

Bid 05262-12 Services, Janitorial

ORIGINAL

Bid Number **05262-12**
 Bid Title **Services, Janitorial**

Bid Start Date **Jun 13, 2012 10:30:35 AM CDT**
 Bid End Date ~~Jun 28, 2012 2:00:00 PM CDT~~
 Question & Answer End Date **Jun 22, 2012 5:00:00 PM CDT**

Bid Contact **Judy Davis**
Contract Administrator
Purchasing
972-548-4122
judydavis@co.collin.tx.us

Contract Duration **1 year**
 Contract Renewal **4 annual renewals**
 Prices Good for **90 days**

Standard Disclaimer *****Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).*****

Mailing Address:
Collin County Purchasing
2300 Bloomdale Rd., Ste 3160
McKinney, TX 75071

Prices bid/proposed shall only be considered if they are provided in the appropriate space (s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.

All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

Bid Comments **The intended use/purpose for this Request for Proposal is to describe in detail specifications for janitorial services required by Collin County. There is a total of 880,437 square feet of cleaning area, located among 19 facilities to be provided for as part of this contract. Note: Section 3.0 Insurance Requirements and Section 6.0 Proposal Format Requirements.**

Item Response Form

Item **05262-12--01-01 - State Price per Square Foot for Janitorial Services**
 Quantity **1 square foot**
 Unit Price .046
 Delivery Location **Collin County**
Collin County - See P.O.
 2300 Bloomdale Rd., Ste. 3160

**** See P.O. for Job Site ****
McKinney TX 75071
Qty 1

Description

State Price per Square Foot for Janitorial Services

Item **05262-12--01-02 - State Production Rate for this Contract**

Quantity **1 square foot**

Prices are not requested for this item.

Production Rate 14,400 sqft. per person / hour

Delivery Location **Collin County**
Collin County - See P.O.
2300 Bloomdale Rd., Ste. 3160
**** See P.O. for Job Site ****
McKinney TX 75071
Qty 1

Description

State production rate for this contract. Please state square footage for this line item. See section 5.9, item 2 for details.

Item **05262-12--01-03 - State Employee Coverage Type**

Quantity **1 contract**

Prices are not requested for this item.

Employee Coverage Type WORKERS COMP

Delivery Location **Collin County**
Collin County - See P.O.
2300 Bloomdale Rd., Ste. 3160
**** See P.O. for Job Site ****
McKinney TX 75071
Qty 1

Description

Per Section 3.0 Insurance Requirements, all bidders are required to provide proof of Insurance for the term of contract. Collin County requests that bidders provide a designation of the type of employee coverage to be provided under this request for proposal.

Bidders shall state the type of employee insurance coverage provided under this contract. Reference Item 3.1.2 and Item 3.1.2.12.

PLEASE USE 'WORKERS COMP' OR 'ALTERNATIVE' TO FILL IN THE BLANK.

Supplier Response Form

Please fill in the fields marked with a red star (★) next to them.

**SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER. *

☒ WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

☐ WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

NA

*

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas?

☒

Yes

☐

No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

NA *

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage:

☒ Yes ☐ No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

Sole Proprietorship ☐ Yes ☒ No

General Partnership ☐ Yes ☒ No

Limited Partnership ☐ Yes ☒ No

Corporation ☒ Yes ☐ No

Other ☐ Yes ☒ No

List Legal Names in Company:

CTJ MAINTENANCE INC.,

*

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

1) REGION 10 EDUCATION SERV CTR
400 E. SPRING VALLEY RD.
RICHARDSON, TX 75081
JOHN ROBERTS/ 972-348-1056

*

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS

CTJ MAINTENANCE INC.,
REFERENCES

REGION 10 EDUCATION
SERVICE CENTER
400 E. SPRING VALLEY RD.
RICHARDSON, TX 75081
ATTN: JOHN ROBERTS
972.348.1056
SQ. FT. 137,000
CONTRACT PERIOD 12/1/11 TO PRESENT
NUMBER OF EMPLOYEE - 5

CITY OF FORT WORTH
CITY HALL COMPLEX
1000 THROCKMORTON
FT. WORTH, TX 76102
ATTN: CAMILLIA RYAN
CAMILLIA.RYAN@FORTWORTHGOV.ORG
817.392.8321
SQ. FT. - 343,000
CONTRACT PERIOD: 4/1/10 TO PRESENT
10/1/98 TO 9/30/02
NUMBER OF EMPLOYEE - 60

TARRANT COUNTY
DOWNTOWN COMPLEX
100 E. WEATHERFORD
FT. WORTH, TX 76102
ATTN: ROBERT CARTER JR
RJCARTER@TARRANTCOUNTY.COM
817.454.9668
SQ. FT. - 1,200,000
CONTRACT PERIOD: 9/1/01 TO PRESENT
NUMBER OF EMPLOYEE - 80

CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? ☒ Yes ☐ No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	CTJ MAINTENANCE INC.,	*
Street Address of Principal Place of Business	3649 CONFLANS RD. # 102	*
City, State, Zip	IRVING, TX 75061	*
Phone of Principal Place of Business	972-399-7701	*
Fax of Principal Place of Business	972-399-7733	*
E-mail Address of Representative	ctjmaint@aol.com	*
Federal Identification Number	75-2647936	*
Date	6-18-12	*
Acknowledgement of Addenda	#1 ☐ #2 ☐ #3 ☐ #4 ☐ #5 ☐ #6 ☐	
Authorized Representative Name	Harold Jenkins	*
Authorized Representative Title	President	*
Signature (Required for paper bid submission)	★ _____ *	

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See Electronic Signatures in Global and National Commerce Act for more information.)

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **lbush45**

Password * (Invalid Password)

* Required fields

Supplier Response Form

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	CTJ Maintenance Inc.,	*
Title of Officer	President	*
Name of Officer	Harold Jenkins	*
Date:	6-18-12	*

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

To take exception:

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By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **lbush45**

Password

* Required fields

Supplier Response Form

Please fill in the fields marked with a red star (★) next to them.

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ For vendor or other person doing business with local governmental entity	
This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.	OFFICE USE ONLY Date Received
1	Name of person doing business with local governmental entity. Harold Jenkins ★
2	☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)
3	Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship. NA ★
4	Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship. NA ★

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****Page 2****For vendor or other person doing business with local governmental entity**

- 5 **Name of local government officer with whom filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? ☐ Yes ☒ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? ☐ Yes ☒ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☒ No

D. Describe each affiliation or business relationship.

NA

6

★

Signature of person doing business with the governmental entity

6-18-12 ★

Date

Adopted 11/02/2005

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See Electronic Signatures in Global and National Commerce Act for more information.)

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **lbush45**

Password * (Invalid Password)

* Required fields

**COLLIN COUNTY**

OFFICE OF COUNTY AUDITOR
2300 Bloomdale Road • Suite 3100
McKinney, Texas 75071
(972) 548-4731 • Metro (972) 424-1460
Fax (972) 548-4696

Dear Vendor:

In order for Collin County to comply with Internal Revenue Service Guidelines, we are required to keep a W-9 on file for each vendor to whom we have remitted payment(s). Collin County is in the process of up dating their files.

Please complete the attached/faxed W-9 form and **fax** to (972) 548-4696 OR **mail** the original to 2300 Bloomdale Road, Suite 3100, McKinney, Tx 75071. Failure to do so may result in delay(s) of future payments.

Thank you in advance for your assistance in this matter.

Sincerely,

Jeffry May
Collin County Auditor

JM/pac

**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.

Name (as shown on your income tax return)

CTJ Maintenance Inc.,

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership

☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

3649 Conflans Rd. #102

Requester's name and address (optional)

City, state, and ZIP code

Irving, TX 75061

List account number(s) here (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 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 chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

75 | 2647936

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below).

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 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶ 6-18-12

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?

McKinney Courier-Gazette?	☐	Yes	☒	No
Plan Room?	☐	Yes	☒	No
Collin County Web-Site?	☐	Yes	☒	No
Facsimile or email from BidSync?	☒	Yes	☐	No
Other _____				

HOW DID YOU RECEIVE THE BID DOCUMENTS?

Downloaded from Home Computer?	☐	Yes	☒	No
Downloaded from Company Computer?	☒	Yes	☐	No
Requested a Copy from Collin County?	☐	Yes	☒	No
Other _____				

Thank You,

Collin County Purchasing Department

6.1.1.1 - 6.1.1.5



CTJ MAINTENANCE, INC.

Custodial Services

A. Qualifications & Experience

1. Detailed Description of Company History

CTJ Maintenance, Inc. is a Janitorial and Maintenance Service Company that was started in October 1990 as CTJ Enterprises. The Company was incorporated on March 15, 1996.

CTJ has been in operation for over 21 years and has outstanding performance ratings with client references in the Texas, Arkansas and Arizona region. CTJ Maintenance, Inc. is a qualified, experienced company with extensive knowledge of and excellent ratings in dealing with 7 day per week / 24 hours accounts, including multiple location services, medium to large facilities, for private and public communities. This includes:

- Colleges & Libraries
- Military Installations
- Air Traffic Control Centers
- Water Treatment Plants
- Transportation Facilities
- Grocery Stores
- Convention Centers, Arenas & Sports facilities
- Police Stations
- Parks and Recreation facilities (Reid Park Zoo Conservation Learning Center)
- Daycare facilities
- Churches
- Federal Aviation Administration
- Tarrant County (Ft. Worth, TX)
- City of Dallas
- Dallas Sanitation
- Dallas Convention Center
- Dallas Parks & Recreation
- Dallas Community College Districts
- Army Reserved (Hot Springs, AR)
- Marine Corp (Texarkana, TX)
- City of Ft. Worth City Hall (Ft. Worth, TX)

Company Experience

CTJ Maintenance, Inc. is a Janitorial and Maintenance Service Company that was started in October 1990 as CTJ Enterprises. The Company was incorporated on March 15, 1996.

The current CTJ Management/Supervisory staff has over 70 years of combined working experience that consistently maintains outstanding performance references.

The Firm is stable financially and has maintained a steady increase in revenues over the past five years. CTJ has an excellent Dun & Bradstreet Credit rating, is in good standing with banking institutions, and has sufficient capital and bank balances.

CTJ currently maintains over four (4) million square feet of commercial janitorial office space per night.

The company is a certified as a small business by the United States Small Business Administration. The company is also certified by the North Central Texas Regional Certification Agency as a Minority/Woman Business Enterprise.

. CTJ Maintenance has selected the following to demonstrate it has experience to successful provide the services required on the Cleaning Services Projects:

Janitorial Services/Suntran Bus Facilities

Place of Performance.....Roy Laos, Tohono and Ronstadt Station, (Tucson, AZ)

Contract Administrative Activity.....Tony Jenkins (520-271-8166)

Contract Start Date.....07/1/2003

Contract End Date.....06/01/2009

SUNTRAN Bus Facilities – CTJ Maintenance completed a six year, continuous daily service at the 3 major Transit Centers (Roy Laos, Tohono and Ronstadt stations) in Tucson, Arizona from 6 am – midnight. Custodians were tasked with the maintaining the cleanliness of the station while maneuvering unnoticed and unimposing on the 20,000 plus people attempting to utilize the services available. This included maintaining complete cleanliness of public and employee restrooms, stocking of all supplies, continuously sweeping any debris, removal of graffiti and

gum removal, cleaning of oil spills, dumping of trash receptacles, moping various areas and cleaning the customer service booths. Additionally, pressure washing walkways, crosswalks and overhangs were performed. During the contractual period, Suntran was awarded America's Best Transit system in America for 2005.

Janitorial Services/Tucson Parks & Recreation

Place of Performance.....Tucson Parks & Recreation (Tucson, AZ)

Contract Administrative Activity.....Tony Jenkins (520-271-8166)

Contract Start Date.....01/01/2005

Contract End Date.....09/30/2010

Tucson Parks and Recreation – CTJ Maintenance completed services on 23 various park facilities throughout the city of Tucson. Custodian were tasked with maintaining high levels of cleaning at daycare, swimming, classrooms, offices, clinics, social service offices and administration offices. Custodians performed daily cleaning of restrooms, floors (tile and carpet), cleaning showers, wipe down of sinks, toilets, windows, desks, chalkboards, sanitizing children's tables and toys. Provided a constant check of supplies and verified equipment is operational. Responsible for the security of numerous buildings, ensuring proper alarming and securing of areas after hours of operations. Most notably was the recently re-structured Zoo Learning Center. This is the first LEED platinum building in Southern Arizona . CTJ Maintenance installed an Arnsenal Dispensing System (Green Seal Certified Dilution Control Products) and ensured custodians were familiarized with this cleaning system.

Janitorial Services/Dallas City Hall Downtown Complex

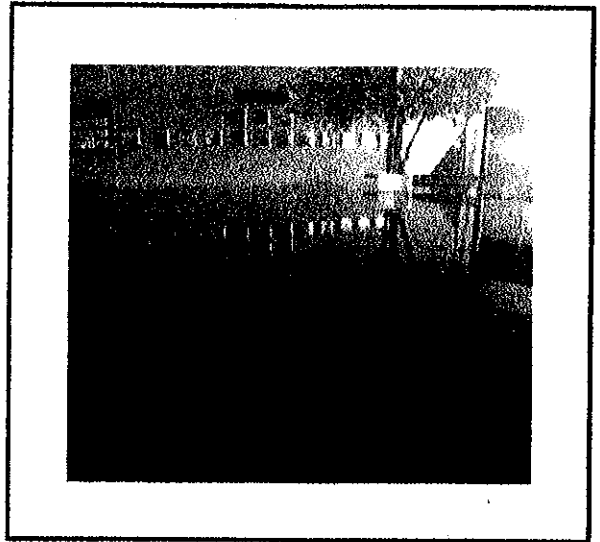
Place of Performance....Dallas County (Dallas, TX)

Contract Administrative Activity...Harold Jenkins (972-399-7701)

Contract Start Date.....05/01/2006

Contract End Date.....Present

Dallas City Hall Downtown Complex- CTJ Maintenance has provided services for Dallas City since May 2006. Dallas City Hall Downtown Complex is a high security; high profile building. The building is a 7 stories tower with 2 additional floors underground, totaling 656,000 square feet. CTJ provides multiple shifts (1st, 2nd & 3rd) 7 days a week, task scheduling, and management. Responsibilities include moving/setting up and taking down of chairs, tables or other furniture, servicing restrooms, cleaning glass panels entrance doors, glass windows, recycling pickup, mopping up spills, vacuuming/spot cleaning spills on carpet, general policing in and around the interior as well as exterior areas of the building. General cleaning, carpet cleaning, stripping, waxing and spray buffing, cleaning/polishing of elevators and daily removal of debris, grease, stains and sweeping.



Janitorial Services/Tarrant County Complexes

Place of Performance.....Ft. Worth Texas
 Contract Administrative Activity.....Harold Jenkins (972-399-7701)
 Contract Start Date.....04/01/2008
 Contract End Date.....Present

Tarrant County Complexes- CTJ currently maintains over 2 million square feet of cleaning space in the downtown Fort Worth complex. Services include the cleaning of administration offices, court house and judicial offices, justice centers and parking garages. CTJ employs 55 custodial cleaners, 45 maintenance



Floor maintenance performed at locations in the Dallas/Fort Worth Metroplex.

technicians, 5 supervisors and 4 project managers to oversee the account. General cleaning, carpet cleaning, stripping, waxing and spray buffing, cleaning/polishing of elevators, and daily removal of debris, grease, stains and sweeping.

Janitorial Services/City of Ft. Worth City Hall

Place of Performance.....Ft. Worth City Hall (Ft. Worth, TX)

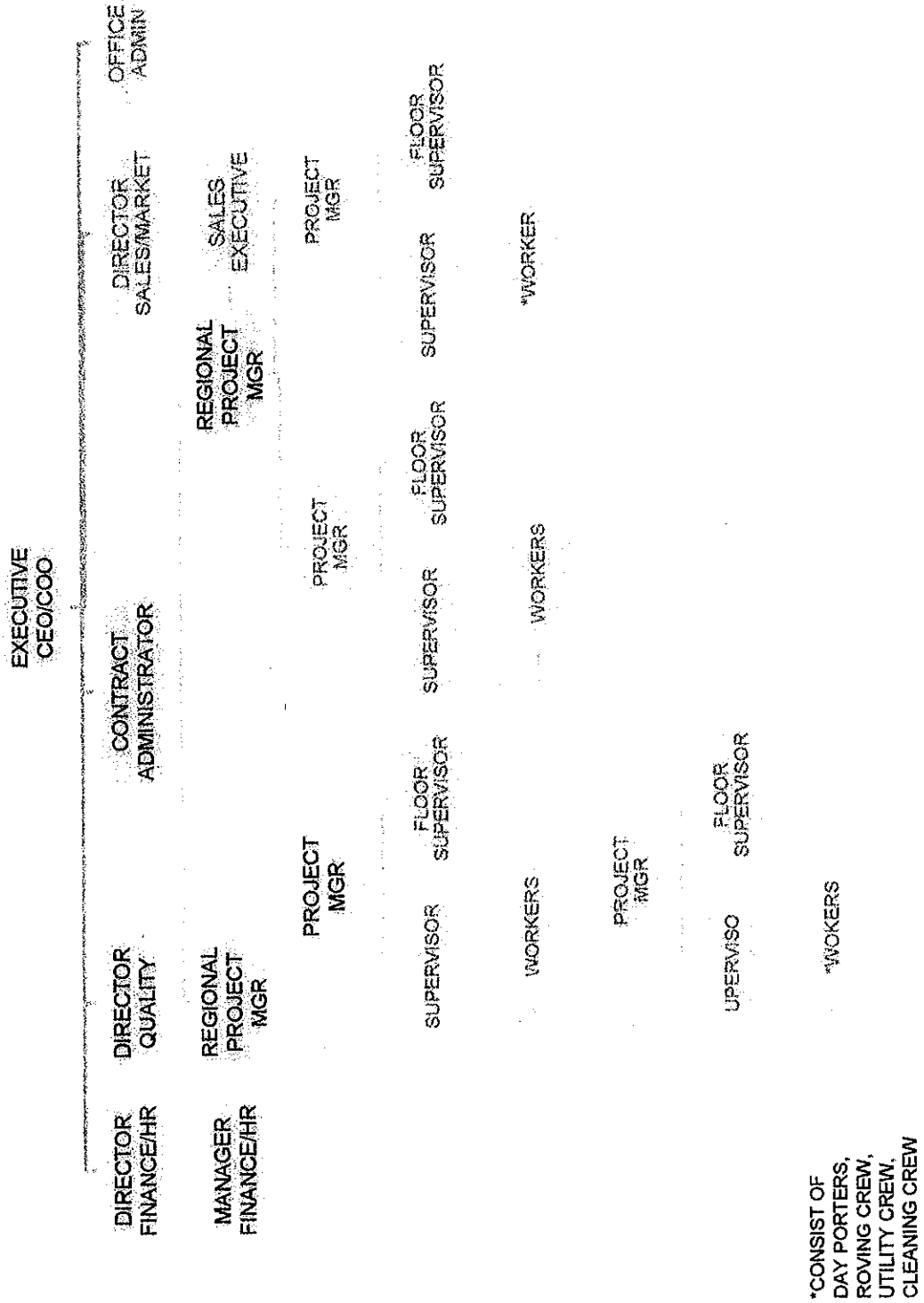
Contract Administrative Activity.....Harold Jenkins (972-399-7701)

Contract Start Date.....4/01/2010

Contract End Date.....present

City of Ft. Worth- City Hall- provides services for the City of Ft. Worth from April 2010 to present. Various City own buildings covering approximately 705,000 square feet including Ft Worth City Hall. Responsibilities include moving/setting up and taking down of chairs, tables or other furniture, servicing restrooms, cleaning glass panels entrance doors, glass windows, recycling pickup, mopping up spills, vacuuming/spot cleaning spills on carpet, general policing in and around the interior as well as exterior areas of the building.

Organization Chart Title



HAROLD JENKINS
3649 CONFLANS STE 102
IRVING, TX 75061

**EMPLOYMENT
HISTORY**

CTJ Maintenance, Inc. Irving, Texas
Current Director, President, Manager
Account Executive

3/96 - Present

RESPONSIBILITIES

- Selling and Maintaining Janitorial Services Contracts
- Attending Trade Show Marketing Events to obtain leads and open new accounts
- Managing, Supervising, and Training managers of Janitorial work crews
- Targeting and Penetrating new accounts and various buying departments
- Directing and Supervising managers of Janitorial supply Inventories
- Screening and approving all employee applications
- Preparing Proposals, Analyzing and overhead expenses
- Mentoring management personnel
- Implementing Janitorial Quality Control Programs

ACCOMPLISHMENTS

- Generated 19% sales increase over previous year with sales at \$8,461,779 in 2009
- Generated 86% sales increase over previous year with sales at \$7,129,602 in (2008)
- Awarded multiple year janitorial service contracts, valued at \$17,670,000 in 2008
- Generated 14% sales increase over previous year with sales at \$3,839,765 (2007). Services receipts only.

ACCOMPLISHMENTS (con't)

- Generated 10% sales increase over previous year with sales at \$3,486,772 (2006). Total sales consist of sales from corporation and subsidiary.
- Generated and awarded several multiple year commercial maintenance contracts worth several million dollars.

CYNTHIA JENKINS
3649 CONFLANS STE 102
IRVING, TX 75061
PHONE: 972-790-9209

EDUCATION

HIGH SCHOOL ~ Malvern High School 1978
Malvern, Arkansas

COLLEGE -- East Texas State University 1984
Commerce, Texas -- B>S -- Computer Science
Minor in Business Administration

Quachita Baptist University
Arkadelphia, Arkansas -- 10 Hours

SPECIAL

Software: COBOL, PL/1, FORTRAN, BASIC, ALC, IMS, DB2, CLIST, ISPF Dialogue
Hardware: IBM 370, VAX, VMS, UNIX, MC 6809 IBM 3380, 3350
Business: Business Analysis and Process Development

EXPERIENCE

May 1996 to Present

CTJ MAINTENANCE, INC. Irving, Texas -- Director, Vice-President, Programmer/Analyst. Responsibilities include directing the corporation and ongoing maintenance for payroll and accounts payable systems. Analyzing and managing all payroll, sales, income, franchise and corporation taxes. Managing and controlling debt and credit. Managing Personnel Department and Benefits Programs. Providing detail cost analysis for bid proposals. Specializing in Business Management, Business Process Analysis and Business Development.

April 1995 to May 1996

CTJ ENTERPRISED, IRVING, TEXAS -- Programmer / Analyst, Owner/Manager. Responsibilities include ongoing maintenance for payroll and accounts payable systems, Fringe Benefits, Payroll taxes, and all company tax liabilities. Maintaining and controlling debt and credit.

June 1984 to April 1995

LTV Aircraft Products Group, Dallas, TX -- Programmer / Analyst. Responsibilities include ongoing maintenance for Accounts Payable and Cash Disbursements Systems Fringe and CONSCO, User Interface and Scheduling. Analyze and perform requested task assigned on DPWA's.

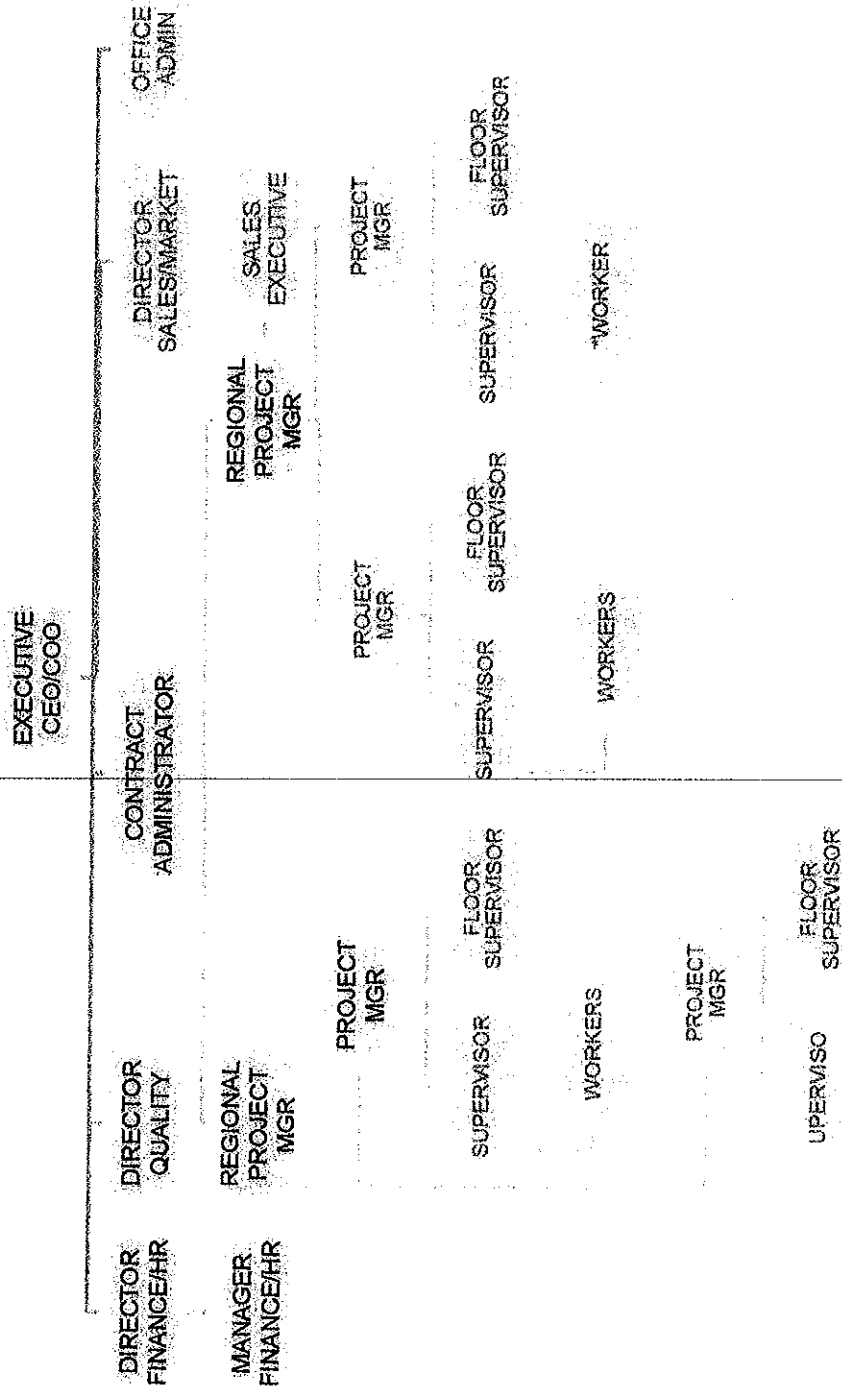
September 1983 to May 1984

East Texas State University, Commerce, TX -- Computer Operator (Internship). Operation of CDC OMEGA 480 using IBM 370 software. Peripheral plotter, IBM 1403 printer. Responsibilities included prioritization of running program and maintain continuous function

June 1983 to September 1983

Hubbs Research Institution -- Programmer, Research on environmental aspects of Bass fish in relation with temperature, water volume and stock density. Implementation of research information on VAX and UNIX computers to project returns on investment using structured programming.

Organization Chart Title



*CONSIST OF
DAY PORTERS,
ROVING CREW,
UTILITY CREW,
CLEANING CREW

SOFIA JENICKE
6920 Kingsley Drive, Fort Worth, Texas 76134
817-879-5392

PROFESSIONAL EXPERIENCE
CTJ MAINTENANCE, INC.

Tarrant County Buildings-Fort Worth, Texas
Administration, Family Law, 1895 Old Courthouse, Calhoun Garage and Credit Union
Project Manager
2008-Present

Job Responsibilities:

- Conduct a weekly walk-thru of all buildings with managers to ensure quality of work
- Submit work orders to building supervisors for work task to be completed
- Follow-up the next business day to ensure the work task was completed satisfactorily
- Responsible for getting approval from county director for all new employees
- Making sure all shifts are staffed completely
- Responsible for weekly inventory and ordering supplies
- Representing CTJ Maintenance in the weekly county staff meetings
- Meet nightly with building supervisor to discuss any concerns and how to resolve them
- Process bi-weekly time cards for each building
- Supervise (28) employees

Fort Worth Public Libraries-Fort Worth, Texas
Central Library and Branches
Working Supervisor
2001-2007

Job Responsibilities:

- Responsible for hiring and training all new employees
- Monitor and order monthly supplies
- Report weekly to department managers to discuss problems or concerns
- Making sure all shifts are staffed completely
- Have daily meeting with day/night staff to ensure work task is completed
- Delivering employee checks to branches
- Supervise (17) employees

Fort Worth Water Treatment Plants & Water Fields Operations
Eagle Mountain, Rolling Hills, North & South Holly and Village Creek
Supervisor
2000-2007

Job Responsibilities:

- Deliver and store supplies to the janitorial closets every two weeks
- Making sure all shifts are staffed completely
- Delivering employee checks to all buildings
- Responsible for annual stripping and waxing of floors

**Fort Worth City Hall and Police Department-Fort Worth, Texas
Fort Worth City Buildings**

Supervisor

1999-2003

Job Responsibilities:

- In charge of hiring and processing application of new employees
- Responsible for training all new employees of company policies
- Responsible for weekly inventory
- Reporting problems and concerns to CTJ Maintenance Office
- Incorporate work order request in to regular work task schedule
- Submit supply requisition form to CTJ office to order supply
- Ensure proper labeling of chemical to ensure proper use
- In-charge of weekly equipment inspection
- Report all equipment malfunctions and needed repairs to CTJ office
- Ensure staff report to work daily and promptly
- Phoning back-up staff to substitute for absent staff members
- Inspect facilities bi-weekly

New Lives School/Rolling Hills Water Treatment Plant

Hourly Employee

1997-1999

Job Responsibilities:

- Day Porter
- Clean office space, public areas, and lobbies
- Clean restrooms
- Sweep, mop, and buff floors
- Strip and wax floors
- Vacuum and shampoo carpet (Extractor machine)
- Order supplies

Valeria Tyson

1206 Esters Rd, 1206
Irving, Texas 75061

Valeria.Tyson@Hotmail.com

Mobile: 503-754-8957

SUMMARY

Astute, decisive leader with extensive experience in Project Management, Program Management, Vendor Management, Call Center Operations and Product Management. Action-oriented professional with a proven history of increasing operational efficiencies and developing creative and profitable approaches to problem-solving. Skillful negotiator with the ability to develop strong teams, manage complex projects and achieve outstanding results.

EXPERIENCE AND ACCOMPLISHMENTS

Quality Control Manager

CTJ Maintenance, Dallas, Texas

2009-Present

Project Manager – Program Development

Freddy Jones Foundation, Portland, Oregon

2007 - Present

The Freddy Jones foundation was established by NBA player Fred Jones to assist single-parent families. As a project manager, exclusively responsible for creating, implementing and managing all foundation projects which includes: The Jones Basketball Academy, SAT college preparation classes, housing assistance for single parents, leadership development courses, toy drives and back to school initiatives.

- Successfully managed a high quality basketball training program for elite high school players encompassing skill development, academic support, and life skills training. Developed a year round program which serves 156 student/athletes with a primary focus on developing elite high school players and preparing them for athletic scholarships. (13) high school athletes have received college scholarships through this program.
- Developed a leadership development program for neighborhood youth, implemented home ownership programs and developed fiscal responsibility classes.
- Responsible for all public and private fundraising efforts, which included corporate partners, private fundraising events and private donors. Generated annual revenues of over \$250,000.

Group Manager – Fraud & Compliance

Sprint, Corporate Headquarters

2002-2007

Responsible for managing a department of corporate security investigators charged with detecting, eliminating and prosecuting internal fraud in (56) domestic and international call centers worldwide.

- Led the successful implementation of a scenario-based Case Management system that allowed for immediate fraud detection, reporting and management of fraud related activity for all internal and vended employees.
- Developed a compliance tracking system to ensure all employees adhered to financially impacting company method and procedures. Reduced non-compliance of contract renewals, non-eligible promotion rewards and non-eligible employee compensation by 42% resulting in a saving of \$15 million over a three year period.
- Hired, trained and developed a high-performing team of corporate security investigators responsible for 56 call center employees worldwide. (approx. 20,000 employees)
- Reduced the amount of annual fraud per employee from an average of \$500 to \$19 over a 4 year period.

Project Manager – Vendor Management

1998-2002

Sprint, Puerto Rico

Responsible for managing (2) vendors contracted to implement the Puerto Rico (Spherion) and Virginia Beach (Abacus) call centers. Directly responsible for contract negotiations, vendor staffing, call center metrics, budgeting, facilities and overall vendor performance.

- Coordinated vendor selection, site development, contract negotiations and staff development efforts of the first Sprint call center in Puerto Rico.
- Authored and distributed company's first supervisor methods and procedure handbook.
- Recognized by senior vice-president for successful implementation of call center and outstanding metric achievement within 3 months of operation.
- Responsible for all aspects of call center operations for vendor partner consisting of call center metrics, invoicing, system operation and daily operations (call volume forecast, headcount requirements, marketing plans and all contractual obligations).

Unit Manager - Call Center Operations**1996 – 1998****Sprint, Chicago, IL**

Responsible for managing a 1200 seat 24/7 inbound call center responsible for residential and commercial customers. Directly responsible for hiring, training, motivating, coaching, evaluating and retaining a staff of (20) supervisors and 250-300 call center employees.

- Administered performance management by diagnosing improvement opportunities, providing effective feedback, coaching, training, professional development and corrective action plans.
- Reviewed call center metrics such as, service levels, talk/wrap time, efficiency levels to measure staff performance and the need for improvement.
- Successfully established and maintained clear line of communication between customer service and marketing by conducting monitoring sessions and operations reviews to ensure compliance with marketing and service operational standards.

Product Manager – Product Development**1994-1996****Dallas, Texas**

Responsible for developing product plans, business cases and marketing programs for the Sprint's Paging product. Responsible for maximizing product profit, increasing customer satisfaction and improve customer handling. Requisitioned benchmarking studies to determine top tier positioning and address competitive strategy.

- Significantly reduced churn and revenue loss by converting paging customers to an integrated billing format.
- Reduced outstanding vendor debt by 45% by implementing an aggressive database reconciliation program.
- Responsible for the matrix management of multiple departments.

RELEVANT EXPERIENCE

- Training and Development Manager
- AVR/AVI Manager
- Quality Assurance Manager
- Business Customer Service Representative

EDUCATION

Henderson State University
Bachelor of Science Business Management

Johnson County Community College
Certification, Project Management

PROFESSIONAL TRAINING & DEVELOPMENT

I-Mapping
Triple 'C' Certification

TECHNICAL SKILLS

Advance Word
Advance PowerPoint
Advance Project 2000
Intermediate Excel
Photoshop

MILITARY

Captain, United States Army Reserve, Signal Officer

AFFILIATIONS

Big Brothers Big Sisters, Volunteer-Fundraiser
Boys and Girls Clubs of America - Volunteer

PROCESS AND TECHNIQUES

CTJ Maintenance, Inc. has a certified Project Manager on staff that is responsible for implementing our proven methodology that ensures a smooth transition:

We have an experience project team that utilizes the following process to ensure the services outlined in the contract are exclusively followed:

- Project management team reviews the 'Scope of Work' outline in the contract
- Project management team conducts a walk-thru of the facility to determine individual work assignments and locate all important areas of the facility
- Human Resource Director begins the hiring and staffing of the facility based on the staffing levels determined by the contract
- Project management team develops the outline for their supervisory staff consisting of supervisors and leads
- Project managers develop 'management plan' that will include the following:
 - Staffing Matrix for each of their assigned areas
 - Work Task Schedule based on contract specifications outlined in contract
 - Work Task Specification Schedule Checklist
 - Work Task Specification Schedule Timeline
 - Work Task Specification Schedule for Non-Daily Task
 - Work Task Specification Training which outlines performance criteria based on contract specs
 - Develop Quality Assurance Training to ensure customer satisfaction that exceeds customer expectations
 - Equipment and Supply Request / List and Delivery Plan

PROBLEM SOLVING

Our management staff utilizes our thorough quality assurance program to ensure all 'Problem Areas' are resolved accurately and quickly

- Quality control inspection forms – Performed daily (continuously) at the beginning of contract implementation.
- Request for Service Check – Completed by customer to inform the supervisor or employee of any items of service that may need immediate attention. Customer will receive a response within 24 hours. NO EXCEPTIONS
- Monthly Service Check – In addition to daily supervisor inspections, the quality assurance manager performs monthly service checks to ensure work task are performed according to contract standards
- Employee Performance Reports – Employees are provided daily feedback to maximize performance and ensure the highest customer satisfaction
- Immediate response /Correction to customer complaint
 - Evaluate problem to determine why problem exist
 - Monitor problem to eliminate future reoccurrences
- Based on the quality control inspections and employee performance reports, employees are expected to perform at satisfactory or above based on the task performed. Any inspections conducted that does not comply with the standards outlined in the contract will require immediate corrective action.

CTJ MANAGEMENT STAFFING ROLLS AND SIZE

- **CONTRACT DIRECTOR-----**, Responsible for implementing the contract specifications. She will communicate with Contractor and Supervisory Personnel to ensure the Quality Control Program is being implemented and Company Policies and Procedures are being followed. She has continuous /direct communication with Facilities Managers and will meet on a weekly basis.
- **SALES AND MARKETING-----**, Responsible for negotiating contracts and the bid process. He will ensure all requirements regarding bid preparation and submission are met.
- **OFFICE ADMINISTRATION-----**, Responsible for office administration. She will be responsible for ensuring personnel files, document preparation etc.
- **REGIONAL PROJECT MANAGERS -----**, Responsible for our services at your DFW facilities. He will have direct communication with our customer, direct our supervisory staff, develop work schedules, complete safety training, ensure seamless service delivery between the client and CTJ employees and ensures quality control is achieved.
- **PROJECT MANAGERS -----**, Responsible for overseeing the daily proactive management of CTJ staff assigned to the DFW services. He will keep in communication with CTJ and ensure smooth work flow between CTJ and client staff. She will manage the day personnel to maintain appearance and safety of all areas, including sterile and non-sterile zones. She will also coordinate with the evening project manager to ensure a continuous overlapping flow from day previous shifts, manage passenger density issues, and allow incoming staff to collect and gather supplies and equipment and arrive at work locations without break in service.

CTJ MANAGEMENT TEAMS (cont)

- **EVENING PROJECT MANAGER**—, the Night Manager will directly manage the On-site Night Supervisors and do on-site inspections of the facilities. They will direct the Floor Utility Crews and ensure that the very important night heavy cleaning and regular janitorial cleaning is completed. The Night Manager will allow for good communication from the evening to our day staff. As gate and passenger traffic decrease during the afternoon and evening the prime responsibility of the evening manager will be to handle all deep cleaning and heavy duty custodial functions that require little or no interruption from unscheduled work.
- **QUALITY ASSURANCE DIRECTOR** —, The QA Manager completes on-site inspections of the facilities. He completes Quality Audits and reports back to the Managers. He/she provides feedback and offers suggestions. Maria also charts our overall ratings and makes sure the trends are within quality standards for the site. The quality control manager will gather and assess all feedback from staff for cost-cutting and quality improvement opportunities.
- **FINANCE / HR MANAGER**—, The Finance/HR Manager will be directly responsible for Personnel , Payroll, Invoicing, Accounts Payable, Accounts Receivable, etc.
- **SUPERVISORS**—The Supervisors direct our staff on their respective shifts. They make sure all staff sign in and out on time, call-in- a fill-in for no shows, modify schedules where needed, work with staff on their areas, help with chemical usage, proper equipment training, monitor and promote safety, and direct the overall cleaning on the shift.
- **FLOOR SUPERVISOR**—, The floor supervisor has the same functional duties as supervisors, but without responsibility for HR issues.
- **LEADS**—, The Floor Supervisors assist employees to make sure daily operations are completed satisfactorily. The floor supervisor is responsible for ensure task are completed, however workers do not report directly to them.

Positions:

CONTRACT MANAGER
 SALES AND MARKETING
 OFFICE ADMINISTRATION
 REGIONAL PROJECT MANAGERS
 PROJECT MANAGERS
 QUALITY ASSURANCE MANAGER
 SUPERVISORS / LEADS
 FINANCE/HR MANAGER
 WORKERS

PROPOSED STAFFING TO MEET CONTRACT REQUIREMENTS

The proposed staffing levels of employees for this contract will meet the contract requirements in the following ways:

- 1) CTJ has adequate staffing resources. We currently have over 400 employees in the Dallas/Ft Worth area, in addition we have an Employee Database of over 2000 employees.
- 2) CTJ has tenured employees, the average time worked for CTJ Employees in 2006-2010 was 24 to 36 months. In addition, several of our employees have been with our company for 5 or more years.
- 3) CTJ will provide a highly trained workforce with emphasis on Quality Control and Company Policies and Procedures to ensure customer satisfaction
- 4) To ensure efficiencies of Scale, CTJ utilizes the following Job Task Specifications:

- **Work Task Specifications (Exhibit A)**

This tool is used to assign specific task to an employee. The employee is required to check off the completed task on the form daily after completing the action. This allows the supervisor/inspector to monitor if/when the employee completes the task and ensures all work in accomplish timely and efficiently.

- **Work Task Timelines (Exhibit B)**

This tool is used to monitor the location of each employee. Daily the employee is required to perform each task at a specific location and time. This allows the supervisor / inspector to locate an employee at all times.

- **Work Task Specification Schedule Calendar of Non-Daily Tasks (Exhibit C)**

This tool is used to schedule non-daily task to ensure proper planning for the task occurs and all necessary supplies and equipment, etc are provided.

- **Daily Task Schedule for Day Porters (Exhibit D)**

This tool is used to ensure all day porters have a minute-by-minute daily schedule to ensure that the frequency in which task are completed occur at the designated time of day.

- **Monthly Floor Schedule for Floor Crew (Exhibit E)**

This tool is used to properly schedule all stripping and waxing of floors to ensure proper planning, equipment and frequency based on contract specifications.

CTJ MAINTENANCE, INC

EMPLOYEE UNIFORMS



RECRUITING AND HIRING

I. ORIENTATION

The project manager will conduct a pre-start –up orientation for all employees assigned to new projects. He along with his superiors will assist in the selection interview of potential employees, making background and reference checks before hiring the employees. We also make it a practice to use some employees from our other facilities on a start-up, to provide a smoother transition. The items to be covered will include, but not limited to the following:

Company rules, regulations and safety policies
Company dress code requirements
OSHA, EEO, Wages/Hour rules, guidelines and laws
Pay, time keeping, payroll records and related information
Discipline and employee rights

II. Job Start-Up Program

- ✓ Survey of job site by our experienced engineers to determine how the customers cleaning program will be implemented.
- ✓ Job work load systems for planning and scheduling of the janitorial programs, periodic cleaning requirements, etc
- ✓ Preventative Maintenance Program to prevent unscheduled interruptions of the housekeeping program due to the deterioration of cleaning equipment.
- ✓ Periodic audit and analysis of performance date to determine compliance with standards.

III. Job Start-Up Assignment

- ✓ Job specifications are given to each employee and reviewed by account manager or supervisor with each employee.
- ✓ Assigned areas are designated with starting times and completion goals.
- ✓ Schedules on how to perform each task are reviewed with each employee in order to have a complete understanding of what is required of them.
- ✓ We use the individual "space assignment" method training each employee in their area and its particular requirements. By doing this each employee develops a feeling of pride in their area and gives us the best control over quality and security.
- ✓ Job site is broken down to a definite number of floors or areas for each employee, which is defined as "space assignment".

IV. Management Systems

- ✓ The janitorial program is broken down into a series of work orders comprised of daily and periodic services.
- ✓ Each night, the project manager or supervisor will review the work orders and specifications will be scheduled. Based on this schedule daily assignments will be given.
- ✓ All assignments and performance levels will be the responsibility of the supervisor. This is the heart of our cleaning system.
- ✓ Each night, the project manager or supervisor will review the work orders and specifications will be scheduled. Based on this schedule daily assignments will be given.
- ✓ As each employee reports to the check in area, they sign in and pick up assignments, cleaning equipment and report to their assigned areas. This prevents any wasting of time from start to finish.

CTJ MAINTENANCE INC.,
JANITORIAL REFERENCE

CITY OF FORT WORTH
CITY HALL COMPLEX
1000 THROCKMORTON
FT. WORTH, TX 76102
ATTN: CAMILLIA RYAN
CAMILLIA.RYAN@FORTWORTHGOV.ORG
817.994.2884 392-8084
SQ. FT. - 343,000
CONTRACT PERIOD: 4/1/10 TO PRESENT

Brenda Middleton
BRENDAMIDDLETON@FORTWORTHGOV.ORG

Brenda Middleton
BRENDAMIDDLETON@FORTWORTHGOV.ORG

DALLAS COUNTY DOWNTOWN COMPLEX
GEORGE ALLEN COURTS BLDGS.
600 COMMERCE ST.
DALLAS, TX 75202
ATTN: WENDY AVILES
WENDY.AVILES@DALLASCOUNTY.ORG
214.213.3178
SQ. FT. - 748,000
CONTRACT PERIOD: 9/1/06 TO 4/1/10

TARRANT COUNTY
FAMILY LAW CENTER
200 E. WEATHERFORD
FT. WORTH, TX 76102
ATTN: ROBERT CARTER JR
RCARTER@TARRANTCOUNTY.COM
817.454.9668
SQ. FT. - 223,813
CONTRACT PERIOD: 4/1/08 TO PRESENT

TARRANT COUNTY PLAZA
200 W. TAYLOR
FT. WORTH, TX 76102
ATTN: ROBERT CARTER JR
RCARTER@TARRANTCOUNTY.COM
817.454.9668
SQ. FT. - 302,916
CONTRACT PERIOD: 4/1/08 TO PRESENT

REGION 10 EDUCATION
SERVICE CENTER
400 E. SPRING VALLEY RD.
RICHARDSON, TX 76081
ATTN: JOHN ROBERTS
972.348.1056
SQ. FT. - 137,000
CONTRACT PERIOD: 12/1/11 TO PRESENT

CITY OF TUCSON
9005 S. RANDOLPH WAY
TUCSON, AZ 85716
ATTN: GARY SCOTT
GARY.SCOTT@TUCSONAZ.GOV
520.791.4873
ST. FT. - 125,000
CONTRACT PERIOD: 1/1/05 TO 6/30/10

CITY OF ARLINGTON
200 W. ABRAM
ARLINGTON, TX 76004
ATTN: WILLIAM DISCH
BILL.DISCH@ARLINGTON.TX.GOV
817.459.5423
SQ. FT. 120,000
CONTRACT PERIOD: 4/1/05 TO 4/1/10

DALLAS COUNTY
FRANK CROWLEY COURTS BLDG.
133 RIVERFRONT BLVD.
DALLAS, TX 75201
ATTN: WENDY AVILES
214.213.3178
SQ. FT. 532,050
CONTRACT PERIOD: 12/01/10 TO 11/30/11

**CTJ MAINTENANCE INC.,
JANITORIAL REFERENCE**

CITY OF FORT WORTH
CITY HALL COMPLEX
1000 THROCKMORTON
FT. WORTH, TX 76102
ATTN: CAMILLIA RAYAN
CAMILLIA.RYAN@FORTWORTHGOV.ORG
817.994.2881 817-392-8321
SQ. FT. - 343,000
CONTRACT PERIOD: 4/1/10 TO PRESENT

TARRANT COUNTY
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200 E. WEATHERFORD
FT. WORTH, TX 76102
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CONTRACT PERIOD: 4/1/08 TO PRESENT

TARRANT COUNTY PLAZA
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CONTRACT PERIOD: 4/1/08 TO PRESENT

REGION 10 EDUCATION
SERVICE CENTER
400 E. SPRING VALLEY RD.
RICHARDSON, TX 76081
ATTN: JOHN ROBERTS
972.348.1056
SQ. FT. - 137,000
CONTRACT PERIOD: 12/1/11 TO PRESENT

DALLAS COUNTY DOWNTOWN COMPLEX
GEORGE ALLEN COURTS BLDGS.
600 COMMERCE ST.
DALLAS, TX 75202
ATTN: WENDY AVILES
WENDY.AVILES@dallascounty.org
214.213.3178
SQ. FT. - 748,000
CONTRACT PERIOD: 9/1/06 TO 4/1/10

CITY OF TUCSON
9905 S. RANDOLPH WAY
TUCSON, AZ 85716
ATTN: GARY SCOTT
GARY.SCOTT@TUCSONAZ.GOV
520.791.4873
ST. FT. - 125,000
CONTRACT PERIOD: 1/1/05 TO 6/30/10

CITY OF ARLINGTON
200 W. ABRAM
ARLINGTON, TX 76004
ATTN: WILLIAM DISCH
BILL.DISCH@ARLINGTON.TX.GOV
817.459.5423
SQ. FT. 120,000
CONTRACT PERIOD: 4/1/05 TO 4/1/10

DALLAS COUNTY
HEALTH AND HUMAN SERVICES BLDG.
2377 STEMMONS FWY
DALLAS, TX 75207
ATTN: WENDY AVILES
214.213.3178
SQ. FT. 153,086
CONTRACT PERIOD: 12/01/10 TO 11/30/11



October 28, 2009
Harold Jenkins
CTJ Maintenance

Dear Mr. Jenkins:

This serves as a letter of reference for CTJ Maintenance. CTJ Maintenance contract with Fort Worth Library was from January 2002 through March 2008; 6+ years. The contract covered general cleaning and floor service for 12 Library facilities. Facilities are Public Library buildings. 254,500 is the total square footage for all facilities covered by this contract. The contract was awarded at \$356,024 per year. CTJ Maintenance provided all necessary labor and equipment to provide superior janitorial services, such as sweeping, mopping, vacuuming, dusting, emptying trash receptacles, and major floor maintenance. The Library provided all cleaning and paper products.

Sincerely,

Karen Van Leuvan
Administrative Services Manager
Fort Worth Library
500 W. 3rd Street
Fort Worth, TX 76102
817-871-7719
817-871-7734 fax

FORT WORTH PUBLIC LIBRARY

THE CITY OF FORT WORTH ★ 500 WEST 3RD STREET ★ FORT WORTH, TEXAS 76102-7305
(817) 871-7705 ★ FAX (817) 871-7734 ★ e-mail: fortworthlibrary.org



January 23, 2007

To Whom It May Concern:

CTJ Maintenance, Inc has had the custodial contract for the City Of Arlington's Municipal Building (City Hall) since July of 2002 and the West Police Station since November of 2003. The two contracts together have a total area cleaned of 120,000 square feet.

CTJ Maintenance Inc. has done a good job providing custodial service for these two facilities. The company representatives participate in bi-monthly building inspections with City of Arlington staff and do a good job resolving deficiencies noted on inspections. Also, CTJ supervisors are easily reached and quickly resolve daily problems and requests that arise.

Overall we have been very satisfied with the service we have received from CJT Maintenance Inc.

Sincerely,

A handwritten signature in cursive script that reads 'William Disch'.

William Disch
Facility Service



**CITY OF
TUCSON**

**PARKS & RECREATION
DEPARTMENT**

January 25, 2007

To Whom it May Concern:

CTJ Maintenance has been providing custodial services to City of Tucson Parks and Recreation Department facilities for approximately two years.

The facilities that CTJ services for us include administration offices, neighborhood and recreation centers and an adaptive recreation center [therapeutic center], all of which encompass in excess of 140,000 square feet of space to be maintained including locker rooms and showers facilities.

Because our facilities are open to the public on a daily basis, it is imperative that our facilities are maintained to a high standard. During the past two years, CTJ Maintenance has continually met our expectations for custodial services and their staffs have been both professional and very responsive to any unusual or extraordinary circumstances that have arisen.

I would recommend CTJ Maintenance without hesitation to anyone in need of custodial maintenance services for their facilities.

Sincerely,

Gary Scott, Management Assistant

**Administration
900 S. Randolph Way * Tucson, AZ 85716
(520) 791-4873 * FAX (520) 791-4008**