



BUILDING SERVICES

Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

CareerSource Broward

June 8, 2020

Page 1

Janitorial Service Agreement

This agreement is made on 4th August 2020, between, **CareerSource Broward (CSBD)**, hereinafter called OWNER/OPERATOR, and AK Building Services Inc. located at 6600 Georgia Avenue #9 West Palm Beach, FL 33405, hereinafter called CONTRACTOR.

1. CONTRACTOR will perform for OWNER, in a good and workmanlike manner, and subject on the premises located at **2890 West Cypress Creed Road Fort Lauderdale, FL 33309**. To carry out the provisions of this section, CONTRACTOR'S supervisory personnel will regularly inspect the premises and the work done by the CONTRACTOR'S employees and will exercise authority over all such employees.
2. CONTRACTOR will furnish all labor, equipment, materials and personnel necessary to the performance of its duties. OWNER shall provide suitable storage facilities for equipment and materials provided by the CONTRACTOR with proper locks to protect CONTRACTOR'S property, but, should such equipment or materials be lost, damaged, or destroyed, due to OWNER'S employees or agents having access to and use of CONTRACTOR'S equipment and materials, OWNER will reimburse CONTRACTOR for the replacement thereof with equipment and materials of equal value and for costs and expenses incurred to such replacement. Prior to storing any items on the property, contractor will provide an inventory list including photographs of equipment being stored.
3. CONTRACTOR representatives and their employees working shall be background-checked and cleared according to all State and Local requirements for working in facilities. CONTRACTOR shall provide OWNER with an updated list of all cleared employees via email when any personnel changes are made. CONTRACTOR shall provide and their representatives and employees shall wear at all times while on the building premises a photo identification badge with the CONTRACTOR name and employee's name and photograph, for verification purposes. All employees shall meet I-9 requirements



BUILDING SERVICES

Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

CareerSource Broward

June 8, 2020

Page 2

Janitorial Service Agreement (Cont'd)

4. CONTRACTOR will perform its duties Monday thru Friday, except for holiday's observed by the OWNER. In any event, CONTRACTOR will perform its duties in such manner as to avoid inconvenience to the users of the premises and interference with the OWNER'S operations. CONTRACTOR observes and is not obligated to provide service on the legal United States holidays (unless instructed otherwise): New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. OWNER will provide a list of holidays when the offices will be closed.
5. CONTRACTOR will secure all permits required to perform its duties and will comply with all applicable workmen's compensation, employer's liability, and other Federal, State, County, and Municipal laws, ordinances, rules, and regulations. CONTRACTOR will also ensure and comply with all legal, safety, and insurance regulations.
6. CONTRACTOR will indemnify OWNER against all liability, demands, claims, suits, losses, damages, causes of action, fines or judgment including: costs, attorney fees, witness fees and expenses incidental thereto for injuries (including death) to person or property arising out of in connection with CONTRACTOR'S performance of its duties hereunder, unless caused by negligence or willful misconduct of the OWNER. OWNER will give CONTRACTOR prompt written notice if OWNER is aware of the occurrence of any such demand, claim, or suit against it, and CONTRACTOR shall have the right to compromise or defend the same to the extent of its own interest.
7. During the terms of this Agreement, CONTRACTOR will carry and maintain in full force liability insurance naming OWNER (CSBD) as a third party beneficiary and workmen's compensatory insurance presented in this agreement.



BUILDING SERVICES

Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

CareerSource Broward

June 8, 2020

Page 3

Janitorial Service Agreement (Cont'd)

8. The term of this Agreement shall commence on **August 5, 2020**, and shall remain in effect thereafter for one (1) calendar year, subject to termination by either party giving thirty (30) calendar days written notice sent via US Mail to the other party of its desire to terminate this Agreement.

9. The services covered by this Agreement shall be provided at the following rates; any applicable sales tax, imposed by the state, city, county, and/or municipality is not included in the rate, and shall be added accordingly:

Regular Services (as explained in Quote - Exhibit A):

\$3,520.00 - Price per month for five days per week (Includes a day porter)

Additional Services available as below mentioned prices:

Extraction Carpet Cleaning – \$.20 cents per square foot.

Hard Surface Floor Care (VCT: Strip and 5 coats of wax) – \$.45 cents per square foot

(minimum \$100.00 per job) **Handyman Services** – \$25.00 per hour **Window Cleaning**

– \$8.00 per window; **Power washing** – \$.10 cents per square foot; **Emergency Clean-**

up – \$30.00 per hour

10. Contractor shall provide a loose leaf “action logbook” where the office manager and the lead custodian must make **DAILY** entries to communicate any special cleanliness concerns, and, also, if none exist that day. The logbook shall be kept at the front reception desk, where it can be examined by OWNER or CONTRACTOR personnel at any time. A sample logbook page is included in this Agreement.



BUILDING SERVICES

Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

CareerSource Broward

June 8, 2020

Page 9

Janitorial Service Agreement (Cont'd)

11. OWNER agrees to pay CONTRACTOR according to monthly invoices approved by the CSBD Senior VP of Finance. Terms of payment will be Net 30 after receipt of an error free invoice.

12. The OWNER understands that CONTRACTOR pricing is based on square footage. OWNER is responsible to notify the CONTRACTOR in writing if there are any changes in area or type of service for those areas; the CONTRACTOR will adjust the amount of the invoicing accordingly.

13. CONTRACTOR agrees that the current rate is established by the quote provided in Exhibit A and will be maintained for a one-year term. Any minimum wage increase that is more than .15 cents per hour will result in an \$88.00 per month increase to the current monthly price that AK charges the Contractor.

IN WITNESS WHEREOF, the parties execute this Agreement in duplicate as of the date first written above.

AK Building Services

CareerSource Broward

By: Mark Cedar

By: Carol Hylton

Print: Mark Cedar

Print: Carol Hylton, President/CEO

Date: 08/04/2020

Date: 08/04/2020



BUILDING SERVICES

Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

June 7, 2020

CareerSource Broward

2890 West Cypress Creed Road
Fort Lauderdale, FL 33309
Attn: Rosamond Parker-Pickett, VP of HR

Re: Janitorial Services

Dear Ms. Parker-Pickett

Thank you for the opportunity to continue providing janitorial services at the current monthly rate (no changes in prices from the previous year) at your office building located at 2890 West Cypress Creek Road Fort Lauderdale, FL. As per our review and your specifications, we hereby submit the following price for janitorial services.

| Career Source Broward | | | | | |
|-----------------------|-----------|------|---------------|-----------------|-----------------|
| | Frequency | Days | Time | Monthly Price | Annual Price |
| Evening Cleaning | 5 Days | M-F | After 6 pm | \$ 2,154 | \$25,849 |
| Day Cleaning | 5 Days | M-F | 10 am to 2 pm | \$ 1,366 | \$16,389 |
| | | | | <u>\$ 3,520</u> | <u>\$42,238</u> |

Sales Tax Excluded

Notes to the above pricing

- AK will be responsible to machine scrub all tiles floors throughout the facility one time per month (included in above price).
- The above pricing for the evening service is 5 days per week (after 6 pm)
- The above pricing for the day cleaning is 5 days per week (10:00 am to 2:00 pm).
- All of AK's employees will be background checked at AK's cost.
- The above pricing does not include paper products (i.e. toilet paper, hand towels, hand soap, toilet seat covers, kitchen towels and trash bags). Paper products will be supplied by CareerSource Broward.



Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

CareerSource Broward

June 7, 2020

Page 2

Who We Are

AK Building Services is a South Florida family owned business, not a Franchise. All of our cleaners are employees of AK Building Services and we do not sub-contract our labor. Further we conduct background checks on all our employees for criminal activity as well as verification of citizenship. All our cleaners are well supervised and we conduct spot checks to ensure the highest level of quality. It is our commitment to deliver superior service to our customers and to always exceed expectations.

AK utilizes all the latest green cleaning techniques which include only using microfiber rags and a microfiber flat mop system. We understand that the flat mop system will keep the tile and grout clean since clean water and solution is always applied to the floor. Unlike traditional string mop and buckets where all the dirty water ends up in the grout lines and the floors, flat mops are always the preferred way to prevent this from occurring. All our mops are color coded so anything that is cleaned in a bathroom is never used outside of the bathroom to prevent cross contamination.

AK was started by Mark Cedar. Mr. Cedar grew up in the cleaning business as his father spent over 35 years in the janitorial business. Mr. Cedar graduated from Bentley College in Waltham, Massachusetts and received an MBA from Northeastern University.

AK is a drug free, fully licensed insured and bonded company. Our workers compensation policy is covered for \$1.0 million per accident. Our liability insurance policy includes \$2.0 million general aggregate and \$1.0 million per occurrence. Each of our employees is bonded up to \$25,000 per employee.

Some of current customers include Green Companies, Avison Young, JLL, Transwestern, Federal Express, HBO Latin America, Ocwen Financial Corp (2 office buildings), Johnson and Johnson, Chromalloy Gas and Turbine (PB Gardens), Medical Specialist of Palm Beaches (16 medical offices), FAU MBA and Executive School and the US Army National Guard.



BUILDING SERVICES

Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

CareerSource Broward

June 7, 2020

Page 3

References

City of North Palm Beach

Contact: Dennis Nentwick - (561) 644-5311

Duration – 2 years

City of Riviera Beach

Contact – Jan L. Bockmeulen - 561 480 5871

Duration – 5 years

Internal Revenue Service Center – Plantation, Florida

Contact: Jack C. McAllister (Cushman and Wakefield) - 310-775-7912

Duration: 7 years



BUILDING SERVICES

Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

CareerSource Broward

June 7, 2020

Page 4

General Cleaning Specifications

Offices, Hallways, Stairwells, Elevators, Lobby (2 floors) - Nightly

5 Times Per Week

1. Empty all waste receptacles, removing office, trash to area on premises for disposal and replace plastic liners as needed
2. Sweep and mop all hard floor surfaces (only utilize flat microfiber mop system)
3. Vacuum and mop all hard flooring with a neutral cleaner.
4. Hand dust/wipe down office furniture, window-sills, ledges, moldings, counters, picture frames, cabinets, etc.
5. Dust on top of file cabinets
6. Vacuum all carpeting moving all light movable furniture and objects
7. Wipe all picture frames and wall hangings.
8. Wipe and polish sinks, drinking fountains any other stainless steel.
9. Spot clean walls as needed (depends on type of oil or water based paint).
10. Spot clean all interior glass partition and doors as needed.
11. Spot clean all carpet stains
12. Wipe down reception area counter.
13. AK not to touch any papers on employee's desks.
14. Clean inside and outside of elevators (apply stainless steel cleaner to all metal).
15. Clean elevator tracks - One time per week.
16. Clean front glass doors – inside and outside on a nightly basis.
17. Wipe down all conference room tables
18. Organize and clean all janitorial closets
19. Lock and secure facility each evening (all lights turned off – if needed)



BUILDING SERVICES

Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

CareerSource Broward

June 7, 2020

Page 5

General Cleaning Specifications (Continued)

Kitchen, Lunch Rooms & Coffee Stations - Nightly

1. Sweep/mop/vacuum floors.
2. Remove all trash and replace liners
3. Wipe down all counters and clean sinks
4. Wipe face of refrigerator and microwave (inside and outside)
5. Wipe down tops of tables and wipe down all chairs
6. Clean outside and inside microwave

Restrooms - Nightly

1. Empty trash cans and replace liners
2. Re-stock all paper products and hand soap
3. Wipe down all counters and sinks with a disinfectant cleaner
4. Sweep and mop all floors with a disinfectant cleaner
5. Wipe down all fixtures and all stall partitions
6. Clean mirrors and stainless steel
7. Re-stock all paper products for bathrooms – paper supplied by Customer (Daily)

Detail Dusting and Cleaning – Monthly

1. Dust all areas beyond normal reach to include ceiling air conditioning supply diffusers, returns and other hard to reach areas.
2. Dust Blinds
3. Clean all windows sills
4. Spot clean interior glass panels
5. Wipe down all chairs.
6. Machine scrub all tile floors

Common Area Cleaning

1. Clean stairwells – 1 time per week (sweep and mop)



BUILDING SERVICES

Cleaning South Florida for over 25 years.

Complete Office & Commercial Janitorial Service
915 Middle River Drive #317 Fort Lauderdale, FL 33305
Phone (561) 471-8817 • Fax (561) 202-9852
www.akbuildingservices.net

CareerSource Broward

June 7, 2020

Page 6

General Cleaning Specifications (Continued)

Day Porter Duties

1. Clean front door glass doors
2. Clean inside all bathrooms which include the cleaning of all the toilets, wiping down all the counters, touching up stainless steel and cleaning all sinks/faucets. All areas will be disinfected. Further, all paper dispensers will be re-stocked. Please note that floors will be swept but will not be mopped during the daytime to avoid injury. All mopping occurs in the evening.
3. Clean all break rooms. Wipe down all counters, sweep floors, clean inside/outside microwave, clean outside of refrigerator.
4. No vacuuming will occur unless any type of spill. Vacuuming occurs in the evening.
5. Clean all conference rooms – wipe down conference room table.
6. Address any type of spills/emergencies during the daytime.



TRANSACTION DETAILS

Reference Number
 B1A06B40-6B43-4D7E-AACF-D48F9C9E30A0

Transaction Type
 Signature Request

Sent At
 08/04/2020 16:27 EDT

Executed At
 08/04/2020 16:32 EDT

Identity Method
 email

Distribution Method
 email

Signed Checksum

3a1a529c9da613b758bad5f9c7654aa2a51c70abe48fd2a6bb0dd5647f6a2b60

Signer Sequencing
 Disabled

Document Passcode
 Disabled

DOCUMENT DETAILS

Document Name
 Careersource Broward Agreement With Exhibit A Updated 8-4-20-1

Filename
 careersource_broward_agreement_with_exhibit_a_updated_8-4-20-1.pdf

Pages
 10 pages


Content Type
 application/pdf

File Size
 544 KB

Original Checksum

d8148771250f0666763517366c62a7bbe46eaa3d3a179e283f1777fa24a97322

SIGNERS

| SIGNER | E-SIGNATURE | EVENTS |
|---|--|---|
| <p>Name Mark Cedar</p> <p>Email mcedar@akbuildingservices.net</p> <p>Components 2</p> | <p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 47900df709b435448d32c37e45f6fa3bdd6bc48637ea3c8ede7e30e4191825c5</p> <p>IP Address 73.49.47.128</p> <p>Device Chrome via Windows</p> <p>Drawn Signature</p>  <p>Signature Reference ID BE860ECB</p> <p>Signature Biometric Count 225</p> | <p>Viewed At 08/04/2020 16:32 EDT</p> <p>Identity Authenticated At 08/04/2020 16:32 EDT</p> <p>Signed At 08/04/2020 16:32 EDT</p> |


AUDITS

| TIMESTAMP | AUDIT |
|----------------------|---|
| 08/04/2020 16:32 EDT | Mark Cedar (mcedar@akbuildingservices.net) signed the document on Chrome via Windows from 73.49.47.128. |
| 08/04/2020 16:32 EDT | Mark Cedar (mcedar@akbuildingservices.net) authenticated via email on Chrome via Windows from 73.49.47.128. |
| 08/04/2020 16:32 EDT | Mark Cedar (mcedar@akbuildingservices.net) viewed the document on Chrome via Windows from 73.49.47.128. |
| 08/04/2020 16:27 EDT | Mark Cedar (mcedar@akbuildingservices.net) was emailed a link to sign. |
| 08/04/2020 16:27 EDT | Moya Brathwaite (mbrathwaite@careersourcebroward.com) created document 'careersource_broward_agreement_with_exhibit_a_updated_8-4-20-1.pdf' on Chrome via Windows from 67.23.70.69. |



| TRANSACTION DETAILS | DOCUMENT DETAILS |
|---|---|
| Reference Number AB036E28-6713-4CF9-BC23-6FBAA89058DB Transaction Type Signature Request Sent At 08/04/2020 16:38 EDT Executed At 08/04/2020 17:09 EDT Identity Method email Distribution Method email Signed Checksum b40747f5e5dc6b211afd5d7a864b78c6e531daf58675cda5ea732d7458c71555 Signer Sequencing Disabled Document Passcode Disabled | Document Name Partially Executed-Careersource Broward And Ak Building Services Agreement With Exhibit A Updated 8-4-20-1- With Signed-Certificate Filename partially_executed-careersource_broward_and_ak_building_services_agreement_with_exhibit_a_updated_8-4-20-1- with_signed-certificate.pdf Pages 11 pages Content Type application/pdf File Size 241 KB Original Checksum 73e00f89a5e7315c6133b2cb1cd957ed311667bf5623891b3743631b6f897d28 |

SIGNERS

| SIGNER | E-SIGNATURE | EVENTS |
|--|--|--|
| Name Carol Hylton Email chylton@careersourcebroward.com Components 2 | Status signed Multi-factor Digital Fingerprint Checksum 6cb480c31e38ce10f28ada18728969efae97882a04f051bea36c388f7cb6ba5e IP Address 67.23.70.69 Device Chrome via Windows Typed Signature  Signature Reference ID 8724EDA2 | Viewed At 08/04/2020 17:08 EDT Identity Authenticated At 08/04/2020 17:09 EDT Signed At 08/04/2020 17:09 EDT |

AUDITS

| TIMESTAMP | AUDIT |
|----------------------|---|
| 08/04/2020 17:09 EDT | Carol Hylton (chylton@careersourcebroward.com) signed the document on Chrome via Windows from 67.23.70.69. |
| 08/04/2020 17:09 EDT | Carol Hylton (chylton@careersourcebroward.com) authenticated via email on Chrome via Windows from 67.23.70.69. |
| 08/04/2020 17:08 EDT | Carol Hylton (chylton@careersourcebroward.com) viewed the document on Chrome via Windows from 67.23.70.69. |
| 08/04/2020 17:08 EDT | Carol Hylton (chylton@careersourcebroward.com) viewed the document on Chrome via Windows from 67.23.70.69. |
| 08/04/2020 16:38 EDT | Carol Hylton (chylton@careersourcebroward.com) was emailed a link to sign. |
| 08/04/2020 16:38 EDT | Moya Brathwaite (mbrathwaite@careersourcebroward.com) created document 'partially_executed-careersource_broward_and_ak_building_services_agreement_with_exhibit_a_updated_8-4-20-1-with_signed-certificate.pdf' on Chrome via Windows from 67.23.70.69. |