




## **ITB #RTSX-220061-DS**

Trash Pick Up and Disposal for Regional  
Transit System Bus Stops

Focused Customer Service  
Quality Workmanship  
Experienced Staff  
Competitive Pricing  
24 Hour Emergency Service





June 22, 2022

Daphyne Sesco  
Procurement Specialist 3  
City of Gainesville  
200 East University Avenue, Room 339  
Gainesville, Florida 32601

**RE: ITB #RTSX-220061-DS**  
**Trash Pick Up and Disposal for Regional Transit System Bus Stops**

Dear Daphyne,

We are pleased to submit our proposal for Trash Pick Up and Disposal for Regional Transit System Bus Stops for the Gainesville RTS. As you review our proposal, you will see that as the current contractor providing these services to RTS, American Janitorial, Inc. (AJI) understands your specific challenges and our proposal provides you with a program *tailored specifically for the needs of RTS*. These key items separate AJI in the marketplace:

- **Experience with large scale multi-location bus stop/shelter projects** – As the current janitorial contractor for several transit authorities throughout Florida, AJI understands the unique challenges of providing daily services for multiple bus stop/shelter locations spread out over large geographic areas. Additionally, we provide custodial and related services to over 3.8 million square feet of space daily throughout our portfolio.
- **Management** - The Operations Managers we assign to oversee your account are the most integral part of our program. These are salaried positions, which coordinate, direct and control all of the various functions in their area of operation. For this project, we will be providing a dedicated Project Manager who is available to RTS representatives 24 hours a day, 7 days a week.
- **Proximity** – As the current custodial service contractor servicing the RTS bus stops, AJI has a strong presence in your area which places us in a unique position to be able to handle any issues that arise on this project promptly and efficiently.



**AMERICAN JANITORIAL INC.**  
87 NORTH CENTRAL AVE  
UMATILLA, FL 32784 (352) 669-1441

AJI is a local cleaning company that has serviced Florida businesses and governments for nearly 35 years. Our home office is located in the City of Umatilla, allowing us a central base in which to service a large geographical area throughout Florida. We have serviced hundreds of local businesses and government organizations over the years and stand by our reputation as the best cleaning value available.

We are very proud of our reference base and I encourage you to contact any of our customers to hear about their experiences with AJI.

Our fundamental values of honesty, trust, integrity, respect and quality drive our philosophy of cleaning at AJI; to deliver the best possible service to our customers each and every day. Our basic principles for achieving this goal are:

- Develop transparent relationships with employees, suppliers and customers
- Create a positive economic outcome for both our employees and our customers
- Seek to steadily improve our quality control system,
- Develop meaningful community interaction
- Protect and preserve the environment at all times
- Maintain our competitive edge

**As Vice President of American Janitorial, Inc. (AJI), I have the legal authority to negotiate, obligate and bind the corporation through signature. AJI agrees to be bound by the contract upon award without modifications, unless mutually agreed to upon further negotiations between RTS and AJI.**

AJI is a Florida Corporation, incorporated under current structure on July 11, 2012.

Please contact me anytime at 352.551.7941 or by email at [jeff.simmons@ajiclean.com](mailto:jeff.simmons@ajiclean.com) if you have any questions regarding this proposal. Again, thank you for the opportunity and we look forward to continuing our excellent working relationship with you and the Gainesville RTS on this project.

Sincerely,



Jeff Simmons  
Vice President  
352-551-7941  
[jeff.simmons@ajiclean.com](mailto:jeff.simmons@ajiclean.com)



## PART 4 – BID PRICES

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### 4.1 BID PRICES

Prices to remain firm and fixed for the entire contract term.

**Monday through Friday for a total of three hundred ninety (390) trash can pickups weekly. The eleven (11) Big Belly Solar Compactors identified in ATTACHMENT A shall be serviced on a 1x weekly basis.**

#### 30-Gallon Trash Cans

- A. Unit price per pick up will be \$ 6.95 /per can.
- B. Unit price to add, or credit to deduct, stops to and/or from the contract will be \$ 6.95 /per can.

#### Big Belly Solar Compactors

- C. Unit price per pick up for one (1) time per week will be \$ 6.95 /per compactor.
- D. Unit price to add, or credit to deduct, stops to and/or from the contract will be \$ 6.95 /per compactor.
- E. In case of Special Events, etc, unit price per pick up **above the standard pick up frequency of one (1) time per week** will be \$ 6.95 /per compactor.

#### Recycle Containers

During the term of this contract RTS anticipates that recycling containers may be placed at some or all of its bus stops. All recoverable materials from public recycling containers are the property of the City of Gainesville, and must be taken to the City's contracted processor (currently SP Recycling) or another processing site approved by the City Manager or his designee. Contractor shall perform an audit one week each quarter to determine the amount of recycled material being collected from public recycling containers. The purpose of the audit will be to weigh the recyclables collected from public containers separately from other commercially or residentially collected recyclables.

- F. Unit price per pick up for each public recycling container to be collected one (1) time per week \$ 6.95 /container.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]**

## DRUG-FREE WORKPLACE FORM

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that

American Janitorial, Inc. (AJI)

(Name of Bidder)

does:

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 the 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 this bidder complies fully with the above requirements.



Jeff Simmons, VP

Bidder's Signature

6/22/2022

Date

***In the event of a tie bid, bidders with a Drug Free Workplace Program will be given preference. To be considered for the preference, this document must be completed and uploaded to DemandStar.com with your Submittal.***

# BIDDER VERIFICATION FORM

## **LOCAL PREFERENCE** (Check one)

Local Preference requested:  YES  NO

A copy of the following documents must be included in your submission if you are requesting Local Preference:

- Business Tax Receipt
- Zoning Compliance Permit

## **QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS** (Check one)

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business?  YES  NO

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service-Disabled Veteran Business?  YES  NO

## **REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA**

Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida?

YES  NO (refer to Part 1, 1.5, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# P12000061074)

If the answer is "NO", please state reason why: \_\_\_\_\_

## **DIVERSITY AND INCLUSION (Applies to solicitations above \$50,000)**

Does your company have a policy on diversity and inclusion?  YES  NO

If yes, please attach a copy of the policy to your submittal.

*Note: Possessing a diversity and inclusion policy will have no effect on the City's consideration of your submittal, but is simply being requested for information gathering purposes.*

American Janitorial, Inc. (AJI)

Bidder's Name

Jeff Simmons, Vice President

Printed Name/Title of Authorized Representative



\ 6/22/2022

Signature of Authorized Representative

Date

# *State of Florida*

## *Department of State*

I certify from the records of this office that AMERICAN JANITORIAL, INC. is a corporation organized under the laws of the State of Florida, filed on July 11, 2012.


The document number of this corporation is P12000061074.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 30, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Second day of June, 2022*



  
Secretary of State

Tracking Number: 1588878680CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



## CUSTOMER HISTORY FORM

**Name of Bidder:** American Janitorial, Inc. (AJI)

Provide a list of prior customers **for similar services** that your bidder has provided within the last 5 years. Copy form as necessary.

Customer Name: PINELLAS SUNCOAST TRANSIT AUTHORITY (PSTA)	
Address: 3201 SCHERER DRIVE N.	
City, State, Zip: ST. PETERSBURG, FL 33716	
Point of Contact: MISSY NEVITT	Phone Number: 727-540-1883
E-mail: MNEVITT@PSTA.NET	

Customer Name: GAINESVILLE REGIONAL TRANSIT SYSTEM (RTS)	
Address: 34 SE 13TH RD	
City, State, Zip: GAINESVILLE, FL 32601	
Point of Contact: KEN KIRKPATRICK	Phone Number: 352-263-9082
E-mail: KIRKPATRICKKR@CITYOFGAINESVILLE.ORG	

Customer Name: CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (LYNX)	
Address: 2500 LYNX LANE	
City, State, Zip: ORLANDO, FL 32804	
Point of Contact: STEVE BERRY (FORMER LYNX DEPUTY DIR. OF FACILITIES)	Phone Number: 407-674-2613
E-mail: JBERRY1055@AOL.COM	

Customer Name: THE VILLAGES COMMERCIAL PROPERTY MGMT	
Address: 1071 CANAL ST	
City, State, Zip: THE VILLAGES, FL 32162	
Point of Contact: BRIAN HUFFMAN	Phone Number: 352-483-6709
E-mail: BRIAN.HUFFMAN@THEVILLAGES.COM	

Customer Name: CITY OF ORMOND BEACH	
Address: 399 NORTH US 1	
City, State, Zip: ORMOND BEACH, FL 32174	
Point of Contact: BILL ROSE	Phone Number: 386-212-8685
E-mail: BILL.ROSE@ORMONDBEACH.ORG	

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>American Janitorial, Inc.</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input checked="" type="checkbox"/> <b>C Corporation</b></p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> 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 <b>not</b> 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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>PO Box 2534</b></p> <p><b>6</b> City, state, and ZIP code <b>Umatilla, FL 32784</b></p>	<p>Requester's name and address (optional)</p>
	<p><b>7</b> List account number(s) here (optional)</p>	

## 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.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
4	6	-	0	5	5	7	1	0	6

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

<b>Sign Here</b>	<p>Signature of U.S. person ▶ </p>	<p>Date ▶ <b>6/22/2022</b></p>
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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](http://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.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/13/2021

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

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

<b>PRODUCER</b> Merrill Insurance Group, Inc. 1520 S Bay Street Eustis FL 32726-5555	<b>CONTACT NAME:</b> Katy Welch <b>PHONE (A/C No. Ext):</b> 352-589-5200 <b>FAX (A/C, No):</b> 352-589-5222 <b>E-MAIL ADDRESS:</b> katy@merrillinsurance.com		
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> American Janitorial, Inc. P.O. Box 2534 Umatilla FL 32784	AMERJAN-01	INSURER A : Southern-Owners Insurance Co	10190
		INSURER B : Wilshire Insurance Company	13234
		INSURER C : Associated Industries Insurance Company, Inc.	23140
		INSURER D : Auto-Owners Insurance	18988
		INSURER E :	
		INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER: 21927225

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	72187929	8/9/2021	8/9/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XL00020675	8/9/2021	8/9/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	AWC1165760	3/21/2022	3/21/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D A	Crime Inland Marine/ Equipment Coverage Inland Marine/ Equipment Coverage			72255078 72190194	2/1/2022 9/7/2021	2/1/2023 9/7/2022	Limit 100,000 Scheduled Equipment 53,541 Blanket Rented/Leased 31,720

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

THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS LINES CARRIERS DO NOT HAVE THE PROTECTION OF THE FLORIDA GUARANTY ACT TO THE EXTENT OF ANY RIGHT OF RECOVERY FOR THE OBLIGATION OF AN INSOLVENT UNLICENSED INSURER. SURPLUS LINES INSURERS' POLICY RATES AND FORMS ARE NOT APPROVED BY ANY FLORIDA REGULATORY AGENCY.

Certificate Holder is recognized as an additional insured with respect to the General Liability policy, when required by written contract or agreement.

**CERTIFICATE HOLDER****CANCELLATION**

Evidence of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## AJI QUALIFICATIONS & EXPERIENCE

American Janitorial Inc. (AJI) was founded in 1987 as a “one stop shop” commercial and industrial janitorial service and supply company. AJI employs over 250 people to provide comprehensive janitorial and related services for over 75 individual customers, with more than 1,000 separate locations throughout the State of Florida, totaling over 4.5 million square feet serviced each day.

Our home office is located in the City of Umatilla, which is located in Lake County and allows us a central base in which to service a large geographical area throughout Florida. We have serviced hundreds of local businesses and government organizations throughout the state of Florida over the years and stand by our reputation as the best cleaning value available.

AJI started out as an energetic family business with only a few part-time employees. Over the years we have grown to be one of the leading janitorial service contracting companies in Central Florida yet still remains a strong family business. AJI has always maintained a focus on hard work and dedication to customer service.

Our company’s core services include janitorial services, floor care, **trash removal, bus stop maintenance, pressure washing, lawn services,** and water/fire damage cleanup. Our comprehensive service offerings make us a unique vendor that is able to meet all of the requirements set forth by the Gainesville RTS in this solicitation. We always utilize the expertise and service of our internal staff which ensures high quality offerings and adherence to company policies and procedures.



**We currently provide trash pickup, hot water pressure washing, graffiti removal, weed eating, tree trimming, lawn maintenance, shelter repair and installation services to over 22,000 total bus stops and shelters on a monthly basis for Pinellas Suncoast Transit Authority (PSTA) and City of Gainesville Regional Transit System (RTS).** Additionally, we provided service to 500 bus stops and shelters for LakeXpress from 2015 – 2020 and over 5,000 bus stops for Central Florida Regional Transportation Authority (RTS) from 2016 - 2021. After exhausting all available option years, we were underbid in the rebid process. Our plan to manage the cleaning needs at the Gainesville RTS Bus Stops includes:

- Utilization of the Maptitude Geographic Information System (GIS) software program to plot bus stops/shelters
- Employment of trustworthy and hardworking staff available to RTS representatives 24/7
- Continual process improvement and training programs, including safety training
- Available for additional emergency services, such as rapid trash removal of all stops pre-hurricane and post-hurricane damage assessment

- Competent personnel and friendly management
- Dedicated Project Manager to oversee daily operations
- Quarterly reports cataloging reported issues and AJI response

AJI aligns its services to directly compliment the transit agencies amenities and preventative maintenance efforts with the FTA's State of Good Repair program guidelines. As stated in the FTA's Transit Asset Management program, "Helping transit agencies maintain bus and rail systems in a state of good repair is one of FTA's highest priorities. FTA recommends Transit Asset Management (TAM) practices to preserve and expand transit investments. Having well maintained, reliable transit infrastructure – track, signal systems, bridges, tunnels, vehicles and stations – helps ensure safe, dependable and accessible services. FTA is working to assist transit agencies work toward a state of good repair". ([www.transit.dot.gov/TAM/SGRprograms](http://www.transit.dot.gov/TAM/SGRprograms), 2017) AJI services are based on exterior and interior transit amenities such as bus stops, bus shelters, transfer centers, station hubs and transit facilities. As a result, AJI places an emphasis on providing clean, safe and well-maintained assets.

AJI is established and well-versed in the effort of transit infrastructure and amenity state of good repair. As stated previously, AJI currently services several Florida based transit agencies and provides outstanding amenity preventative maintenance (PM) programs. AJI also currently provides amenity services for City and County buildings, parks and beaches.

AJI prides itself with unparalleled customer service by retaining professional staff and following a robust continuing education and training program. We understand the circumstances that surround a Transit Agency's desire to contract services and AJI takes this to heart. Our expertise and abilities to meet and/or exceed RTS's needs is our top priority. We are budget conscious and realize that the service requires specialization and considerable concern. This is why AJI has ongoing programs to attract, train and retain those best suited for amenity and facility maintenance all the while being placed in the public view. We truly consider our working relationship with RTS as an integrated team approach, fully aware that we are an extension RTS.

AJI provides several services that can have a direct impact on your facility maintenance and amenity programs bottom line. If RTS is currently experiencing disrepair or needing timely maintenance in any of the following amenities, we have the ability to customize a solution. Shelter maintenance can also include:

- Electronic bus stop mapping systems
- Trash receptacle replacement
- Plexi and glass repair or removal
- Signage placement
- Painting
- Graffiti and gum removal
- Solar lighting and battery repair
- Insect and area trash control
- Advertisement program collaboration

- Route and Map bid changes
- Bus stop install and removal
- Bench repair and installation

The basis of AJI's business operations and relationships are the core values of honesty, trust and integrity. Our longevity in an industry where many competitors have come and gone proves that the company's business principles are solid and consistent. AJI always meets the needs of its customers, regardless of the money or time it takes to ensure satisfaction.



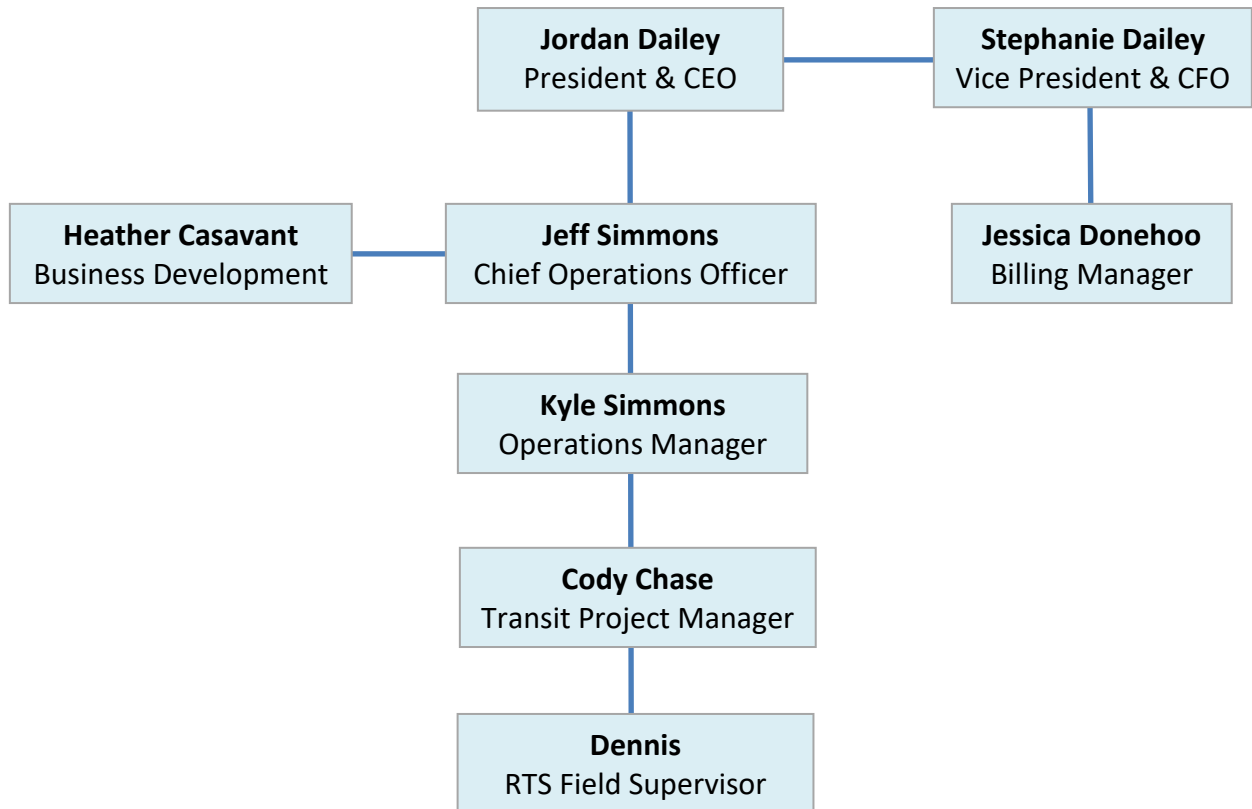
All of our clients are beyond satisfied with our services and, more importantly, they have come to trust and count on AJI as a dependable vendor. ***We will always go above and beyond to ensure customer satisfaction, even if it falls outside of the contract. We don't make excuses – if something isn't right, we will be on-site quickly to fix it.***

#### Who We Are:

- We are a locally owned and operated company that takes pride in every facility we service. We have the resources and expertise of a national corporation combined with the quality customer service of a hometown cleaning company. Our reputation is our best asset.
- We are a company that builds and cultivates long lasting relationships with our customers through clear communication and outstanding customer support. We invest time and effort into our relationships with our customers!
- We are a company that retains business. Every contract we have is important to us and we treat each one as if it's our only one.
- We are a company that cares about quality workmanship. Our custom quality control system creates accountability for our staff and allows us to detect problems before they happen. We routinely inspect our own work so our customers don't have to.
- We are a company that does whatever it takes. Just ask our references.

## AJI ORGANIZATIONAL STRUCTURE

Below you find an outline of AJI’s organizational structure for the RTS project. Our personnel approach is based on a team concept of highly trained individuals who are assigned to a specific duty throughout their assigned service area. As evidenced below, AJI will have 4 layers of management on this project to ensure the needs of RTS are met consistently on a daily basis.



## KEY CONTRACT PERSONNEL BIOGRAPHICAL OVERVIEW

Our personnel approach is based on a team concept of highly trained individuals who are assigned to a specific duty throughout their assigned service area.

### OPERATIONS MANAGER/LOGISTICS COORDINATOR

Mr. Kyle Simmons will be the logistics coordinator for the RTS project, and will handle day to day management under the contract and be your primary point of contact for all issues. Mr. Simmons currently manages AJI’s Pinellas Suncoast Transit Authority (RTS) contract so he has the experience necessary to continue overseeing a project of this size and scope. He will manage all daily operations and be responsible for quality control inspections, enforcing proper procedures, managing personnel and route schedules, and oversee additional services. Additionally, Mr. Simmons will meet with the RTS managers regularly to ensure proper communication.



**DUTIES:**

- Responsible for the smooth and orderly running of the project, including ensuring that crew routes are properly mapped for each shift and available on the iPad for each crew.
- Generates and submits the RTS Quality Check of Bus Stops and Shelters form.
- Responsible for the scheduling and completion of all daily cleaning tasks.
- Responsible for resolving complaints and handling emergency situations.
- Ensures that AJI employees comply with all safety regulations and security requirements.
- Assumes ultimate responsibility for all AJI crews, including the control of materials and equipment.
- Responsible for crew training and equipment maintenance.

**PROJECT MANAGER:**

The Project Manager for this project will be Mr. Cody Chase. Mr. Chase currently supervises our RTS account so he understands the unique requirements of bus stop/shelter projects. He will report directly to the Operations Manager, Mr. Kyle Simmons, and will do nightly inspections and modify crew schedules to correct deficiencies and allow any changes that may arise throughout this project. He will keep track of vehicle keys and other various equipment keys, ensure adherence to AJI employee uniform and safety gear requirements, and establish and maintain frequency schedules for any periodic maintenance requirements per the scope of work. In addition, he is responsible for maintaining the proper inventory of supplies for each crew.

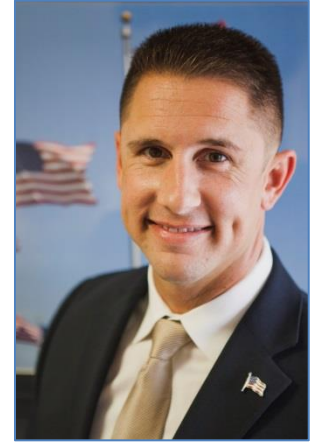
**Project Team Resumes**

The following pages outline the janitorial service industry experience and primary responsibilities of AJI's management team.

## JORDAN DAILEY

*President/CEO*

AJI's President and CEO is Jordan Dailey, the company founder's grandson. Mr. Dailey joined the company in 2000 to assist in the development of the commercial janitorial operations. Despite tough economic conditions, AJI has continued to grow under his leadership as he has demonstrated his ability to lead and adapt to ever-changing times and build upon the AJI's legacy as one of the most popular janitorial service providers in the region.



Part of this adaptation was the creation and implementation of a new quality assurance system that has drastically improved the overall performance level of the company's services. Mr. Dailey also expanded the service offerings that the company provides. This expansion has allowed the company to branch into new markets and add more services to a wider variety of customers, particularly in the governmental and medical fields.

As President & CEO, Mr. Dailey is responsible for the managing all of the financial reporting, budgeting, and accounting for each project we service. In addition, he also is responsible for the strategic planning, asset management, and budgeting. Mr. Dailey provides oversight for all project startups, information technology initiatives, and human resource functions.

- Responsible to ensure profitability. Meets annual goals for profitability and quality
- Continually sets new, higher standards for quality customer service
- Sets current policies and procedures and improves same to support higher standards
- Build and continue to lead a spirited professional leadership team -- eager to win with an unmatched sense of corporate pride, urgency and passion for serving customers and obtaining new ones
- Make recommendations to leadership on allocation of resources
- Recruits for outside talent and internal advancements to join the AJI team

**Experience in position:** 16 years as President of American Janitorial, Inc.

**Education:**

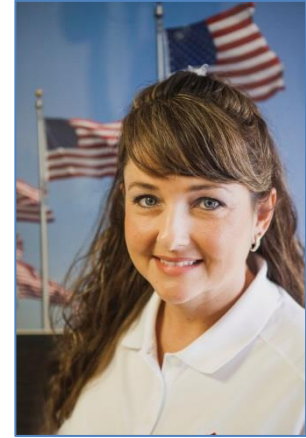
- Honor Graduate of the Community College of the Air Force
- 15 years military service in the United States Air Force
- Continued service in the Florida Air National Guard

## STEPHANIE DAILEY

*Vice President/CFO*

In her role as Vice President & CFO, Ms. Dailey is responsible for developing and implementing purchasing strategies to reduce costs, which allows AJI to stay competitive as well as maintaining strong supplier relationships to ensure our employees in the field have the proper equipment and materials necessary to do their jobs.

Additionally, Ms. Daily is responsible for the overall administrative operation of janitorial service contract and adherence to terms and conditions.



Responsibilities include:

- Creates and ensures compliance with budget for each account (labor control/cost control)
- Responsible for oversight of all purchasing of supplies and equipment
- Office management, including background checks for all employees
- Review and approve expense reports and vendor invoices
- Reconciles processed work by verifying entries and comparing system reports to balances
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments
- Maintains accounting ledgers by verifying and posting account transactions
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Complete new hire forms and run required background checks
- Maintain payroll and employee records

**Experience in position:** 16 years as Senior Vice President of American Janitorial Inc.

**Education:** B.A. in Business Management

## JEFF SIMMONS

*Vice President/Chief Operations Officer*

Since joining the company in 2012, Mr. Simmons has lead AJI through an unprecedented period of growth, generating over \$7M in new business. Mr. Simmons currently serves as Operations Manager for our RTS account and will serve in the same role on this project. He will work closely with the Project Manager to oversee all cleaning operations of this contract, including the training of all employees assigned to the contract. Additionally, he will perform weekly and monthly inspections, maintain all supplies and equipment, and schedule any additional after hours service. Mr. Simmons has developed a set of performance metrics that drive improved financial performance, customer service, and overall operational accountability within AJI. Responsibilities include:



- Conducts weekly operations meetings with operations managers to ensure quality and budgetary performance and post construction profit, budget and quality goals
- Responsible for marketing AJI throughout the state of Florida and maintaining a compound growth rate of 20% annually
- Provides direction and assistance to personnel and interfaces with customers, vendors and project leaders
- Responsible for all customer contracts, including compliance and quality performance as well as satisfying all quality systems and performances within our customer contracts.
- Schedules, monitors and assesses work performance in all facility services.
- Coordinates appropriate resource planning and scheduling to support maintenance project activities
- Develops and refines both short- and long-term strategies to drive growth, profitability and increased market share
- Evaluates and pursues various strategies that distinguish AJI from our competitors, further capitalizing on the unique aspects of our business
- Drives revenue and optimizes costs, margins and inventory management to drive profitability and continue to deliver on customer expectations

**Experience in position:** 10 years as Vice President/Operations of AJI

### Education:

- 12 year high school education
- Over 15 years of industry related experience
- In-depth training in business development and customer relations

## KYLE SIMMONS

*Operations Manager/Logistics Coordinator*

Mr. Simmons will be the Operations Manager/Logistics Coordinator assigned to the RTS project. He is currently the Logistics Coordinator of AJI's transit operations accounts. Mr. Simmons will be responsible for conducting monthly cleaning inspections and accurately recording cleaning activity. Will ensure that correction items are addressed immediately, corrected promptly, and not repeated. Will ensure all service meets client requirements and contract standards, and company quality standards and specifications.



- Develops and coordinates the quality assurance program to prevent and eliminate service issues.
- Analyze and evaluate information concerning factors such as service deficiencies, staffing plans, and cleaning program adherence.
- Responsible for corrective actions and overall customer satisfaction.
- Ensure all members of the project team are following the specifications as defined by our clients and analyze and resolve technical issues that may arise throughout the course of a contract.
- Communicate issues with service and problem resolution results customers.
- Draft quality assurance policies and procedures
- Interpret and implement quality assurance standards that adhere to the needs of each individual client, as well as AJI standards
- Evaluate adequacy of quality assurance standards
- Review the implementation and efficiency of AJI quality and inspection systems
- Document internal audits and other quality assurance activities
- Develop, recommend and monitor corrective and preventive actions
- Identify training needs and organize training interventions to meet quality standards
- Coordinate and support on-site audits conducted by external providers
- Assure ongoing compliance with quality and industry regulatory requirements

### **Experience in position:**

- 6 years as Project/Operations Manager of AJI

### **Education:**

- Bachelor of Business Administration  
Loyola University – New Orleans  
Dual Major - Management & Finance

## **CODY CHASE**

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### *Project Manager*

Mr. Chase will be the Project Manager assigned to the RTS project. He is currently responsible for supervision at AJI's RTS project. As Project Manager, he will be responsible for the supervision, inspection, and control of all services associated within the RTS contract. The responsibilities of the Crew Supervisor include:

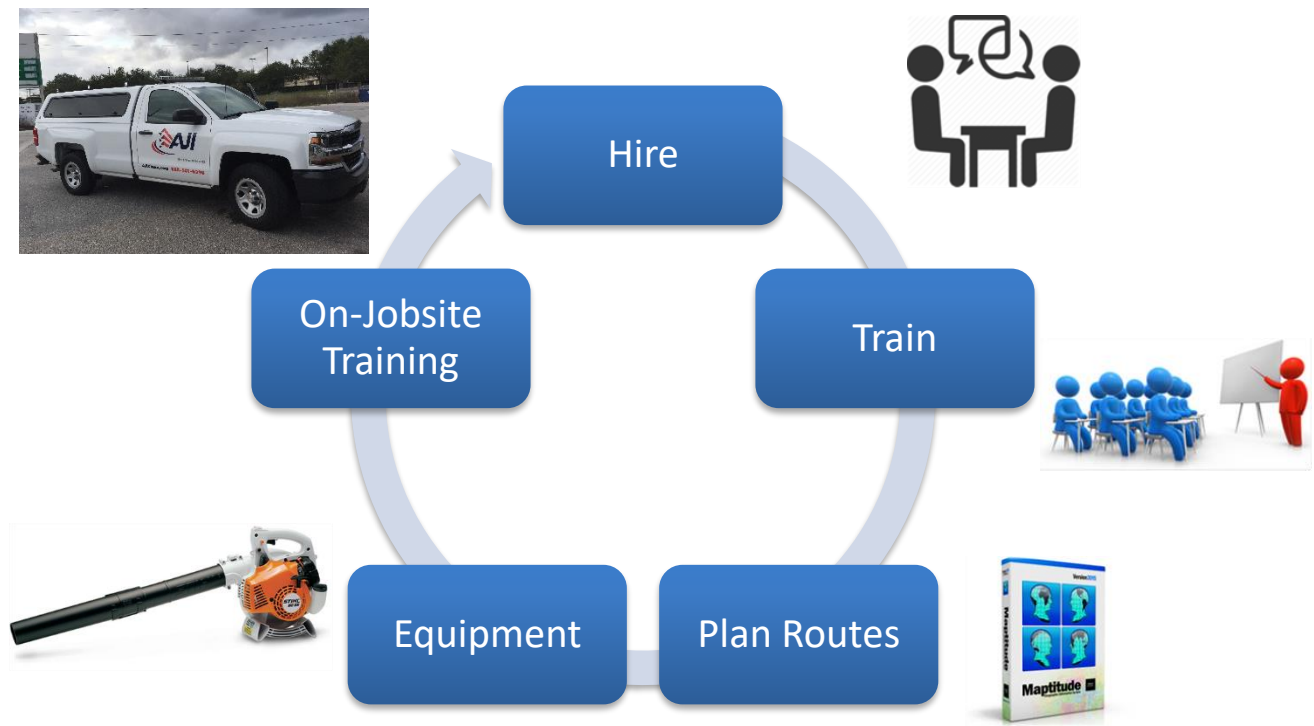
- Properly allocates work responsibilities among AJI crews
- Counsels, coaches, and supervises all crew members
- Maintain knowledge of contract requirements and creation of schedules to maintain properly skilled staffing levels to satisfy those schedules
- Approves vacation time, overtime and timecards
- Trains crews on work-related equipment
- Issue reports and summaries as required
- Meet with crews to review status of various elements of facility services and to institute corrective measures for any deficiencies found
- Perform any additional duties on an "as required" basis where such duties are within the scope of contractual responsibilities
- Ensures all equipment in proper working condition

**Experience in position:** 7 years with American Janitorial, Inc.

**Professional Experience:** **Bluegreen Vacations - The Fountains Resort**  
**Engineering Supervisor** June 2011 – April 2016

- Responsible for all building maintenance, engineering and upkeep of the hotel
- Responsible for leading a team of hotel maintenance staff
- Ensure that the highest standards are maintained and managed effectively
- Responsible for developing, implementing and supervising maintenance programs in guest rooms, building structure, mechanical, electrical, laundry, HVAC, and related equipment
- Ensure guest and service areas are maintained in proper working order and appearance
- Direct staff in response to all emergency situations to ensure property and guest safety.

## IMPLEMENTATION



### Hiring Plan

- Evaluation of Experience – Minimum of 2 Years Comparable Work Experience
- Background Checks & Reference Screening
- Drug Test
- Maintain Commitment to Hire Local County Residents
- Hire Backup Crew Members

### Training Plan

- Equipment & Chemicals
- AJI Policies and Procedures
- Bus Routes
- Safety Procedures
  - Do Not Engage Homeless People
  - Call Project Manager Immediately
  - Leave Area
  - Note Incident on Daily Report
  - Add Stop to Route for Following Day
- Maptitude Software
- Backup Crew

## Plan Routes with Maptitude Program

- Help plot the most efficient route between bus stops
- Create informative map displays to aid in training AJI crews
- Find geographic patterns that cannot be seen in database tables and spreadsheets
- Answer geographic questions that impact AJI operations
- Share geographic data with AJI crews and Project Management team

## Accountability

In any industry where service is paramount to your success, the communication of accurate and timely information is critical in allowing all responsible parties to react to ever-changing priorities and circumstances. At AJI, we take pride in our communication and quality assurance systems. We designed our process to provide our clients with fast and easy access to our team. To ensure optimal levels of communication, each of AJI's vehicles used on the RTS project will be equipped with an iPad Pro 128GB with Wifi + Cellular capabilities.



Along with their assigned iPhones, these iPads will allow our crew in the field the ability to constantly be in communication with AJI's dispatch center. Additionally, they will provide the crews with access to any assigned routes, preventing service oversights, as well as the ability to quickly and easily change routes to accommodate a special request or emergency situation at a location outside of their normal planned routine.

## UNIFORM STANDARDS

The pride and professionalism of AJI is reflected in the uniforms we provide for our staff because we believe their appearance is a reflection of not only our company, but RTS as well. AJI employees will wear polo shirts or jackets with an AJI logo. In addition, they will also wear an ID badge so they are easily recognizable as employees of AJI.





## PROFESSIONAL DESIGNATIONS

In the course of our duties under this contract, AJI performs a large portion of the scope on public roadways and the safety of our team is paramount. Our management team has been certified as FDOT Approved Temporary Traffic Control (TTC) Advance Course.

Our management team deems it necessary to be educated and up to speed on all of the Temporary Traffic Control Regulations instated by FDOT. This certification ensures our management team is able to educate our crews in the proper safety procedures surrounding their duties while maintaining bus shelters. Certifications can be found below.



## WRITTEN SAFETY PROGRAM

This Safety Program applies to all of our Transit Operations projects. Jeff Simmons will be responsible for overall direction of the AJI Safety Program.

### INTRODUCTION

All contracts by AJI are required by the Occupational Safety and Health (OSHA) Act of 1970 to provide safe and healthy employment.

It is also AJI's policy as a contractor to be responsible for providing a safe and healthful work environment for its staff. Contract work, especially on public roadways, may present situations or conditions that may adversely impact the safety and health of employees.



### RESPONSIBILITIES

All AJI personnel responsible for managing contracts will ensure that:

1. Each contract is provided with warnings of hazards and information about our programs for abating these hazards.
2. Each contract is informed of our safety, health, and environmental requirements.
3. All AJI work is conducted in a safe and responsible manner in compliance with local regulations.

#### AJI Contract Officer

The AJI Contract Officer will require the Project Manager to:

1. Meet all applicable federal, state, and local environmental, health, and safety regulations.
2. Provide employees with the necessary training, medical exams, and safety equipment.
3. Submit written comprehensive safety and health plan for the specific contract undertaken.
4. Comply with all applicable federal, state, and local regulations.

The Project's Manager will:

1. Communicate the contractual, statutory, and other environmental, health and safety requirements to the staff prior to the start of the contract.

2. Ensure that the safety and health plan is up to date.
3. Ensure that such requirements are addressed in the Request for Solicitation and/or contract paperwork.
4. Ensure that such requirements are observed.
5. Upon receipt of a report of a noncompliance or any condition, which poses a serious or imminent danger to health or safety, issue a request for immediate corrective action.

### **Project Manager**

The Project Manager will, prior to the start of the contract, inform the project staff of the requirement to observe all environmental, health, and safety provisions specified in the contract, provided by statutes/regulations or otherwise required.

The Project Manager will:

1. Ensure that the Safety Manager is provided with a copy of the written health and safety plan for review prior to the pre-maintenance meeting with the contractor.
2. Ensure the Safety Manager is represented at all pre-maintenance meetings held with contractors.
3. Provide the Safety Manager with a tentative maintenance schedule for contractor's on-site and immediate written notification of changes.
4. Notify leadership of contractor work schedule, location, and special precautions or concerns prior to the start of the project.
5. Monitor the contractor's work performance and determine if contractor is complying with the contract health and safety plan and pertinent environmental, health, and safety regulations. Any questions regarding compliance with specific regulations should be referred to the Safety Manager.
6. Ensure that the assigned contractor completes all required permits and provides a signature of an authorized person and/or appropriate personnel.
7. Notify the Safety Manager immediately (12 hours or less) of maintenance accidents and provide him with a copy of the contractor's accident reports.
8. Notify the Safety Manager immediately of an OSHA complaint and/or inspection of contractor's jobsite.

### **Contractor(s)**

A firm or individual contracted by AJI is responsible for meeting all contractual agreements and for providing a safe and healthy workplace for its employees.

The contractor(s) will observe the following:

1. Provide for frequent and regular safety inspections of the worksites, materials, and equipment by employees.
2. Notify the Project Manager of maintenance accidents in a timely manner (6 hours or less).

3. Notify the Project Manager of non-formal OSHA complaint notifications and/or OSHA inspection of the jobsite.

### **Safety and Health Plan**

When required by the contract, AJI will develop and implement a comprehensive health and safety plan for their employees, which covers all aspects of onsite maintenance operations and activities associated with the contract. This plan must comply with all applicable health and safety regulations and any project-specific requirements that AJI has specified. AJI will provide the Transit Agency with a copy of this plan with its bid package.

Acceptance of AJI's health and safety plan only signifies that the plan generally conforms to the requirements of the contract. It does not relieve the contractor(s) of the responsibility for providing staff with a safe and healthful work environment. This concept must be communicated to the contractor(s) by the Program Manager and also incorporated into the contract document.

### **Pre-maintenance Meeting**

Representatives of the contractor(s) and AJI shall meet with the Contracting Lead, Project Manager, and representatives prior to the start of maintenance functions for the purpose of reviewing safety requirements and discussing implementation of all health and safety provisions pertinent to the work under contract.

AJI and the contract lead will review the site-specific safety and health plan as well as review all required safety data sheets (SDS) submitted for proposed products to be used by the contractor.

AJI is required by OSHA standards, most notably 29 CFR 1910.1200, Hazard Communication Standard, to provide information to contractor(s) on the hazards present at the work site. This information will be made available to the contractor in the project specifications (pre-bid) as well as at the pre-maintenance meeting.

### **Fire Prevention and Protection**

AJI shall prepare and carry out an effective fire protection and prevention plan, including provisions for the fire protection and suppression equipment set forth in this section. This plan shall be made part of the comprehensive safety and health plan submitted by AJI with its bid package and cover the following:

**Bus Stop Maintenance** - Good maintenance, with provision for prompt removal and disposal of accumulations of trash and debris, shall be maintained in all areas of the jobsite. Appropriate containers shall be used for disposal of waste.

**Codes and regulations** - The contractor shall comply with the requirements published in the current revisions of the National Electrical Code, National Electrical Safety Code, and the National Fire Protection Association standards.

**Smoking** - Smoking or other sources of ignition shall not be permitted in areas where flammable materials are present. There is a no smoking policy in effect within all facilities.

**Cleaning and degreasing** - Gasoline and liquids with a flash point below 100 degrees Fahrenheit shall not be used for cleaning and degreasing.

**AJI Building exits** - All buildings and shops in which employees are required to work shall have at least two well-marked and lighted exits. The two exits shall be arranged to minimize the possibility of both exits being rendered inaccessible by one fire or emergency condition.

**Fire extinguishers** - Distinctly marked fire extinguishers rated 2A40B:C or greater shall be suitably placed as follows:

1. One for each 3,000 square feet of building area or major fraction thereof. Travel distance from any point of protected area to nearest extinguisher shall not exceed 100 feet.
2. One or more on each floor of buildings with at least one located adjacent to each stairway.
3. At least one located outside but not more than 10 feet from the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids.
4. At least one located not less than 25 feet, or more than 75 feet from any outside flammable or combustible liquid storage area.
5. At least one within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas is being used.
6. At least one per AJI service vehicle.

### **Noncompliance with Safety and Health Requirements**

Contract situations of non-compliance with the safety and health plan or AJI's safety and health requirements, will be brought to the Attention of the Project Manager, Safety Manager and the Contracting Lead verbally and will immediately be followed-up in writing. Failure to correct the violation or continued violations shall be grounds for termination.

If after notifying the Project Manager and Contracting Lead in writing of deficiencies of any health and safety violations which could pose an imminent danger, an immediate order to stop work will be issued. Should this occur, the Safety Manager would bring the matter to the immediate Attention of the Project Manager, Contracting Lead, and the Director.

## **Safety Training**

AJI will ensure that its staff have completed appropriate health and safety training when required by statute/regulation(s) and provide documentation of such training when required by the contract.

## **Medical Clearance**

AJI will ensure that its staff have appropriate medical clearance when required either by governmental regulations, contract services and/or AJI's requirements. Copies of medical clearance for contractor personnel are required to be presented at the request of the contract.

The Project Manager and the Safety Manager shall determine if additional medical requirements are required for contract staff prior to the start of work.

## **Incident Reporting**

The Safety Manager of AJI will participate with appropriate staff in the investigations of incidents and accidents resulting in injury/illness and/or damage or loss of property and also near misses.

## **Safety and Personal Protective Equipment**

Unless otherwise specified, AJI and contractor staff will be responsible for providing all necessary safety and personal protective equipment (PPE) required. This equipment must meet appropriate OSHA requirements and be in good working order.

AJI and contractors shall ensure that its staff have received appropriate training on the use and maintenance of safety and PPE prior to its use. Failure to correctly use appropriate safety equipment is a violation and may result in termination.

## **Documentation**

AJI and contractors must provide documentation of all required training, medical exams, permits, safety data sheets (SDS), etc., for their staff or operations at the pre-maintenance meeting.

## **UNDERSTANDING & APPROACH**

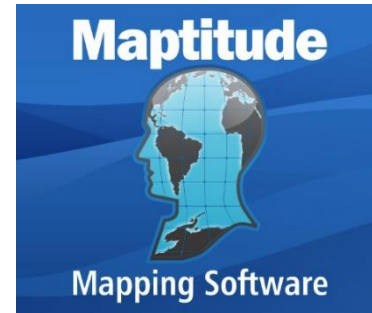
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AJI's services are based on exterior and interior transit amenities such as bus stops, bus shelters, transfer centers, station hubs and transit facilities. As a result, AJI places an emphasis on providing clean, safe and well-maintained assets.

We are established and well-versed in the effort of transit infrastructure and amenity state of good repair. Currently, AJI services several Florida based transit agencies and provides

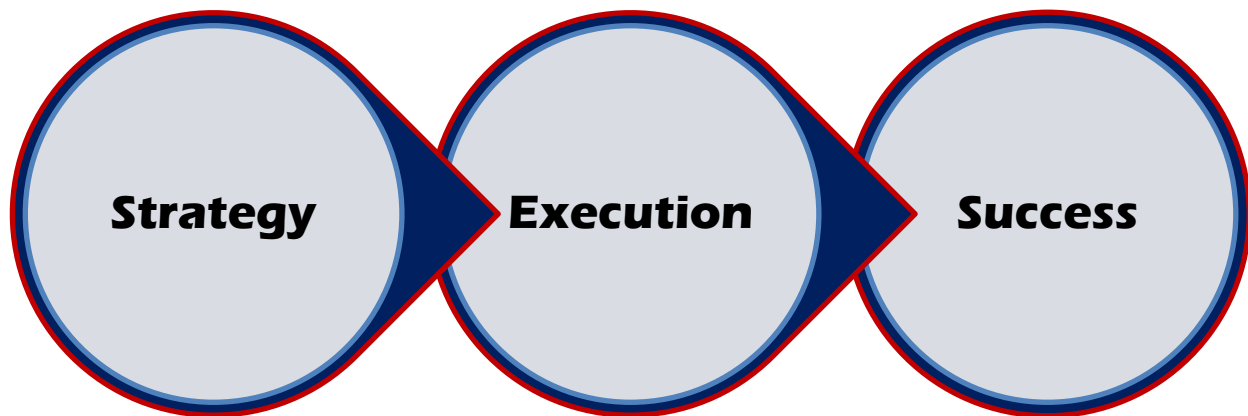
outstanding amenity preventative maintenance (PM) programs. AJI also currently provides amenity services for City and County buildings, parks and beaches.

**The experience we've gained over the past 5 years servicing this project for the City of Gainesville RTS has given us a unique understanding of the requirements set forth in this solicitation.**



## **AJI Mission Statement**

To provide outstanding transit amenity and maintenance services in an efficient and professional manner which results in high customer satisfaction and safe, clean amenities.



AJI approaches shelter maintenance in an assertive manner to better suit the current standing of RTS's assets. Proper planning and full utilization of corrective maintenance, predictive tasks and a robust PM schedule is a priority.

A gold-standard for AJI's program is to examine all amenity assets prior to rendering services and developing a solid performance plan. As the current contractor providing these services to RTS, AJI has worked closely with members of RTS's Facilities Department to establish early on, the performance goals and to clarify the long-term goals.

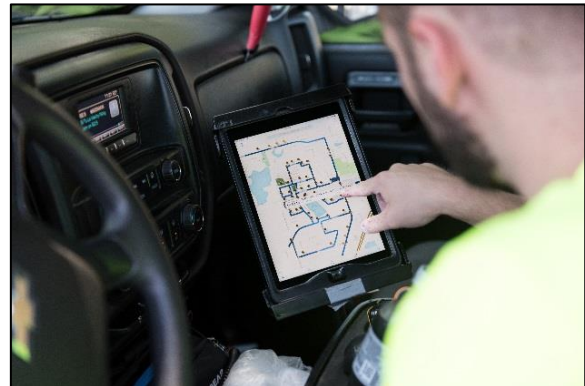
A key component to our success is the utilization of the Maptitude Geographic Information System (GIS) software program. Maptitude gives AJI the ability to plot accurate stops and to manipulate, manage, and compare routes through the Routing Manager tool. We're also able to order or optimize bus stop visits, among hundreds of stops with variable cost and time per stop so we can operate in the most efficient way possible.

As the current contractor, we have mapped the RTS bus stop locations and developed a plan of work that addresses each location on the frequency required under this solicitation. This preliminary step has allowed us to plot routes and calculate drive-time between stops, which in turn allows us to accurately determine the necessary manpower to accomplish this project per the specifications set forth by RTS.

As you can see by the maps on the following pages, we can also get a clear overview of the RTS service areas by creating drive-time zones around the starting locations, adjusted by driving speed. The drive-time rings can be concentric, cumulative, have multiple origins, and can produce reports via a single click.

With Maptitude, we're able to:

- Help plot the most efficient route between bus stops
- Create informative map displays to aid in training AJI crews
- Find geographic patterns that cannot be seen in database tables and spreadsheets
- Answer geographic questions that impact AJI operations
- Share geographic data with AJI





## EQUIPMENT OUTLINE



Upon Contract award, AJI will be providing new **(2022)** Chevy Pickup Truck Silverado 1500



### FDOT LIGHTBAR

50" Length, 12" Wide  
As specified per FDOT TTC certifications, all AJI trucks & trailers will be equipped with FDOT approved light bars with clear and amber strobes.



Utility Trailer



Personal Protective Equipment (PPE)

# RTS CREW

## 2 Person Crew



Stihl FS100RX  
Weed Trimmer



Stihl BG 55C Leaf Blower



Stihl HT100  
Pole Pruner



Unger Heavy Duty Nifty Nabber  
Trash Grabber



Landa Trailer Mounted  
Hot Water Pressure Washer



Pressure Pro  
4000 PSI Truck Mounted  
Pressure Washer

## EQUIPMENT TRACKING

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**AJI will be providing our crews with new (2021) Chevy Silverado 1500 white pickup trucks with hard-wired Fleetmatics GPS Systems.** This system will allow AJI the ability to track driving performance through the use of Fleetmatics fleet management software, ensuring we are delivering a consistently high level of service to RTS under this project. Fleetmatics benefits:

### **GPS TRACKING**

Real-time GPS tracking with minute by minute updates on the precise location of our vehicles, receiving updates as quickly as 30 seconds. Street level mapping provides accuracy to within meters of the crew's location.

### **DETAILED HISTORY**

Monitor and report on the efficiency of productivity of the RTS crews.

### **ADVANCED GEOFENCING**

Product detailed reports by defining custom geographic boundaries.

### **ALERTING**

Receive real-time alerts on the status of our crews via SMS, email or popup. Both aerial photography and street view information are available to get a real view of our crews.

### **TELEMETRY MONITORING**

Monitor telemetries such as temperature, PTO, fuel usage and harsh braking.

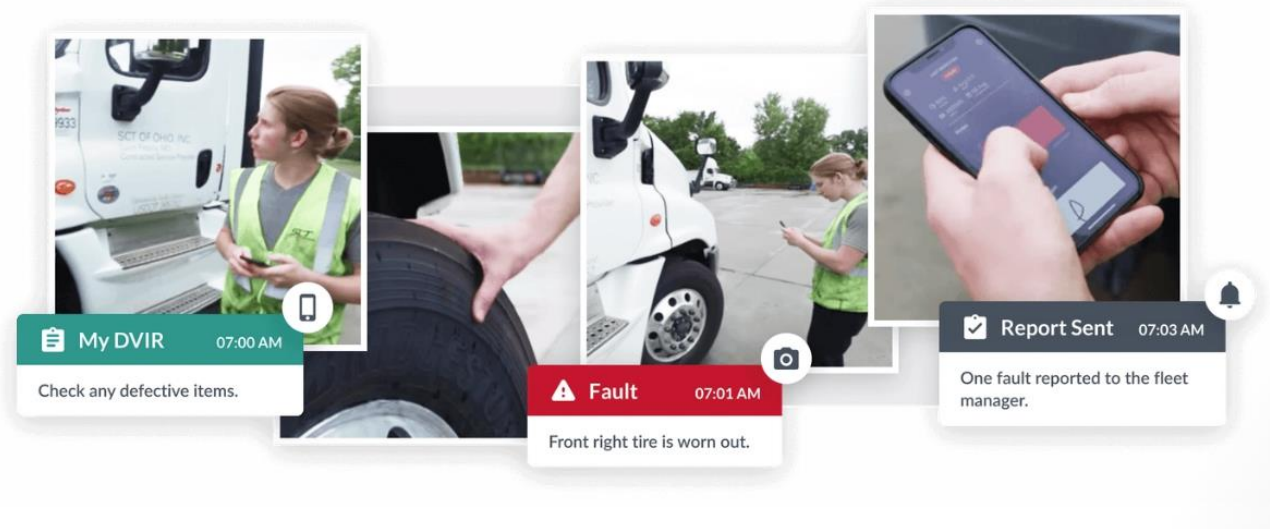
## REPLACEMENT – EQUIPMENT PLAN

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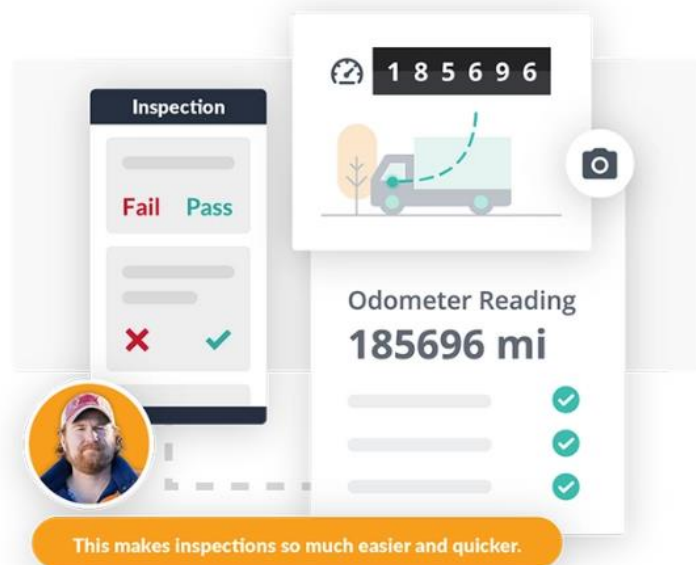
As the incumbent, AJI currently owns all equipment necessary to perform the duties per the scope of work. If awarded this contract, AJI will be purchasing all new trucks, trailers and janitorial equipment. In the event of a supply shortage, AJI currently has existing relationships with various national product and equipment suppliers. We would be able to provide replacement supplies or equipment quickly in the event of damage or loss.

## Pre & Post Trip Vehicle Inspection Reports

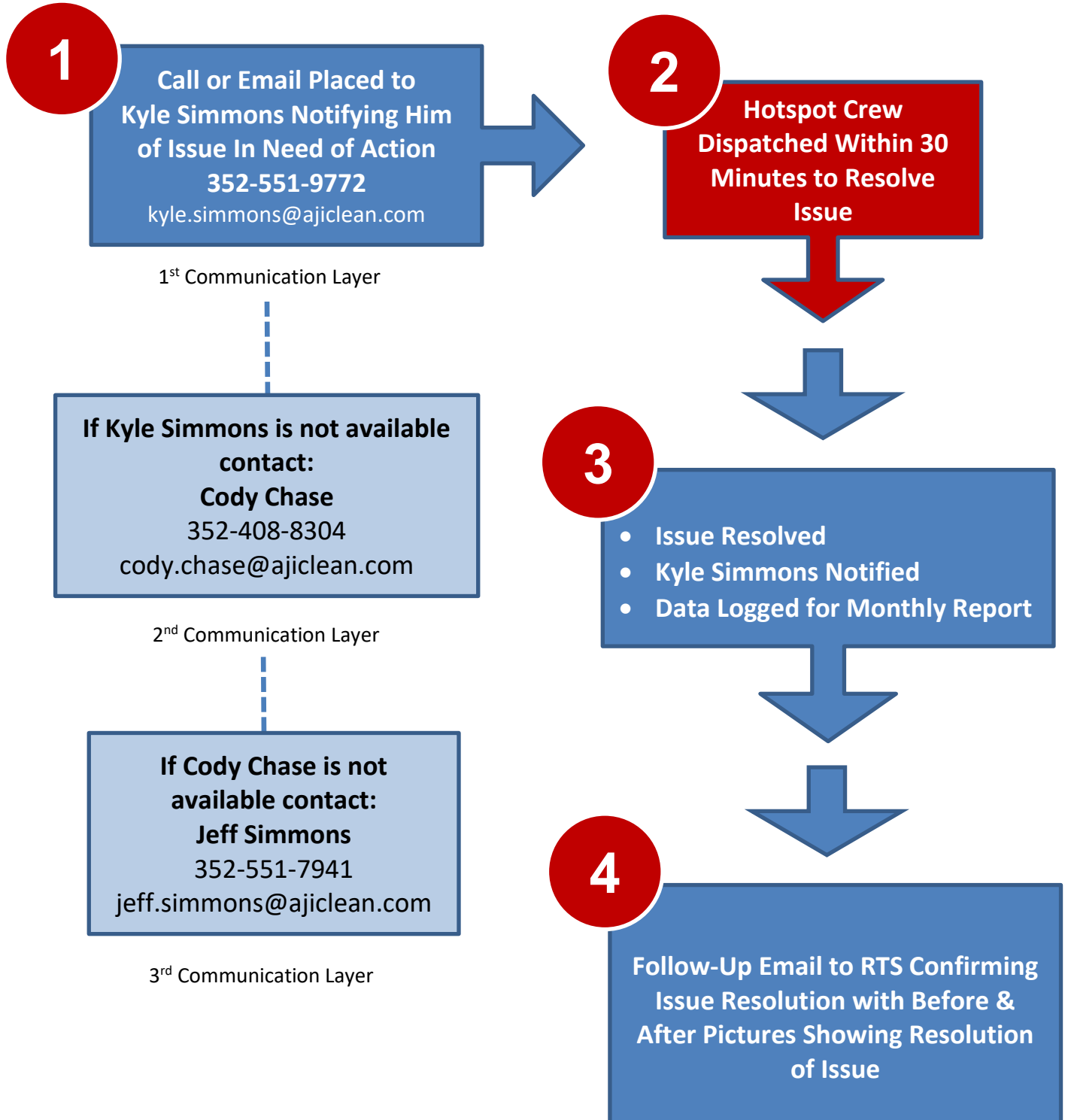
On the RTS project, AJI will be using fleet inspection software from Whip Around for greater control, clarity and compliance of our vehicles and their ever changing maintenance needs. Using the mobile app from their smartphones, our team is able to inspect vehicles and equipment, capture mileage and engine hours, take photos and manage defects easily and efficiently.



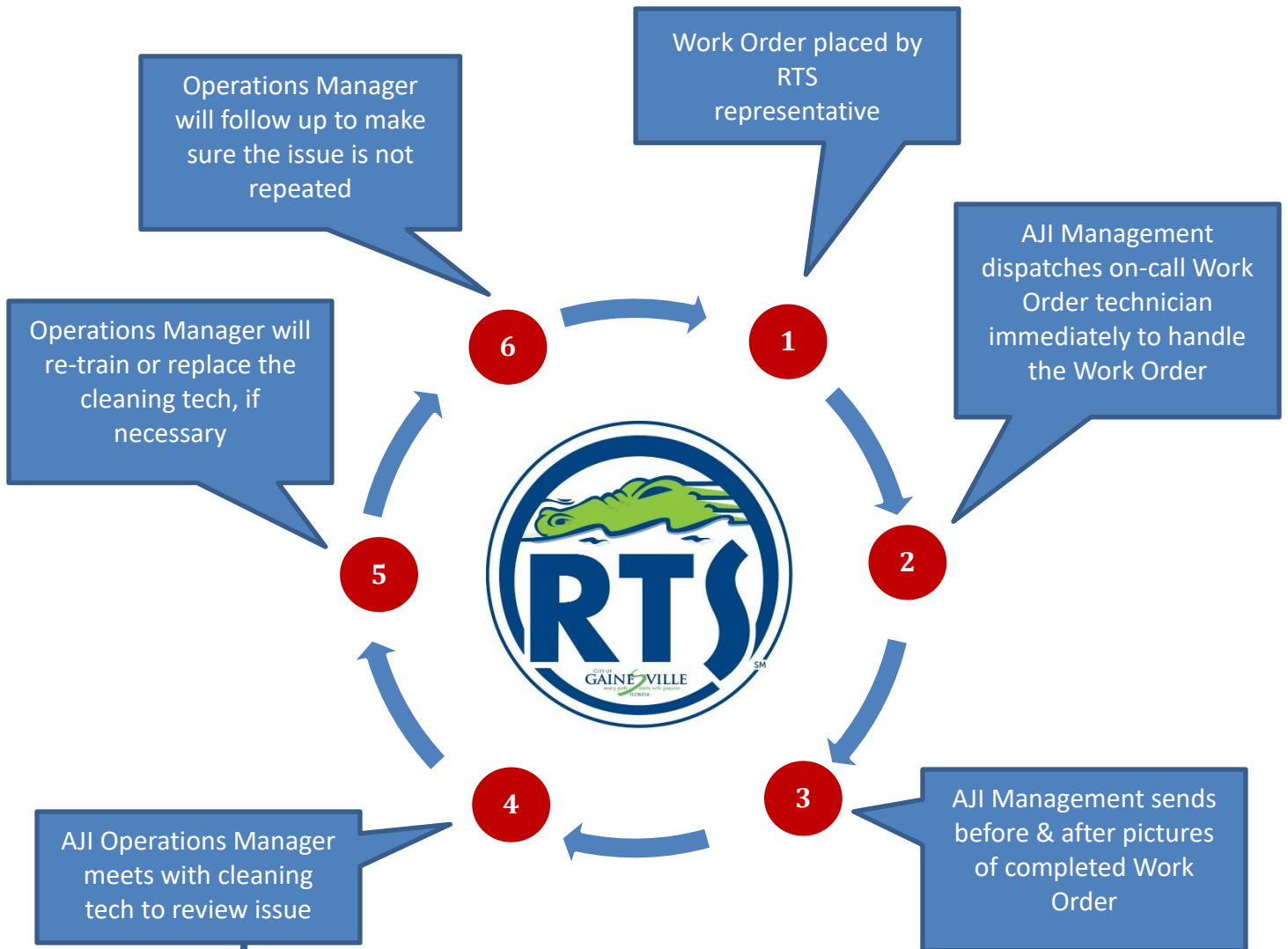
**Inspections will be performed at the start and end of each shift to identify any potential issues with the vehicles or equipment. The results of these inspections will automatically be delivered to the AJI management team so they can take appropriate corrective action.**



## COMMUNICATION & DISPATCHING PROCEDURE FLOW CHART



## WORK ORDER PROCESS



If there are any problems, the Project Manager will notify Operations Manager.



## EXCEPTIONS

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This proposal is in full compliance with the specifications provided by the City of Gainesville Regional Transit Authority and we do not take any exceptions to the terms outlined in this solicitation.