



**SECTION VII – PRICE PROPOSAL**

Proposers are to provide rates below which will remain firm for each year of the contract. The City reserves the right to add additional facilities during the life of this contract at the *Item 11 Sqft Rate* listed below, if applicable.

Item	Facility/ Building	Location	Est. Sq. Ft.	Award -	10/1/2020 -	10/1/2021 -	10/1/2022 -	10/1/2023 -
				9/30/2020	9/30/2021	9/30/2022	9/30/2023	9/30/2024
				Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate
1	Admin/Ops Building A	34 SE 13th Rd	27,000	\$6,573.56	\$6,573.56	\$8,023.97	\$8,023.97	\$8,500.00
2	Maintenance Garage Building C	34 SE 13th Rd	11,000	\$2,706.76	\$2,706.76	\$3,303.99	\$3,303.99	\$3,500.00
3	Fuel Center Building D	34 SE 13th Rd	820	\$193.34	\$193.34	\$236.00	\$236.00	\$250.00
4	Rosa Park Transfer Station	700 SE 3rd St	460	\$96.67	\$96.67	\$118.00	\$118.00	\$125.00
5	Park N' Ride	4231 SW 30th Ave	540	\$96.67	\$96.67	\$118.00	\$118.00	\$125.00
<b>Monthly Total</b>				\$9,667	\$9,667	\$11,799.96	\$11,799.96	\$12,500

Item	Facility/ Building	Location	Award -	10/1/2020 -	10/1/2021 -	10/1/2022 -	10/1/2023 -
			9/30/2020	9/30/2021	9/30/2022	9/30/2023	9/30/2024
			One Add'l Cleaning Per Day	One Add'l Cleaning Per Day	One Add'l Cleaning Per Day	One Add'l Cleaning Per Day	One Add'l Cleaning Per Day
<b>Rate to Add one (1) more frequency of Policing Restrooms Per Day</b>							
6	Admin/Ops Building A	34 SE 13th Rd	\$219.12	\$219.12	\$267.47	\$267.47	\$283.33
7	Maintenance Garage Building C	34 SE 13th Rd	\$90.23	\$90.23	\$110.13	\$110.13	\$116.67
8	Drivers Lounge Restrooms Building A	34 SE 13th Rd	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
9	Rosa Parks Transfer Station Restrooms	700 SE 3rd St	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
10	Park N' Ride Restrooms	4231 SW 30th Ave	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00

Item	Service	Unit of Measure	Award -	10/1/2020 -	10/1/2021 -	10/1/2022 -	10/1/2023 -
			9/30/2020	9/30/2021	9/30/2022	9/30/2023	9/30/2024
			Rate/Cost Per	Rate/Cost Per	Rate/Cost Per	Rate/Cost Per	Rate/Cost Per
11	Clean Additional Facilities	Rate Per Sqft	\$0.17¢	\$0.17¢	\$0.19¢	\$0.19¢	\$0.21¢
12	Clean Carpeting	Cost Per Sqft	\$0.14¢	\$0.14¢	\$0.16¢	\$0.16¢	\$0.18¢
13	Machine Clean Upholstered Chairs	Rate Per Chair	\$5.00/chair	\$5.00/chair	\$8.00/chair	\$8.00/chair	\$10.00/chair
14	Floor Stripping/Repolishing	Cost Per Sqft	\$0.50¢	\$0.50¢	\$0.70¢	\$0.70¢	\$0.87¢
15	Special Services (non-emergency, planned)	Rate Per Hour	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
16	Emergency Call-Out	Rate Per Hour	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00

Pressure washing 12,000 sq ft. @ 10¢

CITY OF GAINESVILLE

CERTIFICATION OF COMPLIANCE WITH LIVING WAGE

The undersigned hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for Janitorial Services for Regional Transit System Facilities a living wage of \$12.0673 per hour to covered employees who receive Health Benefits from the undersigned employer and \$13.3173 per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Contractor/Subcontractor: Carpet Systems Plus North Florida, Inc.

Address: 1406 NW 6th Street, Suite C, Gainesville, FL 32601

Phone Number: (352) 258-1357

Name of Local Contact Person: Deidre Mobley Keith

Address: P.O. Box 357503, Gainesville, FL 32635

Phone Number: (352) 258-1357

\$116,004.00  
(Amount of Contract)

Signature: 

Date: 3-27-2019

Printed Name: Deidre Mobley Keith

Title: Operations Manager

**LIVING WAGE COMPLIANCE**

See Living Wage Decision Tree (refer to Exhibit C hereto)

**Check One:**

- Living Wage Ordinance does not apply (check all that apply)
  - Not a covered service
  - Contract does not exceed \$100,000
  - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
  - Located within the City of Gainesville enterprise zone.

- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

**SIGNATURE ACKNOWLEDGES THAT:** (check one)

- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Proposer has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this RFP.

(CORPORATE SEAL)

ATTEST:

Signature \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

PROPOSER:

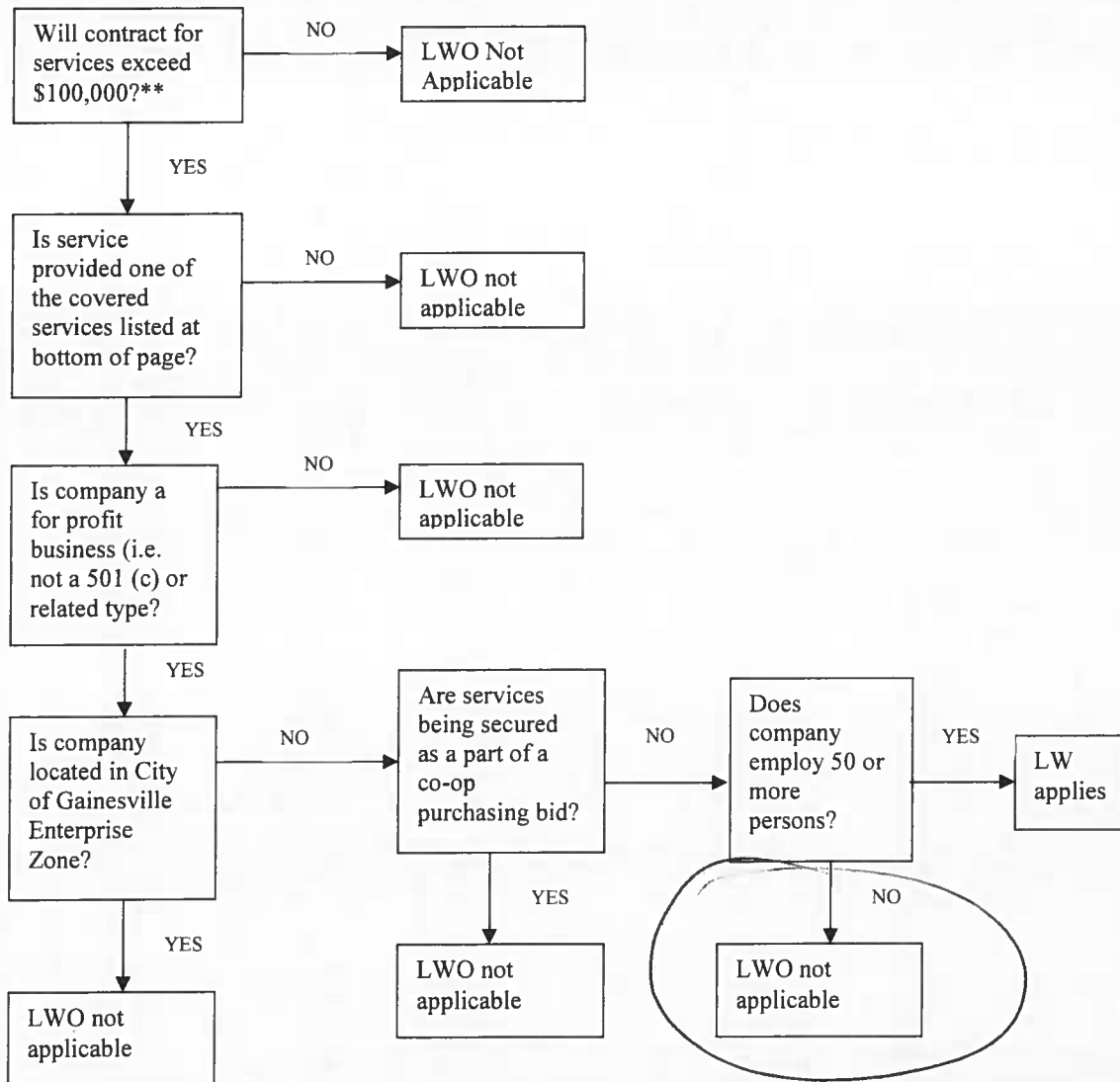
  
Signature \_\_\_\_\_

By: Deidre Mobley-Keith

Title: Operations Manager

### LIVING WAGE DECISION TREE

While not all encompassing, the following is provided as a guideline for contractors in determining whether the City of Gainesville Living Wage Ordinance applies to their firm in the performance of specified service contracts for covered services\* with the City. Contractors are advised to review the entire text of the Living Wage Ordinance in conjunction with this guideline.



**\*Covered Services:** food preparation and/or distribution; custodial/cleaning; refuse removal; maintenance and repair; recycling; parking services; painting/refinishing; printing and reproduction services; landscaping/grounds maintenance; agricultural/forestry services; and construction services  
**\*\*Total value of contract.**

**SECTION VII – PRICE PROPOSAL**

Continued...

**FOR INFORMATIONAL PURPOSES ONLY**

**Living Wage**

This contract is a Living Wage covered service. Although the Living Wage Ordinance may not apply to your submittal based on the Living Wage Decision Tree, to assist the City in its efforts to collect data we are requesting that you provide your Bid Prices as if the Living Wage rate did apply. (Your response will not affect consideration of your submittal in any manner.)

If the Living Wage Ordinance did apply, please indicate your bid price below.

one hundred forty-one thousand five hundred ninety-nine <sup>52</sup>/<sub>100</sub> Dollars (\$ 141,599.52)

## ATTACHMENT I-Business Reference Form

**PROJECT:** Janitorial Services for Regional Transit System Facilities

**BIDDER NAME:** Carpet Systems Plus North Florida, Inc.

Number of years your firm has been doing this type of work: 16 years

Provide information for three references of similar janitorial jobs performed within the past three years. You may include photos or other pertinent information.

#1 Year(s) services provided (i.e. 1/2015 to 12/2018): 10 years (4/2009 - present)

Company Name: Parrish - McCall Contractors  
 Address: 3455 SW 42nd Avenue  
 City, State Zip: Gainesville, FL 32608  
 Contact Name: Bryce Hartley  
 Phone Number: (352) 378-1571 Fax Number:             
 Email Address (if available): bhartley@parrish-mccall.com

#2 Year(s) services provided (i.e. 1/2015 to 12/2018): 2 years (5/2017 - present)

Company Name: Info Tech  
 Address: 2970 SW 50th Terrace  
 City, State Zip: Gainesville, FL 32608  
 Contact Name: Carmen Jeffcoat  
 Phone Number: (352) 381-4400 Fax Number:             
 Email Address (if available): carmen.jeffcoat@infotechfl.com

#3 Year(s) services provided (i.e. 1/2015 to 12/2018): 7 years (10/2012 - present)

Company Name: Gainesville Regional Utilities  
 Address: 301 SE 4th Avenue + SE 16th Avenue  
 City, State Zip: Gainesville, FL 32601  
 Contact Name: Andrew Drummond  
 Phone Number: (352) 334-3434 Fax Number:             
 Email Address (if available): drummondAG@gru.com

Signature: 

Date: 3-27-2019

## ATTACHMENT J-Equipment/Personnel Form

Copy form as needed

Equipment Make and Model	Year (age)	Use of Equipment
1) Blazer XL Truckmount Carpet Cleaner	10	Carpet Cleaning
2) Hydro Force Truckmount Tile Machine	8	Tile Cleaning
3) Hydro Force Truckmount Tile Machine	1	Tile Cleaning
4) Steril Aire Vacuum Cleaners	varies	Carpet Cleaning
5) UniPro Hard Floor Buffer	5	Encapsulation Carpet Cleaning &
6) Rubbermaid Mop Buckets	varies	cleaning VCT cleaning hard floors
7) Wet Floor Signs	varies	—
8) Ladders	varies	—

Personnel Name	Years with firm	Years Experience
1) Velma Montgomery	7	40 years
2) Robin Brunner	14	30 years
3) Janette Friend	5	10 years
4) Diana Young	1	20 years
5) Emma Hart	1	5 years
6) Pat Neloms	8	12 years
7) Deneen Smith	5	7 years
8) Telton McIntosh	1	10 years
Dale Davis	—	5 years
Amos Carter	1	20 years
Douglas Watts	1	20 years
Ul'Onndrea Johnson	1	1 year
Fein Lee	—	3 years
Bernard Lawson Jr.	8	8 years
Antonesha Moore	—	1 year
Shalyssia Knight	—	1 year
Bosic Woodard	—	5 years
Deidre Mobley Keith	16	20 years
Reemie Keith	16	16 years



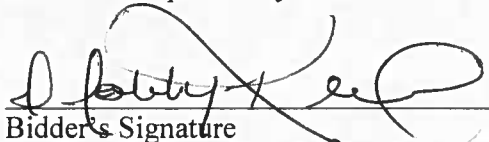
### DRUG-FREE WORKPLACE FORM

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

Carpet Systems Plus North Florida, Inc. does:  
(Name of Business)

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 firm complies fully with the above requirements.

  
\_\_\_\_\_  
Bidder's Signature  
3-27-2019  
\_\_\_\_\_  
Date



CARPSYS-01

MBAMBRICK

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
3/28/2019

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> Hub International Florida 2811 NW 41st Street Gainesville, FL 32606	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (352) 377-2002      FAX (A/C, No): (352) 376-8393	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b>  Carpet Systems Plus North Florida Inc. 1406 NW 8th Street Gainesville, FL 32601	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC #	
	INSURER A : Arch Specialty Insurance Company      21199	
	INSURER B : Westfield Companies	
	INSURER C : Starstone National Insurance Company      25496	
	INSURER D : Bridgfield Casualty Insurance Company      10338	
	INSURER E : Western Surety      13188	
INSURER F :		

**COVERAGES      CERTIFICATE NUMBER:      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 SUBR INSD 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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> SUBJECT <input type="checkbox"/> LOC OTHER:	X	AGL0027749-03	7/14/2018	7/14/2019	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 - COM/POP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		CWP5574403	7/14/2018	7/14/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		88129N183ALI	7/14/2018	7/14/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY    Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	196-44451	11/4/2018	11/4/2019	<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
E	Employee Dishonesty		70036782	1/23/2019	1/23/2020	Employee Dishonesty 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate holder is additional insured with respect to General Liability.

**CERTIFICATE HOLDER**

**CANCELLATION**

RTS Transit Facility  
 34 SE 13th Rd.  
 Gainesville, FL 32601

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

POLICY NUMBER: AGL0027749-03  
ARCH SPECIALTY INSURANCE COMPANY

COMMERCIAL GENERAL LIABILITY  
00 AGL0100 00 07 15

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED ENDORSEMENT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SECTION II – WHO IS AN INSURED** is amended to include as an additional insured those persons or organizations who are required under a written contract with you to be named as an additional insured, but only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of your subcontractors:

- a. In the performance of your ongoing operations or "your work", including "your work" that has been completed; or
- b. In connection with your premises owned by or rented to you.

The person or organization does not qualify as an Additional Insured with respect to any independent act(s) or omission(s) of such person or organization.

All other terms and conditions of this Policy remain unchanged.

Endorsement Number:

This endorsement is effective on the inception date of this policy unless otherwise stated herein.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy Number:

Named insured:

Endorsement Effective Date:

You payment was processed. Print this tax receipt for your records. It was also sent to dkeith@carpetsystemsplus.net



## Online Business Tax Receipt<sup>(1)</sup>

Business Name **CARPET SYSTEMS PLUS  
OF NORTH FLORIDA, INC.**

Business Tax ID **29660**

This constitutes your business tax receipt for 10/1/2018 - 9/30/2019.

Your business tax(es) for the current fiscal year **10/1/2018 - 9/30/2019** are as follows:

### Business Categories

ID	Service Name	Tax Amount	Explanation of Calculations
6225	INTERIOR JANITORIAL AND CLEANING SERVICES	\$157.50	Fee schedule range from 14 to 20. Amount is \$157.50. Value submitted for taxation is 19.
9910	PENALTY 10%	\$15.75	
****	Payment	(\$173.25)	Posted on 10/10/2018
<b>TOTAL DUE:</b>		<b>\$0.00</b>	

Please note that the maximum charge for any single service is \$525

Amount Due on **Wednesday, October 10, 2018** is **\$0.00**

(1) This page will serve as your business tax receipt for the fiscal year 10/1/2018 - 9/30/2019.

Payments must be time-stamped by 11:59 pm on Monday, October 01, 2018 in order to avoid late fees.

Please, note that a home occupation permit may be required for this location, someone will contact you upon review of the information

# *State of Florida*

## *Department of State*

I certify from the records of this office that CARPET SYSTEMS PLUS NORTH FLA INC. is a corporation organized under the laws of the State of Florida, filed on August 18, 2003.

The document number of this corporation is P03000091372.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on February 20, 2019, 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 Twentieth day of February,  
2019*



*Randy Be*  
**Secretary of State**

Tracking Number: 3298590069CC

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

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

# State of Florida

## Woman & Minority Business Certification

### Carpet Systems Plus North Florida Inc.

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

02/13/2018 to 02/13/2020



Erin Rock, Secretary  
Florida Department of Management Services





Carpet Systems Plus North Florida Inc. is a minority/women owned, small business specializing in construction site cleaning and related services with state agencies and private commercial clients. Carpet Systems Plus has experienced rapid growth due to extensive contracts, outstanding services, and competitive pricing. Our managerial staff has well over 30 years' experience with our industry. We pride ourselves in possessing the unique ability to assess any project and provide cost effective, environmentally friendly solutions to meet our customers' needs.

### **Green Cleaning Initiative**

Carpet Systems Plus understands that green cleaning is no longer the exception. It is growing in popularity and more businesses are asking the cleaning contractors to use eco-friendly cleaning products and techniques.

### **CLIENTS**

Alpha I Laboratories  
 Bosshardt Property Management  
 Charles Perry Partners, Inc.  
 Comfort Temp  
 D.E. Scorpio Corporation  
 EMJ Construction, Inc.  
 Foresight Construction Group  
 Gainesville Area Chamber of Commerce  
 Gainesville Regional Utilities  
 Gilbane Buildings, Inc.  
 Gray-Construction Inc.  
 InfoTech, Inc.  
 Oelrich Construction Inc.  
 Parrish McCall Construction  
 Quality Plumbing  
 RLH Construction  
 Scherer Construction North Florida  
 Skanska USA, Inc.  
 Tommy Williams Homes  
 University of Florida  
 Warring Homes  
 Watson Property Management

### **COMPANY DESIGNATIONS**

Certified/Small Business  
 Women Owned – 8(m) Certified  
 Minority Business of the Year 2010 and 2011  
 Duns#: 14-722-4385  
 NAICS CODE: 238990, 561720, 561740, 561790, 238330  
 Primary NAICS:  
 238990- Construction Related Services  
 516720- Janitorial Services  
 Member of:  
 Builders Association of North Central Florida  
 Gainesville Area Chamber of Commerce

### **CAPABILITIES**

- ✓ Final Cleaning
- ✓ Rough Cleaning
- ✓ Janitorial Services
- ✓ Pressure Washing
- ✓ Carpet Cleaning
- ✓ Custodial Services

### **NOTABLE CONSTRUCTION PROJECTS**

North Florida Regional Medical Center  
 NFRMC Freestanding Emergency Rooms  
 FAMU College of Pharmacy  
 Orange Park Medical Center  
 Queen of Peace Catholic Church  
 Gainesville Police Department  
 UF College of Dentistry  
 Regional Transit System (RTS)  
 TownePlace Suites by Marriott  
 Hampton Inn & Suites Ocala  
 Residence Inn by Marriott  
 UF New President's House  
 UF/UAA Office of Student Life  
 RTI Laboratories  
 Santa Fe College (Alachua, FL)  
 UF & Shands Medical Office Building  
 UF Clinical Translational/Aging Research  
 UF Health Kanapaha Emergency Center  
 UF Reitz Union Addition/Renovation  
 Gainesville Skilled Nursing Home Facility  
 Solaria 1024 & Archstone Luxury Apartments  
 Greystone Luxury Apartments  
 UF Renovation Projects -Student Housing Dept.  
 UF College of Medicine/UF Health Small Projects  
 UF Student Wellness Center  
 UF Innovation Hub Building 2  
 Aloft Gainesville Hotel



August 10, 2018

To Whom It May Concern:

I have contracted with Carpet Systems Plus to perform cleaning services on numerous projects ranging from 100 SF to over 100,000 SF at a fair competitive cost. These projects consist of multi-story / multi-family buildings, education buildings, commercial construction and renovation projects. They do it all and no matter the travel.

Carpet Systems Plus has always added that perfect touch to our projects which has really set them apart from the rest of the competition. Their punctual arrival to the jobsite, flexible working schedule and staff has always allowed our projects to be completed on time and move in ready. They are always willing to be part of the solution and never the problem.

They are currently working on several project now with me and I look forward to working with Carpet Systems Plus on many more projects in the future.

Sincerely,

*Parrish McCall Constructors, Inc.*

A handwritten signature in black ink, appearing to read "Bryce Hartley", written over a horizontal line.

Bryce Hartley  
Project Manager

o. 352.378.1571  
c. 352.745.6938

[bhartley@parrish-mccall.com](mailto:bhartley@parrish-mccall.com)

[www.parrish-mccall.com](http://www.parrish-mccall.com)







To Whom It May Concern,

I am writing this letter to recommend the services of the Carpet Systems Plus. I have been using Carpet Systems Plus since May 2017 and have been very satisfied with their services. Their employees are professional, punctual and thorough. In addition, Carpet Systems Plus has a range of options that allows me to select only the services that I need, so I'm not paying for services not necessary for my office building.

In my workplace we like to celebrate special occasions often. We have a catering/party in our Café practically every week, meaning a sizable mess that needs to be picked up before the next workday. Carpet Systems Plus staff members take all the extra cleaning in stride, keeping our working environment pleasant and clean every day.

Carpet Systems Plus also provides us additional services such as interior window cleaning for the whole building, exterior window cleaning around the entrance way, twice per year deep carpeting cleaning as well as monthly carpet spot cleaning. I confidently recommend Carpet Systems Plus for all your office cleaning needs.

Sincerely,

A handwritten signature in black ink that reads "Carmen Jeffcoat".

Carmen Jeffcoat  
Facilities Lead  
Info Tech, Inc.

# Gainesville.

Citizen centered  
People empowered

## ADDENDUM NO. 1

**Date:** March 15, 2019

**Bid Date:** March 28, 2019  
3:00 P.M. (Local Time)

**Bid Name:** Janitorial Services for Regional Transit  
System Facilities

**Bid No.:** RTSX-190033-DS

**NOTE:** This Addendum has been issued to the holders of record of the specifications and attendees of the non-mandatory pre-bid meeting held on March 14, 2019.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any remaining questions are to be submitted in writing to the City of Gainesville Procurement Division by March 19, 2019. Questions are to be submitted as follows:

Faxed (352) 334-3163  
Attention: Daphyne Sesco  
or  
Email: [sescoda@cityofgainesville.org](mailto:sescoda@cityofgainesville.org)

2. Find attached:

- Copy of the lobbying and blackout period definitions (Purchasing Procedure 41-423) distributed during non-mandatory pre-bid meeting
- Copy of the pre-proposal conference sign-in sheet

3. Daphyne Sesco, Purchasing Division, discussed bid requirements:

- Since this is a non-mandatory meeting you do not have to be present to submit a bid.
- The blackout period began once the bid was released and continues until contract award. No lobbying or discussions can occur between bidder and any representative of the City or GRU, except the designated purchasing staff contact; otherwise your bid will be disqualified.
- Verbal instruction does not change the terms of the solicitation – changes can only be made via a written addenda. Questions/Answers and topics of discussion addressed at this meeting will be available in an addendum for download through DemandStar.
- All communication, contact and/or correspondence must be with the buyer, Daphyne Sesco. Bidders who have contact with anyone other than the buyer (A/E, department, City elected officials, etc.) will be disqualified.

- Send final questions in writing to Daphyne via email. Any contact with staff other than the Purchasing representative may be basis for disqualification of your bid. Final question submittal deadline is March 19, 2019.
  - Return one original and four copies (total of five) and a CD or flash drive with a pdf of your response.
  - Sign, date and return all Addenda.
  - Responses are to be received in the Purchasing office no later than 3:00 p.m. (local time) on March 27, 2019. Any bids after 3:00 p.m. on that date will not be accepted. Bids must be physically received in the City's Procurement Department. Only hand-delivered responses are acceptable (i.e., in person or through a delivery service such as FedEx, UPS).
  - As Addenda are issued, the signature page should be included in the response acknowledging receipt of the addendum.
  - Review the requirements on page 9, R. Qualifications. Failure to meet the minimum requirements will disqualify your response from consideration of award
  - If claiming Local Preference, then mark the box on page 34 and submit a copy of Business tax receipt and Zoning Compliance Permit
  - If you choose to not bid, then please complete the form at the end of RFP document to let us know why you are not bidding.
  - This is a Request for Proposal, not an Invitation to Bid. Award is not based upon lowest bid, but will be evaluated on several criteria, including price.
4. Ken Kirkpatrick, Transit Facilities Supervisor gave an overview of the services required. Note, that schedule changes will be needed about three times per year due to spring break, summer break and winter break. Reduced services means more drivers in the lounge area.
5. The following are answers/clarifications to questions received prior to the non-mandatory pre-proposal conference:
- Question1: Who is the current vendor?  
Answer1: **Sheilashine Cleaning Services.**
- Question 2: What is the current pricing?  
Answer 2: **Total amount of \$3,475.00/month.**
6. The following are answers/clarifications to questions received at the non-mandatory pre-proposal conference:
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Answer1: **Reviewing, anticipate providing response in Addendum #2.**
- Question 2: Pressure washing of windows – will you provide the water?  
Answer 2: **Yes.**
- Question 3: What is average cost of monthly paper products?  
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Question 4: To clarify, you are happy with the supplies you have now?

**Answer 4: Yes. Our specified products are on listed in 11. Janitorial Supplies on page 18. We do not want to change our dispensers.**

Question 5: Are recycles to be picked up from each office or only from the copy room area and taken outside?

**Answer 5: Reviewing, anticipate providing response in Addendum #2.**

Question 6: How many offices are on the first floor of Building A (Admin/Ops)?

**Answer 6: Reviewing, anticipate providing response in Addendum #2.**

Question 7: Do occupants leave their door open/unlocked or locked with trash outside the door?

**Answer 7: Usually unlocked, but a master key will be provided to the contractor.**

Question 8: Are both recycling and trash to be emptied?

**Answer 8: Yes. Contractor is not responsible for emptying the big bin(s) located in the copy rooms, only the cardboard boxes.**

Question 9: Is there just one elevator in this building (Admin/Ops)?

**Answer 9: Yes. There is also one elevator in Building C (Maintenance).**

Question 10: The bid provides estimated square footage. Can you provide us the actual square footage?

**Answer 10: Reviewing, anticipate providing response in Addendum #2.**

Question 11: Are we expected to high dust in the Driver's Lounge (Admin/Ops)?

**Answer 11: Yes, for spider webs.**

Question 12: Are we responsible for wiping down/disinfecting the gym equipment in the Driver's Lounge?

**Answer 12: Yes.**

Question 13: Will the area (big open area on second floor of Building A) be filled up during the contract?

**Answer 13: It is not expected to be set up for occupants, but that could change. The increase in services would be covered under Item 11 *Clean Additional Facilities* on the PRICE PROPOSAL form.**

Question 14: Did last company use lift to do exterior windows?

**Answer 14: No, an extended wand/brush with water purifier was used by internal staff.**

Question 15: Are we to pressure wash the tables/chairs on the outside patio of Building A?

**Answer 15: No, you are to keep the tables and chairs wiped down. Litter picked up, patio area blown or swept off, and trash emptied.**

Question 16: Could we get a copy of the floor plan for all buildings?

**Answer 16: Reviewing, anticipate providing response in Addendum #2.**

Question 17: What is used to clean hallway floor in Building C (Maintenance) – small sweeper or mop?

**Answer 17: City staff have been using an auto scrubber.**

Question 18: Are we permitted to use the auto scrubber?

**Answer 18: No.**

Question 19: What is cleaned in the Parts Room of Building C?

**Answer 19: Just the desktop/counter, floor area around staff desktop/counter and office type trash is emptied.**

Question 20: Hours of personnel in Building C?

**Answer 21: 24/7, except for some office/administrative staff.**

Question 22: Is work area covered under bid (across from custodial closet in hallway of Building C)?

**Answer 22: No.**

Question 23: Second floor hallway of Building C – is this to be cleaned?

**Answer 23: Once per month should be auto scrubbed, otherwise, once per week sweeping. First floor hallway of this building should be cleaned daily due to usage.**

Question 24: Server room on second floor of Building C – Do they require anti-static floor finish?

**Answer 24: Yes, use for all server rooms.**

Question 25: Building D – Fuel Island: Is it better to clean this area before the employees start (4am)?

**Answer 25: Yes, Vehicle Attendants work from 5pm-4am.**

**ACKNOWLEDGMENT:** Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and shall attach a copy of this Addendum to its proposal.**

**CERTIFICATION BY PROPOSER**

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

41-423      Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
NON-MANDATORY PRE-PROPOSAL MEETING  
JANITORIAL SERVICES FOR REGIONAL TRANSIT SYSTEM FACILITIES

DATE: March 14, 2019 at 1:00 pm Local Time  
RFP #RTSX-190033-DS  
DUE DATE: March 28, 2019 at 3:00PM

YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

1) GDC Cleaning Services Inc  
P.O. Box 1270  
Atchafalaya, LA 32666  
PHONE # (352) 256-9065

Gerald Chism  
SIGNATURE  
Gerald Chism  
PRINTED NAME  
E-MAIL: gchism@equic-1.com  
FAX # ( )

2) Eq Tribond  
1629 Clay Rd  
Mableton GA 30126  
PHONE # (352) 219-1412

L. Tesvich  
SIGNATURE  
Lupe Tesvich  
PRINTED NAME  
E-MAIL: ltesvich@tribond.net  
FAX # (678) 720-4708

3) Boro Building & Property Maintenance  
6321 Porter Rd, Suite 5  
SARASOTA FL 34240  
PHONE # (813) 857-8043

Scott Benyon  
SIGNATURE  
Scott Benyon  
PRINTED NAME  
E-MAIL: scott@boropl.com  
FAX # (941) 556-9028

4) Creative Industrial Solutions  
5000 NW 43rd Street Suite 100-207  
GOVINDALE FL 32606  
PHONE # (352) 226-8448

Derrick Terrell  
SIGNATURE  
Derrick Terrell  
PRINTED NAME  
E-MAIL: Admin@creativeindustrialsolutions.com  
FAX # (813) 217-5328

5) J Gordons Investment LLC  
2153 SE Hawthorne Rd Suite 120A  
Gainesville, FL 32641  
PHONE # (352) 262 0936

\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
PRINTED NAME  
E-MAIL: \_\_\_\_\_  
FAX # ( )

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
NON-MANDATORY PRE-PROPOSAL MEETING  
JANITORIAL SERVICES FOR REGIONAL TRANSIT SYSTEM FACILITIES

DATE: March 14, 2019 at 1:00 pm Local Time

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DUE DATE: March 28, 2019 at 3:00PM

YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

6) Nice & Neat Cleaning Services, Inc  
PO Box 358304  
Gainesville, FL 32635  
PHONE # (352) 219-0485

Yasenia Gonzalez  
SIGNATURE  
Yasenia Gonzalez  
PRINTED NAME  
E-MAIL: Niceandneat.GNV@gmail.com  
FAX # ( )

7) Ken Kirkpatrick  
RTS Gainesville  
  
PHONE # ( )

Carpel Systems Plus of FL Inc  
SIGNATURE  
[Signature]  
PRINTED NAME  
E-MAIL: Ken.K@CarpelSystemsplus.net  
FAX # ( )

8) Cody Chase  
American Janitorial  
  
PHONE # (407) 491-4366

SIGNATURE  
  
PRINTED NAME  
E-MAIL:  
FAX # ( )

9) \_\_\_\_\_  
\_\_\_\_\_  
  
PHONE # ( )

SIGNATURE  
  
PRINTED NAME  
E-MAIL:  
FAX # ( )

10) \_\_\_\_\_  
\_\_\_\_\_  
  
PHONE # ( )

SIGNATURE  
  
PRINTED NAME  
E-MAIL:  
FAX # ( )



# Gainesville.

## Citizen centered

## People empowered

### ADDENDUM NO. 1

**Date:** March 15, 2019

**Bid Date:** March 28, 2019  
3:00 P.M. (Local Time)

**Bid Name:** Janitorial Services for Regional Transit  
System Facilities

**Bid No.:** RTSX-190033-DS

**NOTE:** This Addendum has been issued to the holders of record of the specifications and attendees of the non-mandatory pre-bid meeting held on March 14, 2019.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any remaining questions are to be submitted in writing to the City of Gainesville Procurement Division by March 19, 2019. Questions are to be submitted as follows:

Faxed (352) 334-3163  
Attention: Daphyne Sesco  
or  
Email: [sescoda@cityofgainesville.org](mailto:sescoda@cityofgainesville.org)

2. Find attached:

- Copy of the lobbying and blackout period definitions (Purchasing Procedure 41-423) distributed during non-mandatory pre-bid meeting
- Copy of the pre-proposal conference sign-in sheet

3. Daphyne Sesco, Purchasing Division, discussed bid requirements:

- Since this is a non-mandatory meeting you do not have to be present to submit a bid.
- The blackout period began once the bid was released and continues until contract award. No lobbying or discussions can occur between bidder and any representative of the City or GRU, except the designated purchasing staff contact; otherwise your bid will be disqualified.
- Verbal instruction does not change the terms of the solicitation – changes can only be made via a written addenda. Questions/Answers and topics of discussion addressed at this meeting will be available in an addendum for download through DemandStar.
- All communication, contact and/or correspondence must be with the buyer, Daphyne Sesco. Bidders who have contact with anyone other than the buyer (A/E, department, City elected officials, etc.) will be disqualified.

- Send final questions in writing to Daphyne via email. Any contact with staff other than the Purchasing representative may be basis for disqualification of your bid. Final question submittal deadline is March 19, 2019.
  - Return one original and four copies (total of five) and a CD or flash drive with a pdf of your response.
  - Sign, date and return all Addenda.
  - Responses are to be received in the Purchasing office no later than 3:00 p.m. (local time) on March 27, 2019. Any bids after 3:00 p.m. on that date will not be accepted. Bids must be physically received in the City's Procurement Department. Only hand-delivered responses are acceptable (i.e., in person or through a delivery service such as FedEx, UPS).
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**Answer 8: Yes. Contractor is not responsible for emptying the big bin(s) located in the copy rooms, only the cardboard boxes.**

Question 9: Is there just one elevator in this building (Admin/Ops)?

**Answer 9: Yes. There is also one elevator in Building C (Maintenance).**

Question 10: The bid provides estimated square footage. Can you provide us the actual square footage?

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Question 16: Could we get a copy of the floor plan for all buildings?

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**Answer 17: City staff have been using an auto scrubber.**

Question 18: Are we permitted to use the auto scrubber?

Answer 18: No.

#181049G

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Question 24: Server room on second floor of Building C – Do they require anti-static floor finish?

Answer 24: **Yes, use for all server rooms.**

Question 25: Building D – Fuel Island: Is it better to clean this area before the employees start (4am)?

Answer 25: **Yes, Vehicle Attendants work from 5pm-4am.**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and shall attach a copy of this Addendum to its proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

41-423      Prohibition of lobbying in procurement matters

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Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.


CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
NON-MANDATORY PRE-PROPOSAL MEETING  
JANITORIAL SERVICES FOR REGIONAL TRANSIT SYSTEM FACILITIES

DATE: March 14, 2019 at 1:00 pm Local Time  
RFP #RTSX-190033-DS  
DUE DATE: March 28, 2019 at 3:00PM


YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

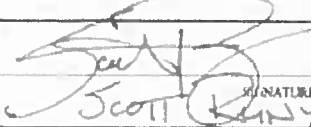
1) GDC Cleaning Services Inc  
P.O. Box 1270  
Alachua, FL 32616  
PHONE # (352) 256-9065

  
Gerald Chism  
SIGNATURE  
Gerald Chism  
PRINTED NAME  
E-MAIL: gchism1@gmail.com  
FAX # ( )

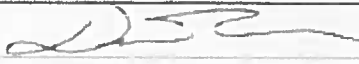
2) Tribond  
1629 Clay Rd  
Mableton GA 30124  
PHONE # (352) 219-1412

  
Lupe Tesvich  
SIGNATURE  
Lupe Tesvich  
PRINTED NAME  
E-MAIL: ljtesvich@tribond.net  
FAX # (678) 720-4708

3) Bero Building & Property Maintenance  
6321 Porter Rd, Suite 5  
Sarasota, FL 34240  
PHONE # (813) 857-8043

  
Scott Benyon  
SIGNATURE  
Scott Benyon  
PRINTED NAME  
E-MAIL: scott@beropl.com  
FAX # (941) 556-9028

4) Creative Industrial Solutions  
5800 NW 43rd Street Suite 102-207  
Gainesville FL 32606  
PHONE # (352) 226-8448

  
Derrick Terrell  
SIGNATURE  
Derrick Terrell  
PRINTED NAME  
E-MAIL: Admin@creativeindustrialsolutions.com  
FAX # (813) 217-5328

5) Gordons Investment LLC  
2153 SE Hawthorne Rd Suite 120A  
Gainesville, FL 32606  
PHONE # (352) 262-0936

SIGNATURE  
  
PRINTED NAME  
E-MAIL:  
FAX # ( )

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
NON-MANDATORY PRE-PROPOSAL MEETING  
JANITORIAL SERVICES FOR REGIONAL TRANSIT SYSTEM FACILITIES

DATE: March 14, 2019 at 1:00 pm Local Time

RFP #RTSX-190033-DS

DUE DATE: March 28, 2019 at 3:00PM

YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

6) Nice & Neat Cleaning Services Inc  
PO Box 358304  
Gainesville, FL 32635  
PHONE # 352 219-0485

Yesenia Gonzalez  
SIGNATURE  
Yesenia Gonzalez  
PRINTED NAME  
E-MAIL: Niceandneat.GNV@gmail.com  
FAX # ( )

7) Ken Kirkpatrick  
RTS Gainesville  
PHONE # ( )

Carpel Systems Plus d. PA Inc  
SIGNATURE  
Ken Kirkpatrick  
PRINTED NAME  
E-MAIL: Ken.K@CarpelSystemsPlus.me  
FAX # ( )

8) Cody Chase  
American Janitorial  
PHONE # (407) 492-9366

SIGNATURE  
PRINTED NAME  
E-MAIL:  
FAX # ( )

9) \_\_\_\_\_  
\_\_\_\_\_  
PHONE # ( )

SIGNATURE  
PRINTED NAME  
E-MAIL:  
FAX # ( )

10) \_\_\_\_\_  
\_\_\_\_\_  
PHONE # ( )

SIGNATURE  
PRINTED NAME  
E-MAIL:  
FAX # ( )

# Gainesville.

Citizen centered  
People empowered

## ADDENDUM NO. 2

**Date:** March 20, 2019

**Bid Date:** March 28, 2019  
3:00 P.M. (Local Time)

**Bid Name:** Janitorial Services for Regional Transit  
System Facilities

**Bid No.:** RTSX-190033-DS

**NOTE:** This Addendum has been issued to the holders of record of the specifications and attendees of the non-mandatory pre-bid meeting held on March 14, 2019.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Question submittal period has ended, no additional questions will be answered.
2. Questions and responses from Addendum #1:

Question 1: Please clarify hour range and times for service.

**Answer 1: Please refer to Attachment C-Occupied Building Hours. Make determination from that to schedule causing the least disruption of occupants.**

Question 2: ~~Pressure~~ Washing of windows – will you provide the water?

**Answer 2: Yes.**

Question 3: What is average cost of monthly paper products?

**Answer 3: Refer to Attachment F-Estimated Annual Usage.** Contractors have different costs for supplies. We average around \$20,000 per year for all cleaning supplies.

Question 5: Are recycles to be picked up from each office or only from the copy room area and taken outside?

**Answer 5: Empty the recycles from the offices (they should only have copy paper) into the large paper recycle bins in the copy rooms. The large paper recycle bins in copy rooms are picked up by recycle company. Empty recycle trashcans from breakrooms (they have plastics) to recycle bins at dumpster area.**

Question 6: How many offices are on the first floor of Building A (Admin/Ops)?

**Answer 6: Refer to attached floor plan.**



Question 8: Are both recycling and trash to be emptied?

Answer 8: Yes.

Question 10: The bid provides estimated square footage. Can you provide us the actual square footage?

Answer 10: Refer to attached floor plan.

Question 16: Could we get a copy of the floor plan for all buildings?

Answer 16: Yes, floor plan is attached.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and shall attach a copy of this Addendum to its proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Carpal Systems Plus

BY: [Signature]

DATE: 3/1/2019