



April 28, 2020

*Ref. Janitorial & Maintenance Services*

Debra Darling  
**Imagine Schools at Broward**  
Principal  
9001 Westview Dr.  
Coral Springs, FL 33067

Dear Mrs. Darling

*Creating a clean and healthy environment in the facilities of our customers is our top priority.*

With the evolving situation surrounding **Coronavirus (COVID-19)**, we want to reinforce that COL-USA Cleaning Services is here for you, the staff, the students and families, and for our community.

Through our existing safety protocols and driven by the shared cleaning expertise of all employees, we are prepared to leverage our 16 years of experience to keep your facilities clean and healthy. We have also enhanced our standard protocols to wear gloves and masks. We will also disinfect our equipment before any starting project.

Our team members have received specific training on limiting the spread of illness and providing increased attention to high touch surfaces in your facilities, which is already part of our ongoing cleaning process. Our team members have also been instructed, and have our full support, to stay home if they feel under the weather.

Additionally, we are working with leading global providers of cleaning products to provide an enhanced disinfection service for our customers. The enhanced disinfection service will utilize products that are EPA-approved for treating emerging pathogens and leverage the best-in-class process that our employees utilized for disinfection.

*We're here for you and would love the opportunity to help you keep your school clean and healthy.*

COL-USA Cleaning Services is a company located in Sunrise, FL with over fourteen years of experience in the janitorial industry. We are dedicated to exceeding our customer's expectations as the quality leader in providing superior environmental janitorial and maintenance services for commercial, educational, industrial, professional and retail facilities.

We provide customized cleaning services with programs to fit your needs and budget, from daily maintenance to weekly and monthly routines to ensure that quality is our first priority. Our cleaning specialists are all honest, self-motivated and highly trained professionals dedicated to meeting all your expectations. Our company is dedicated to providing every customer with a full range of services and the highest standards available; this constitutes applying time proven methods, full supervision and a well-educated management staff.

For the past few years, COL-USA Cleaning Services has been dedicated to offering janitorial services to commercial and retail facilities, and specifically, we work closely with Imagine Schools in different regions such as Maryland, Georgia and Florida. (See Ref. sheet)

In today's competitive business world you know how important it is to have a clean and presentable facility, and how difficult it is to find a cleaning service that consistently delivers what it promises. You need a cleaning service that views its customers as lifetime partners and delivers dependable quality service at all times.

### **MANAGEMENT AND SUPERVISION**

Our intention at COL-USA Cleaning Services is to provide a fully workable and well supervised program. The program includes:

1. A trained and qualified crew leader to handle day-to-day operations of the cleaning program, who will meet regularly with the designated representative to coordinate all cleaning and maintenance services.
2. Continual supervision over the designated work force.
3. A regular quality inspection, quality control reviews and direct performance of all requests.

### **PRIMARY SECURITY**

1. Security of the keys to your building.
2. COL-USA Cleaning employees are instructed to check doors and windows for security.

3. Continual reporting of any building equipment that has been seen unsecured like lap tops and other equipment.
4. Any condition of faulty equipment, plumbing, locks, electrical appliances, evidence of vermin or other irregularities will be reported immediately.
5. Background investigation of all our employees. (fingerprints)

### **EMPLOYEE UNIFORMS**

All personnel employed by the Contractor will be required to wear company uniforms. It is understood that the Contractor's uniform is provided by the Contractor at no cost to the Customer.

### **OUR QUALITY SERVICE**

1. We have a good supervisory organization and workers are closely monitored and instructed by our supervisors, so they perform to the best of their ability.
2. Management team with nine plus years of experience.
3. Quality –driven.
4. Professional integrity.

**WORK TO BE PERFORMED:**  
***Services Schedule A***  
***(71,000 SF Educational Facilities)***

***OFFICES***

Empty all waste receptacles and place for disposal. (Liners to be furnished by CLIENT.)

Vacuum all carpeted areas. Insure cleaning performed under desks, in corners and along edges.

Vacuum all upholstered furniture.

Dust mop hard surface floors with a treated dust mop.

Damp mop hard surface floors.

Dust telephones.

Dust and wipe clean all windowsills, fixtures, furniture and equipment. (Desktops, files, chairs, tables, pictures, etc.)

Clean all glass entrance doors and office windows.

- Wipe and disinfect doorknobs and handles.
- Spot clean partition glass.
- Wipe and disinfect all tables in lunch area.

Clean A/C vents, scrub ceiling tiles and remove cobwebs from the walls.

Clean and sanitize all drinking fountains.

Remove fingerprints and marks from around light switches and door frames.

***B. RESTROOMS***

Empty all waste receptacles and place for disposal.

Stock towels, tissue and hand soap. (To be furnished by CLIENT)

Clean all dividing partitions; wash and disinfect as needed.

Sweep, wash and disinfect all lavatory floors.

Clean, deodorize and disinfect all hand basins, toilet bowls and urinals.

Wash, disinfect and polish all mirrors, cabinets and dispensers

Wash and disinfect all toilet seats. (Both sides)

Refill all toilet tissue, towel and soap dispensers. (To be furnished by CLIENT)

Clean and disinfect all hand rails, door knobs and dispensers.

Scour and sanitize all basins. Polish bright work. Lime and mineral deposits will be removed to the extent possible.

Remove splash marks from walls around basins.

Wipe towel cabinet covers.

### ***C. CAFETERIA***

All trash receptacles are to be emptied including entrance containers and trash removed to a collection point. (Liners to be furnished by CLIENT.)

Dust mop hard surface floors with a treated dust mop.

Damp mop hard surface floors to remove spillage from soiled areas.

Clean and damp wipe counter tops.  
Prep. Tables for lunch and breakfast.

Spot clean walls near trash receptacles.

Clean drain in floor.

Accomplish all high dusting not reached in the above mentioned cleaning, such as ceiling vents and air returns.

Remove fingerprints and marks from around light switches and door frames.

Hand wash all floor drains and drain baskets, removing all stuck food.

#### **D. CLASSROOMS**

Empty all trash receptacles and remove to a collection point designated by customer. Replace liners as needed. (Liners to be provided by CLIENT)

Gather all waste materials in containers and empty cartons, and place for disposal in designated areas.

Sweep and mop all floors with chemically treated dust mops. Special attention shall be given to the removal of dust and dirt from under the student's desks, chairs, baseboards, corners and other hard to reach places.

Spot clean all partition glass, mirrors and entrance glass to classrooms.

Vacuum all carpeted areas.

Vacuum all upholstered furniture.

Dust and wipe clean all windowsills, fixtures, furniture and equipment. (Desktops, files, chairs, tables, pictures, etc.)

Damp mop all hard surface floors using a neutral disinfectant cleaner.

Dust all telephones.

Wipe down computer monitors in classrooms.

Clean and disinfect all sinks making sure to polish all bright work.

Arrange furniture properly in offices.

Clean A/C vents once a month and scrub ceiling tiles.

Remove fingerprints and marks from around light switches and door frames.

Wash all water fountains.

Remove cobwebs on sight.

Empty and clean all pencil sharpeners.

Keep custodian closets clean and orderly.

Clean outside areas such as playground and corridors.

Paper towels, tissue paper and soap will be furnished by your office.

COL-USA Cleaning Services will provide the cleaning supplies such as all purpose cleaner, glass cleaner and neutral floor cleaner. Equipment necessary to perform the contract.

## **FLOORS**

Upon request, the following services will be performed for an additional fee:

Carpet Shampoo: \$0.12 per square foot

Strip, reseal and wax tile floors: \$0.35 per square foot.

Wash windows: \$4.00 per window and frame

- Interior
- Exterior

Strip & wax floors will be included initial. Spring brake and winter brake hallways, café and common areas COL-USA Provide labor and school will be furnishing materials such as, floor finish, floor striper, pads and applicators.

The total monthly charge includes:

- All labor
- Supervision
- All material for cleaning (all purpose cleaner, glass cleaner and neutral floor cleaner)
- All equipment for cleaning

**Toilet tissue, towels, soap, and liners will be furnished by your office.**

*Please be advise that due to the new demand on extra cleaning for **Covid -19**, we feel that the amount of staff we currently have is sufficient to cover and continue implementing daily sanitations to common areas like hallways, restrooms, classrooms, door handles, windows and play areas.*

Your quote for Janitorial service is **\$13,010.00** per month (janitorial services). Services will be provided five (5) days per week.

Once again, our goal is to provide the best possible cleaning services for your organization.

Sincerely,

*William Martinez*  
*CEO*  
*(954) 608-1246*



## ***CONTRACT CLEANING SERVICES AGREEMENT***

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ by and between Imagine Charter school at Broward 9001 Westview Dr, Coral Springs FL (herein "Owner") and COL-USA Cleaning Services, Inc. 3311 NW 97<sup>th</sup> Terrace, sunrise, Florida 33351 (herein "Contractor").(collectively, the "Parties")

***WITNESSETH:***

WHEREAS, Owner is the owner or lessor of certain real property known as the Learning Excellence Foundation of South Palm Beach, Inc d/b/a Imagine Schools -Chancellor Campus : 3333 High Ridge Rd, Boynton Beach FL 33426, (561)585-1189 (herein the "Premises"); and COL-USA Cleaning Services Inc. "WHEREAS, the parties desire to enter into an agreement for janitorial, sanitation, and custodial services,".

NOW, THEREFORE, in consideration of mutual covenants and agreements herein contained, the parties do hereby agree as follows:

1. ***Contract Cleaning Responsibilities.*** Contractor agrees to perform contract cleaning at the Premises as described in exhibit A (***Bid Proposal and Services Schedule A***) attached hereto and made a part hereof (the "Work").
2. ***Compensation.*** In consideration of such services, Owner agrees to pay the sum of **\$13,010.00 per month** for cleaning services (plus all local or state sales or use tax, if any) payable within ten (10) days after the calendar month. Any monthly payment not made within thirty (30) days after the date such payment is due shall bear interest at the rate of twelve percent (12%) per annum until paid.
3. ***Term.*** The term of this Agreement is for a period of **one (1) year** from the effective date hereof, commencing on **July 1, 2020**, and continuing until **June 30, 2021**, provided that Owner may terminate this Agreement for Contractor's failure to perform the work satisfactorily in accordance with the specifications contained in Exhibit A attached, at any time upon giving Contractor thirty (30) days written notice. At the expiration of the term or any renewal thereof, either party shall given written notice of termination to the other at least thirty (30) days prior to the expiration of the then-current term.
4. ***Additional Work.*** Owner may, from time to time, request Contractor to perform additional service beyond the scope of the work as described herein, and agrees to pay contractor at the rate of **\$18 per hour** for all such additional work performed.
5. ***Independent Contractor.*** It is agreed by the Parties that Contractor is an independent contractor and will not by reason of its performance of the work hereunder become an agent or employee of Owner; and no joint enterprise or partnership is intended by this Agreement.
6. Materials, Equipment and permits. Except as provided in the proposal, Contractor shall provide, at its own expenses, all labor, materials, supplies, equipment, transportation, and other services necessary to perform the work. Contractor will obtain at its own expense, all permits and licenses required in connection with the work. Owner will provide Contractor with adequate light, ventilation, electric and other utility services necessary to perform the work at the premises; and Owner shall provide storage space for materials, supplies, and equipment to be used at the Premises.

7. Insurance. Contractor shall secure and maintain at its own expense:
  - (i) Comprehensive general liability insurance with combined single limits of not less than \$1,000,000.00 per occurrence, including blanket liability, protective liability (were subcontractors are utilized in the performance the work), personal injury, completed operations and broad form property damage.
  - (ii) Workers compensation insurance
8. Quality of the work. Contractor Warrants that the work shall be performed in a good and workmanlike manner.
9. Successors and assigns. The terms and provisions of this Agreement, Shall be binding and inure to the benefit of the parties and the permitted successors and assigns.
10. Contractor's Employees. During the term of this Agreement and for a period of sixty (60) days thereafter, Owner shall not directly or indirectly employ or engage the services of any employee of Contractor.
11. Contractor Warrants that all employees of COL-USA are background screened pursuant to section 1012.467, Florida Statutes.

IN WITNEESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first-above written.

**OWNER: Imagine Charter school at Broward**

BY \_\_\_\_\_

SIGNATURE

\_\_\_\_\_

Print name and title

\_\_\_\_\_

Date

**CONTRACTOR. COL-USA Cleaning Services.**

By \_\_\_\_\_

SIGNATURE

\_\_\_\_\_

Print name and title

\_\_\_\_\_

Date