

Purchasing Department
City of North Port, Florida
Janitorial Services for the City of North Port
Bid# ITB 2022-16

Submitted by

Emerald Facility Management
Fergus Sheridan
Business Development Manager
727-580-3421
April 28, 2022

Original Copy
Enclosed



SECTION IV

BIDDER CHECKLIST

This checklist is provided to assist each Bidder in the preparation of their bid response. Included in this checklist are important requirements, which is the responsibility of each Bidder to submit with their response in order to make their response fully compliant. This checklist is only a guideline it is the responsibility of each Bidder to read and comply with the Invitation to Bid in its entirety.

ITEM #	SUBMITTAL	BIDDERS RESPONSE		
		INCLUDED		
		YES	NO	N/A or OTHER
1	Bidder has completed, signed and/or notarized all required forms and included this checklist with bid submittal	X		
2	All prices have been reviewed for mathematical accuracy, all price corrections initialed, and all price extensions and totals thoroughly checked.	X		
3	Bid Form: Separate excel spreadsheet to be saved in excel format to USB drive	X		
	Complete bid bond and acknowledge addenda signed by Binding authority	X		
	Bid Schedule: Completed (entered an amount in every line item) signed by Binding authority	X		
4	Source of Supply and Subcontractor Form: Completed and signed.	X		
5	Statement of Organization: completed, signed and notarized. (The Bidder shall submit proof that the company is authorized to do business in the State of Florida. Bidder shall submit Registration Certificate from the Florida Department of State, Division of Corporations, establishing your company as eligible to conduct business in the State of Florida. Please refer to website www.sunbiz.org .) Note: Bidder must submit proof that their firm name is registered with their State of origin if not a Florida company.	X		
6	References and Experience: Completed and signed	X		
7	Conflict of Interest: Completed and signed	X		
8	<ul style="list-style-type: none"> • 'Affidavit Claiming 'Local Business' OR • 'North Port Local Business' OR • If neither 'X-through the documents' 	X		
9	Drug-Free Workplace (If Applicable): Completed and signed	X		
10	Public Entity Crime Information: Completed, signed and notarized	X		
11	Non-Collusive Affidavit: Completed, signed and notarized	X		
12	No Lobbying Affidavit: Completed, signed and notarized	X		
13	Scrutinized Company Certification Form: Completed and Signed	X		
14	Standard Indemnification Agreement: Completed and Signed	X		
15	Bid Bond (Attached)	X		
16	Number of Originals: 1 (signed)	X		
17	Number of copies: 1 (signed)	X		
18	E-VERIFY: SIGNED	X		
19	USB Flash Drive: One (1) electronic version in Portable Document Format (PDF) or Flash Drive containing the entire submittal. Tabulation in excel format ONLY	X		

RFB NO. 2022-16 JANITORIAL SERVICES FOR THE CITY OF NORTH PORT

20	Insurance Certificate Bidder has reviewed all the insurance requirements and is able to provide a certificate within ten (10) days of award and prior to the commencement of any work activities.	X		
21	Credit Cards Does your company accept Credit Card Payments	X		
22	<p align="center">Is the Bid envelope marked accordingly:</p> <p align="center">LABEL FOR SEALED BID SHALL INCLUDE CONTRACTOR NAME AND THE FOLLOWING:</p> <p align="center">RFB NO. 2022-16 JANITORIAL SERVICES FOR THE CITY OF NORTH PORT</p> <p align="center">City of North Port Purchasing Division</p> <p align="center">Geoff Thomas, Contract Administrator I</p> <p align="center">4970 City Hall, Suite 337</p> <p align="center">North Port, Florida 34286</p>	X		

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

Name of Bidder: Emerald Facility Management BID FORMBusiness Address: 11701 S. Belcher Road, Unit 124, Largo, FL 33773Telephone Number: 727-580-3421

Fax Number: _____

E-mail Address: fergus.sheridan@emerald-serv.comContractor License # (IF APPLICABLE) SERV-000017-2022 FEIN #: 47-1295705

To the City Commission of the City of North Port pursuant to and in compliance with your notice inviting sealed bids (Invitation to Bid), Instructions to Bidders, and the other documents relating thereto, the undersigned bidder, having familiarized himself/herself with the terms of the Contract documents, local conditions affecting the performance of the Contract, and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated in the Contract, including all of its component parts and everything required to be performed, and to provide and furnish any and all of the labor, material, tools, expendable equipment, and all utility and transportation services and design of certain items necessary to perform the Contract and complete in a workmanlike manner, all of the work required in connection with the construction of said work all in strict conformity with the plans and specifications and other Contract documents for the prices hereinafter set forth.

The undersigned as bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that this submittal is made without collusion with any person, firm, or corporation; and he/she proposes and agrees, if the bid is accepted, that he/she will execute a Contract with the City in the form set forth in the Contract documents and that he/she will accept in full payment thereof the following prices, and further agrees to furnish all items listed on the attached Bid Form in accordance with the group(s) submitted. The above specified documents are herein incorporated into the Bid Form and shall be defined as the contract documents.

TOTAL GROUP 1: <u>Fifty-three Thousand, Eight Hundred & Fifty-six Dollars</u>	<u>\$53,856.00</u>	<input type="checkbox"/> NO BID
(Type/Print)	(Numeric)	
TOTAL GROUP 2: <u>Thirty Thousand, Five Hundred & Four Dollars</u>	<u>\$30,504.00</u>	<input type="checkbox"/> NO BID
(Type/Print)	(Numeric)	
TOTAL GROUP 3: <u>Thirty-nine Thousand, Four Hundred Sixty-eight Dollars</u>	<u>\$39,468.00</u>	<input type="checkbox"/> NO BID
(Type/Print)	(Numeric)	
TOTAL GROUP 4: <u>Thirty-nine Thousand, Four Hundred Eighty Dollars</u>	<u>\$39,480.00</u>	<input type="checkbox"/> NO BID
(Type/Print)	(Numeric)	
TOTAL GROUP 5: <u>Sixteen Thousand, One Hundred Fifty-two Dollars</u>	<u>\$16,152.000</u>	<input type="checkbox"/> NO BID
(Type/Print)	(Numeric)	

COMPANY: Emerald Facility ManagementNAME/TITLE: Fergus Sheridan, Business Development Manager

SIGNATURE: _____

DATE: April 28, 2022*This page must be completed and submitted*ALL BID PAGES MUST BE EXECUTED BY A CORPORATE/BINDING AUTHORITY & NOTARIZED WHERE APPLICABLE

ITEM NO.	ITEM DESCRIPTION	TP	Min. # of Employees (Excluding a Supervisor)	Proposed Number of Employees	Proposed Timeframe to Complete Cleaning	UNIT	QTY	UNIT COST	TOTAL COST
GROUP 1	City Hall		4	5	18 hrs	MONTHLY	12	\$4,308.00	\$ 51,696.00
GROUP 1	Fire Station #1 (Administration Area Only)		1	1	1hr	MONTHLY	12	\$180	\$ 2,160.00
Total Annual Cost for GROUP 1									\$ 53,856.00
GROUP 2	North Port Police Station (2-Story)		2	3	8 hrs	MONTHLY	12	\$1,805	\$ 21,660.00
GROUP 2	Police Sub-Station (Annex)		1	1	1 hr	MONTHLY	12	\$127	\$ 1,524.00
GROUP 2	Police Sub-Station Wellen Park		1	1	3 hrs	MONTHLY	12	\$610	\$ 7,320.00
Total Annual Cost for GROUP 2									\$ 30,504.00
GROUP 3	Family Service Center		2	3	5 hrs	MONTHLY	12	\$ 1,283.00	\$ 15,396.00
GROUP 3	Community Education Center-Senior Center		1	1	1 hr	MONTHLY	12	\$ 263.00	\$ 3,156.00
GROUP 3	Community Education Center-Peterson Room		1	1	.50 hr	MONTHLY	12	\$98	\$ 1,176.00
GROUP 3	Community Education Center-Salvation Army		1	1	1 hr	MONTHLY	12	\$ 329.00	\$ 3,948.00
GROUP 3	Utility Administration Building		1	1	.50 hr	MONTHLY	12	\$ 197.00	\$ 2,364.00
GROUP 3	Aquatic Center Concession-shower Building		1	1	.50 hr	MONTHLY	12	\$ 165.00	\$ 1,980.00
GROUP 3	Aquatic Center Office-Shower Building		1	1	.50 hr	MONTHLY	12	\$ 165.00	\$ 1,980.00
GROUP 3	Aquatic Center Office- Restroom Filtration Building		1	1	1 hr	MONTHLY	12	\$ 329.00	\$ 3,948.00
GROUP 3	Park Maintenance Building		1	1	2 hrs	MONTHLY	12	\$ 460.00	\$ 5,520.00
Total Annual Cost for GROUP 3									\$ 39,468.00
GROUP 4	Morgan Family Center		2	3	10 hrs	MONTHLY	12	\$ 2,369.00	\$ 28,428.00
GROUP 4	George Mullen Center		1	1	4 hrs	MONTHLY	12	\$ 921.00	\$ 11,052.00
Total Annual Cost for GROUP 4									\$ 39,480.00
GROUP 5	Public Works/Fleet Administration		1	1	4 hrs	MONTHLY	12	\$ 996.00	\$ 11,952.00
GROUP 5	Public Works Operations Center		1	1	1 hr	MONTHLY	12	\$ 175.00	\$ 2,100.00
GROUP 5	Public Works Engineering		1	1	.50 hr	MONTHLY	12	\$ 54.00	\$ 648.00
GROUP 5	Solid Waste Operations Modular		1	1	1 hr	MONTHLY	12	\$ 121.00	\$ 1,452.00
Total Annual Cost for GROUP 5									\$ 16,152.00
TOTAL OF GROUPS 1-5									\$ 179,460.00
Additional Carpet Cleaning						SF	1	\$ 0.05	
Additional Vinyl Floor (stripping/sealing/waxing)						SF	1	\$ 0.19	
Additional Tile Floor & Grout Cleaning						SF	1	\$ 0.12	
Additional Window cleaning						SF	1	\$ 0.05	
Porter Service						PER HOUR	1	\$ 22.00	
Pressure Washing (exterior) Vertical						SF	1	\$ 0.05	
Pressure Washing (exterior) Horizontal						SF	1	\$ 0.05	
Non-Emergency Cleaning (Employees)						PER HOUR	1	\$ 18.40	
Emergency Cleaning (Employees)						PER HOUR	1	\$ 22.00	
Non-Emergency Cleaning (Supervisor)						PER HOUR	1	\$ 24.00	
Emergency Cleaning (Supervisor)						PER HOUR	1	\$ 26.00	
Max Percentage Increase (2nd Year)									
Max Percentage Increase (3rd Year)									3.00%
Max Amount for 2nd Year									\$ 184,843.80
Max Amount for 3rd Year									\$ 190,389.11
Total Max Amount for 3 Years (Excludes any Additional Services as needed per unit prices above)									\$ 554,692.00

SOURCE OF SUPPLY AND SUBCONTRACTOR FORM

The following sources of supply and subcontractors shall be used for the **2022-16 CITY WIDE JANITORIAL SERVICES**. If bidder does not have a source of supply or subcontractor, insert "to be determined". When a source or subcontractor is determined, selection will be subject to City approval. (If not applicable, state N/A). Attach additional sheets if necessary.

SUBCONTRACTOR(S)

(PLEASE INCLUDE NAME/ADDRESS/TELEPHONE NUMBER & E-MAIL)

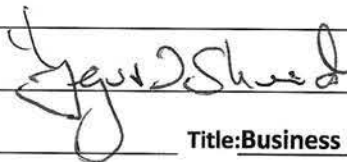
1. _____
2. _____ **N/A** _____
3. _____
4. _____

SUPPLIER(S)

1. **to be determined** _____
2. _____
3. _____
4. _____

Date: **April 28, 2022**

Signed (Person authorized to bind the company):



Name (printed): **Fergus Sheridan**

Title: **Business Development Manager**

(THIS PAGE MUST BE COMPLETED AND RETURNED)

REFERENCES AND EXPERIENCE
(THIS PAGE MUST BE COMPLETED AND RETURNED)

List customers for the services specified in the solicitation in the spaces provided below giving the company name, contact person, email address, telephone number, and date services were performed, as described. Note: A contact person shall be someone who has personal knowledge of bidder's performance for the specific requirement listed. Contact person must have been informed that they are being used as a reference and that the City representative may be calling them. **DO NOT list persons who will be unable to answer specific questions regarding the requirements. (Attach additional sheets if necessary)**

Bidder shall complete the following to demonstrate meeting the minimum qualification requirements as stated the in the MINIMUM QUALIFICATION AND CONTRACT REQUIREMENTS of this SOLICITATION DOCUMENT.

The Bidder shall demonstrate a minimum of TWO (2) CONSECUTIVE YEARS of JANITORIAL SERVICES IN FACILITIES EXCEEDING 7,500 SQUARE FEET and similar in scope and:

- At least two (2) references shall be located within the state of Florida.

Documentation shall include: 1) Contract #; 2) Description of Contract; 3) Contract Dates (from and to); 4) Owner or Company Name and Contact Person; 5) Email Address; and 6) Telephone and Fax Number.

Contract # / Description / Contract Term	Owner or Company Name / Contact Person	Email address*	Telephone and Fax number*
Contract #: RS19 Description of Services: Commerical Cleaning entire office building, floor maintenance, trash removal, sanitize all areas, carpet cleaning. Daily, Weekly, Monthly, Quarterly, and Annual Task. 400,000 sq ft. Contract Term - From: 2019 to present FLORIDA CONTRACT <input checked="" type="checkbox"/>	Owner/Company Name: Power Design, Inc Contact Person: Natalie Yeager	nyeager@powerdesigninc.us	Telephone #: 727-482-7070 Fax #: N/A

Contract # / Description / Contract Term	Owner or Company Name / Contact Person	Email address*	Telephone and Fax number*
Contract #: Description of Services: Janitorial Cleaning entire campus buildings, floor maintenance, trash removal, sanitize all areas, carpet cleaning. Daily, Day Porter, Weekly, Monthly, Quarterly, and Annual Task. 253,000 sq ft. Contract Term - From: <u>2021</u> to <u>present</u> FLORIDA CONTRACT <input checked="" type="checkbox"/>	Owner/Company Name: Shorecrest Preparatory School Contact Person Marcus Holmes	mholmes@shorecrest.org	Telephone #: 727-522-2111 ext 122 cell 727-409-1678 Fax #:
Contract #: Description of Services: Janitorial Cleaning entire campus buildings, floor maintenance, trash removal, sanitize all areas, carpet cleaning. Daily, Day Porter, Weekly, Monthly, Quarterly, and Annual Task. 200,000 sq ft. Contract Term - From: <u>2020</u> to <u>present</u> FLORIDA CONTRACT <input checked="" type="checkbox"/>	Owner/Company Name: USF Campus - Tampa Contact Person Vincent Lodato	vlodato@usf.fl.edu	Telephone #: 813-974-8935 Fax #:

THIS PAGE MUST BE COMPLETED AND RETURNED

Contract #: 71072021 Description of Services: Rappelling, machine/lift work, water-fed pole system. Clean numerous city's owned buildings. Pressure Washing of Building Facades and hardscapes, Fire Station, Police Department, Parks & Recreation Sites, Courthouses. Total 185 different locations. Contract Term - From: 2020 to present FLORIDA CONTRACT <input checked="" type="checkbox"/>	Owner/Company Name: City of Tampa - CityWide Window Washing/Pressure Washing Contact Person Ivette Rosario	Ivette.rosario@tampagov.net	Telephone #: 813-274-8837 Fax #: 813-274-8355
---	---	------------------------------------	--

* Bidder shall state at a minimum an EMAIL ADDRESS or FAX NUMBER.

BIDDER'S CERTIFICATION OF MEETING ALL THE SOLICITATION'S MINIMUM QUALIFICATION REQUIREMENTS:

If the bidder does not meet **ANY ONE** of the Minimum Qualification Requirement they will be **deemed non-responsive and/or non-responsible and thereby rejected.**

a) Bidder's years in business shall equal or exceed 2 years.

i. State the number of years and months in business: 7 Years 11 Months

b) Projects referenced by Bidder to demonstrate meeting the minimum requirements.

i. Did you reference FACILITIES EXCEEDING 7,500 SQUARE FEET that demonstrate continuing work between the years of 2015 and 2018?

☒ Yes ☐ No (Note: If the Respondent lacks projects between the above dates the City reserves the right to request additional references to demonstrate meeting this requirement)

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- ii. FLORIDA CONTRACT – Did you reference AT LEAST 2 OR MORE contracts with FLORIDA customers?
☒ Yes or ☐ No

c) ~~FRANCHISE COMPANIES:~~

- i. Are you the franchise OWNER:

Check One: ☐ YES ☐ NO *N/A*

- ii. Have you enclosed written proof of ownership must be submitted with your response.

Check One: ☐ YES ☐ NO

1. PERFORMANCE QUESTIONNAIRE – Bidders shall complete the following questionnaire in its entirety:

- a) Has the Bidder ever failed to complete a contract/project awarded to them?

Check One: ☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

Reason for failure to complete: _____

- b) Has the Bidder ever defaulted on any awarded contract/project?

Check One: ☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

Reason for default: _____

- c) Does the Bidder have current: 1) Outstanding contract claims against them by any Owner; or 2) contract litigation or dispute with any Owner; 3) Performance/Payment Bonds claims?

Check One: ☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

THIS PAGE MUST BE COMPLETED AND RETURNED

Provide a detailed description of current claims or litigation with contract/project Owner:

- d) Does the Bidder have pervious: 1) Contract claims against them by any Owner; or 2) Contract litigation or disputes with any Owner; 3) Performance/Payment Bonds claimed within the past THREE (3) YEARS?

Check One: ☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

Provide a detailed description of claims or litigation with any contract/project Owner:

- e) Is the Bidder currently debarred or suspended from bidding on any governmental agencies solicitations?

Check One: ☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

Reason for debarment or suspension: _____

THIS PAGE MUST BE COMPLETED AND RETURNED

Location of Working Office that will provide services:

- ☒ Less Than 100 miles city limits
☐ More than 100 miles city limits
☐ No local office presence

ADDENDUM ACKNOWLEDGEMENT:

The undersigned acknowledges receipt of the following addenda, and the cost, if any, of such revisions has been included in the bid price.

Addendum No. <u>1</u>	Dated <u>4/7/2022</u>	Addendum No. <u>4</u>	Dated <u>4/27/2022</u>
Addendum No. <u>2</u>	Dated <u>4/18/2022</u>	Addendum No. <u> </u>	Dated <u> </u>
Addendum No. <u>3</u>	Dated <u>4/25/2022</u>	Addendum No. <u> </u>	Dated <u> </u>

Through the signing of this Bid Form, Bidder attests his/her bid is guaranteed for a period of not less than **ninety (90) calendar days** from the date of the official bid opening.

COMPANY: Emerald Facility Management, LLC

NAME/TITLE OF PERSON AUTHORIZED TO BIND: Fergus Sheridan, Business Development Manager

SIGNATURE: 

DATE: April 28, 2022

This page must be completed and submitted

ALL BID PAGES MUST BE EXECUTED BY A CORPORATE/BINDING AUTHORITY & NOTARIZED WHERE APPLICABLE

CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

- ☐ I am an employee, public officer or advisory board member of the City
_____ (List Position Or Board)
- ☐ I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____
- ☐ An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____
- ☐ Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____
- ☒ None Of The Above

PART II:

Are you going to request an advisory board member waiver?

- ☐ I will request an advisory board member waiver under §112.313(12)
- ☐ I will NOT request an advisory board member waiver under §112.313(12)
- ☒ N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any bidders whose conflicts are not waived or exempt.

COMPANY: **Emerald Facility Management**

SIGNATURE: 

This page must be completed and submitted

ALL BID PAGES MUST BE EXECUTED BY A CORPORATE/BINDING AUTHORITY & NOTARIZED WHERE APPLICABLE

STATEMENT OF ORGANIZATION

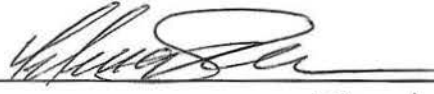
Name of Business: Emerald Facility Management

DBA (if any): _____

Type of Entity (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): LLCBusiness Address: 11701 S. Belcher Road, Suite 124, Largo, FL 33773Mailing Address (If applicable): P.O. Box 8460, Seminole, FL 33775Phone: 727-580-3421 Fax: _____E-Mail: fergus.sheridan@emerald-serv.comName/Title of person authorized to bind: Fergus Sheridan, Business Development ManagerSignature: Are you registered with the State of Florida Department of State? ☒ Yes or ☐ NoIf yes, what is your State document number? L14000103003

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

STATE OF FloridaCOUNTY OF PinellasSworn to and subscribed before me this 28 day of April, 2022 by Fergus J. Sheridan
who ☐ is personally known to me or ☒ has produced his/her driver's license as identification.


 Notary Public - State of Florida
 Print Name: Yelena Smolyanskaya
 Commission No: GG 250015

This page must be completed and submitted



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
EMERALD FACILITY MANAGEMENT, LLC

Filing Information

Document Number	L14000103003
FEI/EIN Number	47-1295705
Date Filed	06/27/2014
State	FL
Status	ACTIVE
Last Event	LC DISSOCIATION MEM
Event Date Filed	12/08/2021
Event Effective Date	NONE

Principal Address

11701 South Belcher Road
Suite 124
Largo, FL 33773

Changed: 02/15/2022

Mailing Address

P.O. Box 8460
Seminole, FL 33775

Changed: 02/15/2022

Registered Agent Name & Address

NAYEE LAW, P.A.
503 E. Jackson St.
Ste. 222
Tampa, FL 33602

Name Changed: 03/24/2021

Address Changed: 03/24/2021

Authorized Person(s) Detail

Name & Address

Title CEO, President

SHERIDAN, ROBERT PATRICK
 406 Lakewood Drive
 Oldsmar, FL 34677

Title Operations Manager

Sheridan, Edward P
 8201 Bardmoor Place
 #201 D
 Seminole, FL 33777

Annual Reports

Report Year	Filed Date
2020	01/21/2020
2021	03/24/2021
2022	02/15/2022

Document Images

02/15/2022 -- ANNUAL REPORT	View image in PDF format
12/08/2021 -- CORLCDSMEM	View image in PDF format
03/24/2021 -- ANNUAL REPORT	View image in PDF format
01/21/2020 -- ANNUAL REPORT	View image in PDF format
04/30/2019 -- ANNUAL REPORT	View image in PDF format
04/18/2018 -- ANNUAL REPORT	View image in PDF format
05/25/2017 -- AMENDED ANNUAL REPORT	View image in PDF format
04/19/2017 -- ANNUAL REPORT	View image in PDF format
09/07/2016 -- AMENDED ANNUAL REPORT	View image in PDF format
03/29/2016 -- ANNUAL REPORT	View image in PDF format
04/28/2015 -- ANNUAL REPORT	View image in PDF format
07/23/2014 -- LC Amendment	View image in PDF format
06/27/2014 -- Florida Limited Liability	View image in PDF format

STANDARD INDEMNIFICATION AGREEMENT (NON CONSTRUCTION/NON DESIGN PROFESSIONAL)

The **CONTRACTOR** shall be fully liable for the actions of its directors, officers, members, partners, or subcontractors, and the employees and agents of each of them, and shall fully indemnify, defend and hold harmless the **CITY**, its commissioners, employees, agents and assigns from all demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorneys' fees (at both trial and appellate levels), of any nature or kind whatsoever caused by, or arising out of or related to the performance or breach of this Contract by the **CONTRACTOR**, its officers, directors, members, partners, or subcontractors, and employees or agents of any of them; provided, however, that the **CONTRACTOR** shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the **CITY**.

To the extent applicable, the **CONTRACTOR** shall fully indemnify, defend and hold harmless the **CITY**, and its commissioners, agents, employees and assigns from any demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorneys' fees (at both trial and appellate level), arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right; provided, however, that the foregoing obligation shall not apply to the misuse or modification of **CONTRACTOR's** products by the **CITY** or any of its commissioners, agents, employees, and assigns, or to the operation or use of **CONTRACTOR's** products by the **CITY** or any of its commissioners, agents, employees, and assigns in a manner not contemplated by the Contract.

In the event of a claim, the **CITY** shall promptly notify the **CONTRACTOR** in writing by prepaid certified mail (return receipt requested), or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery at 5455 Pan American Blvd., North Port, FL 34287. Notification may also be provided by fax transmission to 941-423-2570.

The **CITY** shall provide all available information and assistance that the **CONTRACTOR** may reasonably require regarding any claim. This agreement for indemnification shall survive termination or completion of this Contract. The insurance coverage and limits required in this Contract may or may not be adequate to protect the **CITY** and such insurance coverage shall not be deemed a limitation on the **CONTRACTOR's** liability under the indemnity provided in this section. In any proceedings between the parties arising out of or related to this Indemnity provision, the prevailing party shall be reimbursed all costs, expenses and reasonable attorney fees through all proceedings (at both trial and appellate levels).

Company Name: **Emerald Facility Management**

Signature of person authorized to bind the Company: 

Print name and title of person above: **Fergus Sheridan, Business Development Manager**

Date: **April 28, 2022**

THIS PAGE **MUST** BE COMPLETED AND RETURNED IF SUBMITTING A QUOTE.

AFFIDAVIT
Claiming Status as a LOCAL BUSINESS

CONTRACTOR MUST MEET ALL 4 REQUIREMENTS BELOW TO CLAIM LOCAL BUSINESS STATUS

State of _____ }
 County of _____ } SS.

Before me, the undersigned authority, personally appeared: _____ who, being first duly sworn, deposes and says that:

1. I am the _____ (Owner, Partner, Officer, Representative or Agent) of _____, the Bidder that has submitted the attached Submittal;

AND

2. I am fully informed respecting the operation and employees of the Bidder;

AND

3. I affirm that the Bidder has maintained a physical business address located within the limits of Sarasota County, Charlotte County or Desoto County for a period of six (6) months or more before submitting this bid, from which the Bidder operates or performs business. The qualifying local address is _____

AND

4. I affirm that at least fifty percent (50%) of the Bidder's employees are residents of the City of North Port. If requested by the City, the bidder will be required to provide documentation substantiating the information given in this affidavit. City of North Port reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the bidder's submission being deemed non-responsive.

Any bidder that misrepresents its status as a local business or North Port local business shall be barred from receiving any City contracts for a period of three (3) years.

State of Florida
 County of _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____ who ☐ is personally known to me or ☐ has produced his driver's license as identification.

NOTARY SEAL:

 Notary Public - State of _____

Print Name: _____

Commission No: _____

This page to be returned only if Contractor is claiming a Local Business Status.

AFFIDAVIT

Claiming Status as a North Port Local Business

CONTRACTOR MUST MEET ALL 4 REQUIREMENTS BELOW TO CLAIM NORTH PORT BUSINESS STATUS

State of _____

County of _____

} SS.

Before me, the undersigned authority, personally appeared: _____ who, being first duly sworn, deposes and says that:

1. I am the _____ (Owner, Partner, Officer, Representative or Agent) of _____, the Bidder that has submitted the attached bid;

AND

2. I am fully informed respecting the operation and employees of the Bidder;

AND

3. I affirm that the Bidder has maintained its primary physical business address within the limits of the City of North Port for a period of six (6) months or more before submitting this bid, from which the Bidder operates or performs business. The qualifying local address is _____

AND

4. I affirm that at least fifty percent (50%) of the Bidder's employees are residents of the City of North Port.

If requested by the City, the bidder will be required to provide documentation substantiating the information given in this affidavit. City of North Port reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the bidder's submission being deemed non-responsive.

Any bidder that misrepresents its status as a local business or North Port local business shall be barred from receiving any City contracts for a period of three (3) years.

State of Florida

County of _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____ who ☐ is personally known to me or ☐ has produced his driver's license as identification.

NOTARY SEAL:

Notary Public - State of Florida

Print Name: _____

Commission No: _____

This page to be returned only if Contractor is claiming a North Port local business status.

PUBLIC ENTITY CRIME INFORMATION

As provided by F.S. §287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, Fergus Sheridan, being an authorized representative of the Respondent, Emerald Facility Management, LLC, located at 11701 S. Belcher Road, Suite 124 City: Largo State: FL Zip Code: 33773, have read and understand the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S. §287.133.

Signature: [Signature] Date: April 28, 2022

Telephone #: 727-580-3421 Fax #: _____

Federal ID #: 47-1295705

STATE OF Florida

COUNTY OF Pinellas

Sworn to and subscribed before me this 28 day of April, 2022 by Fergus J. Sheridan who ☐ is personally known to me or ☒ has produced his/her driver's license as identification.



[Signature]

Notary Public - State of Florida

Print Name: Yelena Smolyanskaya

Commission No: GG 250015

This page must be completed and submitted

NON-COLLUSIVE AFFIDAVIT

State of Florida

SS. }

County of Pinellas

Before me, the undersigned authority, personally appeared: Fergus Sheridan who, being first duly sworn, deposes and says that:

1. ☒ He/She is the Representative (City, Partner, Officer, Representative or Agent) of Emerald Facility Management, the Respondent that has submitted the attached reply;
2. ☒ He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;

4. Neither the said Respondent nor any of its officers, partners, City, agents, representatives, employees or parties in interest, including this Affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any Respondent, firm, or person to fix the price or prices in the attached reply or of any other Respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this 28th day of April, 2022.

By: Fergus SheridanFergus Sheridan

(Printed Name)

Business Development Manager

(Title)

STATE OF FloridaCOUNTY OF Pinellas

Sworn to and subscribed before me this 28 day of April, 2022 by Fergus J. Sheridan who ☐ is personally known to me or ☒ has produced his/her driver's license as identification.

Notary Public - State of FloridaPrint Name: Yelena SmolyanskayaCommission No: GG 250015***This page must be completed and submitted***

DRUG FREE WORKPLACE FORM

The undersigned bidder in accordance with Florida Statute §287.087 hereby certifies that **Emerald Facility Management** does:
(Company Name)

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 employee 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 abuse 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 that bidder complies fully with the above requirements.

Check one:

☒

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

☐

As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.


Signature
Fergus Sheridan
Name
April 28, 2022
Date

This page must be completed and submitted

LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that":

STATE OF Florida

COUNTY OF Pinellas

This 28 day of April, 2022, by Fergus Sheridan,
being first duly sworn, deposes and says that he or she is the authorized
representative of Emerald Facility Management (Name of the contractor, firm or individual),
and that the Contractor and any of its agents agree to have no contact or communication with, or discuss
any matter related in any way to any active City of North Port solicitation, with any City of North Port elected
officials, officers, their appointees or their agents or any other staff or outside individuals working with the city
in respect to this request other than the designated Procurement Official Contact and to abide by the
restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the
project manager, is prohibited. These persons shall not be lobbied, either individually or collectively,
regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To
do so is grounds for immediate disqualification from the selection process. The selection process is not
considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person
for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City
Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or
attempting to influence a member of City Commission or an officer or employee of the City in connection with
this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying",
in accordance with its instructions.

Signed, sealed and delivered this 28th day of April, 2022.

By: Fergus Sheridan

Fergus Sheridan

(Printed Name)

Business Development Manager

(Title)

STATE OF Florida

COUNTY OF Pinellas

Sworn to and subscribed before me this 28 day of April, 2022
by Fergus J. Sheridan who ☐ is personally known to me or ☒ has produced his/her
driver's license as identification.



Notary Public - State of Florida

Print Name: Yelena Smolyanskaya

Commission No: GG 250015

THIS PAGE MUST BE SUBMITTED WITH BID

Scrutinized Company Certification Form

Company Name: **Emerald Facility Management**Authorized Representative Name and Title: **Fergus Sheridan, Business Development Manager**Address: **11701 S. Belcher Road Suite 124** City **Largo**, State: **Florida** ZIP: **33773**Phone Number: **727-580-3421** Email **fergus.sheridan@emerald-serv.com**

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

CHOOSE ONE OF THE FOLLOWING


This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.



This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.



I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

Certified By: 
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: **Fergus Sheridan, Business Development Manager**

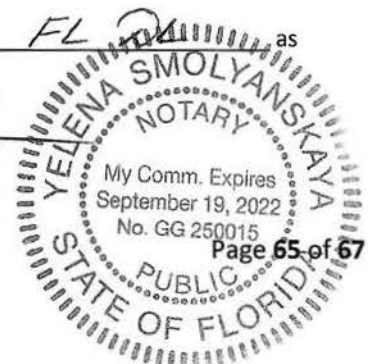
Date Certified: **April 28, 2022**

State of **Florida**
County of **Pinellas**

The foregoing instrument was acknowledged before me this **28** day of **April**, 20**22** by **Fergus J. Sheridan** who is personally known to me or who has produced **FL ID** as identification.


Notary Public

Solicitation/Contract/PO Number (Completed by Purchasing): _____



VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM

STATE OF Florida
 COUNTY OF Pinellas

The undersigned Vendor/Consultant/Contractor (Vendor), after being duly sworn, states the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
 - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
 - b. All persons, including sub-contractors, sub-vendors or sub-consultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.

VENDOR: **Emerald Facility Management** (Vendor's Company Name)

Fergus Sheridan (Vendor signature)
Fergus Sheridan (Vendor's name printed)
Business Development Manager (Title)

Sworn to and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 28 day of April, 2022, by Fergus J. Sheridan as Director.

Notary Public
 Personally Known _____ OR Produced Identification ☒
 Type of Identification Produced FL DL



Knowledge Test Results



Congratulations!



Fergus Sheridan (FSHE9248), your score is 100%

Fergus Sheridan, you successfully completed this tutorial and passed the E-Verify Knowledge Test on August 10, 2021.

Use your browser's print capability to obtain a copy of this page for your records.

To use E-Verify, select 'Exit Tutorial.'



REMINDER: You must visit 'View Essential Resources' to read the E-Verify User Manual, and you must print and clearly display the 'Notice of E-Verify Participation' and 'Right to Work' posters in all languages supplied by DHS.

CITY OF NORTH PORT

BID BOND

In compliance with F.S. Chapter 255.051

STATE OF FLORIDA, CITY OF NORTH PORT

****Enclosed with Bid Document, Cashier Check for Bid Bond.****

KNOW ALL BY THESE PRESENTS, that _____, authorized by law to do business as a _____ contractor in the State of Florida, as Principal, and _____, a Corporation chartered and existing under the laws of the State of _____, as Surety, with its principal offices in the City of _____, and authorized to do business in the State of Florida, and in accordance with Section 255.051, Florida Statutes, are held and firmly bound unto the City of North Port, Florida, in the full and just sum of 5% of the Total Bid Price, in good and lawful money of the United States of America, to be paid upon demand by the City of North Port, to which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, and assigns, joint and severally and firmly by these presents.

The condition of the obligation is such, that whereas the Principal has submitted the attached Bid, dated **March 31, 2022** for (**RFB 2016-22, Janitorial Services for the City of North Port**).

NOW, THEREFORE, if the Principal shall withdraw said bid prior to the date of opening the same, or shall within 10 days after the prescribed forms are presented to him for signature enter into a written Contract with City of North Port, Florida, in accordance with the bid as accepted and give a Performance and Payment Bond with good and sufficient surety or sureties as may be required for the faithful performance and proper fulfillment of such Contract and for the prompt payment of all persons furnishing labor or materials in connection therewith or, in the event of failure to enter into such Contract and give such bond within the time specified, if the Principal shall pay the City the difference between the amount specified in said bid and the amount for which the City may procure the required work and/or supplies provided the latter amount to be excess of the amount specified in said bid, then the above obligations shall be void; otherwise, to remain in full force and effect.

IN THE WITNESS WHEREOF, the above written parties have executed this instrument under their several seals dated _____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Witness as to Principal:

N/A
(By)

N/A (SEAL)
(Principal)

Witness as to Surety:

N/A

N/A
Printed Name

N/A (SEAL)
(Surety's Name)

Fergus Sheridan, Business Development Manager
Emerald Facility Management

N/A
(By-As Attorney-in-Fact, Surety)

Affix Corporate Seals and attach proper Power of Attorney for Surety.

**City of Pinellas Park**

P.O. BOX 1100
PINELLAS PARK, FL 33780-1100
727-369-5647

BUSINESS TAX RECEIPT

License issued in accordance with
regulation under the authority of Chapter
13 Pinellas Park Code of Ordinance

Business Name: Emerald Facility Management

Business Location: 11701 BELCHER RD S SUITE 124
LARGO, FL 33773

Mailing Address: PO Box 8460
Seminole, FL 33775
Attn: Robert P Sheridan

Owner: Robert Sheridan, President

License Number:: SERV-000017-2022

License Type:: Services

Issued Date: 10/12/2021

Classification: Commercial

Expiration Date: 9/30/2022

Fees Paid: \$250.00

TO BE POSTED IN A CONSPICUOUS PLACE

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Emerald Facility Management, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) S Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 11701 S. Belcher Road, Suite 124	Requester's name and address (optional)
6 City, state, and ZIP code Largo, FL 33773	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
4	7	-	1	2	9	5	7	0 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 3/17/2022
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Minority and Small Business Development

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2008-89

Emerald Facility Management

is hereby certified as a

Small Local Business Enterprise (SLBE)

In the following specialty(ies)

Janitorial/Custodial Services, Carpet Cleaning, Floor Stripping/Waxing, Pressure Wash (parking lots, sidewalks, buildings), Window Washing

The certification is valid from October 8, 2021 to October 8, 2023

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

**Gregory K. Hart, Manager
Minority and Small Business Manager**

PINELLAS COUNTY SMALL BUSINESS ENTERPRISE PROGRAM

THIS CERTIFICATE IS AWARDED TO

Emerald Facility Management

HAS SUCCESSFULLY COMPLETED THE
SBE Certification Requirements for:
Other Services (except Public Administration)
Certification Expires:
1/13/2025

Approved:
1/14/2022

Dr. Cynthia Johnson

SIGNED, Dr. Cynthia Johnson,
Center Director



From: City of St. Petersburg
Sent: Tuesday, October 19, 2021 4:55 PM
To: mary.zylstra@emerald-serv.com
Subject: St. Pete: Certification Approval Letter



Robert Sheridan
Emerald Facility Management
P.O. Box 8460
Seminole, FL 33775

Certification Date: October 19, 2021
Renewal Date: October 8, 2023

RE: Small Business Enterprise (SBE) Certification, City of St. Petersburg

Dear Robert Sheridan:

The City of St. Petersburg's Contracts Compliance Division is pleased to inform you that your firm's certification has been approved as a Small Business Enterprise (SBE).

Your certification is valid through October 8, 2023. SBE certification qualifies your company to compete and bid on City of St. Petersburg projects as a small owned and operated company. It is not an automatic guarantee that your company will receive work. Your firm's Identification number is 141365.

We have also added your firm to the City of St. Petersburg's SBE directory, which can be accessed at <https://stpete.gob2g.com/> respectively.

If you have any questions regarding your certification, you may email compliance@stpete.org.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Swinson". The signature is written in a cursive, flowing style.

Stephanie Swinson, Esq.
Contracts Compliance Manager
727-893-4109
Stephanie.Swinson@stpete.org



Bid Submission Documents

BID # 2022-16

Proposal Name: Janitorial Services for the City of North Port, Florida

**Prepared by: Fergus Sheridan
Business Development Manager
Emerald Facility Management**

EXECUTIVE SUMMARY –

On behalf of our company, I would like to thank you for giving us the opportunity to submit our proposal.

Please see below Proposal Bid # and Proposal Name in which Emerald Facility Management is interested in providing Janitorial/Custodial Services for:

1. Bid # **2022-16** - Proposal Name **Janitorial Services for the City of North Port, Florida**

Table of Content

Section 1 – Declaration

Part 1 – Standard Company Information

Part 2 – Insurance Declaration

Part 3 – Company's Statement

Section 2 – Award Criteria

Part 1 – Company Profile

Part 2 – Efficiency of Proposed Janitorial/Custodial Services

(Including Implementation & Mobilization Plan)

Part 3 – Emerald Facility Management Janitorial/Custodial Methodology

Part 4 – Training/Safety Programs

Part 5 – Staffing Plan

Part 6 – References

Section 1 Part 1 – Standard Company Information

Registered Name of Company	Emerald Facility Management
Registered Company Address	11701 S Belcher Road, Largo, FL 33773
Company Telephone Number	727-322-3022
Company Email Address	info@emerald-serv.com
Taxpayer Identification Number (TIN)	47-1295705

Section 1 Part 2 – Insurance Declaration

Company can confirm the following;

That we hold Employer's Commercial General Liability Insurance to the value of \$1 million dollars for each claim.

Section 1 Part 3 – Company Statement

To: City of North Port, Florida

RE: Emerald Facility Management having examined all documentation pertaining to Bid # **2022-16**,

Proposal Name: **Janitorial Services for the City of North Port, Florida**, hereby agree and declare the following:

1. We understand the nature and extent of the services required to be delivered as described in all documentation pursuant to Chapter 69-1119, Special Acts, Laws of Florida sealed bids for the furnishing of Bid # **2022-16**.
2. We accept all of the terms and conditions and if awarded we shall execute all services per contract.
3. We confirm that all prices quoted in our Proposal will remain valid until such time as the Services Contract is awarded.
4. We acknowledge that this bid proposal does not constitute an offer to enter into a contract and neither this document nor any of the information set out therein will be regarded as a commitment or representation on the part of the Contracting Authority. No commitment of any kind, contractual or otherwise will exist unless and until a formal written contract has been executed by **City of North Port, Florida/Purchasing Department**.

Section 2 Part 1 – Emerald Facility Management; Company Profile

Emerald Facility Management is a new initiative with the primary activity of providing a **quality cleaning and facility service package to commercial/corporate organizations** in the State of Florida. Our Leadership Team wishes to pursue opportunities and continue to grow Emerald Facility Management throughout Florida, and our organization is extremely proud to have notable affluent clientele throughout the State.

We bring over 40 years of experience and expertise from across international waters in both the cleaning services sector and facility services sector. Emerald Facility Management has been operating in the State of Florida since 2014, therefore has since grown to being one of the bigger commercial cleaning companies in the region.

Our strong and lasting foundations, business principles and family values mean that our dedicated management team and expert staff take extraordinary measures to ensure that we deliver high quality and specialized services to all clients.

“We will, by our performance, partnership and people, be the chosen provider of all services in our field by supplying high quality consistency.” – Emerald Facility Management; Management Team

Our goal is to achieve our strategic objectives, grow and further develop our business while protecting and remaining true to our history and the established business partnerships we have and continue to make. We aim to provide our clients with an instantaneous and professional service which reflects the changing nature of the cleaning industry by constantly working towards new approaches and innovations in cleaning and hygiene techniques.

“History, Reputation and Quality Counts”.

Customer Interaction:

We are conscious of the environment we conduct our work in and subsequently with members of the public and/or staff that are on-site during and after working hours. We wish to achieve a seamless process that fits into the daily and nightly running of all buildings on this RFP.

Proposal Name: **City of North Port, Contract Supervisor** will only ever need **one-point of contact**. With this said, that point of contact is available **24/7** and we have an **emergency call out response time of 1 hour maximum (phone call -> action)** if a problem should appear. The client, quality of service and reliability are paramount within the Emerald Facility Management organization.

Proposal Agency: **City of North Port, Contract Supervisor** , if Emerald Facility Management is awarded the business, we will have a dedicated supervisor assigned to the account. There will also be a separate email and phone number solely for **City of North Port, Contract Supervisor** to communicate with Emerald Facility Management Day or Night, 365 days a year.

Management Proactive & Flexibility Management:

Our management ethos is one of putting our customers first and being flexible and proactive to their requirements. Our assigned supervisor will be your contact for all daily/nightly matters, and he/she will be responsible for auditing the standards and the service we are supplying ensuring your satisfaction. Our management and supervisor will also be available as required for management meetings and will ensure the service provided is maintained to the highest standard.

All of Emerald Facility Management Supervisors are equipped with a direct email and phone line for each of their accounts. These lines of communication are consistently open and **City of North Port, On Site Supervisor** will have full access communication with their direct supervisor.

Emerald Facility Management implements a strategy amongst both our cleaning staff and supervisors to always be proactive on their accounts.

Quality & Consistency:

All the points listed above will play their part in ensuring that all the areas we service, receive the **quality and consistent** cleaning service they deserve and a premier customer experience. We will also create a nightly, weekly, monthly, quarterly, and yearly schedule of cleaning as required to ensure all areas are covered as per your specification, and you will have complete transparency in relation to the entire service.

Quality and consistency are of the highest priority in Our Company. Our Company holds itself to the highest standard of quality to build **lasting relationships** with our clients.

Emerald Facility Management supervisors will perform **quality audits** as required to ensure consistency in the service. These quality controls give our clients an opportunity to offer their own opinions and have the information/records they require to enjoy a seamless service experience.

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How we at Emerald Facility Management look at your business and operations is as follow:

- Image
- Customer Interaction
- Proactive & Flexibility Management
- Quality & Consistency
- Value-Add
- **Total Building Support & One Point of Contact¹**

Image:

We are adept at working with clients in ensuring that the image presented by our staff produces the quality image that our clients wish to portray in their establishment. We provide all our staff with company uniforms and individual name tags. Our operatives are not only professional at cleaning but rather in all aspects of their appearance and attitude, along with being polite and presentable. We see our staff as a direct representation of our company and internal operations; therefore, we hold our staff to high regard and maintain a consistent quality service. City of North Port, Florida is a Type of Agency City Owner Properties in its own right. Therefore, Emerald Facility Management will add to that overall image utilizing clean, professional uniforms and well-mannered and well-groomed staff.

This high standard presentation of our staff can only go as far if our organization is not using and implementing the newest equipment and chemical innovations. We pride ourselves on having the resources of purchasing brand new equipment and tools for each new account we undertake. Our Leadership Team and Operational Staff are continuously implementing new cleaning procedures and equipment to boost service productivity and efficiency. Well-kept and aesthetically pleasing equipment coupled with our highly trained staff provide an expert image throughout the service fulfillment.

Section 2 Part 2 – Efficiency of Proposed Janitorial/Custodial Services

Emerald Facility Management is experienced in carrying out Janitorial/Custodial Services for several high-profile clients throughout the State of Florida. We have a fleet of several commercial vehicles of which carry extra supplies to ensure everything is available to correctly clean and disinfect your facility.

All drivers are equipped with smart phones and can be dispatched at short notice to any sit. This ensures an efficient service can be always provided. Our crews are available after hours, are equipped to ensure all Janitorial/Custodial Services for any emergency which may arise. We can also carry out window cleans exterior if required.

All vehicles are fitted with tracking systems which ensure we can always inform a client where our operatives are and the estimated time of arrival. These vehicles are operated by a minimum of two-person teams and are strategically based in different counties to ensure each region can be serviced without excess traveling.

All floor cleaning machines will be operated by fully trained Janitorial/Custodial Services Technicians.

All Emerald Facility Management Technicians are directly employed by Emerald Facility Services. This ensures an efficient roll out of work schedules as we are not reliant on the availability of sub-contractors.

All Janitorial/Custodial Services Technicians using any equipment are trained and certified.

All work is scheduled to allow for an effective service without time wasting, all vehicles are fuel efficient and modern, and all equipment is modern to ensure we deliver the most cost-effective service.

Management Team

Robert Sheridan – CEO
Fergus Sheridan – Business Development Manager
Edward Sheridan – Chief Operating Officer (COO)
Pedro Morales – Operations Manager
Bertha Vidales – Account Manager
Erika Galicia - Administrator
Mary Zylstra – Marketing/Certifications
Colin McCormick – Specialist Cleaning
Each Project will have a named Site Supervisor

Section 2 Part 2 – Efficiency of Proposed Janitorial/Custodial Services

Our mobilization phase contains five stages as follows:

Phase 1 – Mobilization Plan and Launch Meeting

Upon contract award, Edward Sheridan/Robert Sheridan will meet with the Agency's personnel to discuss how we propose to complete all aspects of the new contract. Points to be discussed are listed below.

- Establish a preferred day to day communication process (email, telephone, etc.) as well as call timings (e.g., daily, weekly, etc.)
- Confirm roles and responsibilities for individual team members as well as identify responsibilities for all staff members.
- Establish Scope of Work review meetings, locations and attendees.
- Agree access requirements and arrangements to perform further site visits.
- Create On-Site specific risk assessments and method statements for all tasks.

Phase 2 – Site Visits

Following the contract launch meeting, our contract team will plan to re-visit the sites for an in-depth review and to carry out risk assessments and method statements for the work involved. For this to work effectively, it is essential that Phase 1 detailed above has been undertaken effectively, ensuring that you are aware of the requirements and expectations of the visiting Emerald Facility Management team.

- Risk Assessments on every aspect of the contract, including Health & Safety, operating duties and processes and procedures already in place.
- Method Statements for all specific tasks.
- Data will be gathered to prepare assignment instructions.
- Equipment & Inventory Review.

Phase 3 – Review & Confirm Data

With Phases 1 & 2 successfully completed, all information will be collected to enable the operating and scheduling system. The data will be reviewed and assessed and where necessary, submitted back to **City of North Port, Florida Purchasing/Contracts Department** for sign off by both parties.

- Proposed dates for work will be submitted and agreed with **Emerald Facility Management & City of North Port, Florida Purchasing/Contracts Department** Management Team at this stage.

Phase 4 – Work Commencement

- Emerald Facility Management submits a list of work required and agreed dates.
- On receipt of approved dates from the **City of North Port Contracting Department** we then make contact with the building attendant to ensure all areas can be accessed as planned.
- Prior to work commencing, our Area Manager will ensure all Employees have a Checklist Available every shift.
- Sufficient Cleaning Technicians are scheduled to work.
- Management will carry out toolbox talks with all Cleaning Technicians to ensure all are familiar with the Fire Safety Regulations, Welfare Checks, Scope of Work, equipment and access required, method of cleaning, risk assessment and all safety measures needed.
- Work will commence on the agreed dates.
- As work proceeds, one of the designated Area Managers will monitor the progress.
- All carts will be return to Janitorial Closet

Phase 5 – Work Completion

- On completion of work all access equipment is removed from site, stored in area for Janitorial/Custodial Closet established by contract details.

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Section 2 Part 3 – Emerald Facility Management Janitorial/Custodial Scope of Work

Emerald Facility Management Janitorial/Custodial Scope of Work Statements.

Section 1 – Scope of Work/Work Frequency:

Phase 1 – The Site Supervisor will review the Scope of Work for the assigned facilities. Also, the contract written for the agreement of work.

Phase 2 – Then a Scope of Work document will be created to ensure both the agency and contractor agree on the work to be accomplished. Once approved by both parties.

Phase 3 – Scope of Work will be then put into a Checklist will be established, frequency of work will be shown as well with document.

Phase 4 – A Health & Safety program will be established. This will ensure all employees maintain a healthy and safe environment.

Phase 5 – A copy of scope of work Checklist will be kept on-site to ensure all steps and work is completed correctly

Phase 6 – Each Employee is responsible to ensure the safety and health conditions all times. Ensure signs for wet floors and all cords from machines are clearly mark.

Phase 7 – Spot checks will be accomplished by supervisor weekly. Unless needed otherwise. All issues with completion of work will be directly reported to Site Supervisor. If issue needs assistance or materials from agency, it will be communicated.

Phase 8 – All chemical will be environmentally safe was cleaning the facility.

Phase 9 – It will be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided.

General Cleaning Procedures required: Janitorial/Custodial Services:

General:

A. The job includes providing; all labor, supervision, transportation, tools, equipment (including push carts), materials, chemicals and supplies necessary for performing quality custody services in accordance with the Scope of Work, and subject to the terms and conditions of the contract.

B. The services shall include all functions normally considered to be part of satisfactory and quality cleaning work.

Consumables/Dispensers:

General will be outlined in contract whether the Agency (Contract owner) or Contractor will provide plastic trash bags, liquid or soap foam, toilet paper, paper towels, air freshener, urinal mess, deodorant blocks, and feminine hygiene dispensing bags when needed. Agency is the owner of the product dispensers. Any changes to these dispensers will be made to the Contractor and will have the prior written approval of the Contract Administrator. The Contractor will service existing units as part of the term of contract.

Replacement of bathrooms supplies:

Toilet paper, liquid soap, tampon dispensers, and paper towels will be replenished with enough supplies to last until the next scheduled service. The Contractor will replace all these elements. As per written in contract.

Janitorial/Custodial storage rooms:

The Contractor will always keep the custody storage room clean and tidy. All products provided by Agency or Contractor, as per written in contract.

Floor maintenance:

A. For all operations where furniture and equipment must be moved, chairs, bins, or other similar items are not allowed to be stacked on desks, tables, or windowsills. Upon completion of the work, all furniture and equipment will be returned to their original position. As per written in contract.

B. Any splashes along the walls and sockets will be cleaned before drying. Glass plinths doors, walls, backs, furniture and equipment will not be splashed, disfigured or corrupted during these operations.

C. Special care will be taken when cleaning around computer equipment (towers, etc.) that are located on the floor. Workers or their cleaning equipment will not hit or shake computers. (Mops, broom, vacuum cleaners). Employees of the Contractor **will never** disconnect computers. If any computer needs to be unplugged, the Contractor's Site Supervisor will coordinate with the Contractor Administrator at least 24 hours before area is cleaned.

D. Floor Finishing:

A) Sweep: Sweep the floors thoroughly using only a dust mop. Remove all staples, paper, gum, adhesive materials, dirt, tar, visible debris, etc. Bar thoroughly under and around the wires and in corners.

B) Moping: Before moping, you must sweep the floor, as indicated above (Sweep). Start moping each room with clean, fresh water, and change accordingly. At the end of moping and scrubbing, the floors should be clean and free of dirt, water veins, rust, stains, mop marks, ropes, etc. No dirt shall be left in the corners, under furniture or behind doors. Entrances and other assigned areas will be cleaned of dirt/trash. No land will be left where garbage collected. There will be no dirt, garbage or foreign matter under desks, tables, or chairs.

C) Rinse: Floors will be rinsed properly with clean water and dried with a mop to present an overall appearance of cleanliness. When it is necessary to scrub, you must do it machined or hand-held with brush.

D) Pickling: Remove all old finish or wax from the floors according to the manufacturer's paint stripper solution recommendation. Extremely rebellious stains, gum, rust, burns, etc., will be removed by hand. Corners and other areas should be scrubbed and thoroughly cleaned. Care must be taken so that the base sockets, walls, and furniture are not splashed or damaged.

E) "Finishing": Means apply three (3) floor finishing applications as recommended by the manufacturer, allowing a sufficient drying time, between each layer. The last layer will only be applied until but without touching the baseboard. Any floor finish dotted on baselines, doors, walls or the furniture will be cleaned immediately.

F) Cleaning of carpet stains: This will include the cleaning of carpet stains, which may or may not include extraction.

G) Suction: Carpets and/or cracks will be vacuumed with commercial quality equipment and accessories suitable for the intended use. Sweeping is not an acceptable substitute for vacuuming.

H) Delay: If there is more than eight (8) hours of delay before applying the finish after the floor has been cleaned or between layers, the areas must be cleaned again to remove the surface dirt and ear marks before applying the finish.

E. Wastewater:

A) All wastewater from floor cleaning/finishing will be removed in the utility sinks in the Janitorial/Custodial rooms.

B) Wastewater will not be disposed of elsewhere in/out of facility, including: Planters, bathroom sinks and other bathroom accessories.

Wet Cleaning:

- A)** This task involves using a clean, moist cloth or to remove all, stains, stripes, and stains from walls, glass and other specified surfaces and then drying to provide a polish appearance.
- B)** The moisturizing solution must contain an appropriate cleaning agent. The slate solution is it is not an appropriate cleaning agent.
- C)** When cleaning the bathroom areas with a damp cloth, a multipurpose cleaner (disinfectant/deodorizer) will be used. Partitions (excluding fabric partitions for offices) and glass enclosures. After each cleaning, all surfaces will be clean and free of dirt, grime, scratches, excessive moisture and will not be cloudy.

Blinds:

- A)** The blinds will be cleaned wet. Clean blinds will be free of dust, stains and stripes.
- B)** Special care must be taken to avoid damage to the operating mechanisms of the blinds during the cleaning process.

Curtains:

- A)** Use a common household vacuum cleaner with the right accessories.
- B)** After suction is complete, the curtains will be rearranged or hung as necessary if the fasteners are loosened during cleaning.

Cleaning porcelain (surrounding areas):

- A)** Porcelain accessories (drinking fountains, sinks, urinals, toilets, etc.) they must be clean and shiny.
- B)** Drinking fountains will be kept free of garbage, ink, coffee grounds, etc. The nozzles must be free of fouling and are cleaned with a multipurpose cleaner (disinfectant deodorizer).
- C)** Leaks, drips or troubled fixtures will be reported to Contractor Administrator a nightly report.

Garbage removal:

- A)** Any trash removal will be lifted and place on a suitable means of transport designed to prevent contact spills/leaks or leaks of garbage.
- B)** At no time will garbage containers or recycle bins be dragged, throw away or pushed across any floors, and/or corridor surfaces, exterior or interior.
- C)** Any damages resulting from trash spills/leaks/dumpster leaks shall be the Contractor's responsibility.

Cleanup:

- A)** All supplies, equipment and machines must be kept free of traffic lanes or other areas where they may be hazardous. Must be secured at the end of each work shift in Janitorial/Custodial Rooms. Mops, rags, etc. will not be left.
- B)** Cloths, mops or brushes containing a residue of wax or other combustible material subject to spontaneous ignition must be removed or removed from facility.
- C)** All dirt and debris resulting from work under this contract will be removed every day at completion of work in each facility.
- D)** Cleaning solutions and all wastewater from floor cleaning/finish will be removed only in the utility sinks in the Janitorial/Custodial Room, utility sinks and drains.

Restrooms:

- A)** All Restrooms cleaned as specific in Contract. To include frequency.

Square footage:

- A)** The square footage in the supplemental documentation is estimated gross square footage and corresponds to the total square footage in the buildings including walls, overhangs, and entrances.
- B)** The scope of the work includes cleaning walls, overhangs and entrances. Therefore, the inclusion of these areas as gross square footage and in the supporting documentation.
- C)** All numbers are approximate.

Miscellaneous duties/Responsibilities:

- A)** Report fires to the Shift Supervisor, and by calling 911. Shift Supervisor will contact Contract on call Contract Administrator.
- B)** Report dangerous conditions to the Contract Supervisor, Safety Officer or Contract Administrator.
- C)** Report items in need of repair, including malfunctioning lights, leaking faucets, toilet interruptions, etc. Report to the Contract Supervisor or Facilities Department via night report.
- D)** Close and lock the windows.
- E)** Turn off the lights when leaving a room after the cleaning is complete.

- F)** Make sure that rooms and buildings are locked after cleaning and that the security code is set.
- G)** Ensure that procedures for keys are returned every night to the Site Supervisor. Responsibility for all assigned keys is paramount.
- H)** Ensure that only the lights and electrical service necessary to perform its functions are used.
- I)** Ensure that flammable rags, solutions or products are not stored inside buildings.
- J)** Transportation of the Contractor's employees, supplies, equipment and other items between Facilities during the performance of work, will be outlined in Contract and Scope of Work.

Deep cleaning floor care: (carpets, VCT, LVT, tiles, furniture cleaning, etc.)

A) Carpet Cleaning: Only extraction process with hot water. The contractor will describe the process and equipment to be used. Most of the time enough time and/or drying occurs to avoid slips/falls will be consulted with Contract Administrator before any work begins. Therefore, outlined in Contract and Scope of Work.

B) Furniture cleaning: Hot water extraction process only. The Contractor must describe the and the equipment use. This will be outlined in Contract and Scope of Work for each contract.

Hours of schedule:

Hours for cleaning will be outlined in Contract, scheduled with Scope Work Checklist.

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Section 2 Part 4 – Training & Safety Programs

Emerald Facility Management's primary objective is to ensure the safety and health of our employees/clients and to protect company property. Our goal is to provide safe and healthful working conditions for all. A strong approach to training is critical to sustaining a skilled workforce, and in turn, a secure and successful operation. Emerald Facility Management employs a strategic approach to employee development, and we believe education and learning will be a lifelong experience.

When a new employee starts with Emerald Facility Management an Individual Training Plan is drawn up for them, considering their role, work environment, and foreseeable work activities. This Training Plan includes training in the Environmental and Awareness of how we can play our part.

This training is delivered through toolbox talks and is updated to include any new initiatives or updated legislation.

Toolbox Talks Include:

- Environmental Responsibility
- Risks to the Environment
- Energy Efficiency
- Raising Awareness
- Reducing Waste/Sustainability (going Green)
- Fire Safety
- Employee Responsibility
- First Aid Awareness

By the end of the course Emerald Facility Management Technician will;

Understand the environmental issues we face and the causes behind them as well as problems caused by pollution and how they can be prevented.

Understand environmental laws and directives.

Know why minimizing energy usage is important and the benefits of doing so.

Understand how our company processes affect the environment and learn ways our company can improve to have a more positive impact.

Learn how to save energy and water.

Understand the correct, safe waste management procedures.

Records of training can be obtained by request.

Section 2 Part 5 – Staffing Plan

Emerald Facility Management will implement a seamless staffing process to ensure a quality service delivery while also mitigating the risks of staff turnover/over staffing/limited human resources.

How we at Emerald Facility Management approach staffing:

- Quality individuals coupled with correct supervision create the necessary ingredients to deliver the service required.
- Most every individual can clean, regardless of if they work in the cleaning industry or not; be it their home or their car. However, Emerald Facility Management vet all candidates thoroughly and require 3 years of minimum experience in janitorial services or Pressure/Window Cleaning. From there, each candidate is level 2 background checked, e-verified and brought into our offices for uniform and a hands-on training explaining our process and procedures.
- Direct supervision is paramount within the Emerald Facility Management organization. Holding those accountable along with a nurturing guidance and training process result in a quality working environment, staff retention, and ultimately leading to a happy, productive staff member delivering a quality cleaning service.

Note: Emerald Facility Management employees are all W-2 & I-9 verified employees, also uses E-Verify System, no subcontractors.

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USF

Scope of Work:

- Commercial Cleaning for entire office building.
- Daily, Weekly, Monthly, Quarterly, and Annual Task.
- Floor Maintenance.
- Trash Removal Daily.
- Environmental Cleaning and Supplies for all projects.
- Sanitize all areas in the Facility.
- Carpet Cleaning.

Ameri-Tech

Scope of Work

- Commercial Cleaning for entire office building.
- Daily, Weekly, Monthly, Quarterly, and Annual Task.
- Floor Maintenance.
- Trash Removal Daily.
- Environmental Cleaning and Supplies for all projects.
- Sanitize all areas in the Facility.
- Carpet Cleaning.

Ocean Sands Condominium

Scope of Work:

- Pressure Washing of Parking Garages, Stairwells, Walkways, Pool Decks.
- All High-Rise Window Cleaning Externally, using Rappelling Techniques.
- Perform daily, weekly, monthly, quarterly, and annual task.

Gulf Coast Buildings

Scope of Work:

- Commercial Cleaning for entire office building.
- Daily, Weekly, Monthly, Quarterly, and Annual Task.
- Floor Maintenance.
- Trash Removal Daily.
- Environmental Cleaning and Supplies for all projects.
- Sanitize all areas in the Facility.
- Carpet Cleaning.

Section 2 Part 7 – Terminated Contracts

Emerald Facility Management Has Not Had a Terminated Contract.

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RFB NO. 2022-16 JANITORIAL SERVICES FOR THE CITY OF NORTH PORT



BIDDER: Emerald Facility Management, LLC

			Min. # of Employees (Excluding a Supervisor)	Proposed Number of Employees	Proposed Timeframe to Complete Cleaning				
ITEM NO.	ITEM DESCRIPTION	TP				UNIT	QTY	UNIT COST	TOTAL COST
GROUP 1	City Hall		4	5	18 hrs	MONTHLY	12	\$4,308.00	\$ 51,696.00
GROUP 1	Fire Station 81 (Administration Area Only)		1	1	1hr	MONTHLY	12	\$180	\$ 2,160.00
Total Annual Cost for GROUP 1									\$ 53,856.00
GROUP 2	North Port Police Station (2-Story)		2	3	8 hrs	MONTHLY	12	\$1,805	\$ 21,660.00
GROUP 2	Police Sub-Station (Annex)		1	1	1 hr	MONTHLY	12	\$127	\$ 1,524.00
GROUP 2	Police Sub-Station Wellen Park		1	1	3 hrs	MONTHLY	12	\$610	\$ 7,320.00
Total Annual Cost for GROUP 2									\$ 30,504.00
GROUP 3	Family Service Center		2	3	5 hrs	MONTHLY	12	\$ 1,283.00	\$ 15,396.00
GROUP 3	Community Education Center-Senior Center		1	1	1 hr	MONTHLY	12	\$ 263.00	\$ 3,156.00
GROUP 3	Community Education Center-Peterson Room		1	1	.50 hr	MONTHLY	12	\$98	\$ 1,176.00
GROUP 3	Community Education Center-Salvation Army		1	1	1 hr	MONTHLY	12	\$ 329.00	\$ 3,948.00
GROUP 3	Utility Administration Building		1	1	.50 hr	MONTHLY	12	\$ 197.00	\$ 2,364.00
GROUP 3	Aquatic Center Concession-shower Building		1	1	.50 hr	MONTHLY	12	\$ 165.00	\$ 1,980.00
GROUP 3	Aquatic Center Office-Shower Building		1	1	.50 hr	MONTHLY	12	\$ 165.00	\$ 1,980.00
GROUP 3	Aquatic Center Office- Restroom Filtration Building		1	1	1 hr	MONTHLY	12	\$ 329.00	\$ 3,948.00
GROUP 3	Park Maintenance Building		1	1	2 hrs	MONTHLY	12	\$ 460.00	\$ 5,520.00
Total Annual Cost for GROUP 3									\$ 39,468.00
GROUP 4	Morgan Family Center		2	3	10 hrs	MONTHLY	12	\$ 2,369.00	\$ 28,428.00
GROUP 4	George Mullen Center		1	1	4 hrs	MONTHLY	12	\$ 921.00	\$ 11,052.00
Total Annual Cost for GROUP 4									\$ 39,480.00
GROUP 5	Public Works/Fleet Administration		1	1	4 hrs	MONTHLY	12	\$ 996.00	\$ 11,952.00
GROUP 5	Public Works Operations Center		1	1	1 hr	MONTHLY	12	\$ 175.00	\$ 2,100.00
GROUP 5	Public Works Engineering		1	1	.50 hr	MONTHLY	12	\$ 54.00	\$ 648.00
GROUP 5	Solid Waste Operations Modular		1	1	1 hr	MONTHLY	12	\$ 121.00	\$ 1,452.00
Total Annual Cost for GROUP 5									\$ 16,152.00
TOTAL OF GROUPS 1-5									\$ 179,460.00
Additional Carpet Cleaning						SF	1	\$ 0.05	
Additional Vinyl Floor (stripping/sealing/waxing)						SF	1	\$ 0.19	
Additional Tile Floor & Grout Cleaning						SF	1	\$ 0.12	
Additional Window cleaning						SF	1	\$ 0.05	
Porter Service						PER HOUR	1	\$ 22.00	
Pressure Washing (exterior) Vertical						SF	1	\$ 0.05	
Pressure Washing (exterior) Horizontal						SF	1	\$ 0.05	
Non-Emergency Cleaning (Employees)						PER HOUR	1	\$ 18.40	
Emergency Cleaning (Employees)						PER HOUR	1	\$ 22.00	
Non-Emergency Cleaning (Supervisor)						PER HOUR	1	\$ 24.00	
Emergency Cleaning (Supervisor)						PER HOUR	1	\$ 26.00	
Max Percentage Increase (2nd Year)									3.00%
Max Percentage Increase (3rd Year)									3.00%
Max Amount for 2nd Year									\$ 184,843.80
Max Amount for 3rd Year									\$ 190,389.11

Total Max Amount for 3 Years (Excludes any Additional Services as needed per unit prices above)			\$ 554,692.91
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