

**CONTRACTOR'S GENERAL INFORMATION WORK SHEET / QUESTIONNAIRE**  
**eBID**

It is understood and agreed that the following information is to be used by the City to determine the qualifications of prospective Contractor to perform the work required. The Contractor waives any claim

against the City that might arise with respect to any decision concerning the qualifications of the Contractor. The undersigned attests to the truth and accuracy of all statements made on this questionnaire. Also, the undersigned hereby authorizes any public official, Engineer, Surety, bank, material or equipment manufacturer, or distributor, or any person, firm or corporation to furnish the City any pertinent information requested by the City deemed necessary to verify the information on this questionnaire.

Dated at 720 NW 7th Terrace, FT Lauderdale, FL 33311, this 10 day of June 2024  
(Location)

Name of Organization/Contractor: AK Building Services, Inc.

By: Shari Cedar CEO  
Name and Title

1. Corporation, Partnership, Joint Venture, Individual or other? Corporations
2. Firm's name and main office address, telephone and fax numbers

Name: AK Building Services, Inc.

Address: 720 NW 7th Terrace, FT Lauderdale, FL 33311

Telephone Number: 561-471-8817

Fax Number:

3. Contact person: Mark Cedar Email: mcedar@akbuildingservices.net

4. Firm's previous names (if any). N/A

5. How many years has your organization been in business? 20

6. Total number of staff at this location: over 700 Total number of staff on the Treasure Coast:  
120

7. Is the Firm a minority business YES / NO

If no, is your company planning to implement such a program? \_\_\_\_\_

8.

- All associated fees are to be included in the base bid.
- All work shall be done in the strict compliance with ALL Federal , State and Local Agencies “ Rules and Regulations”.

9. **ADDENDUM ACKNOWLEDGMENT** - Bidder acknowledges that the following addenda have been received and are included in its proposal/bid:

Addendum Number	Date Issued	Addendum Number	Date Issued
1	5/16/2024		
2	5/23/2024		
3	5/28/2024		
4	5/28/2024		
5	5/30/2024		
6	6/03/2024		

10. **BID RESPONSE:**

10.1 Bidder will / will not accept the Purchasing Card (Visa).  
(please circle one)

10.2 Percentage of discount when payment is made with Visa: \_\_\_\_\_ %  
*Please Note: The City has implemented a **Purchasing Card Program**. The Bidder can take advantage of this project and in consideration receive payment within several days instead of the City's payment policy. Any percentage off the bid price for the acceptance of Visa will be consideration in the bid award. If no such percentage is given, the City shall assume zero (0) percent discount applies.*

Bidders are cautioned that the anticipated quantities used for this computation will be estimates. The City makes no guarantee as to the actual quantity that will be utilized during the Contract period. A unit price for each item shall be offered shall be shown, and such price shall include packing and shipping unless otherwise specified. A total shall be entered in the "Total" column for each separate item. In case of discrepancy between the unit price and the extended price, the unit price will supersede. The total amount shall be entered on line 11.3 above and entered on the DemandStar web page. The City reserves the right to split the award, if in the City's opinion such a split is in the best interest of the City.

**Interpretation of the Approximate Quantities** - The Bidder's attention is called to the fact that any estimate of quantities of work to be done and materials to be furnished under the specifications as shown on the proposed form (or elsewhere) is approximate only and not guaranteed by the City. The City does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the Bidder plead misunderstanding or deception because of such estimate of quantities or of the character, location of the work, or other condition pertaining thereto.

11. List five (5) Projects for organizations similar to this project completed by your firm in the last 5 years along with a brief description of project, location of project, clients name, phone number, email, value of contract, your firm's percentage of the total contract value as well as the number of change orders and the total change order value.

**DO NOT USE the City of Port St Lucie as a reference.**

**Project Number 1**

Project Name: Cleveland Clinic

Description: Provide EVS for 30 Cleveland Clinic locations throughout Florida  
18 sites in Vero Beach

Location: Vero Beach

Client Name and Phone Number: Rose Mannino cell- 772-532-4665

Email: manninr@ccf.org

Value of Total Contract: \$1.9 million dollars annually

Date of Completion: N/A

Firm's Percentage of Total Contract: N/A

Number of Change Orders: N/A

Value of Change Orders: N/A

Was Project Completed on Schedule: N/A

Was Project Completed within Budget? N/A

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**Project Number 2**

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Project Name: City of Aventura

Description: Janitorial Services for 70,000 Sq. Ft office building and 80,000 Sq. Ft Charter School.

Day porters, evening cleaning, special projects, floor care

Location: 19200 West Country Club Drive, Miami, FL 33180

3333 NE 188th Street, Miami, Florida 33181

Client Name and Phone Number: Frank Galletti, Cell- 786-566-7462

Email: gallettif@cityofaventura.com

Value of Total Contract: \$485,000 annually

Date of Completion: N/A

Firm's Percentage of Total Contract: N/A

Number of Change Orders: N/A

Value of Change Orders: N/A

Was Project Completed on Schedule: N/A

Was Project Completed within Budget? N/A

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**Project Number 3**

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Project Name: Community Credit Union of Florida

Description: Provide Janitorial Services and floor work for 9 branch banks.

They have been a customer for six years.

Location: Multiple locations in Treasure Coast

Client Name and Phone Number: Liam Hamning Cell- 321-637-3232

Email: Hamningw@ccuflorida.org

Value of Total Contract: \$125,000 annually

Date of Completion: N/A

Firm's Percentage of Total Contract: N/A

Number of Change Orders: N/A

Value of Change Orders: N/A

Was Project Completed on Schedule: N/A

Was Project Completed within Budget? N/A

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#### **Project Number 4**

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Project Name: Health Care District of Palm Beach County

Description: Janitorial Services for six medical facilities in Palm Beach County. Approximately 45,000 Sq. Ft. total. Provide special services and floor work.

Location: Multiple locations

Client Name and Phone Number: June Shipek Cell- 561-345-1510

Email: jshipek@hcdpbc.org

Value of Total Contract: \$110,000 annually

Date of Completion: N/A

Firm's Percentage of Total Contract: N/A

Number of Change Orders: N/A

Value of Change Orders: N/A

Was Project Completed on Schedule: N/A

Was Project Completed within Budget? N/A

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#### **Project Number 5**

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Project Name: Space Coast Credit Union

Description: Janitorial Services for 55 Branch locations throughout Florida. Regular evening cleaning, special projects, and floor work. Servicing client for over ten years.

Location: Multiple locations

Client Name and Phone Number: Frank Orduna Cell- 954-294-4641

Email: franco@sccu.com

Value of Total Contract: \$1.2 million dollars annually

Date of Completion: N/A

Firm's Percentage of Total Contract: N/A

Number of Change Orders: N/A

Value of Change Orders: N/A

Was Project Completed on Schedule: N/A

Was Project Completed within Budget? N/A

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12. How will the Contractor be able to meet the project timeline and budget given the current workload, materials, work force and equipment?

AK Building Services creates a detailed start up plan plan for a smooth transition for janitorial services. Our plan  
is based on a 4-6 week time frame (condensed if needed) that includes hiring, onboarding, facility walk thrus, equipment  
and product sourcing, comprehensive training and certifications with the Spartan CleanCheck Program (including safety,  
cross contamination and microfiber systems, restroom cleaning, proper chemical usage, green cleaning, etc).  
Tranition plan also includes setting up job scopes, inspection procedures, administrative, electronic time keeping set up.

13. Has the Contractor or any principals of the applicant organization failed to qualify as a responsible Contractor; refused to enter a contract after an award has been made; failed to complete a contract during the past five (5) years or been declared to be in default in any contract or been assessed liquidated damages in the last five (5) years? List the name of project, location, client, engineer, date and reason. Use additional pages if needed.

Total Number of Projects where **Failure** to Complete Work Occurred: 0

Project Number 1

Project Name:

Project Location:

Client Name and Phone Number:

Engineer Name and Phone Number:

Date:

Reason:

Insert additional projects if needed.

14. Has the Contractor or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership?

Yes ( )

No ( x )

If yes, please explain:

15. List any lawsuits pending or completed within the past five (5) years involving the corporation, partnership or individuals with more than ten percent (10 %) interest:

No litigation

(N/A is not an acceptable answer - insert lines if needed)

16. List any judgments from lawsuits in the last five (5) years:

*No Judgements*

(N/A is not an acceptable answer - insert lines if needed)

17. List any criminal violations and/or convictions of the Proposer and/or any of its principals:

*No criminal violations*

(N/A is not an acceptable answer - insert lines if needed)

18. List subcontractors and major material suppliers for the project. Include telephone numbers. Insert additional sheets if necessary.

*AK Building Services is a self performing, W2 employee company. The only subcontracting would be for exterior windows above the 1st floor.*

19. The Prime Contractor must

- Have five ( 5 ) years experience in the custodial field and two (2) years experience as a Project Manager  
YES ☒ or NO
- Must Speak ,read and write English fluently  
YES ☒ or NO
- Must attend meetings with the designated City representatives as required.  
YES ☒ or NO
- Must have the ability to prepare and maintain written reports and schedules.  
YES ☒ or NO

*Shari Cedar*

Signature

*CEO*

Title

## Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>AK Building Services Inc</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►  <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) <b>4</b>  Exemption from FATCA reporting code (if any) <b>NA</b>  <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>720 NW 7th Terrace</b> 6 City, state, and ZIP code <b>Fort Lauderdale, FL 33311</b> 7 List account number(s) here (optional)	Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
2	6		-	3	5	0	9	1	1	9

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► <b>01/05/2024</b>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



## History & Background of AK Building Services Inc. Leaders



**Shari Cedar**  
Chief Executive Officer

Shari Cedar is the CEO of AK Building Services and is responsible for the company's overall strategic external positioning for marketing, communication, and sales. She also focuses on creating a vibrant, positive, and empowered enterprise culture for the company's approximately 700 employees.

Prior to owning and running AK Building Services, Shari had a successful career in television production, communications, and broadcast journalism, having executive produced national television series for well-known networks like Bravo, History Channel, NBC, MTV, ABC, HGTV, TLC, National Geographic, Discovery, and more.

Her practical knowledge of how to handle high-pressure situations that must be on-time and on-budget is second-to-none and she lends her expertise to many departments of AK Building Services and has made a positive impact on promoting a diverse and inclusive workforce that embraces sustainable, effective cleaning processes.



**Mark Cedar**  
Founder & President

Founder and President of AK Building Services, Mark Cedar, delivers boots-on-the-ground experience and know-how in two very exacting areas: Operations and Finance.

Mark grew up in the cleaning industry - quite literally - sweeping floors and supervising Class A office buildings as early in his life as when he was a high school student where he worked alongside his father, the founder of Action Kleen Systems.

After earning an accounting degree from Bentley College, a master's degree from Northeastern University and a CPA license, Mark spent many years with professional services firms Deloitte & Touche and Price Waterhouse Coopers.

Mark founded AK Building Services with a vision to create a cost-effective janitorial services company that focuses on customer service.



## Company Overview

**More than a commercial cleaning company.** We are a partner, a lifeline, and a family-run network of highly trained experts dedicated to helping you shine.

For more than 25 years, AK Building Services has provided a full range of janitorial services to building owners, facility managers, and businesses throughout Florida. Our company is proud to have forged strong, long-lasting relationships with numerous organizations. With a highly experienced management team and well-trained staff, we have the expertise, experience, and deep resources to provide your business with cleaning services tailored to your specific needs.



### Key West to Jacksonville and the West Coast

AK Building Services has its corporate office and operations based in **Fort Lauderdale** and offices/warehouses in:

- **Miami**
- **West Palm Beach**
- **Melbourne**
- **Orlando**

720 NW 7th Terrace Fort Lauderdale, FL 33311  
 Phone (561) 471-8817 • Fax (561) 202-9852 • [www.akbuildingservices.com](http://www.akbuildingservices.com)



## Project Management Plan

AK Building Services will have provide the following management plan and staffing:

- Corporate administrative support.
  - Area manager to oversee the entire account.
  - Non-Working Supervisor for the entire account
  - Working Supervisors for
  - Quality Assurance supervisor for inspections.
  - Special Projects team for floor work, monthly, quarterly and annual work.
  - Day Porters
  - Nightly cleaning crew
- 
- Superior management and onsite supervision.
  - On going staff training with **CleanCheck training system.**
  - Quality Assurance visits with staff and site evaluations through **eHub by team software.**
  - Ongoing equipment assessment with qualified technicians.
  - Employee recognition programs to inspire and elevate performance.
  - Calendar and checklist system to schedule monthly, quarterly and annual work.

### Port St. Lucie Organizational Chart (including administrative support)

<b>Administrative &amp; Operational Support team</b>						
	<b>Shari Cedar</b> CEO	<b>Mark Cedar</b> President	<b>Karin Anderson</b> CFO	<b>Tavia Lee</b> Quality Assur. Specialist	<b>Yocasta Perez</b> Recruiting & Onboarding	<b>Executive Assistant</b> Operations

<b>Port St Lucie</b>					
28 Locations	<b>Justin Tullos</b> Area Manager	Non-Working Supervisor	Lead site cleaners	Day Porters	Evening Cleaners

<b>Special Projects &amp; Floor Techs</b>				
All locations	<b>Nathalie Ames</b> Special Projects 1	<b>Carlos Ayes</b> Special Projects 2	<b>Osmel Rodriguez</b> Special Projects 3	<b>Julio Jimenez</b> Special Projects 4



## Justin Tullos CV

### A dedicated Project Manager accountable for the success



### Justin Tullos

Area Manager Palm Beach County,  
Martin and St Lucie County

Justin has nearly 15 years of experience in the janitorial services industry with a focus on municipalities and healthcare. Justin is responsible for overseeing accounts in Martin, St Lucie and Palm Beach Counties. Justin commands excellent supervisory skills and understands how to manage large scale janitorial operations including but not limited to staffing, training, inspections and accountability.

Justin has coordinated daily operations for healthcare facilities, municipalities, corporate headquarters, among others. Justin fosters client satisfaction by preparing accurate service proposals, coordinating manpower/timelines for startups, maintaining building systems. He manages and controls operating expenses, including biweekly staff payroll. Builds high performing employees via effective recruitment, hiring, training, and supervision of service staff and the supervisory team.

Justin oversees account start-ups and stays dedicated to managing the day-to-day operations. He works with on-site supervisors, quality assurance, and special projects teams to ensure that inspections are performed weekly and that the cleaners are following cleaning protocols. Justin is excellent with people, both customers and employees.

Justin earned a degree from Canadian Valley Vocational School with a certification in Building Maintenance. He also has OSHA Safety Procedure certifications.

**Tavia Lee CV****Quality Assurance & Resolution Specialist**

Tavia Lee, Quality Assurance Specialist and Trainer, oversees our quality assurance and training within AK Building Services. She is laser-focused on ensuring our staff are trained to the highest standards and for the specific needs of clients. Tavia also ensures that all of our work is done performed to those high standards on a regular basis.

Tavia has extensive experience managing processes, training, and quality control in past roles as operations manager, code enforcement officer, and manager with companies like Jani-King International, Southwest Airlines, West Jet Airlines, City of Moss Point, and more. Her background is rich in customer service, compliance, and operations. Her attention to detail, especially within the commercial cleaning industry has been an invaluable asset to our team. Tavia's expertise elevates all of our teams to bring optimal quality and standards to our commercial cleaning operations.

**Tavia Lee**

Quality Control Specialist/ Trainer

**Karin Anderson CV****Chief Financial Officer****Karin Anderson**

Chief Financial Officer

Karin Anderson joined AK Building Services as Chief Financial Officer in 2018 and has been instrumental in its financial growth and acquisition strategy. As CFO, Karin has oversight for financial reporting, cash management, legal and corporate matters.

Prior to joining AK Building Services, Karin served as Director of Finance & Operations, CFO, and CEO with many organizations. She has worked for fortune 500 and entrepreneurial companies such as, Blockbuster, AutoNation, ANC Rental Group, Swisher Hygiene Franchise Corp, Cartoon Cuts. She has a depth of knowledge on all areas of finances, human resources, legal, strategic direction, administrative, and operations.

Karin brings not only her extensive experience in finance and operations, but she also brings an overall attention to detail that ensures our operations continue to run at the highest level of excellence. She understands and anticipates the needs and challenges that arise with a large, growing team.

Karin is a huge advocate for education in our local community. She has served on multiple school boards and takes a hands-on approach for the local community.

## Inspection Procedures

Provide your inspection procedures including any technical aids used to monitor performance standards



Our management philosophy is always for us to inspect on what we expect from our employees.

**AK uses EHub by WinTeam, a specialized employee management system for the janitorial industry with a quality assurance module.**

The Quality Assurance module is used to create, manage, and report on Checkpoints. Checkpoints can be used to create and respond to questions, act based on responses, and share results.

- Regularly scheduled quality assurance inspections to monitor cleanliness and identify areas of improvement and deficiencies.
- Regularly generated inspection reports.
- Action plan to remedy area of improvement and deficiencies.
- Follow up inspections.
- Monitored and incentivized response time
- Regularly scheduled rounds with Port St. Lucie staff.
- Unannounced quality assurance checks.
- Always someone available for 24/7 immediate response



## Reporting System

AKBS will confirm the following KPI's that shall be used to measure performance:

### 1. Quality Assurance

- Measure the quality of service and meeting of the job scope through eHub inspection software.

### 2. Client Satisfaction and Responsiveness

- Results of customer surveys to determine satisfaction
- Monitoring complaints received
- Monitoring compliments received
- Monitoring special requests received and successfully completed by janitorial team

### 3. Janitorial Team attendance

- Monitoring employee absenteeism through Team Software time keeping.
- Monitoring employee tardiness through Team Software time keeping.

### 4. Safety

- Monitoring number of accidents during a work shift.
- Monitoring lost work days due to accidents during a work shift.

### 5. Employee Satisfaction

- Happy employees will work harder. AKBS will measure employee satisfaction through surveys and other metrics.

## Emergency and Disaster Response

Should an emergency or disaster situation occur, AK Building Services is fully equipped and prepared to support the recovery of your operation. We will always be available to you promptly and professionally.

**A live person will always be available to Port St Lucie 24 hours, 7 days a week.** The Area Manager, Operations Manager, and Mark Cedar, owner of AKBS is always available for emergencies.

Once we determine the extent and severity of the damage, we immediately dispatch recovery personnel while keeping Port St. Lucie informed of our procedures and recovery progress.

AK Building Services has a strong team of floor technicians for emergencies. We have trained our employees on how to respond to these emergency floods and how to properly extract and remove water and avoid mold/mildew build up.

AK Building Services has a trained emergency response team and can serve as backup for each other should a catastrophic event occur.

- carpet extractors
- blowers
- humidifiers
- wet vacuums

### Emergency Summary:

- Fully vetted emergency plan in place.
- On-call team members
- Weekday and weekend rovers
- Available 24/7
- Rapid response program
- Deep bench of cross trained employees

## Equipment








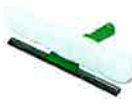


AK Building Services equipment technician regularly inspects and maintains equipment to ensure it is in working order. Equipment inspection is part of our quality assurance program. Additionally, AK has back up equipment in our warehouse should anything needed to be swapped out for repair.

	<b>Pro Team</b> Backpack Vacuum		<b>Rubbermaid®</b> Janitor Cart Black		<b>Advance Pacesetter</b> 17HD Floor Machine
	<b>Clorox 360</b> Electrostatic Machine		<b>Minuteman</b> Carpet extraction machines with a PSI pump		<b>Kaivac</b> Bathroom Machine
	<b>Rubbermaid®</b> HYGEN Microfiber Janitorial Kit with Changing Bucket		<b>Guardian</b> Equipment Portable Eye Wash Station 16 Gallon		<b>Brut</b> Tandem Trash can dolly
			<b>Rubbermaid®</b> Bucket and wringer		<b>Rubbermaid®</b> Tilt Cart
	<b>Tennant</b> Wet and Dry Vac		<b>Brut</b> 44 gallon barrels		<b>Sanitaire</b> Carpet Blowers

720 NW 7th Terrace Fort Lauderdale, FL 33311

Phone (561) 471-8817 • Fax (561) 202-9852 • [www.akbuildingservices.com](http://www.akbuildingservices.com)

## Equipment list continued

	<b>Extension Pole duster</b>			<b>Microfiber cloths</b>
	Unger Industrial Duster: 30 foot pole			Dumpster Spray to clean and disinfect
	Dust mop and angle brooms			Rubbermaid® Wet Floor Sign - English
	Uline Microfiber Velcro Dust mops and handle			Unger Visa Versa® Squeegee & StripWasher
	Rubbermaid long handled Dust Pans			Microfiber Velcro Wet Mops (color coded)

## Employee Training Manual



AK Building Services utilizes the CleanCheck Training System for employee training. Trainings include, but are not limited to:

- Medical cleaning
- Restroom Care
- Advanced Disinfection
- Microfiber usage
- Cross Contamination
- Floor Care
- General Office Cleaning

An Office Cleaning training manual is attached at the end of the proposal document. Additional training material can be provided upon request.





### Additional Specialized Training:

In addition to our core training program, we offer specialized training modules to further enhance the capabilities of our workforce:

- **Hazcom Training:** Our employees undergo Hazard Communication (Hazcom) training to understand and mitigate the risks associated with chemicals used in cleaning processes.
- **Situational Awareness Training:** We prioritize safety through situational awareness training, enabling our employees to identify and respond to potential hazards and emergencies swiftly.
- **Safety Training:** General safety protocols, including the use of personal protective equipment and safe lifting techniques, are covered extensively to ensure a secure working environment.
- **Equipment & Materials Training:** Proficiency in handling cleaning equipment is crucial. Our training ensures employees are adept at operating various tools and maintaining them for optimal performance.
- **Cross Contamination Training:** Building on the foundation of Spartan CleanCheck, this training focuses on preventing cross-contamination in diverse scenarios and environments.

## Proactive Training

AK Building Services conducts regular Situational Awareness Training with a certified security expert and facility safety training.

On-site staff are trained to report any suspicious behavior or activity to the on-site supervisor. The guiding narrative is "If you see something say something" and upper management is immediately notified and will respond accordingly. Some examples include:

- Running water in the building.
- Potential slip and fall conditions.
- Cleaners are not authorized to allow entry to anyone not on the cleaning team after hours.
- If a suspicious person is on site notify security immediately.
- Unattended packages or bags must be reported immediately.

AK Building Services keeps a logbook on site to note and report any of the above examples to Port St. Lucie and emails will also be sent to Port St. Lucie representatives.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/8/2023

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 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> Keyes Coverage Insurance 5900 Hiatus Road Tamarac FL 33321	<b>CONTACT</b> NAME: Vanessa Marciano PHONE (A/C. No. Ext): 954-724-7000 E-MAIL ADDRESS: vmarciano@keyescor.com	<b>FAX</b> (A/C. No): 954-724-7024
<b>INSURED</b> AK Building Services, Inc. DBA: Cleanall Commercial Cleaning DBA: At Your Service Building Maintenance 720 NW 7th Terrace Fort Lauderdale FL 33311		15777
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURER A : Travelers Property Casualty of Ameri		25674
INSURER B : Charter Oak Fire Ins. Co.		25615
INSURER C : Bridgefield Casualty Ins Co		10335
INSURER D : Berkley Regional Insurance Company		29580
INSURER E :		
INSURER F :		

**COVERAGES****CERTIFICATE NUMBER:** 1165596753**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			660-9P641708	8/1/2023	8/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA-9P641364	8/1/2023	8/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		CUP-9P642914	8/1/2023	8/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		196-55674	8/1/2023	8/1/2024	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Employee Dishonesty/Crime			BMP-1020993-00	9/1/2023	9/1/2024	Limit 1,000,000

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

**CERTIFICATE HOLDER****CANCELLATION** 30 Days Notice / 10 Days for Non-Pay

\*\*INFORMATION ONLY\*\*

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

AUTHORIZED REPRESENTATIVE

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### **NOTICE TO ALL PROPOSERS:**

**To ensure fair consideration is given for all Proposers, it must be clearly understood that upon release of the proposal and during the proposal process, firms, and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with City employees, department heads or elected officials, up to and including the Mayor and City Council. The "Cone of Silence" is in effect for this solicitation from the date the solicitation is advertised on DemandStar, until the time an award decision has been approved by City Council and fully executed by all parties. Information about the Cone of Silence can be found under the City of Port St. Lucie Ordinance 20-15, Section 35.13. Contact with anyone other than the Issuing Officer may result in the vendor being disqualified. All contact must be coordinated through Nadia Tourjee, Issuing Officer, for the procurement of these services.**


All questions regarding this Solicitation are to be submitted in writing to Nadia Tourjee, Procurement Agent I with the Procurement Management Department via e-mail [ibarr@cityofpsl.com](mailto:ibarr@cityofpsl.com), or by phone 772-344-4055 Please reference the Solicitation number on all correspondence to the City.

All questions, comments and requests for clarification must reference the Solicitation number on all correspondence to the City. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the City. The City reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

**\*NOTE:** All addendums and/or any other correspondence before bid close date (general information, question and responses) to this solicitation will be made available exclusively through the DemandStar's Website for retrieval. All notice of intent to award documentation will be published on the City Clerk's Website. Proposers are solely responsible for frequently checking these websites for updates to this solicitation.

**I understand and shall fully comply with all requirements of City of Port. St. Lucie Ordinance .**

Typed Name: Mark Cedar  
Signed:   
Company and Job Title: AK Building Services  
Date: July 10, 2025



"A City for All Ages"

**E-RFP #20250200**  
**CONTRACTOR'S CODE OF ETHICS**

The City of Port St Lucie ("City), through its Procurement Management Department ("Procurement Management Department") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards, and enjoys the complete confidence of the public. To achieve these purposes, Procurement Management Department requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.

- ◆ A Contractor's bid or proposal will be competitive, consistent, and appropriate to the bid documents.
- ◆ A Contractor will not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. A Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Contractor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor prior to the bid or proposal closing date.
- ◆ Contractor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Contractor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ◆ Contractor will not offer or give any gift, item, or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
- ◆ Contractor will not cause, influence, or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person.
- ◆ Contractor will disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a Vendor contracted by the City.
- ◆ Contractor must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Contractor must require their suppliers

(including temporary labor agencies) to do the same. Contractor must conform their practices to any published standards for their industry. Compliance with laws, regulations and practices include, but are not limited to the following:

- Obtaining and maintaining all required environmental permits. Further, Contractor will endeavor to minimize natural resource consumption through conservation, recycling, and substitution methods.
- Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employee can report health and safety incidents, as well as providing adequate safety training.
- Providing workers with an environment free of discrimination, harassment, and abuse, which includes establishing a written antidiscrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

Name of Organization/Proposer AK Building Services

Signature 

Printed Name and Title Mark Cedar, President

Date July 10, 2025

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.



"A City for All Ages"

### E-Verify Form

**Supplier/Consultant acknowledges and agrees to the following:**

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Supplier/Consultant during the term of the contract; and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
3. The Contractor hereby represents that it is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes. The Contractor further represents that it will remain in compliance with the requirements of Sections 448.09 and 448.095 Florida Statutes, during the term of this contract and all attributed renewals.
4. The Contractor hereby warrants that it has not had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the effective date of this contract. If the Contractor has a contract terminated by a public employer for any such violation during the term of this contract, it must provide immediate notice thereof to the City.

**E-Verify Company Identification Number** MOU# 2184489

**Date of Authorization** June 21, 2023

**Name of Contractor** AK Building Services

**Name of Project** NA

**Solicitation Number (If Applicable)** NA

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on July 10, 2025 in Fort Lauderdale (city), FL (state).

Signature of Authorized Officer

Mark Cedar, President

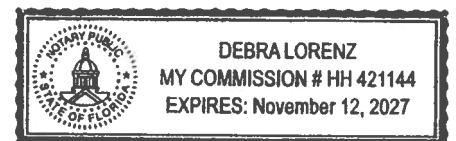
Printed Name and Title of Authorized Officer or Agent

**SUBSCRIBED AND SWORN BEFORE ME**

ON THIS THE 10 DAY OF July, 2025.

NOTARY PUBLIC Debra Lorenz

My Commission Expires: Nov. 12 2027



RFP #20250200



"A City for All Ages"

**NON-COLLUSION AFFIDAVIT**  
**E-RFP #20250200**

State of Florida }

County of Broward }

mark Cedar, being first duly sworn, disposes and says that:  
(Name/s)

1. They are President of AK Building Services the Proposer that  
(Title) (Name of Company)

has submitted the attached PROPOSAL;

2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such PROPOSAL;

3. Such Proposal is genuine and is not a collusive or sham Proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Port St. Lucie or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) Mark Cedar

(Title) President

RFP #20250200



"A City for All Ages"

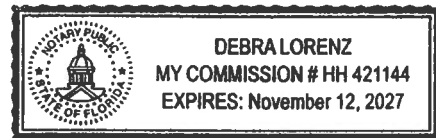
STATE OF FLORIDA }  
COUNTY OF ST. LUCIE } SS:

The foregoing instrument was acknowledged before me this (Date) July 10, 2025  
by: Mark Cedar who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

Commission No. HH 421144

Notary Print: Debra Lorenz

Notary Signature: Debra Lorenz





*"A City for All Ages"*

**DRUG-FREE WORKPLACE FORM  
E-RFP #20250200**

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

AK Building Services

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 drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal 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 proposal, 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 Florida Statutes 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.

Contractor's Signature

July 10, 2025

Date

RFP #20250200

## VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES' LISTS

Vendor Name: AK Building Services  
Vendor FEIN: 26-3509119  
Authorized Representative's Name: Mark Cedar  
Authorized Representative's Title: President  
Address: 720 NW 7th Terrace  
City, State and Zip Code: Fort Lauderdale, FL 33306  
Phone Number: 561-471-8817  
Email Address: mcedar@akbuildingservices.net

Sections 287.135 and 215.473, Florida Statutes, prohibit Florida municipalities from contracting with companies, for goods or services over \$1,000,000 that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or to engage in any Business operations with Cuba or Syria. Sections 287.135 and 215.4725 also prohibit Florida municipalities from contracting with companies, for goods or services in any amount that are on the list of Scrutinized Companies that Boycott Israel.

The list of "Scrutinized Companies" is created pursuant to Section 215.473, Florida Statutes. A copy of the current list of "Scrutinized Companies" can be found at the following link:  
<https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates/QuarterlyReports.aspx>

As the person authorized to sign on behalf of the Respondent Vendor, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List; or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not participating in a boycott of Israel; and does not have any business operations with Cuba or Syria. I understand that pursuant to Sections 287.135 and 215.473, Florida Statutes, the submission of a false certification may subject the Respondent Vendor to civil penalties, attorney's fees, and/or costs.

I understand and agree that the City may immediately terminate any contract resulting from this solicitation upon written notice if the company referenced above are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) for any contract for goods or services in any amount of monies, it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars (\$1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

Authorized Signature

Mark Cedar

Print Name



Signature



**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM - #20250200**

**CERTIFICATION**

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Mark Cedar   
\_\_\_\_\_  
Printed Name/Signature of Contractor Employee

July 10, 2025  
\_\_\_\_\_  
Date

Mark Cedar   
\_\_\_\_\_  
Printed Name/Signature of Contractor Representative

July 10, 2025  
\_\_\_\_\_  
Date

AK Building Services / President

\_\_\_\_\_  
Organization and Title of Contractor Representative

20250200

## BID RESPONSE CUSTODIAL SERVICES CONTRACT

**\* PLEASE AFFIX SIGNATURE WHERE INDICATED  
(FAILURE TO DO SO SHALL RESULT IN THE REJECTION OF YOUR BID)**

By signature on this document, bidder acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of the City's bid solicitation as originally published, without exception, change or alteration of any kind, except as may have been published by the City in official amendments prior to this date of submittal.

**COMPANY NAME:** (Enter the entire legal company name of the bidding entity) (Must be completed)

AK Building Services

**DATE:** July 10, 2025

**\* SIGNATURE:** \_\_\_\_\_



**PRINT NAME:** Mark Cedar

**PRINT TITLE:** President

**ADDRESS:** 720 NW 7th Terrace

Fort Lauderdale, FL

**CITY / STATE:**

33306

**ZIP CODE:**

**TELEPHONE #** 561-471-8817

**EMERGENCY #** 347-840-0145

**TOLL FREE #**  
na

**FAX #**  
na

**E-MAIL:** mcedar@akbuildingservices.net

**APPLICABLE LICENSE(S) NUMBER #**  
na

**TYPE:**  
na

**FEDERAL ID #**  
26-3509119

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM - #20250200**

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Mark Cedar   
Printed Name/Signature of Contractor Employee

July 10, 2025  
Date

Mark Cedar   
Printed Name/Signature of Contractor Representative

July 10, 2025  
Date

AK Building Services / President  
Organization and Title of Contractor Representative

**FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES  
SECURITY ADDENDUM - #20250200**

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Mark Cedar                     / M Cedar                      
Printed Name/Signature of Contractor Employee

July 10, 2025  
Date

Mark Cedar                     / M Cedar                      
Printed Name/Signature of Contractor Representative

July 10, 2025  
Date

AK Building Services / President

Organization and Title of Contractor Representative

## BID BOND

FCCI Insurance Company  
6300 University Parkway, Sarasota, FL 34240-8424

KNOWN ALL BY THESE PRESENTS, That we, AK Building Services, Inc.,  
as Principal, and FCCI Insurance Company, as Surety, are  
held and firmly bound unto City of Port St. Lucie, as  
Obligee, in the sum of One Thousand  
Dollars ( \$1,000.00 ) for the payment of which we bind ourselves, and our  
successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to the Obligee on a  
contract for Janitorial Services eBid Number: 20250200 ("Project").


NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid,  
and Principal enters into a contract with Obligee in conformance with the terms of the  
bid and provides such bond or bonds as may be specified in the bidding or contract  
documents, then this obligation shall be void; otherwise Principal and Surety will pay to  
Obligee the difference between the amount of Principal's bid and the amount for which  
Obligee shall in good faith contract with another person or entity to perform the work  
covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed  
the penal sum of this bond.

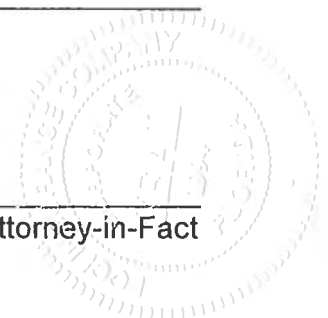
Signed this 9th day of July, 2025.

AK Building Services, Inc.  
(Principal)

By: 

FCCI Insurance Company

By:   
Krystle Grilli, Attorney-in-Fact





## GENERAL POWER OF ATTORNEY

Know all men by these presents: That the FCCI Insurance Company, a Corporation organized and existing under the laws of the State of Florida (the "Corporation") does make, constitute and appoint:

Evan Greenfield; Gregory Marsh; David Ragno; Krystle Grilli

Each, its true and lawful Attorney-In-Fact, to make, execute, seal and deliver, for and on its behalf as surety, and as its act and deed in all bonds and undertakings provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the sum of (not to exceed \$20,000,000.00): \$20,000,000.00

This Power of Attorney is made and executed by authority of a Resolution adopted by the Board of Directors. That resolution also authorized any further action by the officers of the Company necessary to effect such transaction.

The signatures below and the seal of the Corporation may be affixed by facsimile, and any such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.

In witness whereof, the FCCI Insurance Company has caused these presents to be signed by its duly authorized officers and its corporate Seal to be hereunto affixed, this 23rd day of July, 2020.

Attest:

Christina D. Welch, President  
FCCI Insurance Company



Christopher Shoucair,  
EVP, CFO, Treasurer, Secretary  
FCCI Insurance Company

State of Florida  
County of Sarasota

Before me this day personally appeared Christina D. Welch, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2027



PEGGY SNOW  
Commission # HH 326535  
Expires February 27, 2027

Notary Public

State of Florida  
County of Sarasota

Before me this day personally appeared Christopher Shoucair, who is personally known to me and who executed the foregoing document for the purposes expressed therein.

My commission expires: 2/27/2027



PEGGY SNOW  
Commission # HH 326535  
Expires February 27, 2027

Notary Public

## CERTIFICATE

I, the undersigned Secretary of FCCI Insurance Company, a Florida Corporation, DO HEREBY CERTIFY that the foregoing Power of Attorney remains in full force and has not been revoked; and furthermore that the February 27, 2020 Resolution of the Board of Directors, referenced in said Power of Attorney, is now in force.

Dated this 9th day of July, 2020

Christopher Shoucair, EVP, CFO, Treasurer, Secretary  
FCCI Insurance Company

## Schedule A

LOCATION / ADDRESS / SERVICE DAYS PER WEEK / SQUARE FOOTAGE	MONTHLY BID AMOUNT	ANNUAL BID AMOUNT  (MONTHLY BID AMOUNT X12 MONTHS)
Community Center		
2195 SW Airoso Blvd.		
Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 7</b>		
Square footage: 28,170	\$3,591.83	<b>\$43,101.95</b>
Minsky Gym		
750 SW Darwin Blvd.		
Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 7</b>		
Square footage: 11,713	\$2,238.21	<b>\$26,858.50</b>
Facilities Maintenance Office, Modular Trailer & Parks Offices & Restrooms		
1901 SW Hampshire Ln.		
Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 2</b>		
<b>Square footage: 3,093</b>	\$359.11	<b>\$4,309.35</b>
Park Department – House		
2234 SE Belvedere St.		
Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 1</b>		
<b>Square footage: 1,127</b>	\$289.25	<b>\$3,471.05</b>
The Saint's Golf Course		
2601 SE Morningside Blvd. Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 7</b>		
<b>Square footage: 11,033</b>	\$1,621.05	<b>\$19,452.57</b>
Mid-Florida Event Center -Recreation Side		
9221 SE Event Center Place		

Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 7</b>		
<b>Square footage: 47,959</b>	\$4,592.36	<b>\$55,108.37</b>
Utilities Administration Systems 1001 SE Prineville St.		
Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 3</b>		
<b>Square footage: 19,636</b>	\$1,267.46	<b>\$15,209.57</b>
Utilities Pavilion Restrooms Outside		
1001 SE Prineville St. Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 1</b>		
<b>Square footage: 3,500</b>	\$288.62	<b>\$3,463.47</b>
Utilities Annex		
1001 SE Prineville St.		
Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 3</b>		
<b>Square footage: 24,360</b>	\$1,403.72	<b>\$16,844.59</b>
McCarthy Ranch Office Building Including Restrooms		
12525 Range Line Dr		
Port St. Lucie, FL. 34984		
<b>Number of Service Days per Week: 1</b>		
<b>Office Square footage: 1,692</b>		
<b>Restrooms Square footage: 940</b>	\$425.14	<b>\$5,101.73</b>
	<b>TOTAL</b>	<b>\$192,921.14</b>

<b>AS-NEEDED SERVICES</b>	<b>HOURLY RATE</b>
Additional Services as requested by City Contract Manager	\$30.00 per hour
Hurricane Activation Service, as specified.	\$30.00 per hour
Emergency Services, as specified.	\$30.00 per hour