

**AGENDA  
CAREER SOURCE ESCAROSA  
BOARD OF DIRECTORS  
THURSDAY, APRIL 17, 2025  
3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504  
CALL IN: 1-872-242-8932| CONF ID: 862 465 422#**

- I. Call Meeting to Order ..... Chair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures..... Janay Sims**
- IV. Approval of Agenda**
- V. Consent Agenda**
  - Minutes – January 30, 2025
- VI. Items for Consideration**
  - Financial Expenditure and Budget Variances Reports
  - CSE Asset Disposal List
  - Request for Proposals (RFP) – WIOA Youth Services
  - Proposals – CSE Cleaning Services Provider

**Information Items**

  - Board Governance: Attendance and Vacancies
  - Chief Executive Officer’s Report
  - CSE Meeting Schedule for PY 2025-2026
- VII. Other Business**
- VIII. Adjournment**

**NEXT BOARD MEETING – JULY 17, 2025 |LOCATION: TBD**

# CareerSource Escarosa

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## BOARD OF DIRECTORS JANUARY 30, 2025 MINUTES

**Members Participating In-Person:** Lloyd Reshard (Chair), Jerry Kersey (Vice Chair), Jeffrey Hondorp (Member-at-Large), Steven Harrell, and Michele Kelson

**Members Participating via virtual/teleconference:** Douglas Brown (Secretary/Treasurer), David Peaden, III (Member-at-Large), David Bouvin, Jameson Cutchens, Anthony Eman, Michael Listau, and Bridgette Price

**Ex-Officio Member Participating:** Lani Burritt (virtual)

**Others Participating:** Lloyd Reshard (Board Chair), Ben Clark – James Moorer & Company, Lonnie Saunders – Florida Commerce, Mariezel Halili, Carol Bono, Melissa Gutierrez, Bill Barron, Dr. Marcus McBride, and Janay Sims (virtual) – CareerSource Escarosa

The Chair refrained from chairing the meeting and voting, as the Santa Rosa County Board of Commissioners' meeting to approve the Chair's reappointment was rescheduled from January 23, 2025 to February 3, 2025, due to a shut-down caused by increment weather.

Jerry Kersey, Jr., Vice Chair, chaired the meeting. Mr. Kersey called the meeting to order at 3:30 p.m., at the Pensacola Career Center (6913 N. 9<sup>th</sup> Avenue, Pensacola, FL 32504). Mr. Kersey called the attendance roll to confirm a quorum.

### **CALL FOR PUBLIC COMMENT**

There were no public comments.

### **READING OF PUBLIC DISCLOSURES**

No public disclosures were noted.

### **APPROVAL OF AGENDA**

A revised agenda that included additional items for approval was made available to the Board.

**Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to approve the revised agenda as printed. Motion carried. (11-Yeas/0-Nays).**

### **PRESENTATION OF FY 23-24 AUDIT**

Ben Clark with James Moore and Company presented CSE's FY 23-24 audit report. The audit report covered the year ended June 30, 2024. He highlighted items related to the Independent Auditor's Report, the Statement of Net Position, the Balance Sheet – Governmental Fund, the Statement of Revenue, Expenditures, and Changes in Fund Balance – Governmental Fund, the Schedule of Expenditures of Federal Awards, and the Schedule of Findings and Questioned Costs. There were no audit findings for the year ended June 30, 2023. A finding was noted in the report for fiscal years 2021 and 2022 – SERA Reporting Errors. It was recommended that CSE implement a process to ensure costs are properly

reflected in SERA. CSE has acknowledged the recommendation and has updated its closing process and procedures immediately after identifying the issues.

**Action Taken: Motion by Steven Harrell and seconded by Bridgette Price to accept the FY 23-24 audit report as presented. Motion carried. (11-Yeas/0-Nays)**

**CONSENT AGENDA:**

**MINUTES – OCTOBER 17, 2024**

The CSE Board of Directors minutes for October 17, 2024, was made available to the board for review.

**Action Taken: Motion by Douglas Brown and seconded by David Peaden, III to approve the minutes for October 17, 2024. Motion carried. (11-Yeas/0-Nays)**

**ITEMS FOR CONSIDERATION**

**FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS**

Reports of financial expenditures, budget and variances for the month ending December 31, 2024, was made available to the board.

The floor was opened for any questions regarding the financials. There were no inquiries.

**Action Taken: Motion by Michele Kelson and seconded by David Peaden to accept the Financial Expenditure and Budget Variances Reports for the month ending December 31, 2024. Motion carried. (11-Yeas/0-Nays)**

**UPDATE TO ADMINISTRATIVE PLAN – PAYOUT POLICY**

CareerSource Escarosa's employee handbook policy on Payout states:

**Payout**

*"Payout option may be subject to funding availability and would only be available during the months of December and June. To be eligible for the payout, employees must have completed at least 12 months of continuous service on or before December 1 or June 1. Employees are eligible to cash out of their Leave Pool. A request must be made to receive the payout option. A maximum of up to 10 hours per request and two request per program year is allowed. For a December payout, the request must be received by the end of November. A balance of 20 hours of leave must be maintained in the employee's Leave Pool."*

CareerSource Escarosa (CSE) has been operating by its administrative plan, and request that the plan be updated to include the above Payout Policy.

It was noted it is formality that this policy, with no changes to it, be added to the CSE Administrative Plan.

**Action Taken: Motion by Michael Listau and seconded by Steven Harrell to approve updating CSE's Administrative Plan to include its Payout Policy . Motion carried. (11-Yeas/0-Nays)**

**UPDATE TO CSE BY-LAWS – CEO PERFORMANCE REVIEW/CLEO REVIEW**

CareerSource Florida Policy #110 states:

*"Local Workforce Development Boards (LWDBs) must include in their board policies the requirement to conduct regular performance reviews, at a minimum annually, for the executive director. Performance reviews must, at a minimum, include local area performance in the federal and state programs*

*administered by the LWDB, and state-issued letter grades. Additionally, performance reviews must evaluate the executive director's effectiveness in:*

*a) Ensuring workforce investment activities carried out in the local area enable the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2).*

*b) Meeting the functions outlined in Section IV.A.5. of this policy. The annual performance review must be provided to and reviewed by the CLEO(s)."*

CSE request updating its By-Laws to include the following:

**Annual Review of the Chief Executive Officer (CEO)**

CSE will conduct regular performance reviews, at a minimum annually, for the chief executive officer. Performance reviews will, at a minimum, include the local area performance in the federal and state programs administered by the LWDB, and state-issued letter grades. Additionally, performance reviews will evaluate the chief executive officer's effectiveness in:

- a) Ensuring workforce investment activities are carried out in the local area enable the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2).
- b) Meeting the functions outlined in Section VI.A.5. (**Local Workforce Development Board Executives**) of this policy.

The annual performance review will be completed and reviewed by the board prior to its annual meeting, and provided, annually, for review by the CLEO(s) no later than the CSE annual meeting.

**Action Taken: Motion by Bridgette Price and seconded by Jeffrey Hondorp to approve updating CSE's By-Laws to include the CEO Performance Review/CLEO Review as outlined above. Motion carried. (11-Yeas/0-Nays)**

**WORKFORCE POLICIES: 091 – LOCAL WORKFORCE DEVELOPMENT BOARD COMPOSITION AND CERTIFICATION, 110 – LOCAL WORKFORCE DEVELOPMENT AREA AND BOARD GOVERNANCE, AND CAREERSOURCE FLORIDA ETHICS AND TRANSPARENCY**

Workforce Policies 091 – Local Workforce Development Board Composition and Certification, 110 – Local Workforce Development Area and Board Governance, and CareerSource Florida Ethics and Transparency were made available to the Board. It is formality that these policies are handed down to the local workforce board. It was noted that more policies are expected to be handed down to the local workforce board.

**Action Taken: A motion and second was made to adopt Workforce Policies 091 – Local Workforce Development Board Composition and Certification, 110 – Local Workforce Development Area and Board Governance, and CareerSource Florida Ethics and Transparency. Motion carried. (11-Yeas/0-Nays)**

**ADDITIONAL ITEMS FOR APPROVAL**  
**CSE SUCCESSION PLAN**

The CSE Succession Plan was made available to the Board. The key element of the plan outlines how to move forward in the absence of a Chief Executive Officer (CEO). It has been submitted to Florida Department of Commerce and the Board of Directors as part of Risk Management.

**Action Taken: Motion Bridgette Price and seconded by Steven Harrell to approve CSE's Succession Plan. Motion carried. (11-Yeas/0-Nays)**

**CSE BUDGET REVISIONS**

CSE's approved FY 2024-2025 Projected Budget was based on the prior year budget and trends. The revised budget is based on actual funding awards, expired grants, and multiple positions not renewed. The revised budget reflects a \$500,000.00 decrease in funding FY 2024-2025.

**Action Taken: Motion by Douglas Brown and seconded by Steven Harrell to approve the CSE Budget Revisions are presented. Motion carried. (11-Yeas/0-Nays)**

**CSE ADMINISTRATIVE PLAN UPDATES**

Updates to the CSE Administrative Plan was made available to the Board.

Updates include changes to job titles, positions, the account payable system, and Uniform Guidance for Accounting Principles requirements.

**Action Taken: Motion by Douglas Brown and seconded by Bridgette Price to approve the CSE Administrative Plan updates as presented. Motion carried. (11-Yeas/0-Nays)**

**INFORMATION ITEMS**

**BOARD GOVERNANCE: ATTENDANCE AND VACANCIES**

A report of both attendance and vacancies was made available to the board.

Dr. McBride expressed thanks for the efforts made to fill board vacancies. He noted that CSE is in need of board members, with emphasis on union labor representative. Information has been presented to the Chief Local Elected Official (CLEOs), union labor organizations, and nominating agencies regarding the need for board membership. He expressed the difficulty in recruiting union labor representatives on the board.

Steven Harrell offered his assistance regarding recruitment for labor union representation.

**CHIEF EXECUTIVE OFFICER'S REPORT**

Dr. McBride reported on CSE's end-of-the year training, and continued work with Florida Department of Commerce and CareerSource Florida.

There being no further business, the meeting adjourned at 4:11 p.m.

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Douglas Brown, Secretary/Treasurer  
CareerSource Escarosa

CareerSource Escarosa  
Summary of Expenditures  
As of February 28, 2025

| Program/ Project   | NFA ID | NFA Start Date | NFA Status  | Total Funds Available | LTD Expenditures | Available Funds Remaining | Expected Burn Rate | Percent Expended | Variance | Award End Date | Notes           |
|--|--------|----------------|-------------|-----------------------|------------------|---------------------------|--------------------|------------------|----------|----------------|-----------------|
| Apprenticeship Navigator   | 044161 | 7/1/2024       | In Progress | \$80,000.00           | \$28,866.36      | \$51,133.64               | 66.67%             | 36.1%            | 30.56%   | 6/30/2025      |                 |
| Florida Healthcare Training                                      | 043147 | 7/1/2023       | In Progress | \$458,336.00          | \$262,594.05     | \$195,751.95              | 83.33%             | 57.3%            | 26.04%   | 6/30/2025      |                 |
| Hope Florida - A Pathway to Promise                              | 043019 | 7/1/2023       | ClosedOut   | \$73,281.50           | \$72,728.64      | \$552.86                  | 83.33%             | 99.2%            | -15.91%  | 6/30/2025      |                 |
| Hope Florida - A Pathway to Promise                              | 043063 | 7/1/2023       | ClosedOut   | \$104,687.30          | \$11,168.12      | \$93,519.18               | 83.33%             | 10.7%            | 72.67%   | 6/30/2025      |                 |
| Hope Florida Navigator   | 044139 | 7/1/2024       | ClosedOut   | \$71,428.57           | \$3,421.23       | \$68,007.34               | 66.67%             | 4.8%             | 61.88%   | 6/30/2025      |                 |
| Rapid Response   | 043916 | 7/1/2024       | ClosedOut   | \$54,968.00           | \$48,969.61      | \$5,998.39                | 66.67%             | 89.1%            | -22.42%  | 6/30/2025      |                 |
| RESLA  | 044651 | 1/1/2024       | In Progress | \$86,140.00           | \$46,248.30      | \$39,891.70               | 66.67%             | 53.7%            | 12.98%   | 9/30/2025      |                 |
| SFY24-25 Supplemental WIOA                                       | 044101 | 7/1/2024       | ClosedOut   | \$132,436.00          | \$0.00           | \$132,436.00              | 33.33%             | 0.0%             | 33.33%   | 6/30/2026      |                 |
| Supplemental Nutrition Assistance Program                        | 044717 | 10/1/2024      | In Progress | \$108,117.00          | \$47,808.08      | \$60,308.92               | 41.67%             | 44.2%            | -2.55%   | 9/30/2025      |                 |
| Trade Adjustment Assistance-Trade Adjustment Assistance Training | 044529 | 9/1/2024       | In Progress | \$20,000.00           | \$1,608.96       | \$18,391.04               | 46.15%             | 8.0%             | 38.11%   | 9/30/2025      |                 |
| Veterans Program-Disabled Veterans                               | 044851 | 10/1/2024      | In Progress | \$55,130.74           | \$54,970.56      | \$160.18                  | na                 | na               | na       | 9/30/2025      | awarded monthly |
| Veterans Program-Local Veterans                                  | 044824 | 10/1/2024      | In Progress | \$12,353.00           | \$12,242.56      | \$110.44                  | na                 | na               | na       | 9/30/2025      | awarded monthly |
| Wagner Peyser  | 044013 | 7/1/2024       | ClosedOut   | \$246,190.00          | \$156,449.76     | \$89,740.24               | 53.33%             | 63.5%            | -10.21%  | 9/30/2025      |                 |
| Wellfare Transition Program - Oct - June                         | 044762 | 10/1/2024      | In Progress | \$872,148.00          | \$244,377.05     | \$627,770.95              | 45.45%             | 28.0%            | 17.43%   | 8/31/2025      |                 |
| WIOA - Adult   | 044055 | 7/1/2024       | In Progress | \$661,938.00          | \$284,856.83     | \$377,081.17              | 33.33%             | 43.0%            | -9.70%   | 6/30/2026      |                 |
| WIOA - Dislocated Worker   | 043938 | 7/1/2024       | In Progress | \$562,949.00          | \$13,662.75      | \$549,286.25              | 33.33%             | 2.4%             | 30.91%   | 6/30/2026      |                 |
| WIOA - Youth   | 043769 | 4/1/2024       | In Progress | \$772,666.00          | \$50,172.09      | \$722,493.91              | 40.74%             | 6.5%             | 34.25%   | 6/30/2026      |                 |
| WP78 SFY24-25 Military Family Employment Advocacy Program        | 044034 | 7/1/2024       | ClosedOut   | \$81,417.00           | \$59,903.83      | \$21,513.17               | 66.67%             | 73.6%            | -6.91%   | 6/30/2025      |                 |



CareerSource Escarosa  
BUDGET VARIANCE REPORT

February 28, 2025

|   | TOTALS                 |                    |                                    |                              |    |             |
|---|------------------------|--------------------|------------------------------------|------------------------------|----|-------------|
| FY 2024-2025 Budget                               |                        | 6,820,429          |                                    |                              |    |             |
| EXPENDITURES                                      | ACTUAL<br>EXPENDITURES | APPROVED<br>BUDGET | BUDGET<br>VARIANCE<br>Under/(Over) | Expended<br>FAVORABLE 66.67% |    | OVER-/UNDER |
| Board Admin Operating Costs (Indirect)            | 209,709                | 345,123            | 135,414                            | 60.76%                       |    | -5.90%      |
| Payroll & Benefits                                | 143,294                | 240,982            | 97,689                             | 59.46%                       | 1  | -7.20%      |
| Facilities  | 14,439                 | 24,536             | 10,097                             | 58.85%                       | 2  | -7.82%      |
| Equipment   | 675                    | 2,925              | 2,250                              | 23.07%                       | 3  | -43.60%     |
| Operational Support                               | 51,302                 | 76,680             | 25,378                             | 66.90%                       | 4  | 0.24%       |
| Board Program Operating Costs (Indirect)          | 122,057                | 185,836            | 63,779                             | 65.68%                       |    | -0.99%      |
| Payroll & Benefits                                | 83,401                 | 129,760            | 46,359                             | 64.27%                       | 5  | -2.39%      |
| Facilities  | 8,404                  | 13,212             | 4,808                              | 63.61%                       | 6  | -3.06%      |
| Equipment   | 393                    | 1,575              | 1,182                              | 0.00%                        | 7  | -66.67%     |
| Operational Support                               | 29,859                 | 41,289             | 11,430                             | 72.32%                       | 8  | 5.65%       |
| One Stop Centers, Program Management, WIOA Direct | 2,382,609              | 4,105,463          | 1,722,854                          | 58.04%                       |    | -8.63%      |
| Payroll & Benefits                                | 1,202,848              | 2,011,575          | 808,727                            | 59.80%                       | 9  | -6.87%      |
| Facilities  | 506,969                | 865,600            | 358,631                            | 58.57%                       | 10 | -8.10%      |
| Equipment   | 32,148                 | 74,300             | 42,152                             | 43.27%                       | 11 | -23.40%     |
| Operational Support                               | 196,314                | 345,404            | 149,091                            | 56.84%                       | 12 | -9.83%      |
| DEO State Control                                 | 444,331                | 808,584            | 364,253                            | 54.95%                       | 13 | -11.71%     |
| Tuition, Training and Supportive Services Costs   | 367,692                | 834,004            | 466,312                            | 44.09%                       |    | -22.58%     |
| Tuition/Books/Supplies                            | 303,459                | 730,504            | 427,045                            | 41.54%                       | 14 | -25.13%     |
| Supportive Services                               | 12,952                 | 22,000             | 9,048                              | 58.87%                       | 15 | -7.79%      |
| Supportive Services/ Transportation               | 51,281                 | 61,500             | 30,219                             | 62.92%                       | 16 | -3.75%      |
| Contracted Service Costs                          | 455,654                | 1,350,000          | 894,346                            | 33.75%                       |    | -32.91%     |
| Specialized Training (EWT, OJT, CET)              | 997                    | 150,000            | 149,003                            | 0.66%                        | 17 | -66.00%     |
| Youth Customer Services                           | 257,378                | 540,000            | 282,622                            | 47.66%                       | 18 | -19.00%     |
| Work Experience/Internship Youth                  | 197,279                | 380,000            | 182,721                            | 51.89%                       | 19 | -11.67%     |
| Summer Youth Employment Program                   | 0                      | 300,000            | 300,000                            | 0.00%                        | 20 | -66.67%     |
| Total Expenditures                                | 3,537,721              | 6,820,426          | 3,282,705                          | 51.87%                       |    | -14.80%     |
| Balance Available                                 | 3,282,708              |                    |                                    |                              |    |             |
| % of Funds Expended                               |                        |                    |                                    | FAVORABLE 66.67%             |    |             |



## BUDGET VARIANCE REPORT COMMENTS

FEBRUARY 28, 2025

| Line Item# | Comments  |
|------------|---|
| 1, 5, & 9  | ▪ Includes salaries and benefits, employee cost, retirement underspent by \$-158,669.18/-6.66% of the favorable 66.67%.   |
| 2, 6, & 10 | ▪ Includes building rent, maintenance, cleaning, and utilities, underspent by -\$72,420.17/-8.02% of the favorable 66.67%.  |
| 3, 7, & 11 | ▪ Includes equipment and software, underspent by -19,318.11/-24.52% of the favorable 66.67%.  |
| 4, 8, & 12 | ▪ Includes items such as advertising, audit, bank, communication, consulting, copier, legal, cloud services, security guard, insurance, meetings, memberships, finance charge, postage, publication& subscriptions, equipment rental, office supplies, staff training, travel, outreach, job fairs, work verification, PEO fees, underspent - \$31,440.52/-6.79% of the favorable 66.67%. |
| 13         | ▪ FLCOM merit staff salaries and benefits paid and controlled by the State Wagner Peyser DVOP and LVER, underspent -94,725.07/-11.72% of the favorable 66.67%.  |
| 14         | ▪ Expenditures are based on the number of customers determined eligible for ITA's, underspent -\$183,543.51/-25.13% of the favorable 66.67%.  |
| 15         | ▪ Expenditures are based on the number of customers determined eligible for supportive services underspent -\$1,714.74/7.79% of the favorable 66.67%.   |
| 16         | ▪ Transportation expenditures are underspent by -\$3,052.74/3.75% of the favorable 66.67%.  |
| 17         | ▪ The OJT providers/agreements underspent \$-99,003.10/-66.00% of the favorable 66.67 %.  |
| 18         | ▪ Youth Services Sub-Awards expenditures are underspent.<br>▪ -\$102,622.04/-19.00% of the favorable 66.67%.  |
| 19         | ▪ Youth Work Experience Sub-Awards expenditures are underspent - \$42,720.62/-11.87% of the favorable 66.67%.   |
| 20         | ▪ Summer Youth Program expenditures are under spent \$-200,000.00/-66.67% of the favorable 66.67%. Expenditure for the program usually starts in May/June.  |

- All funding expenditures combined are under -\$1,009,229.80/ -14.80% of the favorable 66.67% of the budget.



**CAREERSOURCE ESCAROSA  
ACTION ITEM  
ASSET DISPOSAL LIST**

**Date:** April 17, 2025

**ITEM FOR DISCUSSION**

As Escarosa purchases new computers/equipment for staff or client use, there is a need to dispose of the old equipment. CSE retains some computers that are not broken or obsolete to use for parts and for new or temporary programs.

All disposal of property is in accordance with Uniform Guidance Part 200.313 and at the direction of the Board of Directors.

A list of old equipment that CSE would like to write-off for disposal is attached.

All operating systems, software and data have been wiped with DBAN to DOD standards. The working equipment will be given to non-profit organizations with preference given to George Stone and Locklin Technical Schools.

**RECOMMENDATION**

The Board of Directors approve to write-off and dispose of items on CSE's Asset Disposal List.

**CAREERSOURCE ESCAROSA  
FIXED ASSETS WRITE-OFF  
APRIL 17, 2025**

| CSE TAG # | DESCRIPTION          | MANUFACTURER      | SERIAL NUMBER  | ACQUISITION DATE | REASON   |
|-----------|----------------------|-------------------|----------------|------------------|----------|
| 1423      | TELEVISION - 42 INCH | LG                | 710MXGL2A135   | 12/20/2007       | OBSOLETE |
| 1464      | PRINTER              | HP P4014N         | CNDX205418     | 9/18/2008        | OBSOLETE |
| 1670      | SWITCH               | NETGEAR           | IT91895000A2   | 9/10/2009        | OBSOLETE |
| 1956      | IPAD TABLET          | APPLE 16GB TABLET | DMPLEX7CF4YD   | 4/3/2014         | OBSOLETE |
| 1957      | COMPUTER             | DELL              | FQQRH02        | 3/27/2014        | OBSOLETE |
| 2000      | COMPUTER             | DELL              | CAKSN22        | 11/13/2014       | OBSOLETE |
| 2005      | COMPUTER             | DELL              | B12NTX1        | 3/12/2015        | OBSOLETE |
| 2006      | COMPUTER             | DELL              | C22NTX1        | 3/12/2015        | OBSOLETE |
| 2009      | COMPUTER             | DELL              | H2INTX1        | 3/12/2015        | OBSOLETE |
| 2032      | COMPUTER             | DELL              | 27JJC42        | 5/7/2015         | OBSOLETE |
| 2033      | COMPUTER             | DELL              | 27JHC42        | 5/7/2015         | OBSOLETE |
| 2034      | COMPUTER             | DELL              | 27JJC452       | 5/7/2015         | OBSOLETE |
| 2035      | COMPUTER             | DELL              | 27JGC42        | 5/7/2015         | OBSOLETE |
| 2036      | TELEVISION - 50 INCH | SEIKI             | 5013M044A08493 | 5/28/2015        | OBSOLETE |
| 2038      | COMPUTER             | DELL              | 87M0B02        | 3/17/2016        | OBSOLETE |
| 2041      | COMPUTER             | DELL              | 9CM0B02        | 3/17/2016        | OBSOLETE |
| 2043      | COMPUTER             | DELL              | D8M0B02        | 3/17/2016        | OBSOLETE |
| 2047      | COMPUTER             | DELL              | 18M0B02        | 3/17/2016        | OBSOLETE |
| 2048      | COMPUTER             | DELL              | GBM0B02        | 3/17/2016        | OBSOLETE |
| 2050      | COMPUTER             | DELL              | 4T4X922        | 4/21/2016        | OBSOLETE |
| 2053      | COMPUTER             | DELL              | BW4X922        | 4/21/2016        | OBSOLETE |
| 2056      | COMPUTER             | DELL              | DS4X922        | 4/21/2016        | OBSOLETE |
| 2057      | COMPUTER             | DELL              | 7S4X922        | 4/21/2016        | OBSOLETE |
| 2058      | COMPUTER             | DELL              | 6V4X922        | 4/21/2016        | OBSOLETE |
| 2064      | COMPUTER             | DELL              | CW4X922        | 5/19/2016        | OBSOLETE |
| 2065      | COMPUTER             | DELL              | HP4X922        | 5/19/2016        | OBSOLETE |
| 2078      | COMPUTER             | DELL              | 61JXG2         | 2/23/2017        | OBSOLETE |
| 2079      | COMPUTER             | DELL              | G1XHG2         | 3/16/2017        | OBSOLETE |
| 2081      | COMPUTER             | DELL              | G238XG2        | 3/16/2017        | OBSOLETE |
| 2084      | COMPUTER             | DELL              | G1XGXG2        | 3/16/2017        | OBSOLETE |
| 2085      | COMPUTER             | DELL              | G228XG2        | 3/16/2017        | OBSOLETE |
| 2088      | COMPUTER             | DELL              | G1YJXG2        | 3/16/2017        | OBSOLETE |
| 2090      | COMPUTER             | DELL              | 429MH2         | 5/11/2017        | OBSOLETE |
| 2091      | COMPUTER             | DELL              | 42NQH2         | 5/11/2017        | OBSOLETE |
| 2100      | COMPUTER             | DELL              | 30RRB02        | 2/28/2018        | OBSOLETE |
| 2105      | COMPUTER             | DELL              | GVY2YM2        | 5/9/2018         | OBSOLETE |
| 2108      | COMPUTER             | DELL              | GVV1YM2        | 5/9/2018         | OBSOLETE |
| 2109      | COMPUTER             | DELL              | JWSNBW2        | 5/9/2018         | OBSOLETE |

**CAREERSOURCE ESCAROSA  
FIXED ASSETS WRITE-OFF  
APRIL 17, 2025**

| CSE TAG # | DESCRIPTION | MANUFACTURER | SERIAL NUMBER | ACQUISITION DATE | REASON   |
|-----------|-------------|--------------|---------------|------------------|----------|
| 2113      | COMPUTER    | DELL         | 32CS8N2       | 5/9/2018         | OBSOLETE |
| 2114      | COMPUTER    | DELL         | 32CZ8N2       | 5/9/2018         | OBSOLETE |
| 2115      | COMPUTER    | DELL         | 32FY8N2       | 5/9/2018         | OBSOLETE |
| 2116      | COMPUTER    | DELL         | 32KZ8N2       | 5/9/2018         | OBSOLETE |
| 2122      | LAPTOP      | LENOVO       | SR90QDCTC     | 6/21/2018        | OBSOLETE |
| 2134      | COMPUTER    | DELL         | 5QDYDX2       | 6/27/2019        | OBSOLETE |
| 2137      | COMPUTER    | DELL         | 7M78DV2       | 3/28/2019        | OBSOLETE |
| 2138      | COMPUTER    | DELL         | 7MD8DV2       | 3/28/2019        | OBSOLETE |
| 2141      | COMPUTER    | DELL         | 7MBBDV2       | 3/28/2019        | OBSOLETE |
| 2142      | COMPUTER    | DELL         | 2LBVM42       | 3/28/2019        | OBSOLETE |
| 2144      | COMPUTER    | DELL         | 7MDCDV2       | 3/28/2019        | OBSOLETE |
| 2146      | COMPUTER    | DELL         | 7MF7DV2       | 3/28/2019        | OBSOLETE |
| 2147      | COMPUTER    | DELL         | 7MCDDV2       | 3/28/2019        | OBSOLETE |
| 2162      | COMPUTER    | DELL         | 33B8FX2       | 6/27/2019        | OBSOLETE |
| 2164      | COMPUTER    | DELL         | 33C3FX2       | 6/27/2019        | OBSOLETE |
| 2167      | COMPUTER    | DELL         | 33B7FX2       | 6/27/2019        | OBSOLETE |
| 2169      | COMPUTER    | DELL         | 33B5FX2       | 6/27/2019        | OBSOLETE |
| 2173      | COMPUTER    | DELL         | T75JVRZ2      | 11/14/2019       | OBSOLETE |
| 2174      | COMPUTER    | DELL         | T75KVRZ2      | 11/14/2019       | OBSOLETE |
| 2221      | COMPUTER    | DELL         | 5QH5KQ3       | 9/8/2022         | OBSOLETE |
| 2223      | COMPUTER    | DELL         | 5VH5KQ3       | 11/7/2022        | OBSOLETE |

**CAREERSOURCE ESCAROSA  
ACTION ITEM  
REQUEST FOR PROPOSALS - WIOA YOUTH SERVICES**

**Date:** April 17, 2025

**ITEM FOR DISCUSSION**

CSE's WIOA year-round youth services contracts will expire June 30, 2025. Procurement for these services are in process via a Request for Proposals. The procurement cycle allows for three (3) years of contracted services (FY 2025-2026, with two additional years for renewals, FY 2026-2027, and FY 2027-2028, which will be contingent on performance and funding).

A Rating Committee is needed in this process. The Committee will review and rate proposals received for youth services.

**DISCUSSION:** To identify a Rating Committee to review and rate proposals received for youth services.

**REQUEST FOR PROPOSALS (RFPs)  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
YOUTH PROGRAM SERVICES  
PROGRAM YEARS 2025-2028**

**TIMELINES**

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <i>Legal Advertisement of Procurement (<b>Pensacola News Journal and CSE website</b>)</i></li> </ul>             | March 19, 2025  |
| <ul style="list-style-type: none"> <li>• <i>Procurement Instructions/Package Released</i></li> </ul>  | March 25, 2025  |
| <ul style="list-style-type: none"> <li>• <i>CSE Board of Directors Meeting (Rating and Ranking Committee is identified)</i></li> </ul>                    | April 17, 2025  |
| <ul style="list-style-type: none"> <li>• <i>Responses from Proposers Due</i></li> </ul>   | April 25, 2025  |
| <ul style="list-style-type: none"> <li>• <i>Rating and Ranking of Proposals Complete and results due to CSE</i></li> </ul>                                | May 1, 2025   |
| <ul style="list-style-type: none"> <li>• <i>Meeting of Rating and Ranking Committee</i></li> </ul>  | May 8, 2025   |
| <ul style="list-style-type: none"> <li>• <i>Recommendation from Rating and Ranking Committee to CSE Executive Committee/Board of Directors</i></li> </ul> | May 22, 2025<br>(Special Meeting of the Executive Committee/Board of Directors) |
| <ul style="list-style-type: none"> <li>• <i>Contract Begin Date</i></li> </ul>  | July 1, 2025  |

## CLEANING SERVICES PROCUREMENT

**VENDOR**  
**Agreement Term**  
**Monthly Invoice**

| COVERALL    | SPOTLESS LOGISTICS | OFFICE PRIDE |
|-------------|--------------------|--------------|
| 12MTHS      | 12MTHS             | 12MTHS       |
| \$ 3,636.00 | \$ 3,139.25        | \$ 2,901.10  |

|   |                                     |                                     |                                     |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| Spot clean all internal partition glass and entrance door glass free of smudges and fingerprints                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Empty wastebaskets  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dust mop and/or vacuum all hard-surface floors  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Clean and sanitize fountains/water coolers  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Wipe all conference room tables   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Vacuum all walk off mats and high-traffic carpeted areas  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Damp mop all tile floors  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Damp wipe sanitize doorknobs, light switches and desktops   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Clean and sanitize all telephones   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Vacuum all carpeted areas wall to wall  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dust and clean all office furniture.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Dust all high and low vertical horizontal surfaces and corners not cleaned in the course of normal dusting and remove cobwebs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dust wall fixtures, picture frames, windowsills, blinds, and baseboards   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Clean base of chairs and/or table legs  | <input checked="" type="checkbox"/> |                                     | <input type="checkbox"/>            |
| <b>OUTSIDE BREAKROOM</b>  |                                     |                                     |                                     |
| Clean all kitchen counters, tables and sinks  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Clean and disinfect exterior of all appliances  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Clean microwaves interior and exterior  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Clean microwaves exterior   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| VENDOR  |  | COVERALL                            | SPOTLESS LOGISTICS                  | OFFICE PRIDE                        |
|---|--|-------------------------------------|-------------------------------------|-------------------------------------|
| Empty all wastepaper receptacles  |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Spot clean wall behind/adjacent to trash receptacle   |  | <input checked="" type="checkbox"/> |                                     | <input type="checkbox"/>            |
| Restock products paper towels, hand soap, liners  |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Clean all dispensers and fixtures including wash basins, toilet bowls, urinals and countertops  |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Clean all glass and mirrors   |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dust mop/vacuum and damp mop hard surface floors  |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Spot clean walls and light switches   |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Clean and sanitize tables outside   |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Clean partition stall walls   |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dust wall fixtures, picture frames, windowsills, blinds, and baseboards   |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| dust ceiling corners, vents, light fixtures within reach  |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Trash and Debris removal  |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|   |  |                                     |                                     |                                     |
|   |  |                                     |                                     |                                     |
| Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organizations |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Website client portal   |  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

## QUALITY CONTROL SERVICES

|                           |                           |          |                           |          |                       |          |
|---------------------------|---------------------------|----------|---------------------------|----------|-----------------------|----------|
| Price                     | \$                        | 3,636.00 | \$                        | 3,139.25 | \$                    | 2,901.10 |
| Google Review             |                           | 5.00     |                           | 4.80     |                       | 4.30     |
| Exterior Window cleaning  | Not Included in the price |          | Not included on the price |          | Included in the Price |          |
|                           | Local                     |          | Local                     |          | Local                 |          |
| Current cleaning services |                           | 3,636.00 |                           | 3,636.00 |                       | 3,636.00 |
| Monthly cost              |                           | 3,636.00 |                           | 3,139.25 |                       | 2,901.10 |
| Monthly Savings           |                           | -        |                           | 496.75   |                       | 734.90   |
| Annual Savings            |                           | 0        |                           | 5,961.00 |                       | 8,818.80 |
| 1 time Window cleaning    |                           | 0        |                           | 0        |                       | 240.00   |
| Total Annual Savings      |                           | -        |                           | 5,961.00 |                       | 9,058.80 |

# Janitorial Service **Proposal** *for*

CareerSource Escarosa







## Franchised Business Trained Professionals

The Coverall System provides its Franchised Business with a solid framework for building a commercial cleaning business using the Coverall brand and processes. Your facility will be cleaned by a independently owned and operated Franchised Business professional who has successfully completed the Coverall Training Program including:

### **FRANCHISED BUSINESS TRAINING**

Owning and operating a Coverall Franchised Business

### **COMMERCIAL CLEANING TECHNICAL TRAINING**

Using the Coverall Core 4 Process to deliver superior commercial cleaning services

- Germs in the Workplace
- Bloodborne and Airborne Pathogens
- Safety and Security
- Dusting and Disinfecting
- Vacuuming and Mopping
- Restroom Cleaning
- Trash Removal
- Team Cleaning
- Special Services
- Facility Types
- Healthcare Environments
- Customer Service

Upon successful completion of the program the Franchised Business Owner earns a Coverall Core 4 Certification. And the same training and certification are available to all employees of the Franchised Business.

### **ADDITIONAL SPECIALIZED TRAINING**

Carpet cleaning, hard floor care and other special cleaning services

Franchised Business Owners receive training on special cleaning services, such as carpet cleaning, floor strip and refinishing, window cleaning and upholstery care. Coverall offers additional training and certifications for the Coverall Franchised Businesses that choose to specialize in specific market segments or special service programs and equipment.

### **ONGOING TRAINING AND SUPPORT**

Continuous learning opportunities on commercial cleaning topics

The local Coverall Support Center in your area offers opportunities for its Coverall Franchised Businesses to learn about new products, techniques and technologies for professional commercial cleaning companies.

# COVERALL'S CLEANING PROTOCOLS HELP COMBAT THE SPREAD OF ILLNESSES

## THE ART & SCIENCE OF A BETTER CLEAN®

Coverall's Health-Based Cleaning Protocols and Core 4® Process help keep your business going by combating bacteria and germs that can cause the spread of illnesses and outbreaks. Coverall always follows the Core 4® Process and contamination cleaning protocols, not just during pandemic outbreaks like the Coronavirus.

Our unique cleaning system, the Coverall Core 4® Process is a combination of advanced disinfecting chemistry, tools and cleaning protocols that remove the maximum amount of soil and help reduce the risk of illness to create an exceptionally clean facility.

## COVERALL'S METHODS ARE BASED ON THE CDC'S STANDARDS FOR CLEANING AND DISINFECTING

| CDC RECOMMENDATIONS                                | COVERALL'S RECOMMENDED PROTOCOLS  |
|--|---|
| Recommends cleaning surfaces with soap and water.  | Every surface is either wiped down before disinfecting, or an all-in one detergent and disinfectant is utilized.  |
| Disinfecting - Use an EPA-registered disinfectant. | Coverall uses hospital-grade disinfectants, which are EPA-registered and feature OSHA packaging and labels. Disinfectants can kill up to 99% of germs and bacteria. <ul style="list-style-type: none"> <li>» Proven to kill germs</li> <li>» OSHA packaging and labels</li> <li>» EPA-registered chemicals</li> </ul> |
| Take precautions and wear gloves                   | Gloves and eyewear are recommended.   |
| Recommends cleaning all high-touch points.         | Core 4® Process includes use of microfiber technology, which traps and holds the most dirt and prevents germs from spreading. <ul style="list-style-type: none"> <li>» Helps prevent cross-contamination</li> <li>» Picks up 99% of dirt and germs</li> <li>» Environmentally friendly</li> </ul>                     |
|  | No Dip Microfiber flat mop and dual side buck helps prevent cross-contamination <ul style="list-style-type: none"> <li>» 80% better cleaning results than a string mop</li> <li>» Reduces cross-contamination</li> <li>» Never uses dirty water</li> </ul>  |
|  | HEPA Filtration Vacuum captures 99.97% of airborne particles to help improve air quality. <ul style="list-style-type: none"> <li>» Captures up to 99% of airborne particles down to .3 microns</li> <li>» Helps improve indoor air quality</li> <li>» Quieter than most vacuums (62db)</li> </ul>                     |

## COVERALL'S CORE 4® PROCESS



## CONTAMINATION AND TERMINAL MEDICAL CLEANING

If your business environment should become exposed to a virus and needs contamination cleaning, have peace of mind knowing Coverall is there for you and your business. Coverall follows the very same guidelines as the CDC when it comes to contamination and terminal cleaning.

If your business has been contaminated, Coverall will wait a minimum of 24 hours before cleaning or disinfecting. During contamination and terminal medical cleaning, essential PPE is recommended for all cleaning tasks, in addition to gloves and eyewear.



**CALL YOUR LOCAL SUPPORT CENTER FOR MORE INFORMATION.**  
**WWW.COVERALL.COM**

## Business Protection Plan

| Comprehensive Liability                   | Limit             |
|---|-------------------|
| Per Occurrence                            | \$ 1,000,000      |
| Damage to Rented Premises                 | \$ 300,000        |
| Medical Expenses (any one person)         | \$ 15,000         |
| Personal & Advertising Injury             | \$ 1,000,000      |
| General Aggregate                         | \$ 2,000,000      |
| Products / Completed Operations Aggregate | \$ 2,000,000      |
| <br>Umbrella Liability                    | <br>\$ 10,000,000 |

**Care, Custody and Control** provides coverage for your business' property in the care, custody and control of the Coverall Franchised Business Owner or its employees while providing services at your facility. **MOST COMMERCIAL CLEANING COMPANIES EXCLUDE THIS FROM THEIR POLICIES**

**Lost Keys** - coverage for the cost of keying your facility in the event a Coverall Franchised Business Owner or its employees loses one or more of its keys to your facility

**Worksite Pollution** - coverage for pollution liability and clean up costs for chemicals and other pollutants brought into your facility by a Coverall Franchised Business Owner or its employees

**Electronic Data (Software)** - coverage for the cost of reloading software in the event a Coverall Franchised Business Owner or its employees damages a computer at your facility

**Extended Property Damage** - coverage for when a theft occurs at your facility after a Coverall Franchised Business Owner or its employees leaves a location with the door unlocked

**Additional Insured** - your facility will be included as an additional insured for no additional cost when you sign a Coverall service agreement

**Separate Limits of Liability** for each individual Franchised Business Owner and each project

**Fidelity Bonding** for coverage of dishonest acts and thefts by a Coverall Franchised Business Owner or its employees

**Worker's Compensation** for a Coverall Franchised Business Owner and its employees who sustain injuries while providing services at your facility.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/12/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |                                    |               |
|--|--|------------------------------------|---------------|
| <b>PRODUCER</b><br>World Insurance Associates LLC<br>2111 N Franklin Dr Ste. 100<br>Washington PA 15301  | <b>CONTACT NAME:</b> Kara Dantry                     |                                    |               |
|  | <b>PHONE (A/C, No, Ext):</b> 724-745-1600            | <b>FAX (A/C, No):</b> 724-745-0224 |               |
|  | <b>E-MAIL ADDRESS:</b> KaraDantry@worldinsurance.com |                                    |               |
| <b>INSURED</b><br>N G T Corporation<br>dba Coverall Service Company<br>Pensacola Regional Support Center<br>2114 Airport Boulevard, Suite 1900<br>Pensacola FL 32504 | <b>INSURER(S) AFFORDING COVERAGE</b>                 |                                    | <b>NAIC #</b> |
|  | <b>INSURER A:</b> American Fire & Casualty Company   |                                    | 24066         |
|  | <b>INSURER B:</b> The Hanover Insurance Group        |                                    | 22292         |
|  | <b>INSURER C:</b> West American Insurance Company    |                                    | 44393         |
|  | <b>INSURER D:</b> Ohio Casualty Insurance Company    |                                    | 24074         |
|  | <b>INSURER E:</b> NorGUARD Insurance Company         |                                    | 31470         |
|  | <b>INSURER F:</b>                                    |                                    |               |

**COVERAGES****CERTIFICATE NUMBER:** 1989694478**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   |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| C        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         | Y        | BKW59473175   | 2/1/2025                | 2/1/2026                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COM/OP AGG \$ 2,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY     | Y         | Y        | BAA59261459   | 2/1/2025                | 2/1/2026                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
| D        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000  |           | Y        | USO59261459   | 2/1/2025                | 2/1/2026                | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$   |
| E        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y/N<br><input checked="" type="checkbox"/> N  |           | Y        | NGWC612306    | 2/1/2025                | 2/1/2026                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000  |
| B        | Third Party Bond   |           |          | BDY - 1075607 | 6/1/2022                | 6/1/2025                | Limit 100,000  |

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

Certificate holder is named as additional insured as respects to General Liability and Automobile Liability re: Coverall billed contracts only. Participating franchisees are covered for General Liability, Workers Compensation and Bond. Insureds General Liability and Automobile Liability are primary and non-contributory to additional insured's insurance. Waiver of subrogation in favor of certificate holder re: General Liability, Automobile Liability, Workers Compensation and Umbrella Liability where required by written contract. Umbrella policy to follow form over the General Liability, Automobile Liability and Workers Compensation policies.

Certificate holder is named as additional insured as respects to General Liability and Automobile Liability re: Coverall billed contracts only. Participating franchisees are covered for General Liability, Workers Compensation and Bond. Insureds General Liability and Automobile Liability are primary and non-contributory to additional insured's insurance. Waiver of subrogation in favor of certificate holder re: General Liability, Automobile Liability, Workers Compensation and Umbrella Liability where required by written contract. Umbrella policy to follow form over the General Liability, Automobile Liability and Workers Compensation policies.

**CERTIFICATE HOLDER****CANCELLATION**

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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## Service Overview

### Areas to be serviced

---

Entrance  
Reception Area  
Hallways  
Cubicles  
Private Offices  
Conference Room  
Training Rooms  
Resource Rooms  
Computer Labs  
Common Areas  
Kitchen/Coffee Areas  
Restrooms  
Outside Break Area

### Areas to exclude

---



## Exhibit A

### Entrances, Reception Area, Hallways, Cubicles, Private Offices, Conference Room, Training Rooms, Resource Rooms, Computer Labs and Common Areas

#### Services to be performed each visit:

- **Spot clean high touch points including doors, light switches and doorknobs using hospital grade disinfectant and color-coded microfiber cloths**
- Empty all wastepaper receptacles and take trash to a designated area
- Spot clean all internal partition glass and entrance door glass free of smudges and fingerprints
- **Clean and disinfect drinking fountains / water coolers using color-coded microfiber cloths and hospital grade disinfectant**
- Vacuum all walk off mats and high traffic carpeted areas with HEPA approved vacuums
- Dust mop / vacuum and damp mop hard surface floor areas using color-coded microfiber flat mopping system and floor cleaner, changing pad often to ensure removal of soil
- **Wipe all conference room tables using color-coded microfiber cloths and hospital grade disinfectant**

#### Services to be performed once per week\*:

- **Clean and disinfect all telephones using color-coded microfiber cloths and hospital grade disinfectant**
- Vacuum all carpeted areas wall to wall using approved HEPA vacuums
- **Dust and clean using color-coded microfiber cleaning cloths and hospital grade disinfectant on all office furniture. Includes file cabinets, desks (if cleared of paperwork), credenzas, counter tops, display units, and window ledges**

\*If your regular service frequency is 1x/week, these items will be performed each visit

#### Services to be performed twice per month:

- Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting and remove cobwebs up to 10 ft.

#### Services to be performed once per month:

- Dust picture frames and wall hangings
- **Clean base of chairs and/or table legs using color-coded microfiber cloths with hospital grade disinfectant**

#### Services to be performed quarterly:

- Dust blinds, hanging light fixtures, baseboards, and ceiling vents



## **Exhibit A - Continued**

### **Kitchens, Coffee Areas**

#### **Services to be performed each visit**

- **Clean all kitchen counters, tables and sinks using color-coded microfiber cloths with hospital grade disinfectant**
- **Clean and disinfect exterior of all appliances using color-coded microfiber cloths with hospital grade disinfectant**
- **Clean microwaves inside and out using color-coded microfiber cloths with hospital-grade disinfectant**
- **Spot clean high touch points including doors, light switches and doorknobs using hospital grade disinfectant and color-coded microfiber cloths**
- **Empty all wastepaper receptacles and take trash to a designated area**
- **Spot clean wall behind / adjacent to trash receptacle**
- **Restock products such as paper towels, hand soap, liners, and deodorant products**
- **Dust mop / vacuum and damp mop hard surface floor areas using color-coded microfiber flat mopping system and floor cleaner, changing pad often to ensure removal of soil**

#### **Services to be performed twice per month**

- **Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting and remove cobwebs**

#### **Services to be performed quarterly**

- **Dust blinds, hanging light fixtures, baseboards and ceiling vents**

## Exhibit A - Continued

### Restrooms

#### Services to be performed each visit:

- Clean all dispensers and fixtures including wash basins, toilet bowls, urinals, and counter tops using color-coded microfiber cloths with hospital grade disinfectant
- Spot clean toilet partitions using color-coded microfiber cloths with hospital grade disinfectant
- Polish all metal and mirrors using color-coded microfiber cloths with hospital grade disinfectant
- Spot clean high touch points including doors, light switches and doorknobs using hospital grade disinfectant and color-coded microfiber cloths
- Disinfect toilet handles using hospital grade disinfectant and color-coded microfiber cloths
- Empty all wastepaper receptacles and take trash to a designated area
- Restock products such as paper towels, toilet tissue, hand soap, liners, and deodorant products
- Dust mop / vacuum and damp mop hard surface floor areas using color-coded microfiber flat mopping system and floor cleaner, changing pad often to ensure removal of soil

#### Services to be performed twice per month:

- Dust all high and low vertical and horizontal surfaces not cleaned in the course of normal dusting and remove cobwebs

#### Services to be performed quarterly:

- Dust hanging light fixtures, baseboards, and ceiling vents

### Outside Break Area

#### Services to be performed twice a week:

Trash and debris removal (possibly with a blower) includes emptying trash cans as needed and wiping down the cement tables a couple times a week.

### Closing Instructions

#### Services to be performed each visit:

- Clean custodial closet
- Turn off designated lights (as instructed)
- Lock doors and windows (as instructed)
- Set alarm (if applicable and as instructed)



## Exhibit A - Continued

### Special Services

| Service Type                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Strip & Refinish Resilient Tile |     |     |     |     |     |     |     |     |     |     |     |     |
| Scrub & Restore Resilient Tile  |     |     |     |     |     |     |     |     |     |     |     |     |
| Burnish Resilient Tile          |     |     |     |     |     |     |     |     |     |     |     |     |
| Hot Water Carpet Extraction     |     |     |     |     |     |     |     |     |     |     |     |     |
| Window Washing                  |     |     |     |     |     |     |     |     |     |     |     |     |

### Optional Floor Maintenance Program

- Strip and refinish resilient floors using exactly two coats of sealer and four coats of super durable finish
- Scrub and apply fresh coat of finish to resilient floors
- Burnish resilient floors using mop on restorer

## Service Agreement

The undersigned ("CUSTOMER") hereby accepts the proposal of N.G.T. Corporation dba Coverall Service Company ("COVERALL"), and the parties agree that COVERALL will supply custodial services for CUSTOMER's premises located at:

|            |                       |        |           |
|------------|-----------------------|--------|-----------|
| Customer:  | CareerSource Escarosa | City:  | Pensacola |
| Address 1: | 6913 North 9th Ave    | State: | FL        |
| Address 2: | Suite 12-15           | Zip:   | 32503     |

Upon the following terms:

1. COVERALL's service charge will be

|                   |                     |  |         |       |
|-------------------|---------------------|--|---------|-------|
| <u>\$3,635.00</u> | per month, includes | 5x a week service as outlined in Exhibit A | Initial | _____ |
| <u>\$</u>         | per month, includes | _____                                      | Initial | _____ |
| <u>\$</u>         | per month, includes | _____                                      | Initial | _____ |

Custodial services are to be performed in the evening unless otherwise agreed to by the parties.

2. CUSTOMER acknowledges that COVERALL will assign the services and rights under this agreement to a qualified COVERALL Franchised Business or will delegate all custodial services to be performed hereunder to a COVERALL subcontractor.
3. Included in the service charge are costs for services to be rendered, cleaning supplies, and any equipment to be furnished by the COVERALL franchised business or COVERALL subcontractor. The service charge does not include liners, paper supplies or toiletries, which can be provided at competitive prices by COVERALL at CUSTOMER's expense. The service charge also does not include sales and/or use tax. Any such taxes will appear as its own line item on COVERALL's invoice to CUSTOMER. CUSTOMER is responsible to pay any such taxes and agrees to reimburse COVERALL for any such taxes if paid by COVERALL on CUSTOMER'S behalf.
4. All custodial services specified in the "work schedule" portion (Exhibit A) of this proposal will be provided to CUSTOMER in a satisfactory manner.
5. All COVERALL franchised business owners have successfully completed COVERALL's comprehensive training program and are required to carry liability insurance, a custodial bond, and worker's compensation as specified on the attached certificate of insurance
6. COVERALL integrates HIPAA compliant processes within their franchise system.
7. Additional services, unless included in COVERALL's service charge and work schedule, can be performed upon request, priced per occurrence, at CUSTOMER's expense.

|                                |                    | Area & square footage |
|--------------------------------|--------------------|-----------------------|
| a) Strip & refinish floors     | Quote upon request | _____                 |
| b) Scrub & recoat floors       | Quote upon request | _____                 |
| c) Burnish floors              | Quote upon request | _____                 |
| d) Hot water carpet extraction | Quote upon request | _____                 |
| e) Window washing              | Quote upon request | _____                 |
| f) Initial cleaning            | Quote upon request | _____                 |
| g) Other                       | Quote upon request | _____                 |

**Pricing valid for 30 days. Moving of furniture not included. Upon decline of initial clean, COVERALL will need 30-45 days to bring the facility up to standard.**

Additional services accepted by: \_\_\_\_\_

8. In the event CUSTOMER requires use of a third party spend management solution in order to process COVERALL's invoice, any associated costs incurred by COVERALL shall be billed back to CUSTOMER on their invoice at an amount equal to those costs incurred by COVERALL.

9. (a) **The term of this Service Agreement is for one (1) year.** This one-year period shall begin on the date services are scheduled to begin. This agreement shall automatically extend for additional one (1) year periods effective each anniversary of the date services are scheduled to begin (anniversary date) unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the anniversary date.  
 (b) **Upon each renewal of the Term, the service charge then in effect will automatically be increased** on the next full month billing period by 2% rounded to the nearest whole dollar, to account for the COVERALL Franchised Business Owner's increased cost of supplies and services (COLA increase). In the event there is an increase to the minimum wage, the service charge will increase by the greater of (a) 2% or (b) 50% of the percentage increase to the state minimum wage rate at the time of the increase to the minimum wage. Subsequent COLA increases will go into effect the year following the last increase.  
 (c) **Termination / Notice:** If a party to this Agreement fails to perform according to its obligations (the non-performing party), the party claiming non-performance shall send the non-performing party written notice specifying the particular manner of non-performance. This notice will provide that the non-performing party will have fifteen (15) days from receipt of the notice to cure or correct the items of non-performance. If these items have not been corrected or cured within this fifteen (15) day period, the claiming party may issue a thirty (30) day written notice of termination and/or pursue other available remedies for default.  
 (d) Notwithstanding the above, COVERALL may, but shall not be obligated to, terminate this Agreement immediately for non-payment by CUSTOMER, for service charges due hereunder.
10. The service charge will remain in effect for one year unless there is an increase in service frequency or work specifications. In the event of such changes, CUSTOMER will advise COVERALL accordingly, and an adjustment in the service charge, as agreed to by the parties, will be made.
11. **All payments including those for special services must be remitted to the COVERALL office. No payments shall be made directly to a COVERALL franchised business or subcontractor.**
12. CUSTOMER agrees that it will not employ or contract with any COVERALL employee, subcontractor, franchised business, or employees of a franchised business during the term of this Agreement and for one hundred and eighty (180) days after termination of this Agreement, without COVERALL's written consent.
13. CUSTOMER will receive COVERALL'S invoice by the first of each month for that month's service and CUSTOMER agrees to pay COVERALL the amount that is due and owing under the terms of this Agreement within ten (10) days of the billing date. Late payments are subject to a finance charge of 1.5% per month. In the event of default on payment, CUSTOMER agrees to pay COVERALL's attorney's fees and collection costs.
14. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. However, service can be provided on these holidays at an additional cost if required. Services shall be scheduled during the hours approved by the manager / owner.
15. If there is an "Additional Special Services" addendum attached to this Agreement, and if CUSTOMER cancels any periodic special services described therein for which a prorated monthly charge is included in CUSTOMER's total monthly service charge, any amount owing by CUSTOMER for special services performed prior to the cancellation shall be payable in full no later than five (5) days after the cancellation.
16. The undersigned warrant and represent that they have full authority to enter this Agreement, and that it will be binding upon the parties and their respective successors and assigns.
17. This Agreement and attached exhibits constitute the complete agreement of the parties concerning the provision of custodial services to CUSTOMER and supersedes all other prior or contemporaneous agreements between the parties, whether written or oral, on the same subject. No waiver or modification of this Agreement shall be valid unless in writing and executed by COVERALL and CUSTOMER. Additionally, in no event shall the terms and conditions of any purchase order or other form subsequently submitted to COVERALL by CUSTOMER or by any third-party property management company on behalf of CUSTOMER, become part of this Agreement, or relieve CUSTOMER of any obligations hereunder. COVERALL shall not be bound by any such terms and conditions.
18. Force Majeure - Neither party shall be liable for failure to perform under this Agreement when such failure is caused by unforeseeable events beyond the parties reasonable control including but not limited to natural disasters, Acts of God, pandemics, or political / civil unrest. If such events occur, either party may suspend this Agreement for the duration of these events and then resume performance under this Agreement when the circumstances subside.

### CareerSource Escarosa

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Today's Date \_\_\_\_\_

### Coverall Service Company

Name Robert Hanny  
 Title Regional Director  
 Signature Robert E. Hanny  
 Today's Date 3-13-25

# spotlesslogistics

## COMMERCIAL CLEANING SERVICES



N 9<sup>th</sup> Ave Pensacola FL 32504

Prepared By:  
Labarian Turner  
Management@Spotlesslogistics.com  
(850) 898-1447  
www.thespotlesstouch.com

MAKE IT SPOTLESS  
KEEP IT SPOTLESS

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Product list • P. 4

Cleaning Specifications • P. 5

March 12th, 2025

We are absolutely thrilled for the opportunity to provide you with a recurring cleaning quote! At Spotless, we understand that your satisfaction is at the heart of everything we do. Our primary goal is to consistently maintain the cleanliness of your facility to keep you delighted.

To achieve this, we invest heavily in the supervision and training of our dedicated staff. We follow precise cleaning checklists and conduct rigorous inspections of every completed task. What's more, we are committed to staying closely connected with you, using your preferred mode of communication, whether our online customer portal, emails, phone calls, or personal visits.

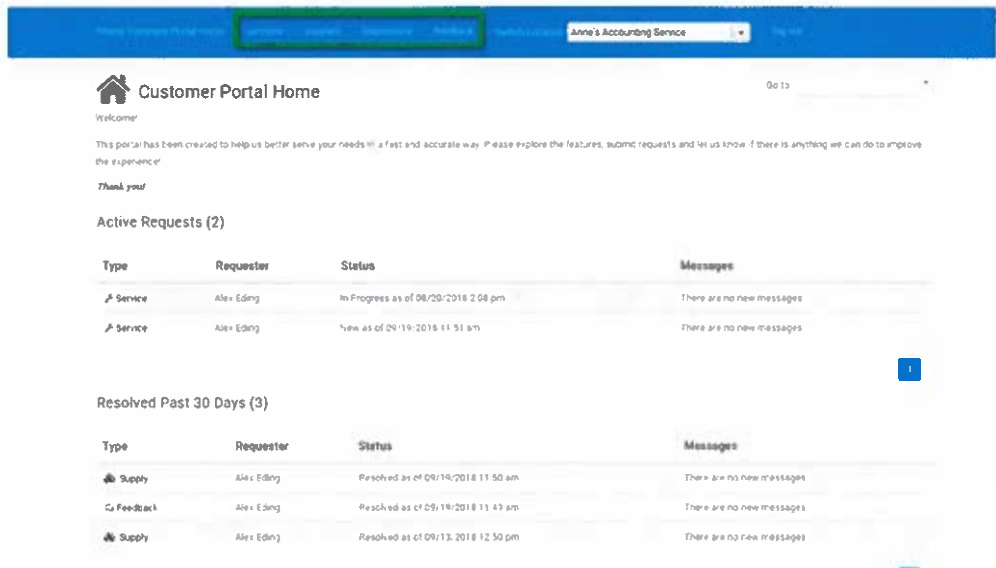
We deeply appreciate the time and consideration you've given to reviewing our proposal. Please don't hesitate to reach out if you need additional information or have any questions or concerns. We are here to assist you in any way possible.

When you choose Spotless, you're selecting a partner dedicated to cleanliness, excellence, and service of the highest quality. We look forward to the opportunity to work closely with you and are excited to begin this journey together.

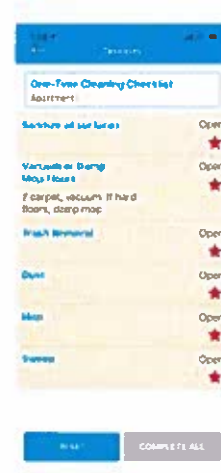
Sincerely,  
Labarian Turner  
Spotless Logistics Commercial Cleaning Services  
(850) 898-1447  
Lt@spotlesslogistics.com  
www.thespotlesstouch.com

## Quality is Key!

As we prepare to bid on the commercial janitorial cleaning project, I'm excited to showcase our innovative client portal. This powerful tool empowers our clients with seamless access to various features, including:



- **Inspection Reports:** Easily review detailed inspection reports to stay informed about the cleanliness and condition of your facility.
- **Direct Communication:** Communicate directly with our managers to address any concerns, provide feedback, or make special requests.
- **Supply Requests:** Quickly request supplies needed for your facility, ensuring that you always have the necessary resources on hand.
- **Ticket Management:** Open tickets for any maintenance or cleaning issues that require attention and track their resolution in real-time.
- **Daily Digital Checklist:** Our daily digital checklist ensures that every cleaning task is completed to the highest standards, providing Peace of mind and accountability with our client portal, you'll
- have full transparency and control over your cleaning services, allowing for seamless collaboration and superior results. Peace of mind and accountability with our client portal, you'll







If it's not spotless,  
it's not clean.

COMMERCIAL CLEANING SERVICES

## 5 DIRTIEST PLACES IN YOUR OFFICE



SINK FAUCET  
HANDLES



DESK PHONES



DRINKING FOUNTAIN  
BUTTONS



REFRIGERATOR DOOR  
HANDLES



KEYBOARDS

Professional biodegradable  
cleaning agents from brands  
you know and love!



## BENEFITS OF HIRING COMMERCIAL CLEANING PROFESSIONALS



FIGHT THE SPREAD OF GERMS  
THAT CAUSE ILLNESS



LEAVE YOUR GUEST WITH A LASTING  
IMPRESSION OF A CLEAN FACILITY



INCREASED PRODUCTIVITY



ECO-FRIENDLY BIODEGRADABLE  
CLEANING AGENTS



TRAINED AND UNIFORMED  
CLEANING STAFF



FLEXIBLE SERVICE HOURS

(850) 898-1447

[www.spotlesslogistics.com](http://www.spotlesslogistics.com)

| General Work Area  | Specific Activity   | Each Visit | Weekly | Bi-Weekly |
|--|---|------------|--------|-----------|
| Entrances<br>Offices<br>Break room<br>Outside break-area<br>Lobby<br>Conference<br>Copy Room | Sanitize door handles, walls, and switch plates                                 | X          |        |           |
|  | Sanitize all hard surfaces  | X          |        |           |
|  | Organize conference room furniture  | X          |        |           |
|  | Vacuum all carpeted areas   | X          |        |           |
|  | Empty trash cans; replace liners  | X          |        |           |
|  | Clean and Sanitize countertops  | X          |        |           |
|  | Wipe exterior of all appliances (exterior of microwave included)                | X          |        |           |
|  | Clean and sanitize water fountain   | X          |        |           |
|  | Damp clean doors, door frames   | X          |        |           |
|  | Clean sinks; polish faucets   | X          |        |           |
|  | Sweep and mop floors  | X          |        |           |
|  | Detail Vacuum along wall  |            | X      |           |
|  | Dust desks included sanitizing phones<br>*do not disturb paperwork              |            | X      |           |
|  | Spot cleaning walls (removing handprints and debris)                            |            | X      |           |
|  | Spot clean all partition glass  |            | X      |           |
|  | Dust wall fixtures and picture frames   |            |        | X         |
|  | Dust all ledges including windowsills, blinds, and baseboards                   |            |        | X         |
|  | Dust ceiling corners vents and light fixtures within reach                      |            |        | X         |
|  | Do not disturb paperwork on desk or conference tables. Dust and clean around    |            |        | X         |
|  | *Outside break area. Remove trash as needed/ clean sanitize tables twice weekly |            |        |           |
|  | Clean lights and every quarter every quarter                                    |            |        |           |
|  |   |            |        |           |
| Restrooms  | Sweep all hard surface floors   | X          |        |           |
|  | Damp-mop/disinfect all hard surface   | X          |        |           |
|  | Empty trash and sanitary receptacles; replace liners                            | X          |        |           |
|  | Clean/Disinfect sinks, counters, toilets, urinals                               | X          |        |           |
|  | Clean mirrors   | X          |        |           |
|  | Refill toiletry supplies in restrooms   | X          |        |           |
|  | Spot clean walls and light switches   | X          |        |           |



|                           |  |   |   |   |
|---------------------------|--|---|---|---|
|                           | Damp clean doors, door frames, and baseboards                |   |   | X |
|                           | Dust ceiling corners, vents, and light fixtures within reach |   |   | X |
|                           | Empty trash cans; replace liners                             | X |   |   |
|                           | Clean and Sanitize countertops                               | X |   |   |
|                           | Spot clean door handles, walls, and switch plates            | X |   |   |
|                           | Damp clean doors, door frames, and baseboards                | X |   |   |
|                           | Clean partition stall walls                                  |   | X |   |
|                           |  |   |   |   |
| <b>Closing Procedures</b> | Clean and organize Janitors' closet                          | X |   |   |
|                           | Shut off all lights  | X |   |   |
|                           | Set alarm  | X |   |   |
|                           | Secure all exit doors  | X |   |   |

## Cleaning Specifications

Specialty dust will be in biweekly rotation as preventive maintenance.

We look forward to a mutually satisfying relationship and are committed to providing you with professional and affordable services with the goal of exceeding all expectations.

The following facility and pricing information is submitted for your review:

### Recurring Cleaning

Daily maintenance of the facility is detailed on the cleaning specifications page

|            |          |
|------------|----------|
| Daily rate | \$145    |
| Monthly    | 3,139.25 |

- The purchase of toiletries (paper towels, hand soaps, and toilet tissue) is not included in the price below.

### Additional Services

- Pressure washing, soft wash roof and building

- Exterior window cleaning
- Post construction cleaning
- Lawn care

**Staff is fully vetted for experience/ work ethic including national background check social security numbers and known alias.**

Cleaning Services Proposal For:  
CareerSource ESCAROSA

Presented To:  
Melissa Gutierrez

Prepared By:  
Ty Ward

**OFFICE PRIDE**  
*Commercial Cleaning Services*



## Nice to Meet You



At Office Pride Commercial Cleaning Services, we are professionals who understand the importance of a clean environment. That's why we do all the scrubbing, dusting, and polishing so you and your employees can focus on the tasks at hand.

We realize the trust it takes to give the keys to your business to someone else, and we work every day to keep that trust and make you proud of your work space. In fact, at Office Pride, we are so committed to the way we deliver our janitorial and office cleaning services that we offer an annual performance-based service agreement with **no binding contract**. If you are not satisfied with our service, you may cancel at any time with 30 days' notice.

Our staff knows how to get the job done, and we often exceed the expectations of our clients. We offer a range of services that we believe will fully meet your needs, and no office is too big or small for our skilled and experienced staff. Below you will find your customized cleaning specifications along with some additional options we offer to help improve the overall cleanliness and appearance in your facility.

We look forward to a partnership with CareerSource ESCAROSA and keeping your office beautiful and spotless.

Sincerely,  
Office Pride Commercial Cleaning Services

Ty Ward



# About Our Company

The Office Pride concept began as an independent research project conducted by Todd Hopkins, Office Pride founder and CEO, during the completion of his MBA program. Through this research, Hopkins saw a huge business opportunity to build a profitable commercial cleaning franchise system in a very fragmented industry.

In 1992, Hopkins founded Office Pride Commercial Cleaning Services with the dream of building a long-term, profitable business that glorifies God while serving people. Working out of his home, cleaning by himself at night and selling accounts during the day, his perseverance and business savvy paved the way for what Office Pride is today—an internationally acclaimed commercial cleaning franchise system serving thousands of facilities all across America.

Today, Office Pride has more than 130 office locations across the country with a history of steady growth. The philosophy of Todd Hopkins is not to be the biggest but the best – the best janitorial system, the best commercial cleaning service, and the best company for people to achieve their dreams.

Locally, Jason Courtney and his fellow owners have 30 years of janitorial management among them, leading them to become the largest Office Pride location. His leadership team includes Olon Hyde, president, and his brother-in-law, Mat Davis, director of operations. The team has earned many awards internally and was even voted Pensacola's number one employer of 2022 at Pensacola's business, leadership and entrepreneurship conference, Entrecon.

Embracing the company's mission to positively impact people and workplaces, Jason and his team enjoy what they do and who they do it with. They are proud member of the Chamber of Commerce and supporters of their local community.

"We are people who care about people."

## **Office Pride Mission Statement:**

Honor God by positively impacting people and workplaces.

## **Office Pride Core Values:**

- Honor God
- Always do what is right
- Increase brand value
- Demonstrate honesty, integrity and a hard work ethic
- Total customer satisfaction
- Go the extra mile
- Persevere with a servant's attitude
- Accountability to commitments



## About Our Services

### Our Employees

Our employees show up uniformed and on time, and they are proud of Office Pride's award-winning safety record. All of our employees go through a 5-step interview process that includes a criminal background check as well as in-depth on the job training with one of our certified trainers. Office Pride is fully bonded and insured and OSHA-compliant.

### Our Chemicals

Office Pride uses Diversey brand chemicals. Diversey chemicals have a wide variety of Green Seal Certified cleaning products and a corporate commitment to sustainability throughout its supply and distribution chains.



### Our Equipment

In addition to using sustainable products, we use the latest equipment and technology, such as microfiber mops, high-filtration vacuums, advanced technology floor care machines and color-coded cloths to protect your indoor environment. For our customers' protection, Office Pride uses a color-coded cleaning system to prevent cross-contamination between restrooms and other office areas, such as break rooms, waiting rooms, exam rooms, play areas, offices and desktops. Office Pride is committed to using quality commercial products and effective cleaning practices to sanitize facilities and prevent the spread of germs.





# Full Cleaning Specifications

## **5 TIMES PER WEEK (Monday - Friday)**

1. Vacuum all carpet and floor mats.
2. Dust mop and damp mop all tile floors.
3. Empty all trash and take to dumpster.
4. Clean entry door glass.
5. Spot clean glass and mirrors throughout office.
6. Clean and sanitize restrooms.
  - a. Clean and sanitize toilets and urinals.
  - b. Clean and sanitize sinks and counters.
  - c. Clean and polish mirror.
  - d. Sweep and mop floors.
  - e. Empty all trash and feminine hygiene bins.
  - f. Refill toilet paper, soap and towel dispensers as needed from client's supply.
7. Clean breakrooms: sink and surrounding countertops.
  - a. Clean outside of microwave.
  - b. Wipe down outside of refrigerator and other appliances.
  - c. Wipe down cabinet fronts as needed.
  - d. Wipe off breakroom tables.
8. Dust uncovered under 6 feet to include areas of all desks, file cabinets, bookcases, counters and other furniture (cleaners will not move paperwork or personal items).
9. Dust phones and computers.
10. Damp wipe sanitize doorknobs, light switches and desktops.

## **WEEKLY:**

1. Clean training rooms
2. Clean board rooms.

## **MONTHLY (BY WEEK OF MONTH)**

1. High dust all surfaces over 6 feet to include overhead vents, A/C returns, door tops, clocks, etc.
2. Remove cobwebs from corners of ceilings and baseboards. Dust baseboards.
3. Dust blinds and window sills.
4. Wipe down stall partitions.



# Reduced Cleaning Specifications

## 5 TIMES PER WEEK (Monday - Friday)

1. Spot Vacuum all carpet and floor mats. (Fully vacuum on Fridays)
2. Dust mop all hard floors.
3. Damp mop all tile floors. (Tuesdays and Thursdays)
4. Empty all trash and take to dumpster.
5. Clean entry door glass.
6. Spot clean glass and mirrors throughout office.
7. Clean and sanitize restrooms.
  - a. Clean and sanitize toilets and urinals.
  - b. Clean and sanitize sinks and counters.
  - c. Clean and polish mirror.
  - d. Sweep and mop floors.
  - e. Empty all trash and feminine hygiene bins.
  - f. Refill toilet paper, soap and towel dispensers as needed from client's supply.
8. Clean breakrooms: sink and surrounding countertops.
  - a. Clean outside of microwave.
  - b. Wipe down outside of refrigerator and other appliances.
  - c. Wipe down cabinet fronts as needed.
  - d. Wipe off breakroom tables.
  - e. Spot mop as needed.
9. Dust uncovered under 6 feet to include areas of all file cabinets, bookcases, counters and other furniture (cleaners will not move paperwork or personal items). \*\*\* (Excludes cleaning of employee desk)
10. Damp wipe sanitize doorknobs, light switches.

## WEEKLY:

1. Clean training rooms
2. Clean board rooms.
3. Vacuum all carpet and floor mats.

## MONTHLY (BY WEEK OF MONTH)

1. High dust all surfaces over 6 feet to include overhead vents, A/C returns, door tops, clocks, etc.
2. Remove cobwebs from corners of ceilings and baseboards. Dust baseboards.
3. Dust blinds and window sills.
4. Wipe down stall partitions.





## Service Agreement

**Customer:** CareerSource ESCAROSA

**Location:** 6913 N. 9th Ave.

**Contractor:** Courtney Pride, LLC dba Office Pride Commercial Cleaning Services

**Address:** 1201 N Tarragona Street, Pensacola, FL 32501

### Contractor Responsibility

- a. Contractor agrees to provide all services as described under Cleaning Specifications contained within this proposal.
- b. Contractor agrees to provide all labor, equipment and cleaning supplies.
- c. Contractor agrees to provide routine cleaning service after regular business hours.
- d. Contractor agrees to clean on the following days: Monday - Friday.
- e. Contractor agrees to keep in force during the term of this agreement the following insurance coverage(s):
  1. Worker's compensation (policy limits per state statute).
  2. Comprehensive general liability (\$1,000,000.00 per occurrence).
  3. Fidelity Bond for all employees (\$10,000.00).

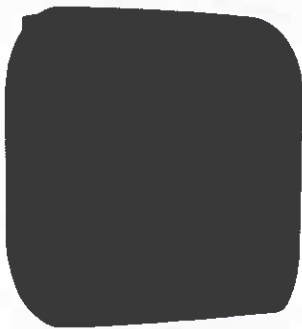
### Customer Responsibility

- a. Customer agrees to provide adequate secured storage facilities for contractor's equipment and supplies.
- b. Customer agrees to provide adequate water and electrical facilities for use of contractor.
- c. Customer to furnish all trash bags, paper products and soap. If Customer requests, Contractor can provide and deliver these items for a competitive price.
- d. Customer agrees to provide adequate trash disposal facilities.
- e. Customer agrees not to employ or seek to employ any Contractor employee to clean client facilities during the term of this agreement and for a period of three months following termination of this agreement unless given written permission by Contractor.
- f. Customer agrees to notify Contractor of any blood or human fluid spills that require Contractor to clean up with a blood-borne pathogen kit; these kits will be billed to Customer at a rate of \$75.00 per occurrence. Customer to consult with Contractor on a case by case basis if a blood-borne pathogen kit is necessary.
- g. Customer agrees to remove all non-permanently located furniture, displays and other items off the floor where work is to be performed. Additionally, customer agrees to pay additional charge if contractor has to move furniture to perform work.
  - Note: Care will be taken when work is performed not to damage any personal property with chemicals or equipment; however, customer understands that any item(s) not removed from service area could be damaged and will not hold Office Pride responsible.

# Office Pride Restroom Supply Options



Office Pride offers a no-charge dispenser program. There are two ways you can participate. If you would like to continue ordering your own paper products, we will take down and replace your existing dispensers for a minimal fee. If you would like for us to take over inventory management and ordering your paper products, we will remove your old dispensers and install these new dispensers at no charge. Any wall patching, painting or other cosmetic work needed can also be performed for a fee. Here is some additional information about the dispensers we offer under this program.



## Touchless Paper Towel Dispensers

The newly redesigned, space-saving enMotion® has hands-free whisper-quiet dispensing, up to 150-roll battery life, and designed to be jam free, this smaller profile dispenser is ideal for areas with space constraints. Comes in white, black and gray finishes.

## Toilet Paper Dispensers

Compact® Coreless Toilet Paper Systems feature paper refills and packaging designed to be more responsible – to your time, your budget and your sustainability initiatives. Delivers up to 3x the amount of 2-ply toilet paper; that is 6,000 sheets of 2-ply or 12,000 sheets of 1ply toilet paper to help reduce run-out and improve customer satisfaction. Uses 95% less packaging compared to GP PRO standard toilet paper by eliminating cardboard cores, inner wraps and other corrugated materials. Comes in white, black and gray finishes.



## Hand Soap and/or Sanitizer Dispensers

The GOJO ES6 dispenser features the AT-A-GLANCE™ refill design allowing you to easily monitor product levels with a quick glance. Additionally, the soap or sanitizer refill contains the energy source for the dispenser eliminating the need to change batteries. When you replace the empty refill, you get fresh product and fresh energy in one simple step.

The Purell® HEALTHY SOAP® features a hypoallergenic CLEAN RELEASE™ technology that removes 30% more dirt than regular soap without many of the ingredients that cause skin irritation.

## Pricing for Consumable Options

| <b>Products We Recommend</b><br>(Pricing does not include sales tax)         | <b>QTY</b> | <b>Price</b> |
|--|------------|--------------|
| En Motion Paper Towel Hard Wound 800 Ft Roll, 6/Case                         | 1          | \$84.20      |
| ES6 Purell Healthy Soap Refill 1200mL 2/Pack                                 | 1          | \$54.33      |
| ES6 Purell Sanitizer Refill 1200mL 2/Pack                                    | 1          | \$50.16      |
| Compact Coreless Angel Soft 2-ply Toilet Paper 750 Sheet/Roll, 36Rolls/Case  | 1          | \$70.26      |
| Coastwide Professional™ 12-16 Gal. Trash Bags, 25 Bags/Roll, 20 Rolls        | 1          | \$30.66      |
| Coastwide Professional™ 20-30 Gal. Trash Bags, 25 Bags/Roll, 20 Rolls        | 1          | \$32.39      |
| Coastwide Professional™ 4 Gallon Trash Bag, Clear, 1000 Bags/Box             | 1          | \$19.75      |
| Rubbermaid TCell Passive Air Care Refill, Citrus, 6/Carton (90 Day Lifespan) | 1          | \$72.70      |
| Coastwide Professional™ Toilet Seat Covers250/Pack, 10 Packs/Carton          | 1          | \$48.28      |

# Service Agreement

## Terms and Conditions

- a. Service will commence \_\_\_\_\_ and will continue for a period of one year or until canceled by thirty (30) days written notice by either party. Agreement will automatically renew at the end of the time period specified above unless written notice is given by either party.
- b. Pricing is subject to change based upon any Florida minimum wage adjustments as outlined in Section 24 of Article X of the Florida Constitution. Pricing will be adjusted to commensurate with the percentage increase of the Florida minimum wage upon 30 days written notice.
- c. Customer and Contractor agree that the Cleaning Specifications, frequencies and/or work assignments may be altered at any time by written notice. Contractor and Customer will negotiate to determine the cost of service changes.

## Pricing

- a. Customer agrees to pay the Contractor for services selected from the pricing table below. Invoices for recurring monthly services will be sent to the Customer on or by the 1st of the month. Contractors' standard payment terms are Net 15 unless agreed upon in advance of commencing services. If paying by credit card, there will be a 3.5% convenience fee. Customer agrees to pay any unpaid portion of all completed floor work and or additional services listed below if the Agreement is prematurely terminated.
- b. Contractor will not provide services, and Customer agrees that no discounts or credits will be provided for the following holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

| <b>Recurring Cleaning Services</b><br><b>Monthly Pricing, Does Not Include Sales Tax</b> | <b>Price</b> |
|--|--------------|
| <input type="checkbox"/> 5x Per Week Cleaning - Full Cleaning Specifications             | \$3,626.88   |
| <input type="checkbox"/> 5x Per Week Cleaning - Reduced Cleaning Specifications          | \$2,901.10   |
| <b>Additional Service Options</b><br><b>Pricing Does Not Included Sales Tax</b>          |              |
| <input type="checkbox"/> External Window Squeegee Service                                | \$240.00     |
| <input type="checkbox"/> Carpet Extraction Service<br>Monthly Pricing Available          | \$2,300.67   |
| <input type="checkbox"/> Ceramic Machine Scrub Service<br>Monthly Pricing Available      | \$387.80     |

**Monthly Total      \$0.00**

CareerSource ESCAROSA

Courtney Pride, LLC dba Office Pride

Melissa Gutierrez  
Accounting Clerk

Ty Ward  
Business Development Manager

**PY 2024-2045**  
**CareerSource Escarosa Board of Directors**  
**Meeting Attendance**

| Member's Name        | PY 2024-2025 |                           |            |            |  | 04/17/2025 |  |  |
|----------------------|--------------|---------------------------|------------|------------|--|------------|--|--|
|                      | 07/18/2024   | 09/03/2024<br>Called Mtg. | 10/17/2024 | 01/30/2025 |  |            |  |  |
| David Bouvin         | P            | P                         | P          | P          |  |            |  |  |
| Doug Brown           | P            | P                         | P          | P          |  |            |  |  |
| Jameson Cutchens     | P            | P                         | A          | P          |  |            |  |  |
| Anthony Eman         | P            | P                         | P          | P          |  |            |  |  |
| Fred Genkins         | A            | A                         |            |            |  |            |  |  |
| Steven Harrell       |              | P                         | P          | P          |  |            |  |  |
| Jeffrey Hondorp      | P            | P                         | P          | P          |  |            |  |  |
| Michele Kelson       | P            | P                         | A          | P          |  |            |  |  |
| Jerry Kersey, Jr.    | P            | P                         | P          | P          |  |            |  |  |
| Charlin Knight       | P            |                           |            |            |  |            |  |  |
| Michael Listau       | P            | P                         | P          | P          |  |            |  |  |
| David Peaden         | P            | P                         | P          | P          |  |            |  |  |
| Bridgette Price      | P            | P                         | P          | P          |  |            |  |  |
| Lloyd Reshard        | P            | P                         | P          | P          |  |            |  |  |
| Ex-Officio Member(s) |              |                           |            |            |  |            |  |  |
| Clara Long           | A            | P                         | P          | A          |  |            |  |  |
| Lani Burritt         | P            | P                         | P          | P          |  |            |  |  |

## CareerSource Escarosa Board of Directors Membership Update

### **TOTAL VACANCIES: 9**

**Business Sector: 7 (Santa Rosa County – 3 | Escambia County – 4)**

**Labor Organization: 2**

### **Business Sector Members (The majority of the local board membership) – 14 seats**

**Santa Rosa County: 3 - Vacancies**

**Escambia County: 4 - Vacancies**

**Filled Seats: 4 – Santa Rosa County**

**Filled Seats: 3 – Escambia County**

**Jerry Kersey, Jr.**

**Lloyd Reshard**

**Jameson Cutchens**

**Jeffrey Hondorp**

**David Bouvin**

**Anthony Eman**

**David Peaden**

### **Workforce Sector Members (Not less than 20% of the board membership) – 3 seats**

**2 – Vacancies in Labor Organization**

**Filled Seats: 1 – Non-Labor Affiliated registered apprenticeship program (Michele Kelson)**

### **Other Sector Members**

**Filled Seats:**

**1 – Adult Education/Literacy (Steven Harrell)**

**1 – Institution of Higher Education (Michael Listau)**

**1 – Economic and Community Development Entity (Bridgette Price)**

**1 – Vocational Rehabilitation (Vacant – VR to supply a representative)**

**1 – Community Services Block Grant (Douglas Brown)**

### **Membership Terms Due to Expire – 2025**

| <b>Member</b> | <b>Term Expiration</b> | <b>Area of Representation</b> |
|---------------|------------------------|-------------------------------|
| None          | None                   | None                          |
|               |                        |                               |
|               |                        |                               |
|               |                        |                               |
|               |                        |                               |

**Revised: 03.01.2025**

## **CAREERSOURCE ESCAROSA MEETING SCHEDULE**

Executive Committee Meeting

Board of Directors Meeting

Board of Directors Annual Refresher Training

Board of Directors New Member Orientation

### **PY 2025–2026**

**Executive Committee will meeting at 3:30 p.m. via Microsoft Teams on:**

|   |   |   |   |
|---|---|---|---|
| <b>10</b><br><b>July</b><br><b>2025</b> | <b>9</b><br><b>October</b><br><b>2025</b> | <b>8</b><br><b>January</b><br><b>2026</b> | <b>9</b><br><b>April</b><br><b>2026</b> |
|---|---|---|---|

**Board of Directors will meet at 3:30 p.m. in person on:**

|   |  |  |  |
|---|--|--|--|
| <b>17</b><br><b>July</b><br><b>2025</b> | <b>16</b><br><b>October</b><br><b>2025</b> | <b>15</b><br><b>January</b><br><b>2026</b> | <b>16</b><br><b>April</b><br><b>2026</b> |
|---|--|--|--|

**Annual Refresher Training:**

|  |
|--|
| <b>February/March 2026 – Day to be determined.</b> |
|--|

**New Member Orientation:**

|  |
|--|
| <b>Date determined by date of Appointment: Within 6 months of appointment.</b> |
|--|