



FORMAL PROPOSAL

Janitorial Services RFP NO. 01-15-26-09



PREPARED BY:

Mike Woodson

Vice President, Florida Operations

Finance and Administrative Services
Procurement and Contracts Division
4800 West Copans Road
Re: RFP No. 01-15-26-09

Dear Evaluation Committee Members:

For **the past six years**, Sunshine Cleaning Systems (Sunshine), now operating as Sunshine Cleaning Systems dba Pritchard Industries, has been honored to serve the City of Coconut Creek through the delivery of dependable, consistent, and community-focused janitorial services. During this time, we have built a relationship grounded in responsiveness, trust, familiarity with the City of Coconut Creek's facilities, and a shared commitment to the residents and employees who use these public spaces every day.

As the City's current janitorial services provider, our team already understands the operational routines, access requirements, and service expectations across Coconut Creek's facilities. This includes our experience **bus stop cleaning requirements and the necessary route structure that are needed to meet the City's cleaning frequency requirements**. This familiarity allows us to maintain continuity in service delivery while continuing to enhance our approach. The existing workforce, supervisory structure, and management oversight will remain in place, supported by Pritchard's expanded training resources, safety programs, and operational systems. Our proposal reinforces the priorities that matter most to the City of Coconut Creek:

- ▶ Operational consistency supported by documented daily, nightly, and quarterly cleaning schedules
- ▶ Accountability and visibility through proactive supervision and onsite inspections
- ▶ Safety and compliance supported by background checks of all personnel
- ▶ Prompt communication and rapid response, including 24/7 availability for emergencies and special event needs
- ▶ A stable, locally based workforce who take pride in caring for the facilities that serve their community

Together, the City of Coconut Creek and Pritchard offer a combined advantage: deep Florida roots backed by the scale, resources, and training systems of one of the nation's leading facility service organizations.

We value the trust the City has placed in us over the years, and we remain committed to earning it every day. We appreciate the opportunity to continue serving the City of Coconut Creek and look forward to the next phase of our partnership.

Thank you for your consideration.

Sincerely,

Mike Woodson
Vice President Florida Operations
Mike.Woodson@pritchardindustries.com
954.292.2164



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Executive Summary



CONSISTENT STAFFING & CONTINUITY



SUPERVISION & QUALITY ASSURANCE



RESPONSIVE LOCAL SUPPORT

Operational Continuity, Local Commitment

For more than **six years**, Sunshine has provided janitorial services across City of Coconut Creek's facilities. Our team is deeply familiar with your buildings, your departmental rhythms, after-hours access requirements, and the standard of care expected in public spaces that serve residents, employees, and visitors every day.

Our approach is simple: deliver a clean, safe, welcoming environment consistently. **Every building. Every shift. Every day.**

We deliver this standard through a people-first service model supported by clear supervision, defined cleaning schedules, and proactive quality oversight. Trained custodial professionals are assigned to consistent facilities and service zones, promoting ownership, accountability, and continuity. Supervisors conduct regular documented inspections, coordinate directly with City representatives, and respond promptly to service requests or emerging needs.

As the City's current janitorial services provider, we are positioned to maintain continuity while remaining responsive to evolving requirements. This includes our experience supporting bus route facilities, which were added to the existing contract during the current term. Our established workforce and management structure allow these services to be delivered seamlessly, without disruption to existing operations

With Sunshine's longstanding local presence and Pritchard's national operational infrastructure, the City of Coconut Creek benefits from the best of both worlds: a contractor who knows the community, supported by scalable systems, training, and resources.

A Standard Residents Can See and Trust

Whether it's the City Hall, a recreation center, a public counter area, or a public safety facility that never closes, the expectation is the same: Clean, safe, ready for use.

We maintain this standard through:

- Dedicated site-based staffing to ensure familiarity and accountability
- Clear cleaning schedules and daily task execution aligned to the City's required service levels
- Weekly supervisor inspections and documented follow-up
- Rapid-response communication channels for City staff
- Proactive supply management and replenishment
- Training focused on safety, professional conduct, and public environment presentation

Our goal is simple: Protect the City's investment in its facilities and reinforce the pride Coconut Creek has in the spaces where its residents work, gather, and are served.

Qualifications & Experience



Company Background

Sunshine, founded in 1976 and headquartered in Fort Lauderdale, is a family-founded commercial cleaning provider with more than 40 years of experience serving municipal and community facilities across Florida. As part of Pritchard Industries, Sunshine combines strong local presence with the training, resources, and operational support of a national organization.

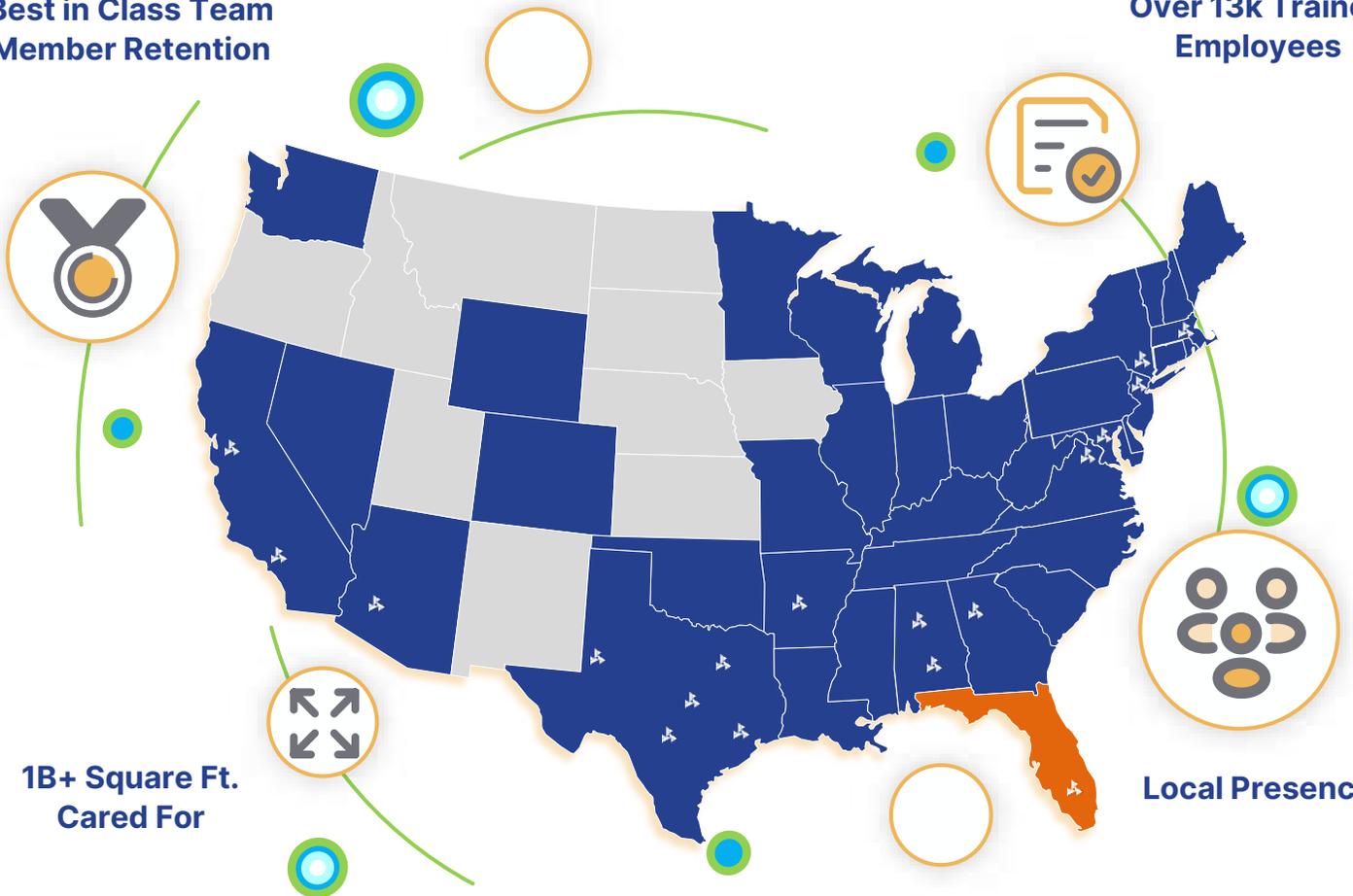
Our teams maintain regional offices in Tampa, Orlando, Jacksonville, Tallahassee, West Palm Beach, and Charlotte, with a dedicated management team based here in South Florida supporting the City of Coconut Creek. Our core services include janitorial cleaning, carpet and floor care, window cleaning, pressure cleaning, and specialty maintenance.

Our long history of municipal cleaning partnerships, including work with the cities of, Tamarac, Coconut Creek, and Deerfield Beach, as well as Hillsborough and Broward Counties. We understand the operational rhythms and public expectations of high-use civic environments and customize our programs to align with facility needs, service schedules, and community standards.

This depth of municipal experience, paired with your existing on-site team that already knows Coconut Creek facilities, ensures continuity, reliability, and zero disruption to daily operations.

**Best in Class Team
Member Retention**

**Over 13k Trained
Employees**



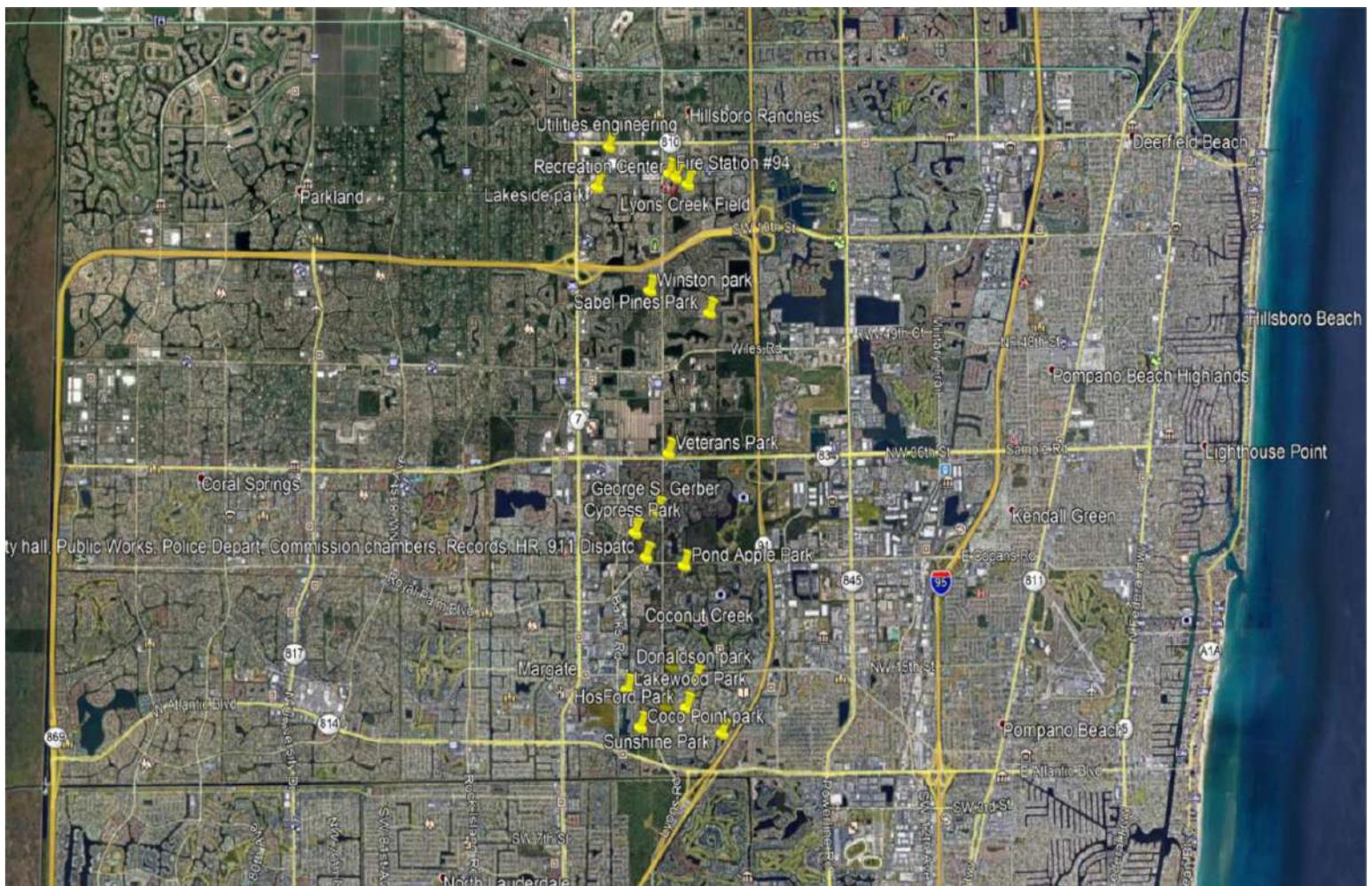
**1B+ Square Ft.
Cared For**

Local Presence



Active City of Coconut Creek Service Locations

Sunshine currently supports multiple City of Coconut Creek facilities throughout the City, reflecting an established and active municipal service footprint. This presence demonstrates our familiarity with City buildings, access requirements, and daily operational rhythms. By maintaining teams and supervisory coverage across these locations, we are able to deliver consistent service, coordinate efficiently, and respond promptly to both routine needs and unplanned requests. Our existing footprint across Coconut Creek supports continuity of service, minimizes transition risk, and reinforces reliable day-to-day operations.



Response to Scope of Services

Sunshine acknowledges and agrees to meet all specifications outlined in the City of Coconut Creek Custodial Services RFP. Because our team has successfully serviced City of Coconut Creek facilities for over six years, the work processes, staffing assignments, cleaning schedules, security practices, reporting formats, and quality controls required under this contract are already established and actively functioning today.

Our approach continues to ensure continuity, reliability, safety, and zero disruption to City operations.

Daily / Nightly Cleaning Services

Our custodial team follows **site-specific task schedules** aligned to the City's Scope of Services, including:

- ▶ Trash removal and liner replacement
- ▶ Restroom disinfection using hospital-grade cleaning agents
- ▶ Dusting, surface cleaning, and wipe-down of high-touch points
- ▶ Daily floor care (sweeping, mopping, spot cleaning, and mat care)
- ▶ Lobby and corridor cleaning to maintain visible cleanliness standards
- ▶ Break room and kitchen sanitation
- ▶ Elevator and entryway cleaning, including glass and metal polishing

Cleaning tasks are documented through assigned zone checklists, reviewed and verified by the onsite Supervisor. Any maintenance or facility concerns identified during service are reported to the City immediately.

Work Plan

Methodology

Specialty Facility Requirements

Sunshine currently delivers specialized cleaning programs for facility types identified in the RFP, including the Public Safety Complex, recreation centers, and administrative buildings. This includes enhanced restroom and locker sanitation, additional high-touch disinfection, gym and equipment cleaning, lobby presentation standards, and scheduled floor care. These routines are already established at Coconut Creek and require no transition or ramp-up, ensuring continuity and consistent service quality.

Quarterly Deep Cleaning

Sunshine performs quarterly deep cleaning services in alignment with the City's established schedule, including carpet extraction, machine scrubbing of restroom and locker room floors, high-surface dusting, and periodic floor refinishing as needed to maintain appearance and safety. These services are already in place at Coco facilities and are coordinated to minimize disruption to public access and City operations. A quarterly plan is submitted in advance, and a completion checklist is provided to the City upon service.

Exterior Window Cleaning

Our exterior window cleaning services enhance curb appeal and maintain a professional appearance across all building facades. Trained technicians safely clean exterior glass surfaces, frames, and accessible mullions using industry-approved methods and equipment. Services are performed on a scheduled or as-needed basis to address environmental buildup, weather exposure, and high-visibility areas, ensuring windows remain clear, streak-free, and presentation-ready



City of Coconut Creek Cleaning

COCONUT CREEK MONTHLY FLOOR SCRUBBING January

Monday January 12

WINDWILL- 700 LYONS ROAD

COMMUNITY CENTER-1100 LYONS ROAD

HOSFORD-4422 COCONUT CREEK BLVD

DONALDSON-900NW 43RD AVE/ROWE CENTER

Monday January 12

WINSTON-5201 NW 49TH AVE

GERBER-4715 NW 30TH STREET

LAKESIDE-5555 REGENCY BLVD

RECREATION CENTER PARK-4455 SOL PRESS BLVD

Tuesday January 13

SABAL PINES PARK-5005 NW 39TH AVE

Tuesday January 13

UTILITIES

REC CENTER- INSIDE

Wednesday January 14

POLICE DEPT.

CITY HALL/CHAMBERS

Wednesday January 14

PUBLIC WORKS BLDG

COMMUNITY CENTER- INSIDE

**Coconut Creek Quarterly Interior Window Cleaning
January**

Monday January 19-Back Side

P.D.

City Hall

Commission Chambers

Tuesday January 20

Public Works

Sabal Pines Offices

Utilities/Eng

Rowe Center

Wednesday January 21

Recreation Center

Community Center

Thursday January 22-Front Entrances

City Hall

P.D.

Commission Chambers

COCONUT CREEK QUARTERLY EXTERIOR WINDOW SCHEDULE -January 2026

DATE		BUILDING
1/19	Monday	P.D. City Hall, Commission - Back Side
1/20	Tuesday	Public Works & Sabel Offices, Utilities, Rowe
1/21	Wednesday	Rec. Center
1/22	Thursday	Comm. Center
1/23	Friday	P.D. City Hall, Commission - Front Entrances

City of Coconut Creek



Window Cleaning Schedule

Location	Service Provided	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
City Hall	Windows in/out	X			X			X			X		
Police Dept	Windows in/out	X			X			X			X		
Commission	Windows in/out	X			X			X			X		
Public Works	Windows in/out	X			X			X			X		
Utilities	Windows in/out	X			X			X			X		
Fire Station 94	Windows in/out	X			X			X			X		
Sable Pines Offices	Windows in/out	X			X			X			X		
911 Dispatch	Windows in/out	X			X			X			X		
Community Center	Windows in/out				X						X		
Rec Center	Windows in/out				X						X		

Personnel Resumes



Mike.Woodson@pritchardindustries.com



3445 NE 12 Terrace
Fort Lauderdale, FL 33334

Mike Woodson CBSE C.C.E.

Vice President

PROFESSIONAL SUMMARY

Michael R. Woodson is an accomplished senior operations and sales executive with more than 30 years of experience in facility maintenance, retail, business-to-business (B2B) operations, and multi-location management. In October 2024, he was promoted to Vice President of Florida Operations and now oversees more than \$50 million in annual revenue across 40 contracts, including statewide governmental, financial, and Class A accounts. Through strategic leadership and operational excellence, he has achieved a 90% client retention rate. Michael is recognized for driving customer satisfaction, surpassing sales targets, improving profitability, and successfully leading the turnaround of underperforming operations. He has demonstrated an exceptional ability to build and lead high-performing, customer-focused teams.

CORE COMPETENCIES

- ▶ Staff Training & Development
- ▶ Performance Management
- ▶ Human Resources
- ▶ Asset Protection
- ▶ Planning & Organization
- ▶ Interview & Hiring
- ▶ Cost Control, EBITA
- ▶ Team Building
- ▶ P&L Management
- ▶ Revenue & Profit Forecasting
- ▶ Sales Forecasting
- ▶ Project Management
- ▶ Inventory Control
- ▶ Safety & Quality Assurance
- ▶ Customer Service & Relationship Management
- ▶ Contract Evaluation
- ▶ Contract Negotiations
- ▶ Union CBA Negotiations

PROFESSIONAL EXPERIENCE

Vice President, Florida Operations

Sunshine Cleaning Systems, dba Pritchard Industries, Fort Lauderdale, FL (Oct. 2024 – present)

- ▶ Manages statewide operations with annual revenue exceeding \$50 million
 - ▶ Oversee 45 contracts and 500 sites, including governmental, financial, and Class A accounts
 - ▶ Maintains a client retention rate of 90%
 - ▶ Responsible for staff development and ensuring operational excellence
 - ▶ Developed business models, cost estimates, labor allocations, and equipment solutions
 - ▶ Led the operational integration of three acquired companies into "One Pritchard" at the site level, including financial, human resource, timekeeping, payroll, safety, and accounts payable/receivable functions
-

Director of Operations, Florida Operations

Sunshine Cleaning Systems, Fort Lauderdale, FL (Oct. 2021 – Oct. 2024)

- ▶ Directed operational strategy and execution for multi-site facility maintenance, including three major airports
 - ▶ Maintained Sunshine Cleaning Systems as a locally operated and managed entity of Pritchard Industries
 - ▶ Continued to oversee safety, quality, and staff development initiatives
-

Director of Sales & Quality Control, Florida Operations

Pritchard Industries, Fort Lauderdale, FL (Sept. 2017 – Oct. 2024)

- ▶ Oversaw quality assurance, sales, account and contract management, safety, and training programs company-wide, including three airports
 - ▶ Led sales and cost estimating initiatives
 - ▶ Secured \$18 million in additional non-aviation business between 2018 and 2023
 - ▶ Team secured Orlando International Airport contract for \$30 million in annual revenue
 - ▶ Supported renewal of contracts for Fort Lauderdale International Airport and Charlotte International Airport
 - ▶ Sunshine Cleaning Systems was acquired by Pritchard Industries in November 2021
-

EDUCATION & TRAINING

- ▶ Broward Community College
- ▶ Pitney Bowes University – Management Training
- ▶ Franklin-Covey “First Things First”
- ▶ Extensive industry training 3M Green Cleaning, Spartan Clean Check, IWCA, ISSA, BSCAI

CERTIFICATIONS

- ▶ OSHA General Industry
- ▶ IWCA Safety
- ▶ GBAC Fundamentals (COVID-19)
- ▶ BSCAI CBSE
- ▶ Spartan Disinfection Specialist
- ▶ ISSA C.C.E.



Rolando.Perez@pritchardindustries.com



3445 NE 12 Terrace
Fort Lauderdale, FL 33334

Rolando Perez

Director of South Florida Operations

PROFESSIONAL SUMMARY

Highly successful, results-driven Operations and Business Management Professional with diverse experience in competitive industries and proven record of achievement. Proven excellence in Strategic Planning, Operations, Business Development, Process Improvement, Infrastructure Development, Revenue Assurance and Human Capital Management capabilities. Significant expertise within startup, turnaround challenges and rapid growth situations. Emphasis on being a catalyst for change and a driver of results, driven to improve processes and operations. Bilingual: Fluent in English & Spanish.

Exceptional staff recruiter, manager and developer who leads by example. Successfully direct, motivate, and inspire individuals and high performance teams to produce optimum results and achieve organizational goals. Strategic thinker and leader experienced developing and executing short and long-term tactical plans, and managing program implementations for aggressive growth. Outstanding record of surpassing cost reduction, profitability, and client retention goals and performance objectives bearing full P&L accountability.

PROFESSIONAL EXPERIENCE

Director of South Florida Operations

Sunshine Cleaning Systems, dba Pritchard Industries, Fort Lauderdale, FL (Oct. 2024 – present)

Responsible for ensuring and improving the performance, productivity, efficiency, and profitability of organizational operations through the provision of effective methods and strategies. Manage day-to-day operations in conjunction with direct reports for the south Florida territories with revenues of 15 million annually.

- Direct day-to-day operations for a \$15M revenue business, ensuring operational excellence and financial discipline.
- Mentor and performance-manage 7 direct reports, fostering leadership development and succession readiness.
- Oversee budgeting, forecasting, and performance tracking to ensure alignment with revenue and profitability targets.
- Partner with executive leadership to translate strategic goals into operational plans and measurable outcomes.
- Drive organizational alignment through standardized processes, performance metrics, and continuous improvement.
- Streamline cross-functional workflows, improving operational efficiency and service delivery
- Conduct inspections and audits of accounts with direct reports to ensure compliance.

Area Manager, South Broward & North Dade County

Sunshine Cleaning Systems, dba Pritchard Industries, Fort Lauderdale, FL (May. 2022 – Oct. 2024)

Responsible for ensuring and improving the performance, productivity, efficiency, and profitability of organizational operations through the provision of effective methods and strategies. Manage day-to-day operations for South Broward County and North Dade County building territories with revenues of 3.1 million annually.

- ▶ Work closely with local municipality officials to ensure scope of work is performed.
 - ▶ Conduct inspections and audits of accounts to ensure compliance.
 - ▶ Provide on-site training to new hires so that they are familiar with client demands.
 - ▶ Recruit and train the workforce in order to provide the optimum productivity based on the size and demands of the customers.
 - ▶ Process payroll and enter timesheet data using eHub software.
 - ▶ Address client concerns and provide resolutions.
 - ▶ Supervise, plan, direct and coordinate the work of employees.
 - ▶ Promote extra billing services to clients as a means of additional revenue for the company.
-

Area Manager, Broward County

Total Cleaning, Fort Lauderdale, FL (Sept. 2020 – Dec. 2021)

Manage day-to-day operations for Broward building territories with revenues of 1.2 Million annually. Train new employees, provide operational guidance to maximize revenue and growth. Provide support to employees and clients by visiting assigned client accounts. Evaluate and ensure company service standards are being achieved by internal and external partners.

- ▶ Conduct inspections and audits of accounts to ensure compliance.
 - ▶ Responsible for daily forecast of human capital logistics.
 - ▶ Provide on-site training to new hires so that they are familiar with client demands. Recruit and train the workforce in order to provide the optimum productivity based on the size and demands of their customer base.
 - ▶ Addressed client concerns and provide resolutions.
 - ▶ Supervise, plan, direct and coordinate the work of employees in the implementation of internal controls.
 - ▶ Promote extra billing services to clients as a means of additional revenue.
 - ▶ Appraise the performance of subordinates including 3 supervisors and complete quarterly employee evaluations.
 - ▶ Identify problem areas and provide coaching to motivate staff and increase moral.
 - ▶ Work effectively and efficiently with all stakeholders to achieve company goals.
-

EDUCATION & TRAINING

DeVry University, Miramar, FL

Bachelor of Science Degree in Business Administration & Technical Management

SKILLS

- ▶ Payroll timekeeping Systems (EHub, SimpliTime, UKG, Kronos)
- ▶ Microsoft Office (Word, Excel, PowerPoint, Outlook)



Christie Campbell

Client Partner

PROFESSIONAL SUMMARY

Award-winning sales and operations executive with 15+ years of experience driving multimillion-dollar growth across facility services, real estate, and commercial markets. Proven record of transforming underperforming territories into high-yield regions, scaling teams to exceed \$30M+ portfolios, and building enterprise partnerships that redefine customer value. Known for operational rigor, strategic foresight, and data-driven execution that convert complex pipelines into sustained revenue acceleration.



ccampbell@pritchardindustries.com



3445 NE 12 Terrace
Fort Lauderdale, FL 33334

CORE COMPETENCIES

- ▶ Strategic Sales Leadership
 - ▶ Market Expansion & Growth
 - ▶ Enterprise Account Acquisition
 - ▶ High-Performance Team Development
 - ▶ Contract Negotiation
 - ▶ Solution-Driven Selling
 - ▶ P&L Management
 - ▶ Pipeline Optimization
 - ▶ Client Engagement
 - ▶ Consultative Selling
 - ▶ Retention & Renewal Strategy
 - ▶ Pricing & Profitability Strategy
-

PROFESSIONAL EXPERIENCE

Client Partner, Southeast

Sunshine Cleaning Systems, dba Pritchard Industries, Fort Lauderdale, FL (Nov. 2025 – present)

Serves as the strategic liaison between clients and operations, driving retention, renewals, and long-term partnership success. Lead executive engagement, delivers data-driven QBRs, and partners with internal teams to ensure service performance aligns with contractual, budgetary, and customer expectations while proactively identifying risk and growth opportunities.

Regional Vice President of Sales, Southeast

Sunshine Cleaning Systems, dba Pritchard Industries, Fort Lauderdale, FL (Sept. 2024 – present)

- ▶ Directed Southeast regional growth and market expansion strategy, delivering 25% year-over-year revenue growth and securing \$10M+ in new business across education, hospitality, and commercial sectors through targeted pursuit planning and enterprise-level relationship management.
- ▶ Built, led, and coached a high-performing team of six Business Development Managers, embedding pipeline discipline, performance analytics, and consultative sales frameworks that increased qualified opportunities by 35% and
- ▶ improved close ratios by 20%.
- ▶ Positioned company as vendor-of-choice through strategic partnerships and executive-level engagement with key associations across the Southeast region.

Vice President of Sales

Building Cleaning Solutions, Inc (Jul. 2022 – Jun. 2023)

- ▶ Directed full P&L ownership for a \$20M regional division, aligning sales execution with fiscal discipline and operational oversight to maximize profitability, strengthen margins, and sustain predictable quarterly growth.
 - ▶ Redefined client transition and retention strategies by instituting proactive onboarding frameworks and continuous-feedback loops, elevating satisfaction scores and driving a 95% renewal rate across key enterprise portfolios.
 - ▶ Negotiated multimillion-dollar subcontractor agreements and implemented dynamic pricing and bid optimization models, producing a 15% lift in overall win rates while protecting gross margin integrity.
-

Sr. Manager Business Development

ABM Industries (Sept. 2010 – Jul. 2022)

- ▶ Advanced through four progressive promotions, culminating as Regional Sales Director with full accountability for \$35M+ portfolios spanning 12 states and Puerto Rico. Led market strategy, talent development of 12 direct reports, and revenue diversification initiatives that strengthened ABM's competitive positioning region-wide.
 - ▶ Consistently delivered 130%+ quota attainment, generating \$34M in new enterprise contracts through strategic partnerships, cross-vertical integration, and solution-based selling models that increased contract lifetime value and client retention.
 - ▶ Architected and implemented a "Price-to-Win" analytics framework, combining cost modeling and market intelligence to sharpen bid strategy, resulting in a 19% increase in win rates and measurable improvement in gross margin performance.
-

MEMBERSHIPS & HONORS

- ▶ BOMA, Ga Board Of Directors 2019-2021
Regional Judge (TOBY)
 - ▶ International Judge (TOBY) Community
Service Committee Southern Region Task
Force
 - ▶ Vice Chair & Chair Toby CommitteE
 - ▶ CREW Member Atlanta
 - ▶ USGBC, Ga
 - ▶ BOMA, Ga Allied Member of the year 2017
 - ▶ ABM Salesperson of the Year 2013
-

EDUCATION

The University of Tennessee, Knoxville TN

Bachelor of Science Degree in Political Science

Ty Mericle
President



Ty Mericle is President of Pritchard Industries, bringing more than 15 years of senior executive leadership experience driving operational excellence and turnaround performance across North America, Europe, and EMEA. Prior to joining Pritchard, he served in multiple Chief Operating Officer and Vice President roles, overseeing large, complex operations spanning hundreds of locations, tens of thousands of employees, and multi-hundred-million-dollar P&Ls, where he consistently delivered EBITDA improvement, margin expansion, and cost optimization. Known for leading through complexity, Ty has a proven track record of stabilizing underperforming business units, implementing consistent operating models, and building high-performing, multicultural teams, all grounded in a disciplined, customer-focused leadership approach shaped by his background as a U.S. Army officer.

Kevin Barton
Division President



Kevin Barton is an accomplished executive in the facilities services industry, bringing a wealth of experience in operations management, strategic planning, and effective leadership. In his role as President of Operations at Flagship Facility Services, he oversees an impressive annual revenue exceeding \$275 million and manages a diverse workforce of 4,000 employees. His expertise in the field is further demonstrated by his certification as a LEED AP professional, which underscores his commitment to sustainable practices. Kevin is dedicated to fostering continuous improvement within the organization, ensuring not only operational excellence but also the long-term success of the company in a competitive market.

Nikki Poole
SVP, Client
Experience



Nikki Poole is Senior Vice President of Client Experience at Pritchard Industries, bringing more than 10 years of executive leadership experience focused on operational alignment, service performance, and long-term client partnerships. She leads enterprise client experience strategies that support retention, contract stability, and consistent service delivery across a national portfolio, serving as a senior escalation point for key accounts. Previously, Nikki held senior leadership roles at Compass Group, where she led sales enablement and strategic marketing initiatives within the healthcare sector. Known for her data-driven, collaborative leadership style, she brings a disciplined, customer-focused approach to supporting complex facilities environments and public-sector clients.

Certifications & Achievements



Having undergone a comprehensive assessment of its management structure and green cleaning operations by an independent accredited CIMS-GB assessor

Sunshine Cleaning Systems, Inc.

is hereby CERTIFIED WITH HONORS to
the ISSA Cleaning Industry Management Standard
Green Building Criteria

and has successfully demonstrated a commitment to the delivery of
environmentally preferable services designed to meet customer needs and expectations.

This Certification is valid October 15, 2020 through October 15, 2022.



A handwritten signature in black ink, appearing to read "John Barrett".

John Barrett, Executive Director
ISSA

Commitment to Sustainability

Since our **Green Seal Certification** in 2014, Pritchard Industries has adhered to rigorous sustainability standards set by the GS-42 Edition 2.3 for Commercial and Institutional Cleaning Services. This standard is essential for service providers like Pritchard as it outlines requirements for operating procedures, sustainable purchasing, employee training, and tenant communications, all aimed at ensuring a safer and healthier building for our janitorial services teams and for your community.

To maintain this certification, Pritchard undergoes a comprehensive audit every two years to monitor our compliance.

Caring for your surroundings also encourages you to think ahead for our environment. Pritchard is Green Seal Certified with several **LEED-certified staff and is a US Green Building Council member.** Expert training supports our use of recycled and renewable paper products, as well as recycling and reuse when health protection allows. We look for Energy Star equipment, maintain a microfiber program, and refresh our team's expert training as standards and science raise the bar.

With your partnership, we can further reduce the use of and exposure to biological, chemical, and particulate contaminants. You'll get more than a healthier personal environment -- you'll also better sustain your building finishes, systems, air quality, and surroundings.

Grounded in the policies and research of the US Green Building Council's LEED and WELL Institute, Pritchard brings you these assets:

- ▶ Care teams are trained in the maintenance and health protection of cleaning resources, including their use, maintenance, disposal, and, when health protection allows, recycling, from products to packaging to equipment.
- ▶ Reduced the use of cleaning chemicals through prepacked concentrates, well-managed dilution systems, and monitored applications.
- ▶ Commitment to sustainable and planet-aware cleaning materials, products, disposable paper items, trash bags, and high-tech microfiber tools and wipes.
- ▶ Selected hard floor and carpet care products that yield both monitored cleaning and long-term sustainability.



Financial Information

Sunshine Cleaning Systems operates as a division of Pritchard Industries, one of the nation's leading facility services providers. Accordingly, the financial statements included represent Pritchard Industries' consolidated financials, demonstrating the financial stability and resources that support Sunshine's operations.

DUNS Number

15-7479791

Bank Reference

E-Verify

Company ID: 69197

Client Company ID: 1632435



J.P.Morgan

June 5, 2024

RE: Pritchard Industries, LLC

To whom it may concern,

This letter is being delivered to you to provide information on the Company's banking relationship with JPMorgan Chase Bank, N.A (the "Bank").

We can hereby confirm that Pritchard Industries, LLC has maintained accounts at the Bank since 2023, and has operated the accounts in a satisfactory manner.

Please be advised that this letter refers only to facts as they exist as of the date of this letter and the Bank shall have no duty or obligation to inform the addressee hereof of any future changes in such facts. This letter is solely for the benefit of the addressee hereof for the referenced purpose, and may not be relied on by any other person or for any other purpose.

Sincerely,

Alexander Bacon

Alexander Bacon
Relationship Executive
JPMorgan Chase Bank, N.A.
383 Madison Ave, FL 22, New York, NY, 10179
212-270-5552
Alexander.bacon@chase.com

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ABOUT THIS MESSAGE This letter gives you updates and information about your JPMC relationship.

Resources & Availability



Account Management Plan

At its core, janitorial service is delivered by people. While a service agreement outlines expectations, the day-to-day experience depends on the individuals who show up, take pride in their work, and understand the importance of the spaces they care for. Because people are central to service delivery, consistency is achieved not just through staffing, but through how teams are supported, supervised, and engaged.



City of Coconut Creek Staffing Plan

Facility Name	Address	Work Days	Cleaning Hours	Projected Number of Cleaning Hours per	Notes
City Hall	4800 W. Copans Rd.	M-TH	6p-6a	7 hrs per night	Sunshine Will utilize team cleaning concept and combine City Hall, 911 Dispatch, Public Works with a nightly crew, four nights a week.
Public Works, E.O.C and I.T.	4900 W. Copans Rd.	M-TH	6p-6a	4.0 hrs per night	
Utilities and Engineering	5295 Johnson Rd.	M-TH	6p-6a	3.75 hrs per night	Dedicated Cleaning staff
911 Dispatch Ctr 2nd floor	4900 W. Copans Rd.	M-SUN	6p-6a	2 hrs per night	
Fire Stations Administration	4700 Johnson Rd	M-SUN	6p-6a	2.5 hrs per night	
Community Center (exclude FC/Gym)	2x per day	M-SUN	10p-6a, 1p	1.5 hrs afternoon, 4.0 hrs per cleaning per night	Dedicated Cleaning Staff, separate from parks route cleaning. Two shifts Day and Night Cleaning
Recreation Complex (exclude FC/Gym)	2x per day	M-SUN	10p-6a, 1p	2.0 hours afternoon 4 hrs per cleaning per night	Dedicated Cleaning staff, two shifts Day and Night Shifts
Fire Station #94 office	4455 Sol Press Blvd.	M-TH	8a-6 p	1 hr per day	Day cleaning of this facility will coincide with the 1pm cleaning of the Rec Center
Police Department	4800 W. Copans Rd.	M-TH	8a-6 p	4 hrs per day	Police Department, Commission Chambers and Records Dept will be cleaned utilizing Team Cleaning Methods. Sunshine has also accounted for a Day Supervisor
Sabal Pines Parks, code compliance/rec offices	5005 NW 39 Ave.	M-TH	7am -5pm	3.0 hrs per day	Sunshine has accounted for the Daily cleaning of Sabal Pines Park separate from the Parks Route cleaning and will have a dedicated cleaner assigned
Commission Offices, Chambers, and HR Dept	4800 W. Copans Rd.	M-TH	8a-6 p	2 hrs per day	Police Department, Commission Chambers and Records Dept will be cleaned utilizing Team Cleaning Methods. Sunshine has also accounted for a Day Supervisor
Records Department 2nd floor	4900 W. Copans Rd.	M-TH	8a-6 p	1 hr per day	Police Department, Commission Chambers and Records Dept will be cleaned utilizing Team Cleaning Methods. Sunshine has also accounted for a Day Supervisor

Parks w restrooms & pavilions		Parks with restrooms will be cleaned as part of the daily park Cleaning Route. Sunshine will be providing a company van for all route cleaning and trash removal from all parks without dumpsters. Route team will consist of two FTE's 8 hrs per day seven days a week, all park location. 15hrs per day		
Outside Community Center	1100 Lyons Rd.		Day Cleaning, Route	
Outside Recreation Complex	4455 Sol Press Blvd.		Day Cleaning, Route	
Windmill Park	700 Lyons Rd.		Day Cleaning, Route	
Hosford Park	4422 Coconut Creek Blvd.		Day Cleaning, Route	
Donaldson Park and Rowe building	900 NW 43 Ave.		Day Cleaning, Route	
George S. Gerber Park	4715 NW 30 St.		Day Cleaning, Route	
Winston Park	5201 NW 49 Ave.		Day Cleaning, Route	
Cypress Park	2465 NW 49 Ter.		Day Cleaning, Route	
Sabal Pines Park	5005 NW 39 Ave.		Day Cleaning, Route	
Lakeside Park	5555 Regency Lakes Blvd.		Day Cleaning, Route	
Parks w/o restroom & pavilions		Parks w/o restrooms will be cleaned as part of the daily park Cleaning Route. Sunshine will be providing a company van for all route cleaning and trash removal from all parks without dumpsters.		
Veterans Park	3550 Lyons Rd.		Day Cleaning, Route	
Sunshine Park	346 Sunshine Drive		Day Cleaning, Route	
Pond Apple Park	4400 NW 22 Rd.		Day Cleaning, Route	
Lyons Creek Field Area	4333 Sol Press Blvd.		Day Cleaning, Route	
Lakewood Park	4966 NW 10 St.		Day Cleaning, Route	
Coco Point Park	4870 NW 6 St.		Day Cleaning, Route	
Project Work Monthly Quarterly and Semi Annual		Sunshine will perform all specialty services with a dedicated in-house team. Trained in all concepts of Hard Floor Care, Carpet Care and Window Cleaning. Window Cleaning will be performed utilizing Aqueapher de-ionized water system		
Scrub all restroom Floors, outside restrooms floors at Parks, Kitchen Floors, and Locker rooms			Monthly	
Window Cleaning Exterior and Interior All City Locations	First Week of October, January, April, and July		Quarterly	
Strip, seal and Wax all Resilient Floors, Shampoo Carpets, Strip	October and April		Semi-Annual	

Team Member Recruiting

We hire with intention. Every team member is selected for reliability, professionalism, and integrity because in healthcare environments, there's no room for uncertainty.

Candidates undergo thorough screening to ensure readiness for patient-serving facilities. Our recruitment prioritizes individuals with experience in high-traffic, community-based settings. We seek people who take pride in their work, communicate effectively with staff and visitors, and remain composed when volumes increase or needs shift during the day.

Sunshine builds teams that meet the highest standards of safety, cleanliness, and patient experience. Each hire reflects the level of trust the City places in us to maintain safe, welcoming environments for residents, employees, and visitors. We honor that responsibility with every position we fill.

Search and Screen

Candidates for new or existing accounts are typically extracted from four basic sources:

- Staff currently working at the City
- Applications already on file from previous recruitment efforts
- Advertising through an array of local media resources

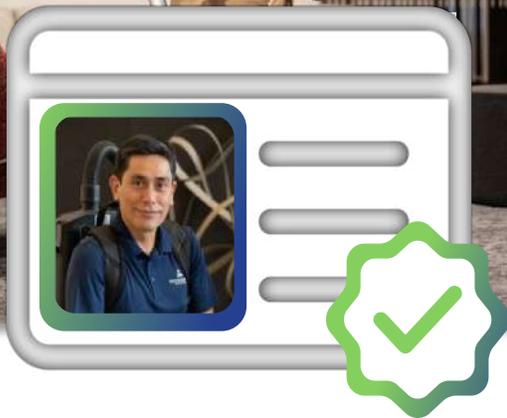
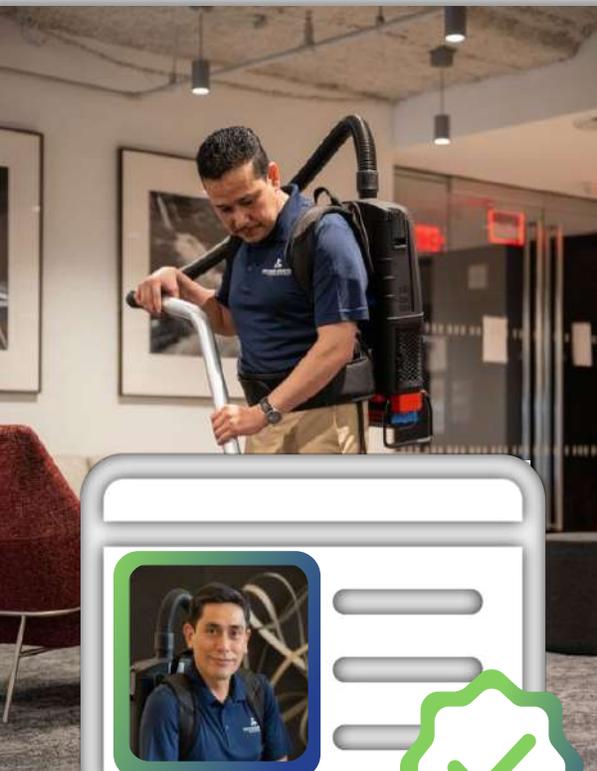
These sources have historically proven successful in producing a large enough applicant pool to fill all open positions.



Select Our Candidate

Once potential candidates have been selected through the personnel search, the Operations Department carefully reviews each candidate's file and begins screening for appropriate personnel. Any applicant with related service skills becomes a prospect for employment. Applicants are qualified for employment by:

- Verifying employment eligibility through E-Verify
- Conducting criminal background checks
- Conducting drug tests (when required).
- Verifying required job skills.
- Checking previous employment contacts
- Checking listed personal and business references
- Verification of telephone numbers and addresses



Service Begins with People.

Our benefits offerings are designed to promote retention, recognize service, and support employee well-being, with benefit levels tailored as appropriate to each contract.



Retention. Benefits. Recognition.



Benefits

- ▶ 401 (k) Employee Savings Plan (contract specific)
- ▶ Anniversary Awards
- ▶ Paid Holiday & Vacation
- ▶ Employee Assistance Program
- ▶ Health, Dental, and Vision Coverage (contract-specific)
- ▶ Prescription Drug Card
- ▶ Term Life Insurance
- ▶ Voluntary Disability Insurance



Employee Incentive Programs

- ▶ Employee of the quarter
- ▶ Merit & safety increases
- ▶ Productivity & process improvements
- ▶ Opportunity for advancement
- ▶ Accelerated management training program
- ▶ Professional certification support



Employee Development

- ▶ ESL & SSL classes
- ▶ Tuition reimbursement and certification reimbursement
- ▶ On-the-job leadership training
- ▶ Mentorship program for team leaders

Team Member Training

In public-serving environments where cleanliness, safety, and presentation directly influence the resident experience, ongoing training is essential.

Our structured approach integrates classroom training, hands-on instruction at assigned facilities, and ongoing performance coaching to reinforce consistency, accountability, and service quality across all locations.

Foundational Training & Onboarding

- ▶ City of Coconut Creek orientation & site-specific procedures
- ▶ Professional conduct and public-facing customer service training
- ▶ Infection-control awareness and hygiene standards for clinical support areas
- ▶ Proper use of chemicals & cleaning agents (per MSDS/SDS)
- ▶ Restroom and common area sanitation techniques
- ▶ Cross-training to support multiple clinics and functional areas within each site

Health & Safety

- ▶ OSHA safety & injuries/illnesses prevention
- ▶ Bloodborne pathogen & biohazard cleanup procedures (29 CFR 1910.1030)
- ▶ Hazard identification, risk mitigation, & PPE usage
- ▶ HSI platform for EHS training
- ▶ Chemical handling & safety orientation
- ▶ Slip and fall prevention in high-traffic areas
- ▶ Emergency response for spills, medical incidents, & weather events

Quarterly Development Reviews

- ▶ Track progress & performance against KPIs
- ▶ Identify skill gaps & advancement opportunities
- ▶ Review QMS adherence & service quality performance
- ▶ Align growth goals with contract needs & service priorities
- ▶ Reinforce accountability & continuous improvement

Specialized Training Modules

- ▶ Customer interaction in municipal and community environments
- ▶ training for clinical environments
- ▶ Equipment operation and preventive care for vacuums, floor equipment, and essential tools
- ▶ Environmental stewardship and sustainability practices, including waste-stream awareness
- ▶ Full compliance with Oak Street Health SOPs, service expectations, and key performance indicators

Ongoing Growth & Development

- ▶ Leadership and supervisory development for on-site leads
- ▶ Performance management & staff accountability coaching
- ▶ Communication and conflict-resolution for passenger interactions
- ▶ Emergency & crisis communication protocol
- ▶ Goals setting & results tracking

Quality Assurance Plan

At Sunshine, our Quality Assurance Program is already established and operating within the City of Coconut Creek's facilities. This program ensures consistency, accountability, and visible, resident-ready cleanliness across all City buildings through a structured combination of on-site supervision, documented inspections, and technology-enabled oversight. Using SmartInspect, our supervisors conduct standardized inspections that track cleanliness, safety, and service levels in real time, while eHUB supports workforce communication, training compliance, and task verification. Together, these tools provide the City with transparent performance tracking, faster issue resolution, and a consistently high standard of service delivery consistency, accountability, and visible, resident-ready cleanliness across all City buildings.

Joint Scope Review

A joint scope and expectations review is conducted with City representatives to confirm cleaning priorities, scheduling needs, and building-specific requirements. Because we have serviced Coconut Creek for more than six years, this review focuses on maintaining and strengthening an already aligned service model.

Quality Control Inspections

The on-site Supervisor conducts documented weekly inspections using standardized checklists to verify service completion, cleanliness levels, supply stock, and any corrective needs. Results are shared with City contacts, and follow-up actions are validated through re-inspection.

Team Member Feedback

Frontline team members are encouraged to share observations and improvement ideas based on their daily experience in each building. This ensures that feedback, conditions, and service adjustments are addressed quickly and collaboratively. Staff are retrained or reassigned if performance falls below expectations — with City input when needed.

Continuous improvement is a core element of our Quality Assurance Program and is already active within City of Coconut Creek facilities. We continually evaluate daily cleaning outcomes, review inspection findings, and identify service refinements to support consistent, high-quality presentation across all buildings. Through ongoing communication with City representatives, we address needs quickly, monitor performance trends, and proactively correct issues before they impact service.

This established improvement cycle allows our team to remain responsive to building usage patterns, seasonal changes, community events, and operational priorities. Because the existing custodial team is experienced and familiar with Coconut Creek facilities, improvements are implemented smoothly and without disruption.

By maintaining this continuous improvement approach, Sunshine demonstrates its ongoing commitment to reliable service delivery, operational excellence, and maintaining clean, safe, and welcoming public spaces for residents, staff, and visitors.

Meeting your
challenges on time
Every time

Quality Control

Quality Control verifies that daily cleaning outcomes meet the City’s standards for safety, cleanliness, and public presentation. Sunshine’s Quality Control processes are already established and functioning at City of Coconut Creek’s facilities, ensuring consistent performance across shifts, buildings, and service types.

The Quality Management System (QMS) in use today is designed to be stable, clear, and repeatable, supporting accountability, transparent communication, and continuous improvement.

The Pritchard QMS is designed to be adaptable, accessible, scalable, and robust, consisting of four key components:



1. Policy Framework

- ▶ Establishes the strategic direction and high-level commitments that guide the QMS.
- ▶ Ensures alignment of our standards and customer-specific requirements



2. Organizational Structure

- ▶ Leadership-driven approach with clear roles and responsibilities at all levels.
- ▶ A dedicated Quality Assurance (QA) team oversees system implementation and compliance.
- ▶ Operational execution of the QMS is applicable to our entire organization.



3. Process & Procedures

- ▶ Comprehensive documentation, including Standard Operating Procedures (SOPs), inspection checklists, and Quality Management Plans (QMPs), governs every aspect of service delivery.
- ▶ Root Cause Analysis tools, such as 5 Why’s and Fishbone Diagrams, are used to address and resolve issues.



4. Technology & Tools

- ▶ The QMS System is integrated into Power BI to provide leading and lagging performance improvement requirements to facilitate data-driven decision-making, document management, and performance monitoring.

Technology & Equipment

Real-time Communication. Real-time insights.

Sunshine uses mobile inspection and reporting tools to support the oversight of daily cleaning activities at City of Coconut Creek facilities. These tools allow the on-site Supervisor to verify task completion, document conditions, log follow-up needs, and communicate updates directly with our management team and City representatives. This ensures that quality levels remain consistent and any issues are addressed promptly.

Sunshine also evaluates technology enhancements on an ongoing basis. If improvements to inspection or reporting tools are introduced in the future, they will be implemented collaboratively, with City input and without disrupting current service operations.

Benefits of Using Dashboard

- Real-time visibility
- Empowered decision-making
- Improved communication
- Enhanced client satisfaction
- Collaboration
- Increased customization
- Save time and resources



Use of Mobile QA Tools

These mobile device applications are used by foremen, supervisors, and managers to enhance the management and oversight of janitorial operations. They enable on-the-spot reporting of cleaning progress, issue identification with the capability for immediate photographic evidence, and real-time communication between the cleaning team and management. Specific

Activity	Description
Task Monitoring	Supervisor verifies completion of daily and periodic tasks through digital checklists.
Deficiency Reporting	Service issues are documented and tracked until corrected; follow-up inspections confirm closure.
Direct Communication	Enables quick coordination between Supervisor and City personnel to adjust service priorities as needed.
Real-Time Updates	Provides timely updates on project status, floor care work, event support, and special requests

Because our inspection system is already established at Coconut Creek, the City benefits from consistency, transparency, and seamless service continuity.

Equipment List

For this project, we will utilize new, **state-of-the-art equipment** to ensure the highest quality of service from the outset. We are committed to maintaining that standard by **replacing or upgrading equipment** as needed throughout the contract. Staying up to date with the latest tools allows us to work more efficiently, safely, and effectively.

Below is a list of the equipment we will use for this contract. Quantities may vary by location.

Item
ProTeam HEPA Upright Vacuum
ProTeam HEPA Back-Pack Vacuum
Floor fans
Carpet machine (Dry Concept)
Carpet machine extractor
Floor Machine
Auto-scrubber, City Hall Terrazzo Floor care
Mop Bucket
Brutes
Trash carts
Maid carts
Misc tools
Project Crew and Van for quarterly floor / carpet care
Park Route Van
Fully Equipped Bus Route Truck



Safety Program

In all our initiatives, risk management is about more than compliance, it's about foresight, preparedness, and resiliency. We understand the responsibility we share in protecting people, facilities, and operations, and we take a proactive approach to anticipating risks, preventing incidents, and responding effectively when disruptions occur.

Proactive Prevention

Our risk management program is built on the principle that most risks can be prevented through planning and vigilance. We conduct ongoing site assessments, routine inspections, and hazard analyses to identify vulnerabilities before they affect operations. Key preventive measures include:

- ▶ Enforcing and auditing safety and health rules as a condition of employment.
- ▶ Conducting regular inspections to identify unsafe conditions or practices.
- ▶ Promptly investigating every incident to determine root causes and implement corrective actions.

Operational Safeguards

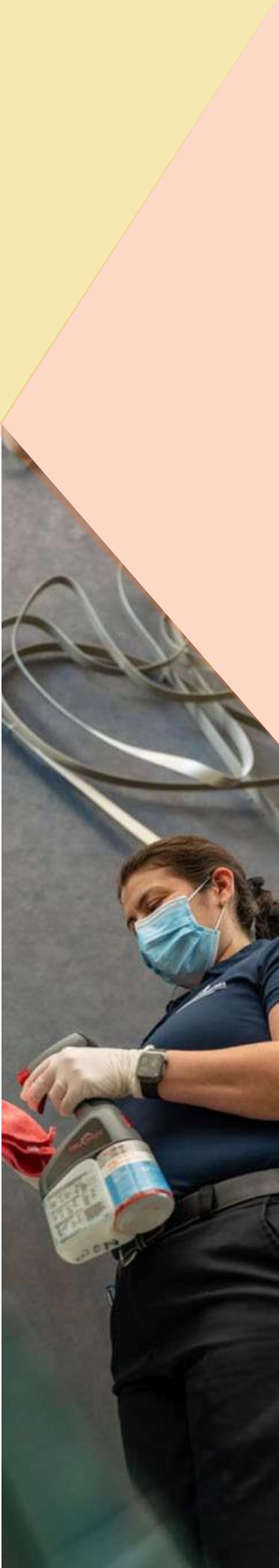
Risk management is also embedded in our daily operations:

- ▶ **Equipment Safety:** Team members receive specialized training in safe use of machinery and tools, and all equipment is inspected regularly for compliance and functionality.
- ▶ **Uniforms and Access Control:** All employees wear identifiable uniforms and carry badges to verify authorization. Key access is limited to designated personnel under strict key management protocols to safeguard facility security.

Culture of Safety & Resilience

Our safety culture emphasizes accountability, preparedness, and continuous improvement. Sunshine integrates OSHA safety standards, chemical handling training, and bloodborne pathogen awareness into onboarding and ongoing development. By combining prevention, training, and response readiness, Sunshine ensures confidence that City facilities are maintained safely for residents, visitors, and staff.

Serving the City Every Day
With a Safety Mindset!



Emergency Preparedness

Sunshine integrates emergency preparedness into daily operations to safeguard facilities, maintain service continuity, and support rapid incident response. Because our team is already established within City of Coconut Creek's facilities, we are able to respond quickly to unplanned events, weather-related disruptions, and facility needs as they occur.

Response Readiness

- ▶ Local supervision and staffing enable rapid coordination and on-site response.
- ▶ A 24/7 on-call manager is available to support after-hours or urgent 24/7 Call Center to needs.
- ▶ Communication protocols ensure that City representatives are notified immediately in the event of safety concerns or service-impacting conditions.
- ▶ Key personnel are equipped with **satellite phones** to maintain communication during power outages or infrastructure disruptions.

Resource Depth & Continuity

- ▶ Backup cleaning supplies, floor care equipment, and PPE are maintained locally to support uninterrupted operations.
- ▶ **Generators are available** at select locations to support continuity during extended power interruptions.
- ▶ When specialized services are required, Sunshine engages pre-qualified vendor partners (e.g., biohazard cleanup, water extraction, or mold remediation) under our supervision to ensure timely and compliant results.
- ▶ Additional labor, equipment, and supervisory support can be **pulled from across the region and statewide** to scale response efforts as conditions require.

Emergency Scenarios Covered

Our teams are trained and equipped to respond to a wide range of potential disruptions, including:

- ▶ Fires, floods, or severe weather events
- ▶ Biohazard or unsanitary condition response (OSHA/BBP compliant)
- ▶ Post-event cleanup for City and community activities
- ▶ Odor, spill, and contamination response

Hurricane & Severe Weather Readiness

Sunshine maintains hurricane preparedness protocols tailored to South Florida operations, including pre-storm facility checks, supply staging, and staffing readiness. Prior to forecasted storms, our teams secure equipment, protect critical areas, and coordinate with City representatives on access, closures, and post-storm priorities. Following severe weather events, Sunshine mobilizes rapid-response teams to support debris cleanup, water extraction, sanitation, and service restoration across affected facilities.

By embedding business continuity into our Safety Program, Sunshine ensures that even in times of disruption, services remain uninterrupted, facilities are protected, and client confidence is preserved.

References



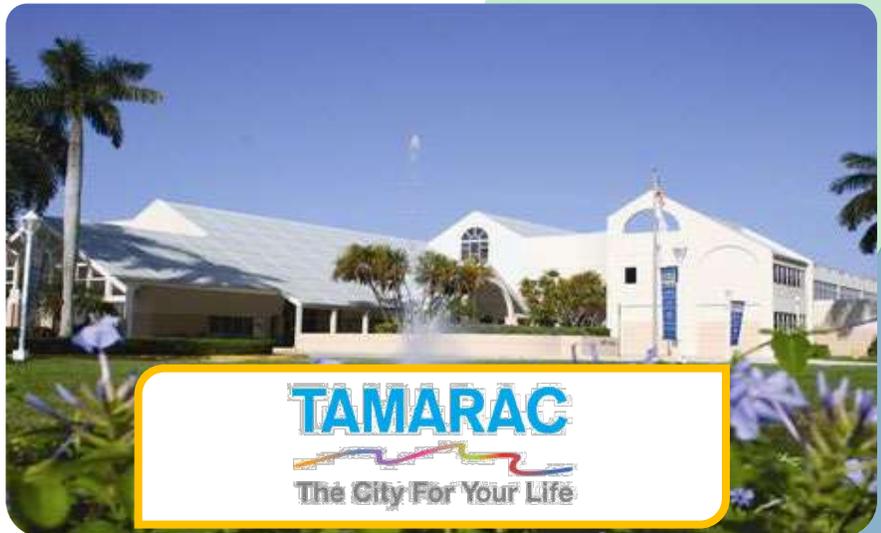
Broward County

Client Contact	Angie Salinas
Client Address	115 S Andrews Ave, Fort Lauderdale, FL 33301
Client Phone	954-357-7031
Client Email	asalinas@broward.org
Description of Work	Janitorial services, multiple contracts
Annual Revenue	\$10,000,000 annually



City of Tamarac

Client Contact	Tom Vreeland
Client Address	10101 State Street, Tamarac, FL 33321
Client Phone	954-597-3729
Client Email	Tom.Vreeland@tamarac.org
Description of Work	Janitorial services at various city buildings
Annual Revenue	\$550,000 annually



City of Deerfield Beach

Client Contact	Josef Farbiarz P.E.
Client Address	325 NW 2nd Ave Deerfield Beach, FL, 33441
Client Phone	954-250-4251
Client Email	jtetteris@coconutcreek.net
Description of Work	Janitorial Services at various city buildings
Annual Revenue	\$300,000 annually



Ivy Properties	
Client Contact	Mary Ermani, Property Manager
Client Address	5805 Blue Lagoon Drive, Suite 136, Miami, FL 33126
Client Phone	786-231-3692
Client Email	merman@ivy-realty.com
Description of Work	Janitorial Services at various city buildings
Annual Revenue	\$150,000 annually



Required Responses





Contractor Qualifications

1. Company Experience: Please describe your company's experience providing janitorial services for government agencies or other large-scale facilities. Include the number of years in business and examples of similar contracts.

Sunshine Cleaning Systems ("Sunshine"), founded in 1976 and headquartered in Fort Lauderdale, Florida, has more than 40 years of experience providing professional janitorial services to municipal governments and other large-scale public facilities. Sunshine is part of Pritchard Industries, a national facility services organization supporting public- and private-sector clients across the United States.

Sunshine has extensive experience servicing government and civic environments, including city halls, administrative offices, recreation and community centers, public safety facilities, and other public-facing buildings. Our municipal portfolio includes long-standing contracts with the City of Coconut Creek, the cities of Tamarac and Deerfield Beach, as well as Hillsborough County and Broward County.

Through these engagements, we have developed a strong understanding of the operational demands, security considerations, and public expectations associated with high-use civic facilities. This experience allows us to deliver consistent, compliant services while adapting to each municipality's specific needs, schedules, and service standards.

2. Staffing Plan: Describe your proposed staffing plan for this contract, including the number of full-time and part-time employees, supervisory personnel, and their roles. Include employee training procedures and certifications.

The City of Coconut Creek will be staffed with a combination of full-time and part-time employees, scaled to the facility's size, hours of operation, and service requirements. An on-site Supervisor will oversee daily operations, scheduling, quality control, and client communication, with additional support from regional management as needed.

All employees receive role-specific onboarding and ongoing training in safety, cleaning procedures, equipment use, and site-specific protocols, with supervisors maintaining required certifications and compliance training. Additional staffing and training details are provided elsewhere in this proposal. For more information, please see pages 25-26.

3. Manpower Availability: How will your company ensure adequate manpower coverage for routine cleaning, special projects, and emergency requests? Include contingency plans for absences or high-demand periods.

Sunshine ensures adequate manpower coverage through proactive workforce planning, cross-trained personnel, and active supervisory oversight. Assigned staff are scheduled to meet routine cleaning requirements while maintaining flexibility to respond to special projects or unplanned needs. To address absences or increased demand, Sunshine utilizes:

- ▶ Cross-trained employees familiar with multiple facilities
- ▶ On-call personnel available to fill short-notice vacancies
- ▶ Supervisory coverage to temporarily supplement staffing if needed
- ▶ Support from nearby regional staff during high-demand periods

Emergency and special service requests are supported through rapid-response protocols, with management available 24/7 to coordinate staffing and resources as required. This approach ensures continuity of service without disruption to daily operations.

4. Equipment and Supplies: List all equipment, tools, and cleaning supplies your company will provide to fulfill the contract. Include any specialized equipment for floor care, carpet cleaning, or other specialized janitorial tasks.

Sunshine provides all equipment, tools, and cleaning supplies necessary to perform services under this contract. Equipment is selected to match facility requirements, improve efficiency, and support safe cleaning practices. For our proposed equipment list please see page 33

5. Quality Control Program: Describe your quality assurance program to ensure cleaning standards are consistently met. Include inspection procedures, frequency, and corrective actions taken if standards are not met.

Sunshine maintains a structured quality control program designed to ensure cleaning standards are consistently met across all facilities. Quality assurance is built into daily operations and reinforced through regular supervision and documentation.

Key components include:

- ▶ Defined cleaning task schedules and service standards
- ▶ Routine supervisor inspections of assigned facilities
- ▶ Documented inspection results and follow-up actions
- ▶ Direct communication with City representatives regarding service performance

If deficiencies are identified, corrective actions are implemented promptly. Supervisors coordinate retraining, task adjustments, or staffing changes as needed to bring services back into compliance. Continuous monitoring helps prevent recurring issues and supports consistent service delivery. For additional information please see pages 30-32.

6. Health, Safety, and Compliance: Explain your company's policies for compliance with OSHA, EPA, and other relevant federal, state, or local regulations. Include procedures for handling hazardous materials and employee safety training.

Sunshine is committed to full compliance with OSHA, EPA, and all applicable federal, state, and local regulations. Safety policies and procedures are integrated into daily operations and reinforced through training and supervision.

Health and safety practices include:

- ▶ OSHA-compliant safety training for all employees
- ▶ Hazard communication and chemical safety training
- ▶ Proper labeling, storage, and handling of cleaning chemicals
- ▶ Use of appropriate personal protective equipment (PPE)
- ▶ Incident reporting and corrective action procedures

Material Safety Data Sheets (MSDS/SDS) are maintained for all applicable products, and employees are trained on spill response and emergency procedures. These practices help protect employees, building occupants, and City property. For additional information please see pages 34-35.

7. Service Plan and Schedule: Service Plan and Schedule: Provide a sample weekly and/or monthly cleaning schedule, indicating frequency of tasks such as restrooms, offices, common areas, and specialized cleaning tasks.

Sunshine develops customized service plans and cleaning schedules for each facility based on usage, operating hours, and contract requirements. Schedules are designed to ensure consistent coverage while minimizing disruption to City operations.

A typical service schedule includes:

- ▶ Daily services: Restroom cleaning and sanitization, trash removal, spot cleaning, and high-touch surface disinfection
- ▶ Weekly services: Detailed office and common area cleaning, floor care maintenance, and fixture cleaning
- ▶ Monthly or periodic services: Floor machine scrubbing, carpet extraction, and other specialized tasks as required

Service schedules are reviewed regularly and adjusted as needed to align with facility usage, special events, or changing City needs. For additional information please see pages 9-12 & pages 25-26.

Required Forms

Proposer Information

RFP No. 01-15-26-09

PROPOSER INFORMATION

Communications concerning this proposal shall be addressed to:

Company Name: Sunshine Cleaning Systems dba Pritchard Industries, LLC
Social Security/Federal Tax I.D. No.: 59-2142301
Proposer's Name (Print): Michael Woodson Title: Vice President
Address: 3445 NE 12 Terrace

City/State/Zip: Fort Lauderdale, FL 33334
Phone: (954) 292-2164 Fax: _____
Email: Mike.Woodson@pritchardindustries.com

ACKNOWLEDGEMENT OF ADDENDA

Instructions: Complete Part I or Part II, Whichever Applies

Part I:

Proposer has examined copies of all the Contract Documents and of the following Addenda (receipt of all which is hereby acknowledged).

Addendum No: <u>1</u>	Dated: <u>1/15/26</u>
Addendum No: <u>2</u>	Dated: <u>1/15/26</u>
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____

Part II:

No Addendum was received in connection with this RFP.

It is understood and agreed by Proposer that the City reserves the right to reject any and all proposals, to make awards on all items or any items according to the best interest of the City, and to waive any irregularities in the proposal or in the proposals received as a result of the RFP. It is also understood and agreed by the Proposer that by submitting a proposal, Proposer shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties.

M.R. Woodson
Proposer's Authorized Signature

1/14/2025
Date

Michael Woodson
Proposer's Printed Name

Proposal Confirmation

RFP No. 01-15-26-09

PROPOSAL CONFIRMATION

In accordance with the requirements to provide **Janitorial Services** pursuant to RFP 01-15-26-09, the undersigned submits the attached proposal.

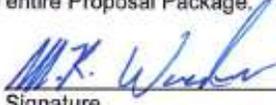
Proposer accepts and hereby incorporates by reference in this proposal all of the terms and conditions of the scope of work, including EPA Standards, Motor Vehicle Safety Standards and required warranty and guarantee certificates.

Proposer is fully aware of the scope of work based on these requirements, the legal requirements (federal, state, county and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigation as Proposer deems necessary.

This proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham proposal; Proposer has not solicited or induced any person; firm or a corporation to refrain from proposing and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over City.

The Proposer shall acknowledge this Proposal by signing and completing the spaces provided. I hereby submit this Proposal Package for Janitorial Services, RFP No.01-15-26-09 to the City of Coconut Creek with the full understanding of the Request for Proposal, General Terms and Conditions, Special Terms and Conditions, Detailed Requirements, and the entire Proposal Package.

Sunshine Cleaning Systems
dba Pritchard Industries, LLC
Proposer's Name

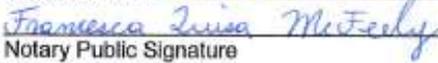

Signature

1-14-2026
Date

State of: Florida

County of: Broward

The foregoing instrument was acknowledged before me this 14th day of January, 2026 ^{PM}
by Michael Woodson, who is (who are) personally known to me or who
has produced Florida Drivers License as identification and who did (did not) take an oath.


Notary Public Signature

Francesca Luisa McFeely
Notary Name, Printed, Typed or Stamped

Commission Number: HH 748440

My Commission Expires: December 10, 2029



Indemnification Clause

RFP No. 01-15-26-09

INDEMNIFICATION CLAUSE (Page 1 of 1)

The parties agree that one percent (1%) of the total compensation paid to Contractor for the work of the contract shall constitute specific consideration to Contractor for the indemnification to be provided under the Contract. The Contractor shall indemnify and hold harmless the City Commission, the City of Coconut Creek, and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the City, or any of their agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on this amount or type of damages compensation or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts. Nothing in this section shall affect the immunities of the City pursuant to Chapter 768, Florida Statutes, as amended from time to time, nor shall it constitute an agreement by the City to indemnify Contractor, its officers, employers, subcontractors or agents against any claim or cause of action. This section shall not be construed as consent to be sued by any third parties in any matter arising out of this Agreement. The foregoing indemnification and release shall survive the termination of this Agreement.

Sunshine Cleaning Systems
dba Pritchard Industries, LLC
Contractor's Name

M. P. Woodson
Signature

1-14-2026
Date

State of: Florida

County of: Broward

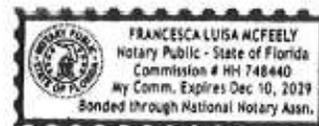
The foregoing instrument was acknowledged before me this 14th day of January, 2026, by Michael Woodson, who is (who are) personally known to me or who has produced Florida Drivers License as identification and who did (did not) take an oath.

Francesca Luisa McFeely
Notary Public Signature

Francesca Luisa McFeely
Notary Name, Printed, Typed or Stamped

Commission Number: HH 748440

My Commission Expires: December 10, 2029



Non-Collusion Affidavit

RFP No. 01-15-26-09

NON-COLLUSIVE AFFIDAVIT

State of Florida)
County of Broward) ss.

Michael Woodson being first duly sworn, deposes and says that:

- (1) He/she is the Vice President
(Owner, Partner, Officer, Representative or Agent)
of Sunshine Cleaning Systems dba Pritchard Industries, LLC the Proposer that has submitted the attached proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- (3) Such proposal is genuine and is not a collusive or sham proposal;
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham proposal in connection with the work for which the attached proposal has been submitted; or to refrain from bidding in connection with such work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm or person to fix the price or prices in the attached proposal of any other Proposer, or to fix an overhead, profit, or cost elements of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- (5) The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

By: *M. Woodson*

Michael Woodson
(Printed Name)

Vice President
(Title)

ACKNOWLEDGEMENT

State of Florida
County of Broward

The foregoing instrument was acknowledged before me this 14th day of January, 2026,
by Michael Woodson, who is personally known to me or who has produced
_____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal

Francesca Luisa McFeely
NOTARY PUBLIC

Francesca Luisa McFeely
(Name of Notary Public: Print, Stamp, or
Type as Commissioned.)



Proposer's Qualification Statement

RFP No. 01-15-26-09

PROPOSER'S QUALIFICATION STATEMENT

In order to properly evaluate the proposal submittals, Proposers are expected to complete the questionnaire and include the following documentation. By attesting to this submittal, Proposer guarantees the truth and accuracy of all statements and answers herein contained.

SUBMITTED TO: City of Coconut Creek
Purchasing and Contracts Division
4800 West Copans Road
Coconut Creek, FL 33063

Submitted By: Sunshine Cleaning Systems
dba Pritchard Industries, LLC
Name: Michael Woodson
Address: 3445 NE 12 Terrace
City, State, Zip Fort Lauderdale, FL 33334
Telephone No. (954) 292-2164
Fax No. _____

Check One

- Corporation
 Partnership
 Individual
 Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is: Sunshine Cleaning Systems dba Pritchard Industries, LLC

The address of the principal place of business is: _____
3445 NE 12 Terrace, Fort Lauderdale, FL 33334

2. If Proposer is a corporation, answer the following:

- a. Date of Incorporation: 1976
b. State of Incorporation: Delaware
c. President's Name: Kevin Barton
d. Vice President's Name: Michael Woodson
e. Secretary's Name: Thorston Koch
f. Treasurer's Name: Philip Miceli
g. Name and Address of Resident Agent: 3445 12 NE Terrace, Fort Lauderdale, FL 33334

3. If Proposer is an individual or a partnership, answer the following:

- a. Date of Organization: 1976
b. Name, Address and Ownership Units of all Partners: Littlejohn & Co
8 Sound Shore Drive, Suite 303, Greenwich, CT 06830
c. State whether general or limited partnership: LLC-C-Corporation

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

NA

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name? 50

- a. Under what other former name has your organization operated?

Pritchard Industries, LLC

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this proposal. Please attach certificate of competency and/or state registration.

Please see pages 62-65 of our submitted proposal

8. Litigation/Judgments/Settlements/Debarments/Suspensions:
Submit information on any pending litigation and any judgments and settlements of court cases relative to providing Janitorial Services that have occurred within the last three (3) years. Also indicate if your firm has been debarred or suspended from bidding or proposing on a procurement project by any government during the last five (5) years.

NA

9. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

No

10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

Please see pages 13-19 of our submitted proposal

11. State the name of the individual(s) and titles who will personally supervise the work:

Mike Woodson, Vice President Rolando Perez, Director of South Florida Operations

12. State the name and address of the attorney, if any, for the business of the Proposer:

Christopher Nowak

150 East 42nd Street, 7th Floor, New York, NY 10017

13. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business and/or individual:

LittleJohn & Co- 67%

14. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer:

Pritchard has actively expanded its capabilities and market reach through strategic acquisitions in the past three years. We have ~~Successfully acquired several companies, each of which has been carefully chosen for their alignment with our standards of excellence~~ and their strengths complementary to our service portfolio. These acquisitions include DOW Janitorial, General Building Maintenance, ~~The Arthur Jackson Company, Sunshine Cleaning Systems, AffiaEco, Global Industrial Services, CRS Northeast, Raritan Building Services, CRS Northeast, Raritan Building Services, Capitol City Janitorial, and ACP.~~ Each of these companies has been integrated into the Pritchard family, while retaining their local expertise and operational strengths. This series of acquisitions supports our mission to ~~deliver comprehensive facility services and to enhance our service offerings across various sectors. We are proud to have these organizations join us, as they share our commitment to quality, customer service, and employee welfare.~~

15. State the name of Surety Company which will be providing the bond, and the name and address of agent:

Berkley Insurance Company

475 Steamboat Road, Greenwich, CT 06830

16. List the following information concerning all Proposer's contracts in progress as of the date of submission and completed projects over the last five (5) years. (In case of any co-venture, list the information for all co-ventures.)

<u>Name of Project</u>	<u>Owner</u>	<u>Total Contract Value</u>	<u>Contracted Date of Completion</u>	<u>% of Completion to Date</u>
Broward County	Michael Woodson	\$10,000,000 annually		
City of Tamarac	Michael Woodson	\$550,000 annually		
City of Deerfield Beach	Michael Woodson	\$300,000 annually		

17. Have you personally inspected the site of the proposed work?

Yes No

18. Do you have a complete set of documents, including drawings and addenda, if applicable?

Yes No

19. Did you attend the pre-proposal conference if any such conference was held?

Yes No No Conference Held

20. Bank References:

Bank	Address/City/State/Zip	Telephone
JPMorgan Chase Bank, N.A.	383 Madison Ave, FL 22, New York, NY, 10179	212-270-5552

The Proposer acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by City in awarding the contract and such information is warranted by Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the contract shall cause the City to reject the proposal, and if after the award, to cancel and terminate the award and /or contract.



Proposer's Signature

1-14-2026

Date

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Acknowledgement

Proposer's Qualification Statement

RFP No. 01-15-26-09

ACKNOWLEDGEMENT PROPOSER'S QUALIFICATION STATEMENT

State of Florida

County of Broward

On this the 14th day of January, 2020, before me, the undersigned Notary Public of the State of Florida, Personally appeared

Michael Woodson And
(Name(s) of individual(s) who appeared before notary)

whose name(s) is/are Subscribed to within the instrument, and he/she/they acknowledge that he/she/they executed it.

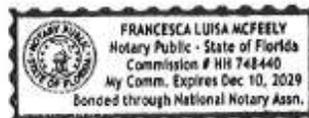
WITNESS my hand and official seal.

NOTARY PUBLIC

SEAL OF OFFICE:

Francesca Luisa McFeely
NOTARY PUBLIC, STATE OF FLORIDA

Francesca Luisa McFeely
(Name of Notary Public: Print, Stamp, or Type as Commissioned)



- Personally known to me, or
 Produced identification

Florida Drivers License
(Type of Identification Produced)

- DID take an oath, or
 DID NOT take an oath

Drug-Free Workplace Form

RFP No. 01-15-26-09

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Section 287.087, Florida Statutes as may be amended from time to time, hereby certifies that Sunshine Cleaning Systems dba Pritchard Industries, LLC does:
(Name of Business)

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of *Florida Statutes*, Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.


Proposer's Signature

Sunshine Cleaning Systems dba
Pritchard Industries, LLC
Company Name

1-14-2026
Date

Sworn Statement on Public Entity Crimes

RFP No. 01-15-26-09

SWORN STATEMENT ON PUBLIC ENTITY CRIMES UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with RFP No. 01-15-26-09 for Janitorial Services.
2. This sworn statement is submitted by Sunshine Cleaning Systems dba Pritchard Industries, LLC (name of entity submitting sworn statement) whose business address is 3445 NE 12 Terrace, Fort Lauderdale, FL 33334 and (if applicable) its Federal Employer Identification Number (FEIN) is 59-2142301. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is Michael Woodson and my
(Please print name of individual signing)
relationship to the entity named above is Vice President.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, includes but is not limited to:
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision

of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, who are active, or who have been active, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity within the last five (5) years of this sworn statement.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **Please check all statements that are applicable.**
- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)
 - There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)
 - The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
9. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **Please check if statement is applicable.**
- The person or affiliate has not been placed on the convicted vendor list.
(If the box is not checked, please describe any action taken by or pending with the Department of General Services.)
10. The herein sworn statement shall be subject to and incorporate all the terms and conditions contained in Section 287.133 of the Florida Statutes.
11. Conviction of a public entity crime shall be cause for disqualification.

Sunshine Cleaning Systems dba Pritchard Industries, LLC
Proposer's Name

M.K. Woodson
Signature

Date: 1-14-2020

State of: Florida

County of: Broward

The foregoing instrument was acknowledged before me this 14th day of January, 2020, by Michael Woodson, who is (who are) personally known to me or who has produced Florida Drivers License as identification and who did (did not) take an oath.

Francesca Luisa McFeely
Notary Public Signature

Francesca Luisa McFeely
Notary Name, Printed, Typed or Stamped



Commission Number: HH 748440

My Commission Expires: December 10, 2029

Scrutinized Companies Certification Form

RFP No. 01-15-26-09

**SCRUTINIZED COMPANIES
CERTIFICATION PURSUANT TO
FLORIDA STATUTE § 215.4725 AND § 215.473**

I, Michael Woodson, on behalf of Sunshine Cleaning Systems
dba Pritchard Industries, LLC,
Print Name Company Name
certifies that Sunshine Cleaning Systems
dba Pritchard Industries, LLC does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.


Signature

Vice President
Title

(954) 292-2164
Phone

1-14-2026
Date

FEMA Certification Regarding Lobbying

RFP No. 01-15-26-09

CERTIFICATION REGARDING LOBBYING PURSUANT TO APPENDIX A, 44 C.F.R. PART 18

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Michael Woodson- Vice President

Name and Title of Contractor's Authorized Official

1-14-2026

Date

Operational Plan – Scope of Services Proposed

Please see pages 8 and 9 of this proposal.

Submitted Pricing

Please see our pricing uploaded in the portal.

Contractor Qualifications Questions

Please see pages 40-42 of this proposal.

Business Tax Receipt



CITY OF OAKLAND PARK

5399 North Dixie Highway
Suite 3
Oakland Park, FL 33334
954-630-4350

BUSINESS TAX RECEIPT CITY OF OAKLAND PARK 2025 - 2026

MAILING ADDRESS

RANDALL KIERCE
3445 NE 12 TER
OAKLAND PARK, FL 33334

ISSUED DATE: August 20, 2025

NAME AND LOCATION OF LICENSEE

SUNSHINE CLEANING SYSTEMS, LLC
3445 NE 12 TER
OAKLAND PARK, FL 33334

LICENSE NUMBER: SRVC-001956-2021
LAST RENEWAL DATE:
LICENSE EXPIRES: 09/30/2026
DISTRICT: East of I-95
ZONE: DCE-OP3D

THE PERSON OR FIRM NAMED ABOVE IS HEREBY LICENSED TO ENGAGE IN THE BUSINESS PROFESSION OR OCCUPATION LISTED BELOW IN THE CITY OF OAKLAND PARK FLORIDA.

BUSINESS CODE
BUSINESS DESCRIPTION
RESTRICTIONS

561720 Building cleaning services, janitorial
JANITORIAL / WINDOW AND BUSINESS CLEANING

LICENSE MUST BE CONSPICUOUSLY POSTED AT THE PLACE OF BUSINESS SHOWN



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
SUNSHINE CLEANING SYSTEMS, LLC

Filing Information

Document Number	L22000452191
FEI/EIN Number	59-2142301
Date Filed	10/21/2022
Effective Date	10/02/1981
State	FL
Status	ACTIVE
Last Event	LC AMENDMENT
Event Date Filed	11/14/2025
Event Effective Date	NONE

Principal Address

3445 NE 12 TERRACE
OAKLAND PARK, FL 33334

Changed: 02/06/2025

Mailing Address

3445 NE 12 TERRACE
OAKLAND PARK, FL 33334

Changed: 06/28/2023

Registered Agent Name & Address

SIMANSKY, THOMAS
3445 NE 12 TERRACE
OAKLAND PARK, FL 33334

Name Changed: 03/01/2023

Address Changed: 11/14/2025

Authorized Person(s) Detail

Name & Address

Title SVP, CEO

SIMANSKY, THOMAS
3445 NE 12TH TERRACE
FORT LAUDERDALE, FL 33334

Title Authorized Member

Woodson, Joseph
3445 NE 12 TERRACE
OAKLAND PARK, FL 33334

Annual Reports

Report Year	Filed Date
2024	01/16/2024
2025	01/13/2025
2025	02/03/2025

Document Images

11/14/2025 -- LC Amendment	View image in PDF format
02/03/2025 -- AMENDED ANNUAL REPORT	View image in PDF format
01/13/2025 -- ANNUAL REPORT	View image in PDF format
09/12/2024 -- AMENDED ANNUAL REPORT	View image in PDF format
05/21/2024 -- AMENDED ANNUAL REPORT	View image in PDF format
01/16/2024 -- ANNUAL REPORT	View image in PDF format
06/29/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
06/28/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
03/01/2023 -- ANNUAL REPORT	View image in PDF format
10/21/2022 -- Florida Limited Liability	View image in PDF format

Sunshine Cleaning Systems, LLC W9

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
SUNSHINE CLEANING SYSTEMS, LLC

2 Business name/disregarded entity name, if different from above
dba PRITCHARD INDUSTRIES, LLC

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
3445 NE 12 TERR

6 City, state, and ZIP code
OAKLAND PARK, FL 33334

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			-					
--	--	--	---	--	--	--	--	--

or

Employer identification number

5	9	-	2	1	4	2	3	0	1
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶  Date ▶ **8/21/2025**

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Acknowledgment of Addenda



CITY OF COCONUT CREEK

FINANCE AND ADMINISTRATIVE SERVICES
PURCHASING AND CONTRACTS DIVISION
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

ADDENDUM NO. 1

January 12, 2026

RFP No.: 01-15-26-09
RFP Name: Janitorial Services
Due Date/Time: Thursday, January 15, 2026 at 9:00 A.M. ET

Our records indicate that your firm is in receipt of the Request for Proposals (RFP) documents for **Janitorial Services**. This Addendum is hereby made a part of the RFP specifications and shall be incorporated into all contract documents.

This Addendum includes the following:

- **Questions and Answers (Nos. 1 through 66)** have been issued electronically through the *Questions* tab in the eBid System.
- **Added Forms:** Bid Bond and Performance Bond forms have been added to the solicitation.
- **Bid Line Item Update:** Bid Line Item No. 6 for **GREENWAYS** has been added to the eBid System. Please disregard any prior communication regarding GREENWAYS and provide pricing under Bid Line Item No. 6.

Acknowledgment Requirement

The Addendum Acknowledgment Sheet must be submitted electronically with your proposal through the eBid System by the due date and time stated above. **Failure to submit the acknowledgment may result in disqualification of the proposal.**

Proposer's Signature

1/14/2026

Date

Sunshine Cleaning Systems dba Pritchard Industries, LLC
Company Name

3445 12 NE Terrace, Fort Lauderdale, FL 33334
Company Address

(954) 292-2164
Phone Number

()
Fax Number

Ruby Reynolds
Procurement Analyst
rreynolds@coconutcreek.net



CITY OF COCONUT CREEK

**FINANCE AND ADMINISTRATIVE SERVICES
PURCHASING AND CONTRACTS DIVISION**

4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

ADDENDUM NO. 2

January 13, 2026

RFP No.: 01-15-26-09
RFP Name: Janitorial Services
Due Date/Time: Thursday, January 15, 2026 at 9:00 A.M. ET

Our records indicate that your firm is in receipt of the Request for Proposals (RFP) documents for **Janitorial Services**. This **Addendum** is hereby made a part of the RFP specifications and shall be incorporated into all contract documents.

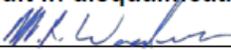
This Addendum includes the following:

Holiday List 2026 Updating Section 6 – Additional Provisions, Subsection 6.6 (City Holidays)

New Year's Day 2026	Thursday, January 1
Martin Luther King, Jr. Day	Monday, January 19
Presidents' Day	Monday, February 16
Memorial Day	Monday, May 25
Juneteenth	Friday, June 19 th
Independence Day	Saturday, July 4 th
Labor Day	Monday, September 7
Veterans Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day After Thanksgiving Day	Friday, November 27 th
Christmas Eve (1/2 Day)	Thursday, December 24
Christmas Day	Friday, December 25
New Year's Eve (1/2 /Day)	Thursday, December 31
New Year's Day 2027	Friday, January 1

Acknowledgment Requirement

The Addendum Acknowledgment Sheet must be submitted electronically with your proposal through the eBid System by the due date and time stated above. **Failure to submit the acknowledgment may result in disqualification of the proposal.**



Proposer's Signature

1/14/2026

Date

Sunshine Cleaning Systems dba Pritchard Industries, LLC

Company Name

3445 12 NE Terrace, Fort Lauderdale, FL 3334

Company Address

(954) 292-2164

Phone Number

()

Fax Number

Ruby Reynolds
Procurement Analyst
rreynolds@coconutcreek.net

Bid Bond

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Sunshine Cleaning Systems, LLC
3445 Northeast 12th Terrace
Fort Lauderdale, FL 33334

SURETY:

(Name, legal status and principal place of business)

Berkley Insurance Company
475 Steamboat Road
Greenwich, CT 06830
A DE Corporation

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

City of Coconut Creek, Florida
4800 West Copans Road, Coconut Creek, FL 33063

BOND AMOUNT: Five Percent of Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

Janitorial Services

Project Number, if any: RFP No: 01-15-26-09

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

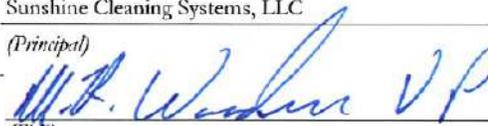
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 15th day of January, 2026.

Sunshine Cleaning Systems, LLC

(Principal)


(Title) (Seal)

Berkley Insurance Company

(Surety)


(Title) Thomas J. Bole, Attorney-in-Fact (Seal)


(Witness)


(Witness) Katie McConnell



By arrangement with the AIA Contract Documents Program and ACD Operations, LLC, NASBP (www.nasbp.org) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond. Subsequent modifications may be made to the original text of this document by users, so careful review of its wording and consultation with an attorney are encouraged before its completion, execution or acceptance.

POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: *Sharon E. Griffith; Gregg A. Tatum; H. Grantland Rice, III; Thomas J. Bole; Grace Brown; Bruce S. Denson, Jr.; or Joshua Price of Cobbs, Allen & Hall, Inc. of Birmingham, AL* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 2nd day of May, 2024.



Attest:
By *Philip S. Welt*
Philip S. Welt
Executive Vice President & Secretary

Berkley Insurance Company
By *Jeffrey M. Hafter*
Jeffrey M. Hafter
Senior Vice President

STATE OF CONNECTICUT)
) ss:
COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 2nd day of May, 2024, by Philip S. Welt and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA G. RUNDBAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES 04-30-2029

Maria G. Rundbaken
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Under my hand and seal of the Company, this 15th day of January, 2026.



Vincent P. Forte
Vincent P. Forte

Required Documents Checklist

RFP No. 01-15-26-09

SECTION IV - REQUIRED DOCUMENTS

Proposal Requirements Checklist

Proposer has completed the required documents listed in the checklist below. The required documents shall be executed, notarized (if applicable), and submitted as a condition to this Request for Proposals.

Proposer shall "electronically submit" ALL required documents and any other pertinent information electronically through the eBid System. Failure to submit required documents will deem your response as non-responsive.

Required Documents	Yes	No
Proposer Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proposal Confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Indemnification Clause	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Collusive Affidavit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proposer's Qualification Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drug-Free Workplace Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sworn Statement on Public Entity Crimes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exceptions to the RFP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scrutinized Companies Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FEMA Certification Regarding Lobbying	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational Plan – Scope of Services Proposed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Submitted Pricing through the eBid System "Line Items" Tab	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proposal (uploaded into the eBid System): (1) Qualifications and Experience: Provide Responses to All Seven Items Plus Required Additional Information (2) Resources and Availability (3) References	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Answered Required Responses to Ensure Contractor Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Tax Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copies of Valid State and Local Licenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Company's www.Sunbiz.org record	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completed W9 Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Addendum (if any needs to be signed and uploaded)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Why Sunshine / Pritchard?

Choosing Pritchard means choosing a partner dedicated to delivering quality services that promote the overall safety, image, and well-being of your facilities.

We've highlighted the key reasons why the choice of Sunshine/ aligns with your strategic objectives and future needs.

Delivering to Outcomes

39 years of self-performing the core services of this program for some of the largest companies in America provides us with the knowledge that we are all accountable for the outcomes we deliver to the people we serve.

Bringing People Together

Create an environment where everyone feels welcome, empowered, and encouraged to share themselves and their perspectives.

Continuously Improving

A strong commitment to working closely with our partners, incorporating their feedback, and discovering new ways to improve our practices and the client experience.

As your team reviews this proposal, we hope they recognize a Pritchard team that is both proud of our history and firmly focused on the future. This proposal is the beginning of our commitment to you and the millions of clients you serve and care for.



Thank you!