CONTRACT SUMMARY

CITY OF FORT LAUDERDALE
PROCUREMENT SERVICES DEPARTMENT

Period Covered:	**Contract No.:**	**Master Blanket:**
11/1/09 – 10/31/11	292-10210	N/A

Awarded Vendor:
Diamond Contract Services, Inc.
15407 West Dixie Highway
North Miami Beach, FL 33162

Delivery: per ITB
Payment Terms: Net 30
MBE X WBE _

Attn: Derek Smith
305-948-2371
Fax 305-945-4580
Email: dsmith@diamondcontract.com

Insurance Coverage Required: Yes X No _
Authorized for Purchases: Under $25,000 X Over _
Extension Options: Yes X No _ Years: 2, 1 yr extension

****

JANITORIAL SERVICES – FIRE ADMINSTRATION & FIRE STATION 53

Fire Admin Building, daily & weekly	$ 161.52 / week
Fire Station 53/Training/EOC, twice weekly	$ 73.78 / week
Steam Clean Carpets – Fire Admin, every 6 months	$ 86.67 / each

NOTE: Trial period conducted

****

Department Contract Co-Ordinator: Alexandra Rampy, Fire-Rescue, (954) 828-6805

Procurement Specialist: James Hemphill, CPPB

ORIGINAL
DO NOT REMOVE
FROM FILE

THIS AGREEMENT, made and entered into this 6 day of Jan., 2010, is by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and Diamond Contract Services, Inc., a Florida corporation ("Contractor"), whose address and phone are 15407 West Dixie Highway, North Miami Beach, FL 33162, Phone: 305-948-2371, Fax: 305-945-4580.

WHEREAS, the City issued Invitation to Bid Number 292-10210 ("ITB"), and the Contractor submitted a bid in response to the ITB; and

WHEREAS, on July 24, 2009, the Procurement Director of the City of Fort Lauderdale approved an agreement with Contractor for the goods or services described in the ITB

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

1. The Contractor agrees to provide to the City Janitorial Services for Fire Administration and Fires Station 53 (with a 4 week trial period) in accordance with and in strict compliance with the specifications, terms, conditions, and requirements set forth in the ITB and any and all addenda thereto beginning 11/1/09 and ending 10/31/11 for the requirements listed above.

2. This contract form, the ITB, any and all addenda to the ITB, and the Contractor's proposal in response to the ITB are integral parts of this Contract, and are incorporated herein.

3. In the event of conflict between or among the contract documents, the order of priority shall be as follows:

First, this contract form;
Second, any and all addenda to the City's ITB in reverse chronological order;
Third, the ITB;
Fourth, the Contractor's response to any addendum requiring a response;
Fifth, the Contractor's proposal in bid to the ITB.

4. The Company warrants that the goods and services supplied to the City pursuant to this Contract shall at all times fully conform to the specifications set forth in the ITB and be of the highest quality. In the event the City, in the City's sole discretion, determines that any product or service supplied pursuant to this Contract is defective or does not conform to the specifications set forth in the ITB the City reserves the right unilaterally to cancel an order or cancel this Contract upon written notice to the Contractor, and reduce commensurately any amount of money due the Contractor.

5. The City may cancel this Contract upon written notice to the Contractor in the event the Contractor fails to furnish the goods or perform the services as described in the ITB within 30 days following written notice to the Contractor.

6. The Contractor shall not present any invoice to the City that includes sales tax (85-8012514506C-7) or federal excise tax (59-6000319).

7. Contractor shall direct all invoices in duplicate for payment to Finance Department, City of Fort Lauderdale, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. Any applicable discount MUST appear on the invoice.

IN WITNESS WHEREOF, the City and the Contractor execute this Contract as follows:

CITY OF FORT LAUDERDALE

By: _____
Director of Procurement Services

CONTRACTOR

By: _____
Print Name: DEREK C. SMITH
Title: PRES / CEO
(If not president of corporation or managing member of limited liability company, please attach proof of authorization.)

ATTEST:

_____
Print Name:
Title:
(Secretary for corporation; member or manager for L.L.C.)

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.bidsync.com, unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by _____ (signature) 06/22/09 (date)

Name (printed) Derek C. Smith Title: President/CEO

CONTRACT COPY

Company: (Legal Registration)
Diamond Contract Services, Inc.

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit http://www.dos.state.fl.us/doc/).

Address: 15407 West Dixie Highway
City: North Miami Beach State: FL
Zip: 33162

ORIGINAL BID

Telephone No. 305-948-2371 FAX No. 305-945-4580

E-MAIL: dsmith@diamondcontract.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): Open

Payment Terms (section 1.03): net 30 days Total Bid Discount (section 1.04): 0%

Does your firm qualify for MBE or WBE status (section 1.08): MBE ☒ WBE ☐

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued

Questionnaire

Please print or type:

1. 1. Provide three references for which you have performed similar services.

Company Name: City of Miami
Address: 444 SW 2nd Avenue, 6th Fl., Miami, FL 33130
Contact Name: Maria E. Corzo
Telephone: (305) 884-7556

Company Name: Jackson Health System
Address: 1500 N.W. 12th Avenue, Miami, FL 33136
Contact Name: Susana Shelton
Telephone: (305) 585-5720

Company Name: Broward College
Address: 1000 Coconut Creek Blvd, Coconut Creek, FL 33066
Contact Name: Dean Geo Stalliard
Telephone: (954) 201-2403

2. 2. Number of years experience the proposer has had in providing similar services:
16 Years

3. 3. Have you ever failed to complete work awarded to you? If so, where and why?
No. Diamond has never failed to complete work awarded.

4. List appropriate licenses as issued by Broward County.
A copy of our Broward County License is attached to this document.

5. Briefly describe the number of employees and supervisors available for this contract and the firm's ability to secure subcontractors, if necessary.
Diamond will assign 2 part-time cleaning and floor personnel to the project. Additionally, we will have available on-call personnel and subcontractors in case of emergency or to fulfill additional service requests.

The proposer understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the City.

Please review the questionnaire to make sure all questions have been answered. Attach additional sheets if necessary. Failure to answer each question could result in the disqualification of your bid.

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.

Variances:

None

revised 11-12-08

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME	RELATIONSHIPS

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

Bid 292-10210
Janitorial Services for Fire Administration and Fire Station #53

Bid Number	**292-10210**
Bid Title	**Janitorial Services for Fire Administration and Fire Station #53**
Bid Start Date	**Jun 3, 2009 12:49:08 PM EDT**
Bid End Date	**Jun 23, 2009 2:00:00 PM EDT**
Question & Answer End Date	**Jun 17, 2009 5:00:00 PM EDT**
Bid Contact	**Jim Hemphill** **Sr. Procurement Specialist** **Procurement Department** **954-828-5143** **jhemphill@fortlauderdale.gov**
Contract Duration	**2 years**
Contract Renewal	**2 annual renewals**
Prices Good for	**90 days**
Pre-Bid Conference	**Jun 16, 2009 10:00:00 AM EDT** **Attendance is optional** **Location: City of Fort Lauderdale Fire Administration** **528 NW 2nd Ave.** **Ft. Lauderdale, Fl.**
Bid Comments	**The City is seeking a qualified firm to contract for janitorial services at the Fire Administration Building as well as Fire Station #53. The successful contractor shall perform all the services contained in the ITB scope of serives./technical specifications. Contractor shall be responsible for providing all labor, management, supplies and equipment.**

Item Response Form

Item	**292-10210-1-01 - Fire Administration Building Cleaning Services**
Quantity	**52 week**
Unit Price	$161.52
Delivery Location	**City of Fort Lauderdale** See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 **Qty** 52

Description
Provide all labor, supplies, equipment, management, etc. in accordance with scope of services/ technical specifications. Price shall include all daily AND weekly requirements. (NOTE: semi-annual requirements are not to be included in this line item.)

Item	**292-10210-1-02 - Fire Station 53 / Training /EOC Facility Cleaning Services**
Quantity	**52 week**

Unit Price	$73.78
Delivery Location	**City of Fort Lauderdale** See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 **Qty** 52

Description
Provide all labor, supplies, equipment, management, etc. in accordance with scope of services/ technical specifications. Twice weekly requirements per specifications.

Item	**292-10210-1-03 - Steam Clean Carpets - Fire Administration**
Quantity	**2 each**
Unit Price	$86.67
Delivery Location	**City of Fort Lauderdale** See ITB Specifications See ITB Specifications Fort Lauderdale FL 33301 **Qty** 2

Description
Steam clean carpets on the 3rd floor and inside elevator at the Fire Administration Building. Services are to be performed every 6 months from beginning of contract.

HD NEW

Board of County Commissioners, Broward County, Florida
BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

FORM NO. 401-280/AC 25-061
RV200835367 (Rev. 3/08)

FOR PERIOD OCTOBER 1, 2008 THRU SEPTEMBER 30, 2009

☐ RENEWAL ☐ TRANSFER SEC # 32 / 325

☐ NEW DATE BUSINESS OPENED 05/04/09

STATE OR COUNTY CERT/REG #

Business Location Address:
15407 W DIXIE HWY
MIAMI DADE COUNTY 33162
BUSINESS PHONE: (518)565-3554

TAX	16.50
BACK TAX	
PENALTY	
T.C. FEE	
TRANSFER	
TOTAL	16.50

PENALTIES IF PAID
OCT. - 10% | NOV. - 15%
* DEC. - 20% | * After DEC. 31 - 25%
* Plus Tax Collection Fee of up to $25.00 Based on Cost of Business Tax if Paid On or After November 30.

ACCOUNT NUMBER
325-0022805

DIAMOND CONTRACT SERVICES INC
DEREK C SMITH
P O BOX 10746
BURBANK CA 91510

REVENUE COLLECTION DIVISION
BROWARD COUNTY, FLORIDA
1303487.0001 of 0001
Date 5/05/09
Paid 16.50
Per HJD Till 13A

THIS RECEIPT MUST BE CONSPICUOUSLY DISPLAYED TO PUBLIC VIEW AT THE LOCATION ADDRESS ABOVE.

BROWARD COUNTY FLORIDA

TYPE OF BUSINESS TAX PAID
CLEANING/JANITORIAL/CUSTODIAL
2 UNITS

Sharon Wilson
Sharon Wilson

BROWARD COUNTY REVENUE COLLECTION
115 S. Andrews Avenue, Rm A-100
FORT LAUDERDALE, FL 33301
www.broward.org/revenue

2008 - 2009

PAYMENT RECEIVED AS VALIDATED ABOVE

*SEE INSTRUCTIONS ON REVERSE SIDE

0000000000 0000001650 0000003250022805 1001 8

MBE/WBE Business Participation Statement

Diamond is a certified MBE and, as such, will not be using a MBE/WBE subcontractor for this project.

However, diversity has always remained a major thrust of our own value and belief system, as we partner with Women-Owned, Minority-Owned and Disabled Veteran-Owned businesses whenever possible. We also endeavor to maintain a widely diverse workforce. This helps us reinforce our commitment to providing quality service, while reflecting the image of those who live and work in the communities we serve.

As supplier to a variety of federal, state, and local government contracts, Diamond is often required to provide opportunities for M/WBE's. We have a core group of W/MBE companies with whom we work on a regular basis, but also make use of resource lists supplied by various local, state, and federal agencies, such as the City and County of Miami/Miami-Dade Florida, the City and County of Los Angeles, California, the State of California Office of Small Business and DVBE Services, and the Minority Business Development Agency of the U.S. Department of Commerce. Additionally, we provide outreach to local chapters of the National Center for American Indian Enterprise Development, National Association of Women Business Owners, Latin Business Association, the Urban League, the Asian Business Association, and the Black Business Association. As a member in good standing with the National Minority Supplier Diversity Council (NMSDC), we also regularly network with other members of that agency, as well.

Diamond regularly attends networking mixers, trade fairs, and business opportunity workshops dedicated to providing assistance and opportunities to M/WBE's. For example, we have continually participated in NMSDC business matchmaking and networking sessions since our inception 16 years ago. We also attend various seminars, open houses, networking opportunities, and trade fairs associated with government procurement, which provides an excellent resource for meeting other M/WBE's. Examples include Business Opportunity Workshops with the Metropolitan Water District of Southern California, and various Business Opportunity Open Houses sponsored by assorted municipal agencies.

City of Fort Lauderdale • Procurement Services Department
100 N. Andrews Avenue, #619 • Fort Lauderdale, Florida 33301
954-828-5933 FAX 954-828-5576
purchase@fortlauderdale.gov

ADDENDUM NO. 1

ITB 292-10210
Janitorial Services for Fire Administration and Fire Station #53

ISSUED June 18th, 2009

This addendum is being issued to make the following changes/ corrections:

1. SPECIAL CONDITIONS #8 - Change paragraph as follows:

   FROM:
   CONTRACT PERIOD:
   The initial contract term shall commence upon date of award by the City and shall be for a TWO (2) year period. The City reserves the right to extend the contract for THREE additional one (1) year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

   TO:
   CONTRACT PERIOD:
   The initial contract term shall commence upon date of award by the City and shall be for a TWO (2) year period. The City reserves the right to extend the contract for **TWO** additional one (1) year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

2. Change address for Fire Administration Building from 528 NW 2nd Ave to 528 NW 2nd Street.

3. Under SCOPE OF SERVICES, ITEM B. - Fire Station 53 Training / EOC, Replace the word 'Addendum" with the word "NOTE" in the following paragraph:

   Addendum – In the event of Emergency Operations Center (EOC) activation, the above service would need to be increased to daily service for an unspecified length of time including weekends. As this would occur in an emergency situation, the notification would be on short notice.

   This is NOT an addendum to the bid. It is a NOTE.

City of Fort Lauderdale • Procurement Services Department
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purchase@fortlauderdale.gov

4. There will be another Pre-bid meeting at the following location and time:

   Fire Administration Building
   528 NW 2nd Street
   Fort Lauderdale, Florida 33311

   DATE: Wednesday, June 24th, 2009
   Beginning at 10:30 AM

   Once the tour is completed at this location, the pre-bid will move to / continue at:

   Fire Station 53
   2200 Executive Airport Way
   Fort Lauderdale, Florida, 33309

5. The opening date of this Invitation to Bid has been changed to JULY 1st, 2009 @ 2:00 PM

6. The approximate square footage for The Fire Administration Building is as follows:

   First floor

   - 108' length
   - 23' width
   - mechanical room approx. 18' x 20' = 360' No Service required
   - medical room (w/ closet in the multi-purpose room) approx. 12' x 8' = 96'[no Service required)
   - elevator room approx. 9' x 7' = 63'[No Service required)
   - Approx. total square feet = 1,965'

   Third floor

   - 114' length
   - 82' width
   - File room approx. 8' x 14' = 112' [No Service required)
   - Storage room approx. 6' x 5' = 30' [No Service required)
   - mechanical room approx. 8' x 11' = 88' [No Service required)
   - Approx. total square feet = 9,118'

These are not to be considered exact measurements - bidders are encouraged to make their own measurements if that is required for you to submit your price.

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All other terms, conditions, and specifications remain unchanged.

James T. Hemphill
Senior Procurement Specialist

Company Name: _____
(please print)

Bidder's Signature: _____

Date: _____

City of Fort Lauderdale • Procurement Services Department
100 N. Andrews Avenue, #619 • Fort Lauderdale, Florida 33301
954-828-5933 FAX 954-828-5576
purchase@fortlauderdale.gov

ADDENDUM NO. 2

ITB 292-10210
Janitorial Services for Fire Administration and Fire Station #53

ISSUED June 26th, 2009

This addendum is being issued to make the following changes/ corrections:

1. Under SCOPE OF SERVICES / TECHNICAL SPECIFICATIONS section: In the **"SPECIFICATIONS - Fire Training - 2200 Executive Airport Way" section:** Include - "Thoroughly sweep, mop with disinfectant solution & rinse Hallway floors"

2. Under SCOPE OF SERVICES / TECHNICAL SPECIFICATIONS, Item #6, change item 'A' as follows:

   6. MATERIALS AND EQUIPMENT:
   A. The Contractor shall provide all materials, supplies and equipment as required (Except those items indicated under 7. CITY-FURNISHED SUPPLIES), to properly maintain the facilities and areas in an acceptable condition. This shall include all required maintenance and cleaning products, including, but not limited to: cleaners, disinfectants, bleach, floor care cleaners and protective coatings, etc. It shall also include brooms, mops (wet and dry/dry dust mops), mop handles, dust mop handles, dust pans, bowl mops, bowl brushes, putty knives, dusters, sponges, rags, window squeegees, floor pads, rubber gloves, spray bottles, floor machines, vacuum cleaners, etc. needed to perform the requirements of the contract. All supplies must be used in accordance with the manufacturer's recommendations and instructions. All containers must be labeled with the manufacturer's brand name, name of product, and its recommended use.

3. Cleaning schedule
   Fire Administration Building: After 4:30 PM but no later than 11:00 PM.

   Fire Station #53: Between hours of 8:00 am to 4:30 pm.

   Services will not be required on the following nine legal holidays observed by the City:

   - New Year's Day
   - Martin Luther King's Birthday
   - Memorial Day
   - Independence Day

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- Labor Day
- Veterans Day
- Thanksgiving Day
- Day Following Thanksgiving
- Christmas Day

All other terms, conditions, and specifications remain unchanged.

James T. Hemphill
Senior Procurement Specialist

Company Name: _____
(please print)

Bidder's Signature: _____

Date: _____