December 6, 2016

Re: Janitorial Services Quotes

To Whom It May Concern:

The River to Sea TPO is requesting quotes for janitorial services for its office located at 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, FL 32114. The cleaning services contract will begin January 1, 2017. It will be a three year contract with an option to extend the contract an additional two years.

Attached is a listing of cleaning services to be provided. Please include the following information in your quote:

* The firm must be insured with Workers Compensation-Statutory & General Liability - minimum of $100,000; provide proof of insurance
* The following statements or policies should be included in the proposal:
  + Background checks must be completed on all employees
  + Subcontracting is not permitted without prior authorization
  + Crew should be the same each time the office is cleaned
  + Must comply with state & federal employment laws
* Three professional references
* If your company is a Minority Business Enterprise (MBE) or a Women’s Business Enterprise (WBE) please indicate this in your submittal

The area to be cleaned includes 12 offices, hallways, one small and one large conference room, four bathrooms, one copier room and a kitchen. There is a floor plan attached which represents 6,214 sq. ft. of office space.

Companies wishing to view the TPO office may do so on Tuesday, December 13, 2016 at 2:00 p.m. Interested companies should provide quotes to Mr. Herbert Seely, River to Sea TPO, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, FL 32114 before **12:00 noon on Friday, December 16, 2016**.

Thank you,

Herbert M. Seely

River to Sea TPO Chief Financial Officer