

**Azan, Jason**

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**From:** D Sparkle Janitorial Services  
**Sent:** Monday, November 26, 2018 9:02 AM  
**To:** Azan, Jason  
**Subject:** [EXTERNAL] Re: REQUEST FOR TENDER JANITORIAL SERVICES

Good Evening Mr. Azan,

Please note I will submit a quote soon.

Regards,

Dsparkle Janitorial Services  
Ms. Delmira Bodden

On Tue, Nov 20, 2018 at 9:50 AM Azan, Jason <[Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)> wrote:

Dear Sir/Madam

The Cayman Island Government (CIG)/ Department of Vehicle & Drivers' Licensing intends to proceed with the janitorial services at 990 Crewe Road, 9 Reverend Blackman Road, West Bay, & 2032 Bodden Town Road, Breakers in George Town Grand Cayman. All three of these locations are used primarily as office space, that caters to serving the motoring public on Grand Cayman.

Tenders are invited from suitable qualified registered companies. Companies submitting a tender will be required to demonstrate that they have the necessary experience, equipment, and capacity to fulfill the needs of the department.

Sealed quotes clearly marked "Janitorial Services" should be addressed as follows:

Jason Azan, Deputy Director

Department of Vehicle & Drivers' Licensing

990 Crewe Road

GT Grand Cayman

OR Emailed to: [JASON.AZAN@GOV.KY](mailto:JASON.AZAN@GOV.KY)

The Scope of Works has been included (separate document) in this email.

Deadline for receipt of submission is no later than 12:30 PM Wednesday, December 12th, 2018

Please contact Ms. Elmie Cacho to arrange for walkthrough. ([elmie.cacho@gov.ky](mailto:elmie.cacho@gov.ky) or 244-5513)

Regards,

Jason B. Azan

Deputy Director

Department of Vehicle & Drivers' Licensing

P.O. Box 1165

Grand Cayman, KY1-1102

Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345

E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)

Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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## Azan, Jason

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**From:** Azan, Jason  
**Sent:** Monday, November 26, 2018 2:20 PM  
**To:** K & A Services  
**Cc:** Dixon, David; Cacho, Elmie  
**Subject:** RE: [EXTERNAL] Re: REQUEST FOR TENDER JANITORIAL SERVICES

Good Afternoon Ms. Ebanks,

I have included Ms. Cacho in the email.

Spoke to her just now...she will arrange.

Regards,

Jason B. Azan  
Deputy Director  
Department of Vehicle & Drivers' Licensing  
P.O. Box 1165  
Grand Cayman, KY1-1102  
Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345  
E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)  
Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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**From:** K & A Services [<mailto:assist@kandaservices.ky>]  
**Sent:** Monday, November 26, 2018 12:28 PM  
**To:** Azan, Jason  
**Subject:** [EXTERNAL] Re: REQUEST FOR TENDER JANITORIAL SERVICES

Good afternoon Mr. Jason,

We haven't receive an email back from Ms. Elmie in regards with the walk through appointment. We also called her few times on the number provided but there was no answer.

Please advise us what is the next step or other option we can do so we can start the process for the estimate required.

Thank you.

Kind regards,

Ann Ebanks  
CEO  
K & A Services  
345-326-3379

On Tue, Nov 20, 2018 at 10:01 AM K & A Services <[assist@kandaservices.ky](mailto:assist@kandaservices.ky)> wrote:

Thank you Mr. Jason for giving us an opportunity.

We will contact Ms. Cacho to schedule the walk through.

Kind regards,

Ann Ebanks  
CEO  
K & A Services  
345-326-3379

On Tue, Nov 20, 2018 at 9:50 AM Azan, Jason <[Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)> wrote:

Dear Sir/Madam

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Jason Azan, Deputy Director

Department of Vehicle & Drivers' Licensing

990 Crewe Road

GT Grand Cayman

OR Emailed to: [JASON.AZAN@GOV.KY](mailto:JASON.AZAN@GOV.KY)

The Scope of Works has been included (separate document) in this email.

Deadline for receipt of submission is no later than 12:30 PM Wednesday, December 12th, 2018

Please contact Ms. Elmie Cacho to arrange for walkthrough, ([elmie.cacho@gov.ky](mailto:elmie.cacho@gov.ky) or 244-5513)

Regards,

Jason B. Azan

Deputy Director

Department of Vehicle & Drivers' Licensing

P.O. Box 1165

Grand Cayman, KY1-1102

Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345

E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)

Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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**Azan, Jason**

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**From:** Ian Charlery  
**Sent:** Tuesday, December 11, 2018 12:23 PM  
**To:** Azan, Jason  
**Cc:** Kristen  
**Subject:** [EXTERNAL] RE: A1 Cleaning Services Cleaning Proposal - DVDL  
**Attachments:** A1 Cleaning Services Proposal\_DVDL.pdf

Good Afternoon Mr. Azan,

I hope that you are well.

Attached is our cleaning proposal for DVDL.

Please let me know if you have any questions regarding the proposal. I will be happy to assist.

We thank you for the opportunity to provide services to DVDL and would like you to know that we take extra pride in serving our government departments and its customers.

Thanks once more and enjoy your day.

*Regards,*

**Ian Charlery**

**A1 Cleaning  
Services**

134 Sparky Drive - Unit #2  
HighGrove Business Park  
P.O. Box 30480  
Grand Cayman KY1-1202  
CAYMAN ISLANDS  
1345-949-5960/345-926-6756

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**From:** Azan, Jason [<mailto:Jason.Azan@gov.ky>]  
**Sent:** Tuesday, November 20, 2018 9:51 AM  
**Subject:** REQUEST FOR TENDER JANITORIAL SERVICES

Dear Sir/Madam

The Cayman Island Government (CIG)/ Department of Vehicle & Drivers' Licensing intends to proceed with the janitorial services at 990 Crewe Road, 9 Reverend Blackman Road, West Bay, & 2032 Bodden Town Road, Breakers in George Town Grand Cayman. All three of these locations are used primarily as office space, that caters to serving the motoring public on Grand Cayman.

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Sealed quotes clearly marked "Janitorial Services" should be addressed as follows:

Jason Azan, Deputy Director  
Department of Vehicle & Drivers' Licensing  
990 Crewe Road  
GT Grand Cayman

OR Emailed to: [JASON.AZAN@GOV.KY](mailto:JASON.AZAN@GOV.KY)

The Scope of Works has been included (separate document) in this email.

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Please contact Ms. Elmie Cacho to arrange for walkthrough, ([elmie.cacho@gov.ky](mailto:elmie.cacho@gov.ky) or 244-5513)

Regards,

Jason B. Azan  
Deputy Director  
Department of Vehicle & Drivers' Licensing  
P.O. Box 1165  
Grand Cayman, KY1-1102  
Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345  
E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)  
Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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Department of Vehicle and Drivers' Licensing  
P.O. Box 1165 KY1-1102  
Grand Cayman

26<sup>th</sup> November, 2018

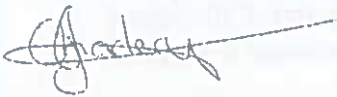
**RE: Janitorial Services DVDL – 11-1218/DVDL/001**

On behalf of *A1 Cleaning Services* we thank you for the opportunity to participate in this process. Contained within this package are the following documents;

1. This Front Sheet
2. Cover Letter addressed to the above captioned
3. Trade and Business License
4. Cleaning Proposal
5. Pricing Sheet

Thank you.

Warmest Regards,



Ian Charlery  
Manager/Owner  
**A1 Cleaning Services**

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Department of Vehicle and Drivers' Licensing  
P.O. Box 1165 KY1-1102  
Grand Cayman

26<sup>th</sup> November, 2018

**RE: Janitorial Services DVDL – 11-1218/DVDL/001**

A1 Cleaning Services has been in business for over 18 years. Our professional cleaning staff are knowledgeable, experienced, dedicated, and hardworking. Our clients and cleaning staff are equally diverse. 35% of our employees are Caymanians, one of whom was recently promoted to Operations Manager. We are actively seeking Caymanians to employ and as a result we work to groom school leavers with internships and mentorships programs that can add value to their professional and personal lives. We believe in making Cayman, our home, a better place by doing our part. CaymanKind.

We offer a wide array of cleaning services to commercial and residential clients. Among the services we carry out are, maid services, commercial power washing, professional carpet and upholstery steam cleaning, post-construction etc.

Our philosophy is to promote the use of environmentally safe products and be champions for a better society. Staying true to our commitment we have developed a high level training program called the *A1 Academy* in which our staff are trained not just on the professional side of the business but also in life skills and other all around factors that make employees better people, which in turn better services our Cayman Islands. From attaining their academic pursuits through classes taught by management on weekends and putting work in their extra time. A1 Cleaning Services and its employees remain dedicated to their clients and the Cayman Islands in their push to be a leading organization promoting love and respect with a customer-centric focus.

A1 Cleaning Services has managed multiple cleaning contracts and currently is the only contractor to provide cleaning services to the Clifton Hunter High School since its opening. A1 Cleaning Services has been providing cleaning services to the schools of the Cayman Islands for almost two decades. The logistics of managing multiple locations is something that we have mastered over the years as we have maintained a status as the largest provider of Janitorial Services to the Department of Educational Services.

Thank you.

Warmest Regards,



Ian Charlery  
Manager/Owner  
A1 Cleaning Services



**TRADE & BUSINESS LICENSING BOARD**

**TRADE & BUSINESS LAW (2014)  
SECTION 17**

**Trade and Business Licence Renewal**

Ref No. TB125J

Licence No. 38191

It is hereby certified that **A1 SERVICE COMPANY LTD T/A A1 CLEANING SERVICES** of Block 13D Parcel 49, Hymie Building #3, 170 Smith Rd, George Town, Grand Cayman, Cayman Islands is licensed under the above law to carry on the trade or business of :

**JANITORIAL**

in the islands with effect from **8th September 2018** until **8th September 2019**.

**This licence is subject to the following conditions:**

- This Licence does not permit the holder to provide janitorial/cleaning/housekeeping services to Hotels, Condominiums or any other tourist Accomodations.
- There shall be no advertising signs at the premises without Central Planning Authority approval.



Signed:

**Business Licensing Officer, Trade & Business Licensing Board**

**Date of Issue: 18th Day of September 2018**

*This licence shall be framed by the licensee and publicly displayed on the premises to which such licence relates.*

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Department of Vehicle and Drivers' Licensing  
P.O. Box 1165 KY1-1102  
Grand Cayman

26<sup>th</sup> November, 2018

**RE: Janitorial Services DVDL – 11-1218/DVDL/001**

A1 Cleaning services is grateful for the opportunity to provide you with this quotation for cleaning. Based on our understanding of your needs you require the below;

- ❖ Cleaning five (5) days a week Monday – Friday at your location on *Crewe Road*.
- ❖ Cleaning five (5) days a week Tuesday – Saturday at your Breakers and West Bay Locations.
- ❖ Strip and Polish tiled floor every six months.
- ❖ Machine buff tiled floors every 3 months.
- ❖ Deep clean each location every quarter.

The total cost of service is: **\$2400.00** monthly

We look forward to forming a strong business relationship with the Department of Vehicle & Drivers' Licensing and its team of professionals.

Thank you.

Warmest Regards,



Ian Charlery  
Manager/Owner  
A1 Cleaning Services

# A1 Cleaning Services Proposal

## DVDL Cleaning Proposal

Areas To Be Cleaned	Cleaning Method	Equipment/Chemicals Utilized For Cleaning	Key Interest Points
Offices	<ul style="list-style-type: none"> <li>Dust/wipe desks, cabinets, chairs and partitions daily</li> <li>Sweep and mop floors, stairs and steps daily</li> <li>Trash removed and disposed in outside bin daily</li> <li>Clean and sanitize telephones and other high traffic touch areas (door knobs/handles)</li> <li>Dust and brush computers and keyboards daily</li> <li>Dust walls for cob webs</li> <li>Wipe down patio railings</li> <li>Sweep &amp; mop patio area</li> </ul>	<ul style="list-style-type: none"> <li>Microfiber rags and feather dusters</li> <li>Mops + brooms</li> <li>Furniture polish</li> <li>Disinfectant spray</li> <li>Shazyme neutral floor cleaner</li> </ul>	<ul style="list-style-type: none"> <li>Daily – All listed will be performed daily</li> <li>Once a month dusting for cobwebs</li> </ul>
Reception Area	<ul style="list-style-type: none"> <li>Dust, wipe and disinfect</li> <li>Clean and sanitize keyboards, Mouse and telephones (Dust computers and brush keyboards)</li> <li>Dust walls for cobwebs</li> <li>Clean ALL glass doors and internal glass</li> </ul>	<ul style="list-style-type: none"> <li>Microfiber rags and feather dusters</li> <li>Mops + brooms</li> <li>Furniture polish</li> <li>Disinfectant spray</li> <li>Shazyme neutral floor cleaner</li> </ul>	<ul style="list-style-type: none"> <li>Daily – All listed will be performed daily</li> </ul>
Kitchens / Lunch Rooms	<ul style="list-style-type: none"> <li>Clean and sanitize kitchen/lunchroom including wiping microwave, fridge, countertops, wash cups, utensils and other dishes then replace in designated areas (cabinets)</li> </ul>	<ul style="list-style-type: none"> <li>Dish washing liquid</li> <li>Incrediloso/(multi-purpose cleaner)</li> <li>Microfiber rags</li> <li>Neutral floor cleaner</li> </ul>	<ul style="list-style-type: none"> <li>Daily – All listed will be performed daily</li> <li>Refrigerator cleaned once a month or every 6 months as requested by client in RFP document</li> </ul>

# A1 Cleaning Services Proposal

Walkways and railings on each floor	<ul style="list-style-type: none"> <li>Wipe all railings</li> <li>Sweep and mop floors</li> <li>Dust walls for cobwebs</li> <li>Sanitize high traffic touch areas (door knobs/handles etc)</li> </ul>	<ul style="list-style-type: none"> <li>Disinfectant spray</li> <li>Shazime neutral floor cleaner</li> </ul>	<ul style="list-style-type: none"> <li>Daily – All listed will be performed daily</li> </ul>
Conference Room	<ul style="list-style-type: none"> <li>Dust/wipe (Disinfect) all furniture/appliances daily</li> <li>ALL Floors to be swept, mopped or vacuumed daily</li> <li>Trash removed and disposed daily</li> <li>Clean and sanitize high traffic touch areas (door knobs/handles)</li> <li>Clean and sanitize keyboards, Mouse and telephones (Dust computers and brush keyboards)</li> <li>Windows and Window sills to be dusted and cleaned</li> </ul>	<ul style="list-style-type: none"> <li>Microfiber rags and feather dusters</li> <li>Mops + brooms</li> <li>Furniture polish</li> <li>Disinfectant spray</li> <li>Franklin Technology - Neutral floor cleaner (Maintains sheen of floor and removes surface grease/dirt)</li> <li>Glass cleaner</li> <li>PineSol</li> <li>Citrus Clean (Biodegradable multipurpose cleaner)</li> </ul>	<ul style="list-style-type: none"> <li>Daily – All listed will be performed daily</li> <li>Dust for cobwebs daily</li> </ul>
<b>Additional Services</b>	<ul style="list-style-type: none"> <li>Strip, Polish tiled floors</li> <li>Buff tiled floors</li> <li>Deep clean every quarter</li> </ul>	<ul style="list-style-type: none"> <li>Floor stripping machine</li> <li>Floor stripping chemical etc</li> <li>Floor buffing machine</li> <li>Complete deep clean each quarter</li> </ul>	<ul style="list-style-type: none"> <li>These services have been factored into the pricing</li> </ul>

## Azan, Jason

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**From:** Dixon, David  
**Sent:** Tuesday, December 11, 2018 3:47 PM  
**To:** Azan, Jason  
**Cc:** Cacho, Elmie  
**Subject:** FW: Janitorial Bid  
**Attachments:** 20181211132140543.pdf

Dear All,

Please provide a response.

Kindest regards,

David W. Dixon, LL.B. (Hons) | Director of Licensing Dept. of Vehicle & Drivers' Licensing P.O. Box 1165 | Grand Cayman KY1-1102  
Tel: 945-8344 Ext 5517 | Direct: 244-5517 | Cell: 916-4975 | Fax: 945-8345  
E-Mail: [david.dixon@gov.ky](mailto:david.dixon@gov.ky)  
Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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---

**From:** Sharon Smith [<mailto:Sharon.Smith@reliable.ky>]  
**Sent:** Tuesday, December 11, 2018 2:24 PM  
**To:** Dixon, David  
**Cc:** Scheduling  
**Subject:** [EXTERNAL] Janitorial Bid

Dear Mr. Dixon,

Please find attached Janitorial Bid for Dept of Vehicle & Drivers' Licensing due December 12<sup>th</sup> 2018.

Do not hesitate to contact me if you have any questions.

Kind regards,

*Sincerely,*

*Mrs Sharon Smith*

*Managing Director*



313 Compass Drive  
North Sound Way  
PO Box # 10346  
Grand Cayman KY1-1003

Tel: (345) 949-9303

Cell: (345) 916-6103



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*To learn more about Reliable Industries Ltd, please visit our website at <http://www.reliable.ky>*



# **RELIABLE** **INDUSTRIES**

*"The cleaning you expect, the service you deserve"*

P.O. Box 10346, Grand Cayman KY1-1003, Cayman Islands  
Tel: (345) 949 9303 Fax: (345) 949 9894 Email: info@reliable.ky

December 11, 2018

Mr. David W. Dixon  
Department of Vehicle & Drivers' Licensing  
George Town  
Grand Cayman  
KY1-1102

Dear Sir,

**RE: Janitorial Bid**

Reliable Industries Ltd has been in business since 1990. We currently employ One Hundred & Forty (140) members of staff.

**1. Crewe Road Location:**

Office cleaning -Monday to Friday.....\$ 1,570.00 per month  
Strip/Polish vinyl Downstairs (1497sq ft).....\$ 450.00 per time  
Strip/Polish vinyl Upstairs (2029 sq ft).....\$ 610.00 per time  
Deep Clean ceramic Downstair (250s).....\$ 75.00 per time  
Quarterly Deep Clean all surfaces.....\$ 560.00 per time

(See attached quote #2216 & #2219 for details)

**2. Breakers Location**

Office Cleaning -Tuesday/Thursday/Saturday.....\$ 377.00 per month  
Deep Clean Floor (1011 sq ft).....\$ 255.00 per time  
Quarterly Deep Clean all surfaces.....\$ 240.00 per time

(See attached quote #2218 & #2220 for details)

**3. West Bay Location**

Office Cleaning -Tuesday/Thursday/Saturday.....\$ 364.00 per month  
Strip/Polish vinyl (600 sq ft).....\$ 180.00 per time  
Quarterly Deep Clean all surfaces.....\$ 240.00 per time

(see attached quote#2217 & #2221 for details)

4.

Please note that cleaning supplies includes all products and equipment necessary to complete janitorial duties. It does not include paper products such as toilet issue, hand towels and hand soap. These supplies can be purchased from us and we will deliver them free of Charge.

We have Public Liability, Worker's Compensation & Automobile Liability with Balderamos Insurance Company.

Reliable supervisors can be contacted for emergency purposes on the following numbers: 925-1481, 925-1479, 925-6225, 526-1481, 526-1479, or Mrs. Sharon Smith at 916-6103 Or Jason Smith at 925-7897

The following are some of our current customers such as:

1. Fosters Food Fair Airport location 88, 000 Sq Ft, since February 1990
2. Fosters Food Fair The Strand location 32,500 Sq Ft, since March 1990
3. Fosters Food Fair Country Side locations 22, 000 Sq Ft, since November 2006
4. Bank of Butterfield House 20, 000 to 25, 000 Sq Ft, since February 1993
5. Cayman Island Airport Authority over 60, 000 Sq Ft, since August 2007
6. Immigration Department 10, 000 to 12, 000 Sq Ft, since September 2001
7. UBS House 10, 000 Sq Ft, since October 1999
8. New Government Administration building 60,000 Sq ft since February 2011

Our warehouse (10, 000 Sq Ft) is fully stocked with our cleaning supplies, to ensure we have more than adequate supplies in the event of any natural disasters.

Our building is built to hurricane standards and is used as a hurricane shelter for our staff. Therefore, we will be able to resume service once the government has given the "all clear." Contract customers are our first priority.

We look forward to providing you with outstanding service and quality workmanship. Should you have any questions or concerns, please do not hesitate to contact me.

Yours Sincerely,  
Reliable Industries, Ltd.



Sharon Smith (Mrs.)  
Managing Director

Reliable Industries Ltd.

Grand Cayman KY1-1003  
P.O. Box 10346

# Estimate

Date	Estimate #
12/6/2018	2216

<b>Name / Address</b>
Department of Vehicle & Driver Licensing P.O. Box 1165 Grand Cayman KY1-1102

<b>Project</b>

Qty	Description	Total
	<p>Office Cleaning to be done at Department of Vehicle &amp; Drivers' Licensing, CREW RD. LOCATION</p> <p>Office Cleaning Monday to Friday to include cleaning supplies to complete Job.</p> <p>Dusting of all Office furniture &amp; polish as needed, washing of cups and utensils, dusting of window sills &amp; blinds, clean and sanitize kitchen, clean and sanitize bathrooms, sanitizing of telephones, emptying of all garbage &amp; replacement of liners as needed, sweep and mop of all tiled floors, cleaning of glass doors, cleaning of front desk &amp; glass windows. (PLEASE NOTE NO WINDOW CLEANING INCLUDED IN THE COST)</p> <p>Please note Large liners, Hand towels, Toilet Tissue, Hand soap, Hand sanitizers are not included, these can be purchased from Reliable Supplies at this same location.</p> <p>THIS IS A MONTHLY COST CI\$ 1,570.00</p> <p>Accepted by _____</p> <p>Date _____</p> <p>Signature _____</p>	1,570.00
Thank you for your business.		<b>Total</b> \$1,570.00

Reliable Industries Ltd.

Grand Cayman KY1-1003  
P.O. Box 10346

# Estimate

Date	Estimate #
12/6/2018	2219

Name / Address
Department of Vehicle & Driver Licensing P.O. Box 1165 Grand Cayman KY1-1102

Project

Qty	Description	Total
	<p>Tile and Deep Cleaning to be done at Department of Vehicle and Drivers' Licensing, CREW ROAD LOCATION</p> <p><b>TILE CLEANING</b> Strip and polish of vinyl floor (1497 Sq.) downstairs CIS 450.00 per cleaning Strip and polish of vinyl floor (2029 Sq.) upstairs CIS 610.00 per cleaning Deep Cleaning of ceramic floor (250 Sq.) downstairs CIS 75.00 per cleaning</p> <p><b>DEEP CLEANING</b> Deep Cleaning to include: Cleaning of high areas, A/C vents, fans, blinds and baseboards. Dust and polish furniture. Sanitize kitchen, appliances and cupboards. Sanitize bathroom and fixtures. Cleaning of Glass panels and inside windows. CIS 560.00 per cleaning</p> <p>Accepted by: _____ Date: _____ Signature: _____</p>	
Thank you for your business.		<b>Total</b> \$0.00

Reliable Industries Ltd.

Grand Cayman KY1-1003  
P.O. Box 10346

# Estimate

Date	Estimate #
12/6/2018	2218

Name / Address
Department of Vehicle & Driver Licensing P.O. Box 1165 Grand Cayman KY1-1102

Project

Qty	Description	Total
	<p>Office Cleaning to be done at Department of Vehicle and Drivers' Licensing, BREAKERS LOCATION Service with cleaning supplies ad to be done every Tuesday, Thursday and Saturday.</p> <p>Cleaning to include: Dusting of office furniture and polishing as needed, washing of cups &amp; utensils, dusting of window sills, cleaning &amp; sanitizing of restroom, clean &amp; sanitize kitchen, emptying of garbage &amp; replacing of liners as needed. sweeping &amp; Mopping of all tiled floors, cleaning of glass door.</p> <p>Please note, Hand Towels, Hand Sanitizers, Toilet Tissue, Large Black Bags, Hand Soap, are not included, these can be purchased from Reliable supply at this same location.</p> <p>THIS IS A MONTHLY COST CUS 377.00</p> <p>Accepted by _____ Date _____ Signature _____</p>	377.00

Thank you for your business.

**Total**

**\$377.00**

Reliable Industries Ltd.

Grand Cayman KY1-1003

P.O. Box 10346

# Estimate

Date	Estimate #
12/6/2018	2220

Name / Address
Department of Vehicle & Driver Licensing P.O. Box 1165 Grand Cayman KY1-1102

Project

Qty	Description	Total
	<p>Tile and Deep Cleaning to be done at Department of Vehicle and Driving Licensing, BREAKERS location</p> <p><b>TILE CLEANING</b> Deep Cleaning of porcelain floor (1,011 Sq.) CIS <u>255.00</u> per cleaning</p> <p><b>DEEP CLEANING</b> Cleaning to include: Cleaning of high areas, A/C vents, fans, blinds and baseboards. Dust and polish furniture. Sanitize kitchen, appliances and cupboards. Sanitize bathroom and fixtures. Cleaning of Glass panels and inside windows. <u>CIS 240.00</u> per cleaning</p> <p>Accepted by: _____ Date: _____ Signature: _____</p>	
Thank you for your business.		<b>Total</b> \$0.00

Reliable Industries Ltd.

Grand Cayman KY1-1003  
P.O. Box 10346

# Estimate

Date	Estimate #
12/6/2018	2217

<b>Name / Address</b>
Department of Vehicle & Driver Licensing P.O. Box 1165 Grand Cayman KY1-1102

<b>Project</b>

Qty	Description	Total
	<p>Office Cleaning to be done at Department Vehicle &amp; Drivers' Licensing, WESTBAY LOCATION Service with cleaning supplies ad to be done every Tuesday, Thursday and Saturday.</p> <p>Cleaning to include: Dusting of office furniture and polishing as needed, washing of cups &amp; utensils, dusting of window sills, cleaning &amp; sanitizing of restroom, clean &amp; sanitize kitchen, emptying of garbage &amp; replacing of liners as needed. sweeping &amp; Mopping of all tiled floors, cleaning of glass door.</p> <p>Please note, Hand Towels, Hand Sanitizers, Toilet Tissue, Large Black Bags, Hand Soap, are not included, these can be purchased from Reliable supply at this same location.</p> <p>THIS IS A MONTHLY COST C\$ 364.00</p> <p>Accepted by _____ Date _____ Signature _____</p>	364.00
Thank you for your business.		<b>Total</b> \$364.00

Reliable Industries Ltd.

Grand Cayman KY1-1003

P.O. Box 10346

# Estimate

Date	Estimate #
12/6/2018	2221

Name / Address
Department of Vehicle & Driver Licensing P.O. Box 1165 Grand Cayman KY1-1102

Project

Qty	Description	Total
	<p>Tile and Deep Cleaning to be done at Department of Vehicle &amp; Driver Licensing, WEST BAY LOCATION</p> <p>TILE CLEANING Strip and Polish of vinyl (600 Sq.) C1\$ 180.00 per cleaning</p> <p>DEEP CLEANING Deep Cleaning to include: Cleaning of high areas, A/C vents, fans, blinds and baseboards. Dust and polish furniture. Sanitize kitchen, appliances and cupboards. Sanitize bathroom and fixtures. Cleaning of Glass panels and inside windows. C1\$ 240.00 per cleaning</p> <p>Accepted by: _____</p> <p>Date: _____</p> <p>Signature: _____</p>	
Thank you for your business.		<b>Total</b> \$0.00



**Additional Services**

Strip, polish tiled floor every six months  
Machine buff tiled floors every three months  
Deep cleaning every quarter  
Clean refrigerator every 6 months

**All services to be performed Monday to Friday between 5:00 pm – 9:00 pm (Crewe Road Location), Tuesday – Saturday between 6:00pm – 9:00pm (West Bay & Breakers Locations) or an alternative schedule approved by the management of the department.**

The successful Janitorial Service Provider (JSP) will provide all equipment, tooling, materials and supplies to fulfill their operations. All such equipment shall be clearly identified as JSP owned. A list of JSP supplied equipment and material may be stored within DVDL's janitorial closet. All equipment will be owned by the JSP throughout the term of the contract. The JSP will be responsible for all repairs and/or replacement of equipment without additional cost to DVDL, unless otherwise authorized by management of DVDL.

Yours Sincerely,

**David W. Dixon,  
Director  
Department of Vehicle & Drivers' Licensing**

Telephone: 244-5515  
Fax: 945-7345  
Direct Line: 926 3661  
Email: Jason.Azan@gov.ky



Department of Vehicle & Drivers'  
Licensing  
P.O. BOX 1165 KY1-1102  
GRAND CAYMAN  
CAYMAN ISLANDS, BWI

11 December 2018

Dear Sir/Madam

RE: 11-1218/DVDL/001.

**DVDL Janitorial Scope of Works**

To perform services below for The Department of Vehicle & Drivers' Licensing (DVDL) THREE locations:

990 Crewe Road  
9 Reverend Blackman Road, West Bay  
2035 Bodden Town Road, Breakers

**Daily Services**

Sweep & Mop all floors, stairs and steps.  
Clean kitchen/staff lunchroom  
Wash dishes (minimal)  
Emptying all trash/Removing bulk waste daily  
Dust and polish all surfaces and furniture including walls, customer counters and ceilings as required  
Remove all cobwebs  
Clean and polish all mirrors, glass entrances/exits and doors  
Clean, polish and sanitize all bathrooms and fixtures  
Deodorizing and sanitizing telephones  
Replenish sanitary supplies such as; Kitchen supplies to include dish liquid (not diluted), paper towel, and hand soap and large garbage bags; bathroom supplies (tissue, soap, air freshener) as required.

## Azan, Jason

---

**From:** Dixon, David  
**Sent:** Tuesday, December 11, 2018 3:47 PM  
**To:** Azan, Jason  
**Cc:** Cacho, Elmie  
**Subject:** FW: Janitorial Bid  
**Attachments:** 20181211132140543.pdf

Dear All,

Please provide a response.

Kindest regards,

David W. Dixon, LL.B. (Hons) | Director of Licensing Dept. of Vehicle & Drivers' Licensing P.O. Box 1165 | Grand Cayman KY1-1102  
Tel: 945-8344 Ext 5517 | Direct: 244-5517 | Cell: 916-4975 | Fax: 945-8345  
E-Mail: [david.dixon@gov.ky](mailto:david.dixon@gov.ky)  
Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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---

**From:** Sharon Smith [<mailto:Sharon.Smith@reliable.ky>]  
**Sent:** Tuesday, December 11, 2018 2:24 PM  
**To:** Dixon, David  
**Cc:** Scheduling  
**Subject:** [EXTERNAL] Janitorial Bid

Dear Mr. Dixon,

Please find attached Janitorial Bid for Dept of Vehicle & Drivers' Licensing due December 12<sup>th</sup> 2018.

Do not hesitate to contact me if you have any questions.

Kind regards,

*Sincerely,*

*Mrs Sharon Smith*

*Managing Director*



313 Compass Drive  
North Sound Way  
PO Box # 10346  
Grand Cayman KY1-1003

Tel: (345) 949-9303  
Cell: (345) 916-6103



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*To learn more about Reliable Industries Ltd, please visit our website at <http://www.reliable.ky>*

## Azan, Jason

---

**From:** Azan, Jason  
**Sent:** Monday, February 11, 2019 11:30 AM  
**To:** Ian Charlery  
**Cc:** 'Kristen'; Dixon, David  
**Subject:** RE: [EXTERNAL] RE: A1 Cleaning Services Cleaning Proposal - DVDL  
**Attachments:** A1 Cleaning ~ Janitorial Quote .pdf

Good morning Sir,

Please see attached.  
Will await your contacting me.

Regards,

Jason B. Azan  
Deputy Director  
Department of Vehicle & Drivers' Licensing  
P.O. Box 1165  
Grand Cayman, KY1-1102  
Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345  
E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)  
Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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**From:** Ian Charlery [mailto:[ian@a1cleaningservices.ky](mailto:ian@a1cleaningservices.ky)]  
**Sent:** Wednesday, January 16, 2019 9:54 AM  
**To:** Azan, Jason  
**Cc:** 'Kristen'  
**Subject:** RE: [EXTERNAL] RE: A1 Cleaning Services Cleaning Proposal - DVDL

Good Morning Sir,

As requested please see the attached document which outlines our pricing structure for the above captioned.

We look forward to bringing you our brand of business.

Thank you once more.

Regards,

**Ian Charlery**

134 Sparky Drive - Unit #2  
HighGrove Business Park  
P.O. Box 30480  
Grand Cayman KY1-1202  
CAYMAN ISLANDS  
[1345-949-5960](tel:1345-949-5960)/[345-926-6756](tel:1345-926-6756)

---

**From:** Azan, Jason [<mailto:Jason.Azan@gov.ky>]  
**Sent:** Tuesday, January 15, 2019 11:42 AM  
**To:** Ian Charlery  
**Cc:** Kristen  
**Subject:** RE: [EXTERNAL] RE: A1 Cleaning Services Cleaning Proposal - DVDL

Good Morning Ian,

Is it possible for you to have a breakdown provided for cleaning at each of the three offices? Separating the monthly (reoccurring costs) from those costs that are only incurred when a specific service is provided (eg strip/polishing etc).

Regards,

Jason B. Azan  
Deputy Director  
Department of Vehicle & Drivers' Licensing  
P.O. Box 1165  
Grand Cayman, KY1-1102  
Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345  
E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)  
Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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**From:** Ian Charlery [<mailto:ian@a1cleaningservices.ky>]  
**Sent:** Tuesday, December 11, 2018 12:23 PM  
**To:** Azan, Jason  
**Cc:** Kristen  
**Subject:** [EXTERNAL] RE: A1 Cleaning Services Cleaning Proposal - DVDL

Good Afternoon Mr. Azan,

I hope that you are well.

Attached is our cleaning proposal for DVDL.

Please let me know if you have any questions regarding the proposal. I will be happy to assist.

We thank you for the opportunity to provide services to DVDL and would like you to know that we take extra pride in serving our government departments and its customers.

Thanks once more and enjoy your day.

Regards,

**Ian Charlery**

**A1 Cleaning  
Services**

134 Sparky Drive - Unit #2  
HighGrove Business Park  
P.O. Box 30480  
Grand Cayman KY1-1202  
GAYMAN ISLANDS  
1345-949-5960/345-926-6756

---

**From:** Azan, Jason [<mailto:Jason.Azan@gov.ky>]  
**Sent:** Tuesday, November 20, 2018 9:51 AM  
**Subject:** REQUEST FOR TENDER JANITORIAL SERVICES

Dear Sir/Madam

The Cayman Island Government (CIG)/ Department of Vehicle & Drivers' Licensing intends to proceed with the janitorial services at 990 Crewe Road, 9 Reverend Blackman Road, West Bay, & 2032 Bodden Town Road, Breakers in George Town Grand Cayman. All three of these locations are used primarily as office space, that caters to serving the motoring public on Grand Cayman.

Tenders are invited from suitable qualified registered companies. Companies submitting a tender will be required to demonstrate that they have the necessary experience, equipment, and capacity to fulfill the needs of the department.

Sealed quotes clearly marked "Janitorial Services" should be addressed as follows:

Jason Azan, Deputy Director  
Department of Vehicle & Drivers' Licensing  
990 Crewe Road  
GT Grand Cayman

OR Emailed to: [JASON.AZAN@GOV.KY](mailto:JASON.AZAN@GOV.KY)

The Scope of Works has been included (separate document) in this email.

Deadline for receipt of submission is no later than 12:30 PM Wednesday, December 12th, 2018

Please contact Ms. Elmie Cacho to arrange for walkthrough, ([elmie.cacho@gov.ky](mailto:elmie.cacho@gov.ky) or 244-5513)

Regards,

Jason B. Azan  
Deputy Director  
Department of Vehicle & Drivers' Licensing  
P.O. Box 1165  
Grand Cayman, KY1-1102  
Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345  
E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)  
Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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Telephone: 945-8344  
Fax: 945-8345  
Direct Line: 244-5515  
Email: Jason.Azan@gov.ky



Department of Vehicle & Drivers'  
Licensing (DVDL)  
P.O. BOX 1165 KY1-1102  
GRAND CAYMAN  
CAYMAN ISLANDS, BWI

Date: February 9, 2019

To: A1 Cleaning Services


**RE: DVDL Janitorial Quote for Janitorial Services**

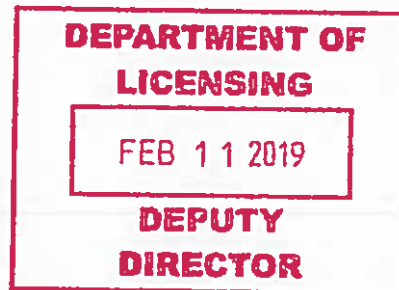
With reference to the quote submitted by your company to provide DVDL with janitorial services, dated January 16<sup>th</sup>, 2019, I write to inform you that your company has been selected.

Please contact me, during the course of the coming week to discuss formulation/signing of a contract.

Thank you for taking the time to submit your quote and we look forward to a successful working relationship.

Sincerely,

  
Jason Azan  
Deputy Director  
For HOD, DVDL





## Azan, Jason

---

**From:** Azan, Jason  
**Sent:** Monday, February 11, 2019 12:27 PM  
**To:** DSparkle Janitorial Services  
**Cc:** Dixon, David  
**Subject:** RE: [EXTERNAL] Re: REQUEST FOR TENDER JANITORIAL SERVICES  
**Attachments:** D Sparkle Janitorial Services ~ Janitorial Quote .pdf

Good afternoon,

Please see attached response to your quote submitted for janitorial services at the Department of Vehicle & Drivers' Licensing.

We take this opportunity to thank you, and look forward to future participation.

Regards,

Jason B. Azan  
Deputy Director  
Department of Vehicle & Drivers' Licensing  
P.O. Box 1165  
Grand Cayman, KY1-1102  
Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345  
E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)  
Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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**From:** DSparkle Janitorial Services [mailto:[dsparkle93@gmail.com](mailto:dsparkle93@gmail.com)]  
**Sent:** Wednesday, December 12, 2018 3:01 PM  
**To:** Azan, Jason  
**Subject:** [EXTERNAL] Re: REQUEST FOR TENDER JANITORIAL SERVICES

Good Afternoon,

Please note quote was dropped off mid morning today.

If you have any questions please feel free to contact us.

Kind Regards,

DSparkle Janitorial  
Admin Team

289 Austin Conolly Dr, Grand Cayman  
KY1-1801, Cayman Islands  
t: 345-325-1471 e: [dsparkle93@gmail.com](mailto:dsparkle93@gmail.com)



On Mon, Dec 10, 2018 at 10:02 AM Azan, Jason <[Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)> wrote:

Good Morning,

Just a friendly reminder that we are fast approaching the deadline for submittal.

Please feel free to contact me should you have any questions.

Regards,

Jason B. Azan

Deputy Director

Department of Vehicle & Drivers' Licensing

P.O. Box 1165

Grand Cayman, KY1-1102

Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345

E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)

Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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---

**From:** Azan, Jason  
**Sent:** Tuesday, November 20, 2018 9:51 AM  
**Subject:** REQUEST FOR TENDER JANITORIAL SERVICES

Dear Sir/Madam

The Cayman Island Government (CIG)/ Department of Vehicle & Drivers' Licensing intends to proceed with the janitorial services at 990 Crewe Road, 9 Reverend Blackman Road, West Bay, & 2032 Bodden Town Road, Breakers in George Town Grand Cayman. All three of these locations are used primarily as office space, that caters to serving the motoring public on Grand Cayman.

Tenders are invited from suitable qualified registered companies. Companies submitting a tender will be required to demonstrate that they have the necessary experience, equipment, and capacity to fulfill the needs of the department.

Sealed quotes clearly marked "Janitorial Services" should be addressed as follows:

Jason Azan, Deputy Director  
Department of Vehicle & Drivers' Licensing  
990 Crewe Road  
GT Grand Cayman

OR Emailed to: [JASON.AZAN@GOV.KY](mailto:JASON.AZAN@GOV.KY)

The Scope of Works has been included (separate document) in this email.

Deadline for receipt of submission is no later than 12:30 PM Wednesday, December 12th, 2018

Please contact Ms. Elmie Cacho to arrange for walkthrough, ([elmie.cacho@gov.ky](mailto:elmie.cacho@gov.ky) or 244-5513)

Regards,

Jason B. Azan

Deputy Director

Department of Vehicle & Drivers' Licensing

P.O. Box 1165

Grand Cayman, KY1-1102

Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345

E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)

Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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Telephone: 945-8344  
Fax: 945-8345  
Direct Line: 244-5515  
Email: Jason.Azan@gov.ky



Department of Vehicle & Drivers'  
Licensing (DVDL)  
P.O. BOX 1165 KY1-1102  
GRAND CAYMAN  
CAYMAN ISLANDS, BWI

Date: February 9, 2019

To: D Sparkle Janitorial Services


**RE: DVDL Janitorial Quote for Janitorial Services**

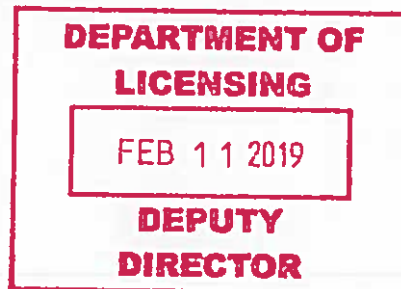
With reference to the quote submitted by your company to provide DVDL with janitorial services, dated December 11<sup>th</sup> 2018, I regret to inform you that your company has not been selected.

If you have any queries, please feel free to contact me.

Thank you for taking the time to submit your quote and we look forward to your participation in the future.

Sincerely,

  
Jason Azan  
Deputy Director  
For HOD, DVDL







## Azan, Jason

---

**From:** Azan, Jason  
**Sent:** Monday, February 11, 2019 1:31 PM  
**To:** Sharon.Smith@reliable.ky  
**Cc:** Dixon, David  
**Subject:** Janitorial Services Quotation  
**Attachments:** Reliable Industries ~ Janitorial Quote .pdf

Good Afternoon Miss Smith,

Please see attached response to the quote submitted, by Reliable Industries, for janitorial services at the Department of Vehicle & Drivers' Licensing.

We take this opportunity to thank you, and look forward to future participation.

Regards,

Jason B. Azan  
Deputy Director  
Department of Vehicle & Drivers' Licensing  
P.O. Box 1165  
Grand Cayman, KY1-1102  
Tel: 945-8344 | Direct: 244-5515 | Fax: 945-8345  
E-Mail: [Jason.Azan@gov.ky](mailto:Jason.Azan@gov.ky)  
Website: [www.dvdl.gov.ky](http://www.dvdl.gov.ky)

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Telephone: 945-8344  
Fax: 945-8345  
Direct Line: 244-5515  
Email: Jason.Azan@gov.ky



Department of Vehicle & Drivers'  
Licensing (DVDL)  
P.O. BOX 1165 KY1-1102  
GRAND CAYMAN  
CAYMAN ISLANDS, BWI

Date: February 9, 2019

To: Reliable Industries

**RE: DVDL Janitorial Quote for Janitorial Services**

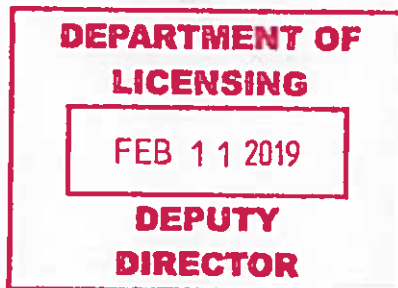
With reference to the quote submitted by your company to provide DVDL with janitorial services, dated December 11<sup>th</sup> 2018, I regret to inform you that your company has not been selected.

If you have any queries, please feel free to contact me.

Thank you for taking the time to submit your quote and we look forward to your participation in the future.

Sincerely,

  
Jason Azan  
Deputy Director  
For HOD, DVDL





**AGREEMENT FOR THE PROVISION OF JANITORIAL SERVICES**

**FOR CAYMAN ISLANDS DEPARTMENT OF VEHICLE AND DRIVER'S LICENSING, GRAND CAYMAN**

THIS AGREEMENT is made this 27 day of February 2019

**BETWEEN CAYMAN ISLANDS DEPARTMENT OF VEHICLE AND DRIVER'S LICENSING** (hereinafter called 'The Authority) of one part and **A1 Cleaning Services** of PO Box 30480 Grand Cayman, KY1-1202 (hereinafter called the Contractor) of the other part.

Whereas the Authority, under the direction of its Director, or any person acting for him/her or appointed for the time being by the Authority for that purpose, is desirous of the Contractor providing janitorial services for the Authority.

**IT IS NOW AGREED THAT:**

1. We, A1 Cleaning Services, subject to the provisions of this Agreement shall provide equipment and supplies for janitorial services at all three locations of the authority (hereinafter called "The Service" and "Authority"), *respectively, commencing services at the "Breakers Office" on the [1<sup>st</sup> of March, 2019] and respectively commencing services at the Crewe Road and West Bay locations on the [12<sup>th</sup> of March, 2019] and ending on the [1<sup>st</sup> of April, 2020].*
2. The Contractor and the Authority shall have the right to provide notice of their intent to renew/not renew the contracted services. This notice should be provided within three months to either party.
3. The Contractor and the Authority shall have the right to terminate the agreement for any reason whatsoever by serving to the other party 30 days written notice of their intent to terminate the agreement.
4. The Contractor shall:
  - a. Diligently and thoroughly perform the duties specified in the Schedule 1 (Cleaning Proposal) annexed hereto in relation to all buildings listed on the attached schedule.
  - b. Notify the authority or the representative thereof, in writing, any change in cleaning personnel prior to new staff commencing work;
  - c. Upon being required in writing by the Authority to do so, remove any employee of the Contractor who in the opinion of the Authority is guilty of behavior prejudicial to the conduct of The Authority;
  - d. Ensure that all staff wear masks and gloves, observe good personal hygiene and wear clean apparel while providing the Service.
4. It is agreed as follows:

a. That the Authority shall have the right to inspect the buildings at any time without prior notice to the Contractor for the purpose of assuring that the required standards of cleanliness or employed by the Contractor and if it appears to the Authority at any time during this agreement that the standard of service by the Contractor is unsatisfactory, then the Authority may request a Contractor to improve his/her Service at the Contractor shall give effect to any such changes requested by the Authority;

b. The Authority shall provide lockable space for storage of the Contractor's equipment and materials which are required on a daily basis.

5. The Contractor shall be liable for and shall indemnify the Authorities against:

a. All losses, claims or proceedings whatsoever, but arriving at common law or under any statute in respect of personal injury or death of any employee or other person arising out of or in the course of execution of this Agreement and against all costs and charges incurred in relation to the investigation or settling of such claims;

b. All the losses, claims, or proceedings, or any injury out of, or in the course of execution of the Agreement to any property, real or personal, due to any negligence or omission or default of himself/herself, his/her agent or his/her servants or to any circumstances within his/her control.

6. a. To secure the performance of the indemnities described under 5 (a) and (b) above, the Contractor shall forthwith enter into proper and sufficient policies of insurance, a copy of which policies together with all and every receipt given for premiums shall be deposited with the Chief Officer.

b. The Contractor's Public Liability Policy must include the Government as an additional insured and be endorsed follows:

i. to provide a waiver of subrogation in favor of Government that the Contractor's policy should be primary and non-contributory;

ii. to give 60 days prior written notice of cancellation or non-renewal to government.

7. In consideration of the Contractor providing the Service at the Authority buildings as herein provided, the Authority shall pay to the Contractor the sum of Two Thousand & Four Hundred Dollars (Monthly) Cayman Islands Dollars CI\$2,400.00. \*\*\*Amount to be pro-rated for first month of contract, based on commencement date of services at each location\*\*\*

i. Invoices will be submitted for end of month processing of agreed monthly services. All other services, outside the scope of proposal &/or agreement, shall be invoiced separately and processed accordingly.

ii. Contractor shall submit quotes for all cleaning and hygiene supplies that are to be provided, outside the scope of proposal/agreement.

IT IS FURTHER AGREED AND DECLARED THAT:

8. In the event of the Contractor failing to perform any of the conditions of this Agreement on his/her part herein contained, the Authority may terminate this Agreement upon the giving of seven (7) days' notice in writing and this shall be without prejudice to any other right of the authority in respect of any liability on the part of the contractor and respect of any prior breaches of any of the conditions of the agreement.

9. a. This Agreement shall be governed by the laws of the Cayman Islands and the courts of the Cayman Islands shall have exclusive jurisdiction over all matters governing this Agreement.

b. The parties agree that the procedures under this article are governed by the Cayman Islands Arbitration Law, 2012.

i. Where an issue arises between the parties to the Contract, the Claimant party shall communicate in writing to the Respondent party the particulars of the issue and the remedy sought.

ii. The Respondent party shall be given 10 (ten) days within which to respond in writing to the particulars of the issue

iii. If the Claimant party is dissatisfied with the response, then the issue shall be resolved by arbitration in accordance with the provisions of the Cayman Islands Arbitration Law, 2012.

iv. In the conduct of the arbitral proceedings, it is agreed by the parties that-

- The language of the arbitration shall be in English
- The seat of the arbitration shall be the Cayman Islands
- The appointing authority, may, based on mutual agreement, be chosen by the parties or in the absence of such agreement, the court may designate an appointing authority

v. The "Appointing Authority" is to be given the meaning as defined in section 2 of the Arbitration Law, 2012.

vi. The parties agree that "issue" in relation to a contract includes but is not limited to:

- A dispute;
- A controversy;
- A claim
- A breach
- Termination; or
- Invalidity

vii. The parties agree that fees of the arbitrator and fees directly connected to the arbitration shall be equally borne by the parties.

viii. The parties also agree that legal costs and costs incurred by each party in respect of the arbitration shall be borne by each party.



IN WITNESS HEREOF the parties hereunder have set their hands the day of the year first written above

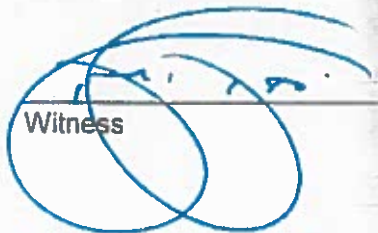
SIGNED BY The

**CAYMAN ISLANDS DEPARTMENT  
OF VEHICLE AND DRIVER'S LICENSING**

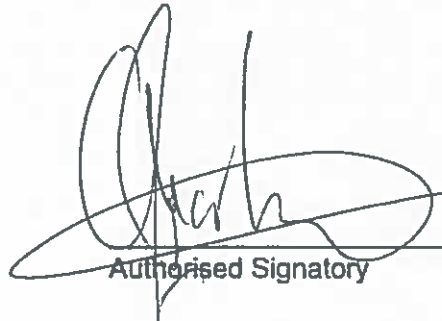
FOR AND ON BEHALF OF  
The Cayman Islands Government

  
\_\_\_\_\_  
Authorised Signatory

In the presence of:

  
\_\_\_\_\_  
Witness

SIGNED FOR AND ON BEHALF OF  
A1 Cleaning Services

  
\_\_\_\_\_  
Authorised Signatory

In the presence of:

  
\_\_\_\_\_  
Witness

