more pristine work environment. TRIBOND is in the process of becoming a green seal certified company. We make every attempt to encompass all aspects of Green Cleaning including stewardship, communication, purchasing of office supplies, using electronic bid submissions whenever possible, electronic invoicing, the selection of cleaning chemicals, equipment, paper, and supplies as well as the procedures and methods used to perform services to prevent pollution and to reduce the impact on the environment. TRIBOND makes a conscious effort to be good stewards of our earth and all of its resources. TRIBOND shall be in compliance with all applicable Federal, state and local laws, regulations, laws and requirements regarding environmental protection and hazardous materials. TRIBOND's primary chemical for daily cleaning services and for all of its window washing maintenance services is "GREEN LINK VERDIZA", by Zep. It is an Environmentally Preferable All-Purpose Hard Surface Cleaner. Its features and benefits are as follows:

Zep Green Link Verdiza is a concentrated, all-purpose hard surface cleaner fortified with peroxide and specifically designed for all light to heavy duty cleaning tasks. It is formulated to impart a pleasant lemongrass scent to all surfaces upon which it is used. Zep Green Link Verdiza is a low pH product and contains no harsh solvents, so it is safe on most hard surfaces. Zep Green Link Verdiza is a "Green Seal Certified" cleaning product. Zep Verdiza is a member of the Zep GreenLink line of Environmentally Preferred Products (EPP).

TRIBOND has a safety plan in place for each aspect of cleaning, these include: using wet floor signs, wearing TRIBOND identification badges and uniforms, wearing safety helmets, harnesses, and vests (where and when it is appropriate). We also keep a current list indicating the name of the manufacturer, the brand name/manufacturer, and the intended use of each of the materials, chemicals, and compounds proposed for use in the performance of our work. TRIBOND keeps copies of all MSDS Sheets on file in each janitor's closet and train and certify each of our associates on Blood Borne Pathogens and HIPPA laws.

As part of our safety and security policies and procedures for our staff and facility, we require that only the service center accepts payments and that proper identification (including car magnets, uniforms, and identification) be utilized at all times.

TRIBOND's proposed quality assurance controls that will be used to ensure full contract and work performance compliance include having both Supervisors as well as the Project Manager to inspect each employees work on a daily basis and to correct problems on an immediate basis. Any item that the Supervisor or Project Manager does not identify, but that is brought to our attention is immediately taken care of and a corrective action plan is discussed and immediately implemented to prevent the error in the future. TRIBOND has an internal zero tolerance policy for improper behavior and or service level for all of our associates at all levels.

In order to maintain top quality personnel, TRIBOND provides all of their employees with Comprehensive Benefit Plans that include:

- Life/Disability Insurance
- Health, Dental, and Vision Insurance

- Workers Compensation
- Web-based Benefit Accessibility
- Benefit Assistance Customer Service Program

TRIBOND helps to ensure a safe, healthy, and productive work place by performing drug test and background checks on all of our employees during our Recruitment and Selection Process. Our drug testing is furnished by First Advantage Enterprise Screening Corporation. All of our testing is done at a LabCorp or Quest collection center. TRIBOND performs a 5-panel drug test called a SAP5 that includes testing for the following:

- Phencyclidine
- Marijuana
- Opiates
- Cocaine
- Amphetamines

The results are reviewed by a Medical Review Officer.

TRIBOND's background checks are done by Crimcheck.com. As a standard practice for all employees, TRIBOND runs a 7 year criminal background check, which is the "industry standard." The search is performed on the following:

- All court records at the county and city level for any and all felonies and misdemeanors
- Social Security Trace, to obtain a residential history
- Statewide Sex Offender Search

TRIBOND also has a Risk Management focus with Safety and Loss Prevention Programs that provide additional services and training for the following:

- OSHA Issues & Compliance Management
- Safety Meetings & Training
- Safety Manuals
- Claims Management

TRIBOND's goal is to begin to build a long- term, mutually beneficial, partnership with Leon County. For us, this means attracting and maintaining the very best employees and providing the highest level of communication and services to Leon County.

QUALITY CONTROL

This Quality Control Plan will detail all methods of meeting the standards and responsibilities of all TRIBOND employees servicing Leon County facilities. Including but not limited to:

- Project Management** – Details of how the project will be managed by TRIBOND employees, including the established “Project Manager”. It will include the Responsibilities of the Contractor, the Contractor Hours of Operation (by area), Contractor Conduct, Security of the Premises, Roles and Responsibilities, Safe Working Environment, Accident Reporting, Emergency Instructions, Personnel Protective Equipment, and Prevention of Personal Injury/Property Damage. Daily inspections will be made by all supervisors to ensure that all work is completed at 100% compliance to the scope of services.
- Inspections** – All work requested under this contract shall meet all quality and performance standards as detailed in this Quality Control Plan and in the Request for Bid. The work will be inspected daily, weekly, and monthly by the TRIBOND employees, Project Manager, and the Contract Administrator to meet all requirements.
- Plan Implementation** – The service plan will be implemented following the awarding of the proposal/bid to TRIBOND. It will be implemented exactly as is specified in this Quality Control Plan and as per the Request for Proposal specifications. This includes the daily monitoring (both by Leon County and by TRIBOND) of all work performed by the Contractor.
- Process Improvement Changes** – The Contractor’s performance will be monitored by the Contractor (employees and Project Manager) and the Contract Administrator. Any services performed that do not meet 100% of the standards outlined in the Request for Proposal will be identified first by TRIBOND employees and immediately corrected, if anything is overlooked, the Project Manager will identify the issue and will correct it immediately. As a last resort, if any standard is not executed to the fullest extent expected, the Contract Administrator will bring it to the attention of the Project Manager and it will be immediately corrected.
- Correction of Deficiencies** – The Contractor will develop strategies to make changes, as necessary, to ensure that the most efficient and effective method of services performed is being used to optimize the results. Any issue that is identified will have a written correction to the working processes and procedures and will become a part of the daily duties of the Contractor.

TRIBOND uses a set of forms and processes that are catered to your specific project. Our Continuous Quality Control Monitoring Plan makes it possible to quickly identify any opportunities before they become an issue. This covers all areas of service including physical tasks being completed and effective and timely communication.

Site Specific Checklists

All TRIBOND projects are tracked on a daily basis on the Project Checklists that are customized for your specific project. There is a daily, monthly, quarterly, and semi-annual checklist that all TRIBOND associates follow. The associate performing each task checks it off as it is completed and signs off on all work being 100% complete (to the service levels specified in the Scope of Services) at the end of their shift. The Project Manager also signs off on each project checklist for each associate on a daily basis. These checklists are also reviewed by the TRIBOND Service Center and are modified as necessary for continuous project improvement.

DAILY PROJECT CHECKLIST

REGULAR MAINTENANCE DAYS - _____



DATE	SIGNATURE		
	ARRIVAL TIME & DEPARTURE TIME		
	MON	WED	FRI
SECTION A - DAILY DUTIES			
TOILET ROOMS (Includes all restrooms, public and private, and Holding Cells)			
Sweep floors.			
Mop floors with a disinfectant solution.			
Clean fixtures (toilets, urinals and lavatories) with a non-abrasive cleaner/disinfectant solution.			
Clean walls, partitions, doors and other vertical and horizontal surfaces.			
Empty and replace bags in all trash receptacles and sanitary napkin receptacles. Place debris in separate containers for disposal.			
Fill all toilet room dispensers with soap, towels, tissue and related supplies.			
Wipe and clean all bright metal.			
Clean and polish mirrors.			
Report any maintenance problems to Facilities Management using the minor maintenance report form.			
Holding Cells: When unoccupied and unlocked, holding cell areas shall be cleaned, including a total disinfecting in and around urinals/toilets on a daily basis. If any toilet or sink are stopped up, the contractor shall use a plunger to attempt to clear drain lines.			
	MON	WED	FRI
ROOM CLEANING (Including break, kitchen, lobbies, corridors and entrances)			
Empty trash receptacles and replace plastic liners in receptacles daily.			
Clean vertical and horizontal surfaces.			
Clean wash basins.			
Fill all dispensers.			
VACUUM ALL CARPET COMPLETELY including entrance and exit mats.			
EDGE CARPETING near baseboards and in areas not reached by vacuum.			
Mop hard surface flooring with treated medium. Remove any spots. Report any spots that cannot be removed to Facilities Management.			
Mop kitchen's and/or break rooms hard surface flooring with a disinfectant solution, without streaking or leaving any mop debris.			
Clean glass entrance and exit doors and glass panels.			
Clean microwave tops and doors.			
Vendor to move all recyclable waste/trash to designated building location.			
	MON	WED	FRI
ELEVATORS (Doors, floors and walls)			
Clean walls and doors of hand prints and smudges.			
Mop or vacuum floors.			

MAKE CERTAIN THAT YOU ARE IN COMPLETE UNIFORM, INCLUDING ID BADGES - ONLY EMPLOYEES ON PREMISE
 MAKE CERTAIN THAT YOU INSERT A V INDICATING EACH TASK IS COMPLETE FOR THE DAY
 MAKE CERTAIN THAT YOU ENTER ARRIVAL AND DEPARTURE TIME FROM THIS LOCATION
 TURN OFF ALL LIGHTS, SECURE ALL OFFICES, SECURE BUILDING, SET ALARM

Hazardous Conditions

In addition, all hazardous conditions and items in need of repair are to be reported by the Contractor to the Contract Administrator immediately, written and verbally. All accidents will be reported to the Contract Administrator immediately, written and verbally. All fires will be reported to the appropriate resource for rapid response. All lost and found articles will be turned in to the Contract Administrator. Any unauthorized or suspicious person seen on the premises will be reported to the Contract Administrator immediately, written and verbally.



© Full Service Commercial and Residential Maintenance Organization

ENTER FACILITY NAME HERE

Hazardous Conditions

Description of Hazardous Area	Date Reported	# of Occurrences	Date of Correction	Action Taken

Items in Need of Repair

Description of Item	Date Reported	# of Occurrences	Date of Correction	Action Taken

Lost and Found Articles

Description of Item	Location Item Found	Date Reported/Item Turned In

Reporting Suspicious Person

Description of Individual	Date Reported	Area Suspicious Person Seen	Action Taken

Accident Report

Description of Accident (include any chemicals involved)	Date Reported	Contractor Employee Involved	Witnesses	ENTER CUSTOMER NAME HERE Involved

TRIBOND Employee

Name _____ Date _____

TRIBOND Project Supervisor

Name _____ Date _____

FACILITIES ADMINISTRATOR

Name _____ Date _____

Performance Standards Monitoring

All services performed will be checked off and inspected daily by the Contractor employees and Project Manager. All services will be performed to the standards outlined in the Quality Control Plan and in the Request for Bid. Any service not meeting the performance standards of this contract will be immediately corrected and a written change to the Contractor's process and procedures will be made to ensure compliance. If the Project Manager or the Contract Administrator finds any non-compliance issues, then the following form will be filled out and submitted to/reviewed with the employee and a corrective action plan will be immediately implemented. It is the Project Manager's responsibility to take any necessary action to insure that this non-satisfactory action does not reoccur. Shown below is the short form, a more extensive form is used for TRIBOND employees and is maintained in their employee file and result in disciplinary action, up to and including termination.



A Full Service Commercial and Residential Maintenance Organization

Performance Deficiency and Corrective Action Plan

Description of Area of Deficiency	Standard Not Met	Date of Complaint	# of Occurrences

Plan to Correct Deficiency

Date of Implementation

TRIBOND Employee

 Name

 Date

TRIBOND Project Manager or Supervisor

 Name

 Date

TRAINING PROGRAM

TRIBOND will have a week long training program, prior to beginning the project to train each of the associates that will be servicing the account on the specific requirement of each facility included in this contract. This will be in addition to the regular introductory and ongoing training that is standard for all TRIBOND associates. All processes and procedures will be demonstrated and then repeated and practiced by each associate until they are 100% comfortable with the requirements of this specific scope of service and the needs of each area of each facility.

A written and physical test will be given to demonstrate each associates understanding of the services to be performed included in the Scope of Services.

TRIBOND provides quarterly training on a minimum of one new piece of equipment, safety techniques, and/or cleaning chemical. All associates are required to receive this ongoing training. There are additional trainings offered that are optional and that all associates are invited to attend. Several of the trainings and certifications that we provide and require are referenced in previous sections of this technical proposal.

TRIBOND has been servicing accounts with size and scope that meet and/or far exceed the size, frequency, and scope of services as required by this contract, since our inception in 2008. A representative list of previous/current contracts is as follows:

- ABC SUPPLY – JANITORIAL AND FLOOR CARE
- ADVANCED DISPOSAL - TRANSFER STATION & SCALE HOUSES – JANITORIAL SERVICES
- ALACHUA COUNTY, FL – CIVIL COURTHOUSE, CRIM. COURTHOUSE & ADMIN FACILITIES – JANITORIAL SERVICES
- BARTOW COUNTY, GA WATER – JANITORIAL SERVICES
- CITY OF DECATUR, GA – HOUSING AUTHORITY – VACANT APARTMENT CLEANING, JANITORIAL SERVICES, GROUNDS SERVICES
- COASTAL BANK AND TRUST – MOBILE, AL – JANITORIAL SERVICES
- COBB COUNTY - COMPOSTING FACILITY – JANITORIAL SERVICES
- COBB COUNTY - TRANSFER STATION – JANITORIAL SERVICES
- COBB COUNTY WATER SERVICES – JANITORIAL SERVICES
- DALTON STATE COLLEGE – JANITORIAL SERVICES
- DEPARTMENT OF DRIVER'S SERVICES - NORCROSS CSC
- FAYETTE COUNTY - JANITORIAL SERVICES (MULTIPLE COUNTY BUILDINGS)
- FL DOT - SEMINOLE COUNTY FLORIDIA - I-4 REST AREA - MAINTENANCE AND JANITORIAL SERVICE
- FLORENCE DARLINGTON TECHNICAL COLLEGE, SC – JANITORIAL SERVICES
- FLORIDA A&M UNIVERSITY – TALLAHASSEE, FL – JANITORIAL AND DORM/APARTMENT CLEANING
- GA DOT - FOREST PARK, GA - FULL JANITORIAL AND RAISED CARPET CLEANING
- GA DOT - GAINESVILLE, GA - FULL JANITORIAL AND RAISED CARPET CLEANING
- GA DOT – ATLANTA, GA – LANDSCAPING AND LAWN CARE
- GAYLORD EYE CARE CENTER – JANITORIAL SERVICES
- GEORGIA AVIATION AUTHORITY - JANITORIAL SERVICES
- GEORGIA CENTRAL TECHNICAL COLLEGE, MACON CAMPUS - EXTERIOR WINDOW WASHING
- GEORGIA DEPARTMENT OF TRANSPORTATION - DALTON, GA
- GEORGIA DOME - WINDOW CLEANING SERVICES
- GEORGIA SOUTHERN UNIVERSITY – GROUNDS MAINTENANCE
- GEORGIA SOUTHERN UNIVERSITY - WINDOW WASHING
- GEORGIA WORLD CONGRESS CENTER - WINDOW CLEANING SERVICES
- HANCOCK BANK (ALABAMA AND MISSISSIPPI) – JANITORIAL SERVICES
- HERNANADO COUNTY, FL – JANITORIAL SERVICES
- HIGH POINT, NC – HOUSING AUTHORITY – JANITORIAL SERVICES
- INDIANA UNIVERSITY OF PENNSYLVANIA – WINDOW WASHING
- JOHNSON CONTROLS INC – MOBILE, AL AND LAFAYETTE, LA – JANITORIAL SERVICES

- MALBIS PARKWAY PEDIATRIC DENTISTRY – JANITORIAL SERVICES
- MANATEE COUNTY, FL – KENNEL CLEANING
- MERRILL P. THOMAS COMPANY, INC./THE MCALEER TUNSTALL COMPANY, LLC – JANITORIAL
- MOBILE AIRPORT AUTHORITY – AIRBUS – WINDOW WASHING SERVICES
- MOBILE ASSOCIATION OF REALTORS – JANITORIAL SERVICES
- MONTANA CAPITOL COMPLEX – WINDOW WASHING
- MUSEUM OF CONTEMPORARY ART OF GEORGIA – JANITORIAL SERVICES
- NORTHWEST GA REGIONAL HOSPITAL, ROME – JANITORIAL SERVICES
- PALM BEACH COUNTY, FL – WINDOW WASHING AND PRESSURE WASHING
- PASCO COUNTY, FL – WINDOW WASHING AND PRESSURE WASHING
- SANDY SPRINGS - HAMMOND PARK CUSTODIAL MAINTENANCE
- SANDY SPRINGS - OVERLOOK PARK CUSTODIAL MAINTENANCE
- SEMINOLE COUNTY, FL - WINDOW WASHING
- SEMINOLE COUNTY SCHOOL BOARD, FL – FLOOR REFINISHING
- SHAW CENTER – BATON ROUGE, LA – WINDOW WASHING SERVICES
- STATE OF ALABAMA – FORENSIC SCIENCES – JANITORIAL SERVICES
- TME ENTERPRISES – LONGWOOD, FL – MAINTENANCE AND JANITORIAL SERVICES
- UNIVERSITY OF FLORIDA – GAINESVILLE, FL – BABY GATORS – JANITORIAL SERVICES
- YELLOW PAGES – PENSACOLA, FL AND MOBILE, AL – JANITORIAL SERVICES

In addition, a detailed list of references is located in the appendix.

ABILITY OF CONSULTANT’S PROFESSIONAL PERSONNEL

The Director of Sales, the Director of Operations, and the Project Manager are the named individuals that will initially be assigned to the provision of these services as requested in the BID. Their resumes are found below and on the following five pages:

Leslie Palmer
1629 Clay Road
Mableton, Georgia 30126
678-677-0022
lesliepalmer@comcast.net

OBJECTIVE

A management position in a growth-oriented organization utilizing my skills in Merchandising, Sourcing and Marketing Management, Sales and Operations Performance and Profitability Improvement and Revenue Generation and Optimization to order to:

- design lead innovative strategies to achieve retain market dominance as best-in-class;
- introduce/streamline processes and programs to improve productivity, effectiveness and bottom line results;
- create identify opportunities to expand market presence, enhance product offerings and grow sales

QUALIFICATIONS

- Merchandising/Sourcing Mgmt
- Marketing Management
- Budget Management-P&I
- Multi-Unit Management
- Advertising/Packaging Mgmt.
- Global Market Intelligence
- Sales/Operations Performance
- Profitability Improvement
- Cost Internal Quality Controls
- Strategic Planning/Alliances
- Offshore Operations Mgmt.
- Lead/Mentor/Coach/Train
- Revenue Generation/Optimization
- Supplier Dev./Negotiations
- Business/Upscale Transformation
- Product Development/Forecasting
- Brand Image Enhancement
- Program Category Management

Representative Suppliers: US Ceramic Tile, Anwarang, Novich, Kuhnwald, Bruce, Hardwood Flooring, Plym, In Stone Industries, Milliken, Beaulieu, Dal Tile, Anichini, Marazzi, Enza, Magato, Pergo, Ciseronati, Mills, Puro, Kohler, Delta Faucet, American Standard, Moen

EXPERIENCE

- Owner/Director of Sales – Full Service Commercial and Residential Maintenance Organization
TRIBOND, LLC, GA 2007 - Present
- Product Merchant - Flooring: Ceramic and Natural Stone Tile
Import Inventory Merchant - Flooring Department
Merchandising Assistant
Merchandising Support
The Home Depot (THD), GA 1989 - 2007
- Assistant Manager and Cake Decorating Specialist (full-time student)
Ingles Bakery, GA 1997 - 1999

EDUCATION, PROFESSIONAL and CIVIC

Bachelor of Science in Textile and Fiber Engineering, 1993
Georgia Institute of Technology, GA
Student Council, National Honor Society, Dean's List, Phi Psi

Certified Six Sigma Green Belt

Professional Memberships and Activities

- American Society of Mechanical Engineers (ASME)
- American Association of Textile Chemists and Colorists (AATCC)
- Trainer: THD Systems and Process China Sourcing Office, Shanghai
- Co-organizer: several THD 1-day and 3-day charity fundraisers

Community and Volunteer Activities

- Mentor: Georgia Tech Freshman Mentor Program
- Co-organizer: Administrative Board and Childbirth Education
- Teacher: Sunday School
- Leader: Youth Group
- Coach: Forsyth and Gwinnett Counties Department of Recreation Cheerleading Squads

ACHIEVEMENTS

Merchandising, Sourcing and Marketing Management

Designed Led Managed marketing, merchandising, sourcing and advertising strategies to grow flooring category from \$934 million to \$1.01 billion in 7 months. Managed \$1 billion budget, researched supplier contracts, spend, co-op dollars and tiered rebate programs; established stretch goals to increase supplier financial commitment; developed individual plans; negotiated with suppliers, identified 12 new suppliers; researched shopping patterns; reduced warehouse advertising; changed print ads to display coordinated, fully-decorated room scenes rather than individual tile pieces; created color-coded point of purchase signage package outlining features and benefits of product assortments. Results: Financial commitment of co-op and rebate contracts increased \$1.65 million, advertising strategy captured \$18 million in sales; inspired customers to expand projects through enhanced advertising layouts; signage print at 200 stores increased sales \$3.8 million with projected increase of \$41 million upon rollout.

Instituted changes to marketing and merchandising to increase revenue from \$98 million to \$130 million. Perceived need to change packaging from 60-100 lb. boxes with no ability to see inside to 40 lb. boxes with cut-outs for viewing; set packaging and product specifications, redesigned product displays to include trim and accent pieces; evaluated stratified regional sales history, determined regional product needs by season down to store level, analyzed supplier "landed" costs; negotiated and retained 3 of 19 suppliers; smoothed product demand into strategic plan maximizing production efficiencies; executed stocking and special buy programs. Results: Enabled customers to view product groupings for value add and impulse buying, increased IMI 70.4%.

Developed SKU rationalization and stratification process to identify fill gaps in product assortment to ensure competitive edge. Defined gaps, gathered competitive market intelligence, found shift in trends of product types and sizes; examined duplications and gaps in price points, introduced lower opening price point for stocking items to bridge gap from special buys, eliminated low leaders, made product switch outs and added 3 new products; requested new marketing proposals from suppliers. Results: Changed assortment to reflect latest trends, increased sales \$39 million with \$19.5 million increase in profitability.

Redesigned merchandising program to alleviate high level of shrink and markdowns. Gathered market feedback on competitor assortment and contractor needs; reduced SKUs from 42 to 18, allowed incumbent suppliers to quote on specific product specifications; reduced pack size for lower volume stores; created color-coded, individually wrapped pieces with small opening, enabling customers to see and feel product while eliminating high breakage damage. Results: Increased profitability \$11.34 million or 65%; reduced suppliers from 7 to 1.

Sales and Operations Performance and Profitability Improvement

Introduced process reducing variability of product arrival dates on direct import products from 21 to 2 days in conjunction with reengineering inventory management process. Noted inconsistencies with inventory levels at distribution centers (DC) and store fill rates, perceived need to tighten shift curve around DC due date, analyzed each step of ordering and supply chain process, added service providers to decision-making process for container-to-port delivery; developed program for inputting ordering parameters and outputting suggested weekly/monthly order quantities by supplier DC, SKU. Results: Saved \$1.8 billion in inventory with consistent order smoothing; eliminated need to build additional DC.

Improved direct import special buy sell-through 119% for all Home Depot operations. Leveraged Six Sigma methodology, researched stratified sell-through of each department's special buys for 24 month period; evaluated buying patterns, promotional and store quantities, created standard process to forecast, buy and allocate any and all items based on store's sales velocity, at subclass level, oversaw implementation process companywide. Results: Sell-through increased \$1.387 billion during designated promotional sell-through period, saved \$745.8 million in markdowns, reduced inventory carrying costs.

Identified/Implemented alternatives to maximize use of container space and minimize freight costs on all direct import shipments. Analyzed issue of shipping half-filled containers due to destination over-the-road weight restrictions, consulted with suppliers and third party logistics providers; devised 3-pronged plan: load containers to water weight restrictions and transload at US port to truck rail weight, bypass DC by shipping direct to store and change to less restrictive ports. Results: Improved profitability \$8 million in first year, reduced transit time to stores.

Instituted process to eliminate non-performing merchandise with no sales for more than 4 weeks and increasing profitability. Created/Analyzed weekly schedule to identify all loss leader SKUs and number of affected stores, prioritized SKUs to be addressed, met with suppliers to discuss non-performance and 2-week corrective action plan, reviewed at 60 days to determine future of item. Results: Reduced \$105 million in inventory and 10% in SKUs.

Revenue Generation and Optimization

Created \$2.2 million proprietary branding program while managing \$500 million direct import business. Perceived need to distinguish products from competition, worked with product development to develop added features/benefits at same opening price point (OPP) of named brand, co-produced bold, new packaging, established stocking levels, merchandising and special buy endcaps, developed 4 additional products for proprietary line; required usage in "how to install ceramic tile" clinics; designed signage; rolled out product assortment nationally. Results: Grew category from \$74.8 million; increased OPP 165%.

Drove change to commence merchandising tile (third most searched word on THD website) online. Researched suppliers, THD website and competition; designed navigation road map path of category, created options sequence and drill down, included product views, added functional tools, "how much tile do I need" calculator and item checklist for installing tile; informed customers of lifetime warranty, presented coordinating accent tile, facilitated customer tracking. Results: Transition in progress, enabled customers to make store selections quicker, expediting product sales and value adds.

Added \$44 million to \$130 million wood flooring category. Analyzed stocking hardware program, researched current trends and looks of popular floors, identified missing categories, created Thomas+ile branded, proprietary exotic hardwood program. Results: Introduced 3 SKUs at additional price point, offered branded value added products competition unable to provide.

Revitalized wall tile assortment with new and innovative products increasing sales \$15.8 million. Evaluated competition's assortment, conducted focus groups, identified gaps and needs specific to glass tile, metals, mosaics, color, texture, size and price point to effectively compete in marketplace; selected new products/discontinued items, designed new signage and packaging; created merchandising byline and plan-o-gram, launched entire wall tile reset on West Coast. Results: Increased IMI of \$4.72 million, merchandising plan provided optimal customer shopping experience.

Raina N. Harrison

1239 Cabot's Drvo Auburn, GA 30011

(678) 687-9824

rharrison@tribond.net

Professional Profile

I have been employed in the customer service field since the beginning of my working career. I've gained experience from being employed as a movie theater clerk, cashier, head bookkeeper, administrative assistant, bakery manager, executive assistant, and owner of my own business. I have always been in a field that relies heavily on pleasing the client and, regardless of what field I'm working in, I am completely dedicated to each client's individual needs. I thoroughly enjoy working with people, whether it is the client, an associate, or management, and go above and beyond to get this accomplished. I have a work ethic that cannot be matched and I am an extremely confident person in everything that I do. I enjoy challenges and thrive on new experiences.

- Patient, pleasant, and professional customer service style
- High comfort level in Microsoft Word, Excel, Outlook, and Quick Books
- Excellent verbal and written communication skills
- Ability to problem solve quickly
- Knowledge of finance and record keeping
- Extremely organized
- Notary Public
- Ability to multi-task efficiently
- Self starter, motivated, and ability to work with little or no supervision
- Quick learner
- History of commitment to jobs
- Meticulous attention to detail
- High comfort level with web searches, email management, and online database systems
- Demonstrates ability to work in a team
- Leadership ability

Professional Experience

TRIBOND, LLC, Auburn, Georgia
January 1, 2008 - Present
Director of Operations

Achievements

- Established and maintained my own business
- Gained extensive knowledge on private and government contracts
- Learned basic skills of Power Point
- Presented our company to potential clients

Responsibilities

- Research any upcoming bid opportunities
- Keep records of all contacts
- Log all financials into Quick Books
- Maintain work schedules and appointments
- Implement contracts and presentations
- Communicate with and assist all partners in obtaining clients
- Assure complete satisfaction from our clients
- Develop the overall success of the business

Raina N. Harrison • (678) 687-9824 • rharrison@tribond.net

TYZA Industries, LLC, Auburn, Georgia
July 19, 2006 – December 31, 2007
Director of Operations

Achievements:

- Successfully worked from home and maintained a strict work schedule
- Relieved owner of all administrative detail
- Substantiated and accounted for three years of business expenses

Responsibilities:

- Work closely with the owner to assure company and personal success
- Process accounts receivable and payable
- Hiring of additional personnel
- Production of payroll and associated reports
- All travel planning and maintaining owner's schedules
- Coordinate work flow and update tasks accordingly

Ingles Markets #451, Auburn, Georgia
June 19, 1994 – July 18, 2006
Bakery Manager

Achievements:

- 100% Customer Satisfaction Rating
- Increased sales profits to 3rd in a district of 22 stores
- Increased department sales by 5% each year
- Decreased department shrinkage by 50%

Responsibilities:

- Foster genuine relationships with employees and provide training
- Oversee maintenance, appearance, and presentation of department
- Maintain order and the accountability of inventory
- Engage customers through a high level of salesmanship and guarantee their satisfaction with department employees and products
- Supervise 6-10 employees on a daily basis

Education

Georgia Perimeter College, Clarkston, Georgia
Associate of Science Degree with Honors – Business Management
June 11, 1993

Clarkston High School, Clarkston, Georgia
Advanced Academic Diploma with Excellence
June 19, 1988

References

References are available upon request.

Lupe Tesvich
16905 NW Hwy 225
Reddick, FL 32686
631-317-9441
ltesvich@tribond.net

OBJECTIVE

A management position in a growth-oriented organization utilizing my skills in **Project Management, Sales and Operations Performance and Profitability Improvement and Revenue Generation and Optimization** in order to:

- design/lead innovative strategies to achieve/retain market dominance as best-in-class;
- introduce streamline processes and programs to improve productivity, effectiveness and bottom line results;
- create/identify opportunities to expand market presence, enhance service offerings and grow sales.

QUALIFICATIONS

- Project Management
- Budget Management P&L
- Multi-Unit Management
- Global Market Intelligence
- Sales Operations Performance
- Profitability Improvement
- Cost Internal Quality Controls
- Strategic Planning Alliances
- Revenue Generation Optimization
- Lead Motivate Mentor Train
- Risk Management OSHA Certified Hazard Communication

EXPERIENCE

District Manager TRIBOND, LLC, MI, NY and Presently FL	2008 - Present
Customer Service Supervisor Chervon North America	2004 - 2008
Customer Service Manager The Home Depot, MI and MN	1994 - 2004

EDUCATION, PROFESSIONAL and CIVIC

High School Graduate – College Preparatory, 1993
East Patchogue High School, NY

Student, 1994
Alacomb Community College, MI

Special Services Safety Trainer, 1995-2004
The Home Depot, MI

Training Specialist of Installed Sales and Special Orders Sales Organization, 1994-2004
The Home Depot, MI

Professional Memberships and Community and Volunteer Activities

- Treasurer:* Camo and Lace, Gaylord, MI
- Team Leader:* Habitat for Humanity Building Projects, MI and MN
- Volunteer:* Operation Christmas Child
- Leader:* Bible Study

As you can see from her resume, the Project Manager, Lupe Tesvich has been in the Project Manager/Customer Service type capacity since 1994. Not included in her resume, is the initial experience that she obtained while working for her mother's janitorial service while in high school and college. Lupe stays current on all new equipment and processes and procedure improvements in the janitorial industry and uses her vast experience as a springboard of knowledge to build upon. Lupe is familiar with and has worked with numerous local city and county governments throughout the United States for numerous years and is aware of how different and specific the requirements can be from each city and county to another. Lupe is the current Project Manager for the Janitorial Services contract that we currently manage with Leon County and she is completely ground engaged and extremely familiar with how the county works (including its processes and procedures).

TRIBOND does not use subcontractors for any of our projects or contracts.

ABILITY TO MEET TIME AND BUDGET REQUIREMENTS

TRIBOND has the financial stability, the infrastructure in place, the personnel, and the experience to meet all time and budget requirements of this BID and contract.

EFFECT OF PROJECT TEAM LOCATION ON PROJECT RESPONSES

The Project Manager will locally manage the contract with Leon County. She lives and is stationed locally and is available for on call/emergency concerns and will have an extremely quick response time and will engage the necessary parties to ensure a timely reaction. In addition to the Project Manager, there are also two TRIBOND Regional Managers that are also in close proximity, are available, and can respond when necessary.

TRIBOND REFERENCES

Client's Name: Florida Department of Transportation – converted to TME Enterprises in 2012
Contact: DOT: Jeff Ryals, Project Manager – TME: Dave Jackson,
Phone #: DOT: 407-977-6530 – TME: 407-883-2845
Address: DOT: I-4 Ritchie Greene Rest Area, Longwood, FL – TME: 18 W Jersey St, Orlando, FL 32806
Dates of Service: DOT: Dec 2010 – Sept 2012 (21 month contract), then TME: Sept 2012 - Present
Project Size: 1,176,120 SF
Project Description: Seminole County I-4 Rest Areas – Cleaning/Maintenance/Repair Services for Longwood/Lake Mary (Ritchie Green) Rest Areas. 24 hours/day, 365 days/year
Manager or key staff person(s) who worked on the project: Chris Tesvich

Client's Name: Alachua County, Florida
Contact: Karla Carusone
Phone #: 352-374-5295
Address: 915 SE 5th Street, Gainesville FL 32601
Email: kcarusone@alachuacounty.us
Dates of Service: April 1, 2013 – Present
Project Size: 264,500 SF
Project Description: Complete Buildings and Grounds Maintenance Services: Regular scheduled janitorial maintenance services five (5) days per week, carpet extraction, VCT stripping and waxing, Exterior and interior window services (including detergent wash, clear water rinse, and squeegee finish of windows)
Manager or key staff person(s) who worked on the project: Lupe Tesvich

Client's Name: The City of Gainesville - Gainesville Community Redevelopment Agency
Contact: Cindi Harvey
Phone #: 352-334-2205
Address: 802 NW 5th Avenue, Suite 200, Gainesville, FL 32601
Dates of Service: February 2013 – Present
Project Size: 12-15 city blocks and Depot Building Context Area, Depot Rail Trail (1100-1300 BLK) & Helyx Plaza, and Innovation Square Roadways (SW 9th Street and SW 3rd Avenue)
Project Description: Grounds Maintenance/Trash Pick Up of eight city streets in downtown Gainesville. Services include, but are not limited to: Litter and debris pick-up and disposal, spraying down of sidewalks with a hose, sidewalk power washing, and oil, gum and miscellaneous stains removal. Weed, pest, and disease control. Pruning Trees, etc. Also, complete landscaping services for three City of Gainesville CRA locations.
Manager or key staff person(s) who worked on the project: Lupe Tesvich

Client's Name: Hancock Bank
Contact: Carmen Akins, Division Facilities Manager
Phone #: Office 228-563-5701 | Mobile 228-323-3077
Address: 2510 14th Street, Gulfport, MS 39501
Dates of Service: January 2008 – Present
Project Size: 50,569 SF
Project Description: We currently provide Complete Buildings and Grounds Maintenance services: Regular scheduled janitorial maintenance services five (5) days per week, Interior and Exterior Window Washing, Additional "On call"/"Will call" services on an as needed basis.
Manager or key staff person(s) who worked on the project: Blaise Tesvich

Additional references available upon request.

Florida Registration:

M08000002128

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

PICK-UP WAIT MAIL

(Business Entity Name)

(Document Number)

Certified Copies _____ Certificates of Status _____

Special instructions to Filing Officer:

Office Use Only



700128482667

05/05/08--01041--025 **125.00

FILED
08 MAY -5 PM 2:25
SECRETARY OF STATE
TALLAHASSEE FLORIDA

N. O'Rgan MAY - 6 2008

COVER LETTER

TO: Registration Section
Division of Corporations

SUBJECT: TRIBOND, LLC
(Name of Limited Liability Company)

The enclosed "Application by Foreign Limited Liability Company for Authorization to Transact Business in Florida," Certificate of Existence, and check are submitted to register the above referenced foreign limited liability company to transact business in Florida..

Please return all correspondence concerning this matter to the following:

RAINA HARRISON
(Name of Person)

TRIBOND
(Firm/Company)

1239 CABOT'S DRIVE
(Address)

AUBURN GA 30011
(City/State and Zip Code)

For further information concerning this matter, please call:

RAINA HARRISON at (678) 687-9824
(Name of Person) (Area Code & Daytime Telephone Number)

MAILING ADDRESS:
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

STREET ADDRESS:
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

Enclosed is a check for the following amount:

- \$125.00 Filing Fee
- \$130.00 Filing Fee & Certificate of Status
- \$155.00 Filing Fee & Certified Copy
- \$160.00 Filing Fee, Certificate of Status & Certified Copy

APPLICATION BY FOREIGN LIMITED LIABILITY COMPANY FOR AUTHORIZATION TO TRANSACT BUSINESS IN FLORIDA

IN COMPLIANCE WITH SECTION 608.503, FLORIDA STATUTES, THE FOLLOWING IS SUBMITTED TO REGISTER A FOREIGN LIMITED LIABILITY COMPANY TO TRANSACT BUSINESS IN THE STATE OF FLORIDA:

1. TRIBOND, LLC
(Name of Foreign Limited Liability Company; must include "Limited Liability Company," "L.L.C.," or "LLC.")

(If name unavailable, enter alternate name adopted for the purpose of transacting business in Florida and attach a copy of the written consent of the managers or managing members adopting the alternate name. The alternate name must include "Limited Liability Company," "L.L.C.," "LLC.")

2. GEORGIA 3. 26-1653050
(Jurisdiction under the law of which foreign limited liability company is organized) (FEI number, if applicable)

4. 1-11-2008 5. PERPETUAL
(Date of Organization) (Duration: Year limited liability company will cease to exist or "perpetual")

6. _____
(Date first transacted business in Florida, if prior to registration.)
(See sections 608.501 & 608.502 F.S. to determine penalty liability)

7. 1239 CABOTS DRIVE
AUBURN GA 30011
(Street Address of Principal Office)

FILED
08 MAY -5 PM 2:25
SECRETARY OF STATE
TALLAHASSEE FLORIDA

8. If limited liability company is a manager-managed company, check here

9. The name and usual business addresses of the managing members or managers are as follows:
RAINA HARRISON 1239 CABOTS DR AUBURN GA 30011
LESLIE PALMER 1629 CLAY RD MABLETON GA 30106

10. Attached is an original certificate of existence, no more than 90 days old, duly authenticated by the official having custody of records in the jurisdiction under the law of which it is organized. (A photocopy is not acceptable. If the certificate is in a foreign language, a translation of the certificate under oath of the translator must be submitted.)

11. Nature of business or purposes to be conducted or promoted in Florida: JANITORIAL SERVICES

Raina Harrison
Signature of a member or an authorized representative of a member.
(In accordance with section 608.408(3), F.S., the execution of this document constitutes an affirmation under the penalties of perjury that the facts stated herein are true.)
RAINA N HARRISON
Typed or printed name of signee

**CERTIFICATE OF DESIGNATION OF
REGISTERED AGENT/REGISTERED OFFICE**

PURSUANT TO THE PROVISIONS OF SECTION 608.415 or 608.507, FLORIDA STATUTES, THE UNDERSIGNED LIMITED LIABILITY COMPANY SUBMITS THE FOLLOWING STATEMENT TO DESIGNATE A REGISTERED OFFICE AND REGISTERED AGENT IN THE STATE OF FLORIDA.

1. The name of the Limited Liability Company is:

TRIBOND, LLC

If name unavailable, the alternate name to be used in the state of Florida is:

2. The name and the Florida street address of the registered agent and office are:

InCorp Services, Inc.
(Name)

17888 67th Court North
Florida Street Address (P.O. Box **NOT** ACCEPTABLE)

Loxahatchee FL 33470
City/State/Zip

FILED
08 MAY -5 PM 2:25
SECRETARY OF STATE
TALLAHASSEE FLORIDA

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent as provided for in Chapter 608, Florida Statutes.

S. Hill on behalf of InCorp Services, Inc.
(Signature)

\$ 100.00 Filing Fee for Application
\$ 25.00 Designation of Registered Agent
\$ 30.00 Certified Copy (optional)
\$ 5.00 Certificate of Status (optional)

Control No. 08009486

STATE OF GEORGIA

Secretary of State

Corporations Division
315 West Tower
#2 Martin Luther King, Jr. Dr.
Atlanta, Georgia 30334-1530

CERTIFICATE OF EXISTENCE

I, Karen C Handel, Secretary of State and the Corporations Commissioner of the state of Georgia, hereby certify under the seal of my office that

TRIBOND, LLC

Domestic Limited Liability Company

was formed or was authorized to transact business on 01/11/2008 in Georgia. Said entity is in compliance with the applicable filing and annual registration provisions of Title 14 of the Official Code of Georgia Annotated and has not filed articles of dissolution, certificate of cancellation or any other similar document with the office of the Secretary of State.

This certificate relates only to the legal existence of the above-named entity as of the date issued. It does not certify whether or not a notice of intent to dissolve, an application for withdrawal, a statement of commencement of winding up or any other similar document has been filed or is pending with the Secretary of State.

This certificate is issued pursuant to Title 14 of the Official Code of Georgia Annotated and is prima-facie evidence that said entity is in existence or is authorized to transact business in this state.



WITNESS my hand and official seal of the City of Atlanta and the State of Georgia on 29th day of April, 2008

Karen C Handel
Secretary of State

Certification Number: 2874645-1 Reference: FL
Verify this certificate online at <http://corp.sos.state.ga.us/corp/soskb/verify.asp>

2014 FOREIGN LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# M08000002128

Entity Name: TRIBOND, LLC

Current Principal Place of Business:

1629 CLAY ROAD SW
MABLETON GA 30126

Current Mailing Address:

1629 CLAY ROAD
MABLETON GA 30126

FEI Number: 26-1653050

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

TESVICH CHRISTOPHER C
30760 WENIVA PIVER ROAD
LOT 219
SORRENTO FL 32776 US

The above named entity, certifies 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	MGRM
Name	PALMER, LESLIE M
Address	1629 CLAY ROAD
City-State-Zip	MABLETON, GA 30126

I hereby certify that the information provided in this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath. I am a managing member or manager of the limited liability company, or the receiver or trustee authorized to execute this report as required by Chapter 605, Florida Statutes, and that my name appears above or on an attachment will be or was employed to

SIGNATURE LESLIE PALMER

MEMBER/OWNER

02/26/2014

Electronic Signature of Signing Authorized Person(s) Detail

Date

TRIBOND'S equal opportunity policies and practices.

TRIBOND is committed to employing a diverse workforce. TRIBOND believes in hiring the right individual, based on potential, attitude, and ambition, independent of race, sex, origin, age, etc.

TRIBOND is very conscientious regarding all Equal Employment Opportunity (EEO) federal and state laws. We have strict internal policies regarding discriminatory practices and all TRIBOND associates receive initial (as part of their orientation) and ongoing training on current labor laws and diversity inclusion. TRIBOND pays all of their employees using Fair Labor Standards Act (FLSA) guidelines. TRIBOND prides itself on exceeding the legal requirements and on staying current on all federal and state laws regarding the hiring, employing, and paying of our associates.

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor 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 (INA)).

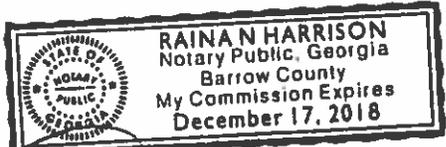
Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.

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

Company Name: TRIBOND, LLC
Signature: *Loree Palm* Title: Member/Owner

STATE OF Georgia
COUNTY OF Barrow

Sworn to and subscribed before me this 8th day of March, 2015

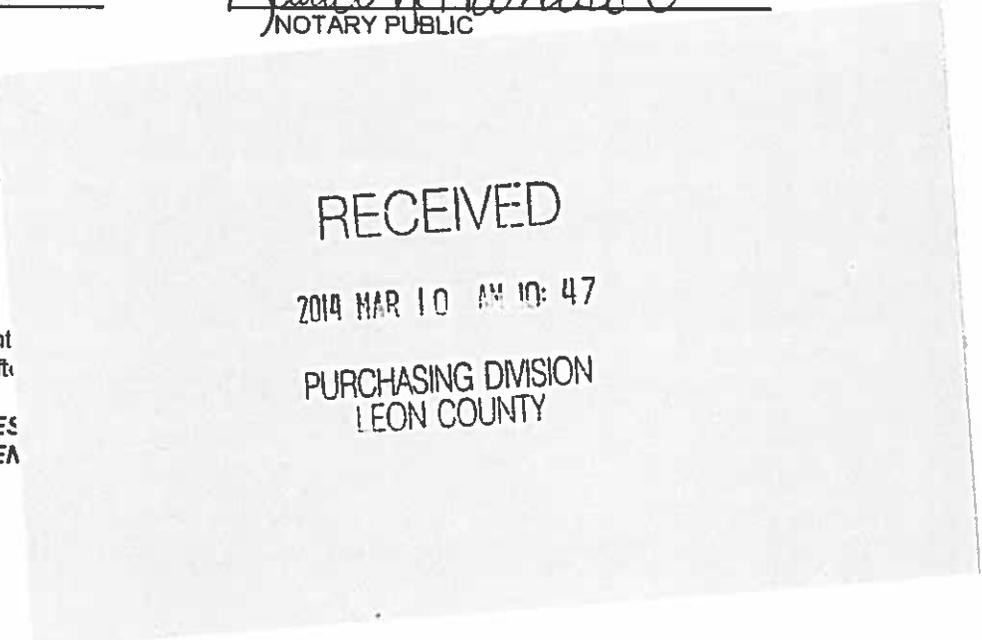


Personally known *Raina N Harrison*
NOTARY PUBLIC

OR Produced identification _____

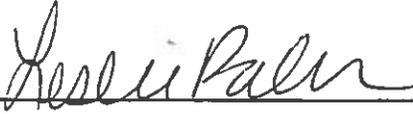
(Type of identification)

The signee of this Affidavit guarant affidavit to interrogatories hereinaft
**LEON COUNTY RESERVES
AS EVIDEN**



EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree 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 contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: 
Title: Member/Owner
Firm: TRIBOND, LLC
Address: 1629 Clay Road SW, Mableton, GA 30126

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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

As the person authorized to sign the statement, I certify the following:

(Check one and sign in the space provided.)

This firm complies fully with the above requirements.

This firm does not have a drug free work place program at this time.


Bidder's Signature

Member/Owner
Title

March 8, 2015
Date

INSURANCE CERTIFICATION FORM

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

A. 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: not sure
Indicate Best Financial Classification: not sure
see insurance certificate that follows

Business Auto: Indicate Best Rating: not sure
Indicate Best Financial Classification: not sure
see insurance certificate that follows

1. 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: not sure
Indicate Best Financial Classification: not sure

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

see insurance certificate that follows

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant 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 judgement 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 prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant 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

Member/Owner

Title

TRIBOND, LLC

Contractor/Firm

1629 Clay Road SW, Mableton, GA 30126

Address



OCCUPATIONAL TAX CERTIFICATE

CITY OF AUBURN, GEORGIA

ISSUED IN ACCORDANCE WITH THE ORDINANCES OF THE
CITY OF AUBURN

TRIBOND, LLC
1239 CABOTS DR.

Mailing Address:
RAINA N. HARRISON
1239 CABOTS DR.
AUBURN, GA 30011

License Number:
000000000183

Non-Transferable
Subject to be revoked if abused

This is a receipt for occupational tax fees from Jan. 1 - Dec. 31, 2015

THIS LICENSE EXPIRES: 12 - 31 - 2015

THIS LICENSE MUST BE DISPLAYED IN A CONSPICUOUS PLACE



Joyce Brown
CITY CLERK
Laura J. J. J.
CITY PLANNER

CLEANING PLAN

Cleaning Plan: Provide a detailed description of how your company will perform these services to provide quality service. Provide the estimated time each floor will be completed and lights turned off.

A. NIGHT OFFICE CLEANING:

Our Service Center takes the entire scope of services from the bid/contract and creates a daily/nightly checklist. The Project Manager breaks each daily checklist into logical work groups, that is then assigned to specific individuals that are assigned to perform night office cleaning duties. The larger facilities will have a supervisor (in addition to the Project Manager) that will supervise all services that are performed each night to ensure that each item off of the daily checklist has been accomplished and completed to the necessary specifications. In general, we take the square footage that has to be serviced, divide it by 4,000 SF per hour to determine the average number of hours that it will take to service the facility. We then divide that by the time frame allotted to clean that specific facility (up to eight hours) and determine the number of associates required to service that specific facility on each service day. We have numerous will call/floater associates assigned to assist with additional hands on deck when starting a new contract and to be on call when an associate calls in or is no longer with TRIBOND, until their replacement can be named. In addition to these employees, we have additional site managers and the project manager that is assigned to specific facilities to guide the associates and hold them accountable for all services performed. We provide site specific and scope of services specific training two weeks prior to beginning any new contract to insure that each associate is clear on the nuances of each specific facility and of its requirements.

B. COMMON AREA CLEANING:

As with all areas within a facility, common area cleaning is one specific work group that the project manager assigns to specific janitorial associates. They will focus on their specific area of the facility and will insure that all tasks that are included in the daily checklist for their area of service are achieved on a daily basis. These specific tasks and standards will be included in their area/facility specific training that they will receive (in addition to their TRIBOND orientation and training that they receive when initially employed). This account specific training will be conducted two weeks prior to the start date of any new contract. As with night office cleaning, we take the square footage of common area cleaning that has to be serviced, divide it by 4,000 SF per hour to determine the average number of hours that it will take to service these specific areas of the facility. We then divide that by the time frame allotted to clean that specific facility (up to eight hours) and determine the number of associates required to service that specific area of each facility on each service day.

C. HARD FLOOR MAINTENANCE:

We have specific associates that are employed with TRIBOND as flooring specialists. We have Hard Flooring and Carpet cleaning specialists. These people have a minimum of three years of verifiable floor care experience (in their area of expertise - hard surface or soft surface flooring) in facilities of 50,000 SF or larger. They have been vetted and are experts in all methods and techniques of their area of service. TRIBOND continues to provide these associates with ongoing training in all new methods, techniques, and chemical/equipment that become available to continuously improve their skills. These associates are strategically scheduled to perform their specific floor care service in the time frame that the scope of services calls for these services to be performed. This includes all daily, weekly, monthly, and semi-annual services as outlined in the scope of services included with this bid. In order to allow the hard flooring specialist to perform all of the services that they are specifically responsible for, they are not assigned any other tasks outside of their area of expertise.

Bid Title: Custodial Services for Group 4, Other Buildings, Continuing Service Bid No: BC-

Opening Date: 3/10/15

D. CARPET MAINTENANCE:

We have specific associates that are employed with TRIBOND as flooring specialists. We have Hard Flooring and Carpet cleaning specialists. These people have a minimum of three years of verifiable floor care experience (in their area of expertise - hard surface or soft surface flooring) in facilities of 50,000 SF or larger. They have been vetted and are experts in all methods and techniques of their area of service. TRIBOND continues to provide these associates with ongoing training in all new methods, techniques, and chemical/equipment that become available to continuously improve their skills. These associates are strategically scheduled to perform their specific floor care service in the time frame that the scope of services calls for these services to be performed. This includes all daily, weekly, monthly, and semi-annual services as outlined in the scope of services included with this bid. In order to allow the carpet flooring specialist to perform all of the services that they are specifically responsible for, they are not assigned any other tasks outside of their area of expertise.

E. RESTROOM CLEANING:

TRIBOND has special equipment (including a kaivac machine) that are specially designed for restroom cleaning that allow us to achieve a higher level of cleanliness and sanitation, than with "standard/regular" cleaning methods. One of the "logical working groups" that our project manager assigns to our janitorial associates includes specific employees that are only responsible for restrooms. One of our strategies in splitting up the tasks that each associate is responsible for, is to allow for each associate to remain focused on a much smaller set of tasks to allow for repetition and the resulting expertise and excellence in that specific area of service. We spend an exorbitant amount of time on any new account to get the facility up to the county and our standards. Once we are able to achieve these necessary levels, we consistently work hard each day to maintain this level of cleanliness. This includes utilizing our specialized equipment, chemicals, and cleaning methods to deep clean the restroom areas.

F. DAY CUSTODIAL CLEANING:

As with night office cleaning, our Service Center takes the entire scope of services from the bid/contract and creates a daily/nightly checklist. The Project Manager breaks each daily checklist into logical work groups, that is then assigned to specific individuals that are assigned to perform night office cleaning duties. The larger facilities will have a supervisor (in addition to the Project Manager) that will supervise all services that are performed each night to ensure that each item off of the daily checklist has been accomplished and completed to the necessary specifications. In general, we take the square footage that has to be serviced, divide it by 4,000 SF per hour to determine the average number of hours that it will take to service the facility. We then divide that by the time frame allotted to clean that specific facility (up to eight hours) and determine the number of associates required to service that specific facility on each service day. We have numerous will call/floater associates assigned to assist with additional hands on deck when starting a new contract and to be on call when an associate calls in or is no longer with TRIBOND, until their replacement can be named. In addition to these employees, we have additional site managers and the project manager that is assigned to specific facilities to guide the associates and hold them accountable for all services performed. We provide site specific and scope of services specific training two weeks prior to beginning any new contract to insure that each associate is clear on the nuances of each specific facility and of its requirements.

Bid Title: Custodial Services for Group 4, Other Buildings, Continuing Service Bid No: BC-

Opening Date: 3/10/15

G. RECYCLING OFFICE PAPER AND CO-MINGLE (bottles and cans):

As part of each daily checklist, TRIBOND will participate in the County's waste Recycling Program by collecting waste to be recycled and depositing it at designated locations. We will utilize the recycling containers will be marked for Newspapers, Computer Paper, Office Paper, and Non-Recyclable Trash. We will not mix items from these containers. We will segregate the waste in the proper carts. All Non-recycled trash will be disposed of into dumpsters. Recyclable items will be placed in the designated storage areas. TRIBOND will comply with any changes regarding the County's recycling program, without additional cost to the County.

H. CARPET DEEP CLEANING:

As with carpet maintenance, the carpet deep cleaning will be performed by the same specific associates that are employed with TRIBOND as flooring specialists. TRIBOND performs a two step process for carpet and upholstery cleaning. TRIBOND uses only environmentally friendly products and chemicals. We first do a pre cleaning of all spotted and heavily stained areas. We follow this by complete carpet and upholstery extraction using the Clearke Bext 300HV Electric Carpet Extractor. TRIBOND uses ZEP Break-Away R.T.U. spot cleaner as a pre-treatment for spots on carpeted and upholstered surfaces. Zep Break-Away is a ready-to-use carpet and fabric cleaner/protectant that utilizes bacteria to eliminate old stains. It can be used as a pre-spotter and it can be used on all types of soils and stains. Continued use provides excellent soil repelling properties. It deodorizes as it cleans and contains fluorotelomer that locks out soil. Break-Away is a member of the Zep GreenLink line of Environmentally Preferred Products (EPP). TRIBOND uses ZEP Lemongrass Extract It-Plus as our carpet/upholstery extractor solution. Zep Lemongrass Extract-It Plus is a concentrated, heavy duty carpet cleaning product that will remove heavy soils and stains. It is designed for use in hot water extraction and bonnet cleaning. Use of Lemongrass Extract-It Plus will help prevent further staining. It is a low-foaming product that has been formulated for new generation fibers. It will leave the carpet with a pleasant lemongrass fragrance. Zep Lemongrass Extract-It Plus is a member of the Zep GreenLink line of EPP. The BEXT 300HV has a built-in 212(F.) degree heater, variable solution pressures of 75 or 300psi, 13 gallon solution tank, 11 gallon recovery tank, and 2 vacuum motors.

I. WINDOW AND BLIND CLEANING:

TRIBOND uses only environmentally friendly/preferred chemicals for all of its window maintenance services. The name of this chemical is "GREEN LINK VERDIZA", by Zep. It is an Environmentally Preferable All-Purpose Hard Surface Cleaner. Its features and benefits are as follows: Zep Green Link Verdiza is a concentrated, all-purpose hard surface cleaner fortified with peroxide and specifically designed for all light to heavy duty cleaning tasks. It is formulated to impart a pleasant lemongrass scent to all surfaces upon which it is used. Zep Green Link Verdiza is a low pH product and contains no harsh solvents, so it is safe on most hard surfaces. Zep Green Link Verdiza is a "Green Seal Certified" cleaning product. Zep Verdiza is a member of the Zep GreenLink line of Environmentally Preferred Products (EPP). TRIBOND is 100% OSHA compliant and is a member of the International Window Cleaning Association (IWCA.) TRIBOND's Project Manager for this project is currently being certified by IWCA as a "High Rise Specialist" herself. Our designated window and blind cleaning associate for this project will also be high rise specialist certified by IWCA. The High Rise Specialist certification includes Commercial Ground, Rope Descent Systems, and Suspended Scaffolds certifications. The window and blind specialist(s) will have performed all services required in this bid on numerous previous projects for at least three years. The windows will be cleaned in a four step method including spot pressure washing (for exterior windows only), detergent wash/scrub, clear water rinse, and squeegee finish. A similar detailed methodology will be implemented for the blinds.

Bid Title: Custodial Services for Group 4, Other Buildings, Continuing Service Bid No: BC-

Opening Date: 3/10/15

J. DUSTING CLEANING:

TRIBOND associates use hepa filter equipped vacuum cleaners with dusting attachments, microfiber cloths, and microfiber dusters to perform low and high dusting for all service areas contained within the scope of services. Dusting will be performed as to remove all dust, lint, litter, dry soil, etc. from horizontal and vertical surfaces. After dusting, all areas shall be free of dust, cobwebs, dried-soil and soil. They will appear visibly and uniformly clean. As will all other areas of services, dusting will be a designated task, assigned to one or more associates (depending on the specific facility) as their designated area of service.

K. SPECIAL CLEANING:

Special Cleaning will be handled on a case by case basis. Once the Project Manager is contacted and the special/ additional services are requested, they will assign the necessary staff to perform the requested services. TRIBOND is equipped with the necessary personnel to put together a special team to handle any service need that arises with the county. Each special cleaning will be adequately supervised to insure that all tasks are performed and completed to the specifications and in the time frames that are required.

Bid Title: Custodial Services for Group 4, Other Buildings, Continuing Service Bid No: BC-

Opening Date: 3/10/15 _____

EQUIPMENT AND SUPPLIES

Equipment: List below all equipment to be used for this Contract (such as floor machines, vacuum cleaners, carpet extractors and carpet dryers) and kept on account. List back-up equipment that will be available if needed.

Number	Description	Manufacturer	Size/Capacity
see following page, in addition:			
depends on # of locations	Kaivac No-touch cleaning system	KaiVac	capable of servicing restrooms in extremely large facilities

Supplies - Paper Products and Chemicals: List all supplies you propose to use.

Product Use	Brand Name/Manufacturer
see following page	

Attach additional sheets if needed.

TRIBOND EQUIPMENT

TRIBOND owns all of our day in and day out janitorial cleaning equipment. The only equipment that we every obtain on a rental basis are man lifts for window washing projects. On any given day, the quantity of cleaning equipment that we own (such as vacuum cleaners, mops, buckets, floor polishing equipment, etc) varies. TRIBOND has it as our standard practice to purchase all new equipment for each new account as we begin servicing the account. Please see below our "standard new account order". Please note that we do cater each order slightly to accommodate individuality for one account to another.

TRIBOND ALWAYS ORDERS ALL NEW EQUIPMENT FOR NEW ACCOUNTS. This new equipment order will be ordered in duplicate or triplicate for this location.

TRIBOND - NEW ACCOUNT SET UP ORDER

Qty	Item - Description	Detailed Description	Model #
1	Mop Head	Unisan Cut End Wet Mop Head, Cotton, #20 Size, White (UNS2020C)	UNS2020C
1	Mop	Unisan Quick Change Metal Head Mop Handle for #20 & Up Heads, 63" Wood Handle (UNS605)	UNS605
1	mop buckets	Genuine Joe WaveBrake® Mobile Plastic Bucket & Wringer Combo, Yellow, 44 Quart (GJO60466)	GJO60466
1	Dust Mop	Genuine Joe Dust Mop, with Handle, 24 oz, 360 Degree Swivel, Chrome Plated	GJO54101
1	(55Gallon) Garbage Can	Brute® Round Plastic Outdoor Trash Can, 55 Gallon, Gray (RCP265500GY)	RCP265500GY
1	Trash Can Wheels	Rubbermaid Black Brute Twist On/Off Round Dolly	2640-16bk
1	Trash Can Lid	Brute® Round Lid, 26-3/4" Diameter, Gray (RCP265400GY)	RCP265400GY
1	Strap-on Caddy (from rubber made)	Brute® Yellow Caddy Bag (2642YL)	2642YL
1	Broom/ with dust pan (long handle)	Genuine Joe Lobby Dust Pank Combo Kit, 2-Way Handle, Black (GJO02407)	GJO02407
3	Spray bottle (pistol grip sprayer)	Continental Sprayer And Bottle, 24 oz, 3/Pack, Red/White	CMC92235P
1	Feather Duster/ Long handle	Texas Feathers Polywool Duster with Metal Extension Handle, 51" 82"L, Assorted Colors (TXF9442)	TXF9442
1	Bagless Vacuum (upright)	Commercial Upright (from Staples commercial accounts)	
1	Micro fiber cloths	Rubbermaid Microfiber Cleaning Cloth, Blue, Case of 24 (RCPQ605BLU)	RCPQ605BLU
1	Toilet brush	Rubbermaid Toilet Bowl Brush, White Plastic (RUB631000WE)	RUB631000WE
1	100 foot extension cord		FEL99599
1	Face masks	Kimberly-Clark Tecno Procedure Mask with Pleat and Earloops, Latex Free, 50CT, Blue (KIM47080)	KIM47080
1	Floor scrapers	Unger Scraper Floor Medium Duty 6" (MDSCOUNGER)	MDSCOUNGER
1	Small Gloves	Curad PF Latex Exam Gloves - Glove, Exam, Latex, Pf, Sm (CUR8104)	ANS34725S
1	Large Gloves	Curad PF Latex Exam Gloves - Glove, Exam, Latex, Pf, Large (CUR8106)	ANS34725L
1	X-Large Gloves	Curad PF Latex Exam Gloves - Glove, Exam, Latex, Pf, XL (CUR8107)	ANS34725XL
1	Squeegee	Unger channel 14"brass with bid&cip (GC350UNGER)	GC350UNGER
1	Squeegee Handle	Unger Golden Clip® Pro Brass Squeegee Handles (GP000UNGER)	GP000UNGER
2	5 gallon storage container with on/off valve	Impact Stackrack Jug Refill 5Gallon (7576IP)	7576IP

LIST OF PROPOSED SUPPLIES

As per the scope of services in the bid document, TRIBOND's list of Supplies - Paper Products and Chemicals that we proposed to use are as follows:

- Liquid soap that fits the Soap dispensers - Model 9034-12 800ml, as manufactured by Gojo Industries, Akron, Ohio and will be Kimcare 91059 or equivalent quality. Hand Sanitizer Purell® Green Certified Instant Hand Sanitizer
- Toilet paper that meets the criteria of: Toilet Paper Recycle 2-ply White 4460 or equivalent for toilet tissue dispensers – Model 09686, JRT Escort bulk roll dispenser, as manufactured by Kimberly Clark.
- Toilet Seat Covers Recycle White JR046 or equivalent
- Paper towels that meets the criteria of: Paper Hand Towels Multi-fold Natural FH24790, C-Fold Natural FH25290, Center Pull Down that fit Paper towel dispensers Model 09706 Lev-R-Matic, as manufactured by Kimberly Clark.

LIST OF PROPOSED CLEANING PRODUCTS

All products are manufactured by ZEP Inc, are part of their Green Link Line of products, and their MSDS follow. We maintain a folder/notebook of a complete list of chemicals used, along with the coordinating MSDS on site, for each project/contract.

- VERDIZA
- Zep Sheen
- Floor Finish
- Green Link Floor Stripper
- Lemongrass Extract-It Plus
- Zep Spirit II Ready to Use Detergent Disinfectant
- Breakaway (Carpet Spot Remover)

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-03-10-15-13

Bid Title: Custodial Services, County Wide

Opening Date: Tuesday, March 10, 2015 at 2:00 PM

Item/Vendor	C+L Associates	Nelsonic, Inc.	Contractor's Enterprises
Manual Signature	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Affidavit of Immigration	Yes	Yes	Yes
Tie Bid	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
Certificate Debarment	Yes	Yes	Yes
Base Bid:			
Group 1	\$ 0.073	\$ —	\$ —
Group 2	\$ 0.0749	\$ 0.0985	\$ 0.07
Group 3	\$ 0.109	\$ 0.1065	\$ 0.07
Group 4	\$ 0.15	\$ 0.2150	\$ 0.07
Group 5	\$ 0.135	\$ 0.1195	\$ —

Tabulated By: Shelley Kelley

[Signature]

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-03-10-15-13

Item Title: Custodial Services, County Wide **Opening Date:** Tuesday, March 10, 2015 at 2:00 PM

Item/Vendor	Associated Services + Supplies	Tribond	Stackon Maintenance Group
Manual Signature	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Affidavit of Immigration	Yes	Yes	Yes
Tie Bid	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
Certificate Debarment	Yes	Yes	Yes
Base Bid:			
Group 1	\$ —	\$ 0.21	\$ 0.0858
Group 2	\$ 0.14312	\$ 0.21	\$ 0.1365
Group 3	\$ —	\$ 0.21	—
Group 4	\$ 0.2416	\$ 0.21	—
Group 5	\$ —	\$ 0.21	—

Tabulated By: Sherry Kellers

[Signature]

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-03-10-15-13

Bid Title: Custodial Services, County Wide

Opening Date: Tuesday, March 10, 2015 at 2:00 PM

Item/Vendor	Executive Cleaning	USS1	Superior Janitorial Group
Manual Signature	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Affidavit of Immigration	Yes	Yes	Yes
Tie Bid	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
Certificate Debarment	Yes	Yes	No
Base Bid:			
Group 1	\$ —	\$ 0.093	—
Group 2	—	\$ 0.097	\$ 1.10
Group 3	\$ 0.12	\$ 0.105	\$ 1.05
Group 4	\$ 0.19	\$ 0.211	\$ 2.35
Group 5	\$ 0.092	\$ 0.089	\$ 1.05

Tabulated By:

Shelley Kelley

SKK