

# Memorandum



**Date:** September 1, 2016

**To:** Gary Hartfield, Division Director  
Internal Services Department, Small Business Development

**From:** Milton L. Collins, Division Director *MBC*  
Miami-Dade Aviation Department, Minority Affairs Division

**Subject:** Revised Recommendation of Contract Measures Request  
Janitorial Services at Miami International Airport  
Project No. RFP No. MDAD-03-16 (Z3) - Zone 3

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## REVISED RECOMMENDATION:

This is a revised resubmittal request for Small Business Development to proceed with the approval of the Recommendation of Contract Measures request for the **Janitorial Services at Miami International Airport, RFP No. MDAD-03-16 (Z3) Zone 3**. MIA staff have evaluated the subject project and recommends an **SBE Set-Aside for Zone 3**. (Previous Project Worksheet attached 03/05/2008).

The Term of this Agreement shall be for seven (7) years and the County reserves the right to extend the Agreement for up to three (3) separate one (1) year periods at the County's sole discretion. Each Zone will be awarded a separate contract.

The Contract Estimated Amount for seven (7) years for Zone 3 is \$16,487,100.00 (based on current annual average \$2,355,300.00). Attached is the breakdown currently in place for Zone 3.

## PROJECT DESCRIPTION:

Miami-Dade County ("County") anticipates entering into a non-exclusive agreement with one (1) separate Contractor for the provision of janitorial services for the Miami-Dade Aviation Department (MDAD). The County is soliciting Proposals from perspective proposers, who, if selected by the County, shall provide the required janitorial services for the facilities identified herein as Zone 3. The existing collective bargaining agent for MDAD's current janitorial contractors' custodial and Specialist workforce is the Teamsters Local 769, affiliated with the Teamsters International Union, AFL/CIO.

## MINIMUM QUALIFICATIONS:

**ZONE 3** – Proposer should have five (5) years of continuous experience cleaning a facility with at least five hundred thousand (500,000) square feet of and serviced by not less than 40 full-time equivalents (FTE) in one or more facilities, working multiple shifts.

NOTE: This project is a Square Footage Agreement


Please advise our office if additional information or clarification is needed to complete this process.

## Attachments

cc: L. Johnson, SBD  
J. Escalante, SBD  
E. Etienne, SBD  
D. Agostino, MDAD  
B. Jimenez, MDAD  
C. Jose, MDAD  
M. Clark-Vincent, MDAD  
P. Betancourt, MDAD  
D. Burke-Wheeler, MDAD  
L. Arce, MDAD  
S. Albritton, MDAD  
C. Corrales, MDAD/File

**MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET**

**To:** Gary Hartfield, Division Director  
Internal Services Department, Small Business Development

**From:** Milton L. Collins, Division Director   
Miami-Dade Aviation Department  
Minority Affairs Division

**PROJECT/CONTRACT TITLE:** Request for Proposals for Janitorial Services at Miami International Airport

**PROJECT/CONTRACT NUMBER:** RFP No. MDAD-03-16 (Z3) Zone 3

**DEPARTMENT:** Miami Dade Aviation Department

**ESTIMATED PROJECT COST:** \$16,487,100.00  
(Based on current annual average \$2,355,300)

**FUNDING SOURCE:** Airport Operating Funds

**DESCRIPTION OF PROJECT/BID:**  
Miami Dade County ("County") anticipates entering into a non-exclusive agreement with one (1) Contractor for the provision of janitorial services for the Miami-Dade Aviation Department (MDAD). The County is soliciting Proposals from prospective proposers, who, if selected by the County, shall provide the required janitorial services for the facilities identified herein as Zone 3.

**CONTRACT MEASURES RECOMMENDATION:**

**Measures: Zone 3: SBE Set-Aside**

**REASONS FOR RECOMMENDATION:**

Analysis of the factors contained in Implementing Order #3-41 indicates that the SBE-Goods & Services Program goal is appropriate for this contract.



**Dept. of Business Development**  
**Project Worksheet**

Project/Contract Title: REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES RC Date: 03/05/2008  
 Project/Contract No: RFP NO. MDAD-09-06 Funding Source: Item No: 2-01  
 Department: MIAMI DADE AVIATION DEPARTMENT GENERAL  
 Estimated Cost of Project/Bid: \$80,000,000.00 Resubmittal Date(s): 09/19/2007

Description of Project/Bid: MIAMI-DADE COUNTY ANTICIPATES ENTERING INTO NON-EXCLUSIVE AGREEMENTS FOR THE PROVISION OF JANITORIAL SERVICES FOR THE MIAMI-DADE AVIATION DEPARTMENT (MDAD). THE REQUESTED SERVICES SHALL PROVIDE THE REQUIRED JANITORIAL SERVICES FOR THE ENTIRE MDAD FACILITY WHICH ARE IDENTIFIED AS ZONES 1, 2 AND 3. SERVICES TO BE PERFORMED BY THE OPERATOR(S) SHALL INCLUDE THE SUPPLYING OF LABOR, MATERIALS, EQUIPMENT, CHEMICALS AND ALL ITEMS, NECESSARY FOR, OR INCIDENTAL TO, SUCH JANITORIAL MAINTENANCE. TERMS OF THE AGREEMENT(S) ARE FOR THREE YEARS WITH FIVE-ONE YEAR EXTENSIONS.

| Contract Measures Recommendation |         |              |
|----------------------------------|---------|--------------|
| Measure                          | Program | Goal Percent |
| Goal                             | SBE     | 10.00%       |
| Set Aside                        | SBE     | 200.00%      |

**Reasons for Recommendation**

OTHER RECOMMENDATION. This project meets all the criteria set forth in A.O. #3-41.  
 Commodity Code:  
 91039 Janitorial / Custodial Services (38 SBE certified firms, 10 firms responded).  
 Contract Measure Recommendations:  
 Zone 1-SBE GOAL (10%) - \$66,000,000-Terminal and Concourses.  
 Zone 2-SBE Set-Aside-\$7,000,000-Parking Garages, Aviation Dept. Maint. Complex, Taxi Lot, Central Toll, Plaza, Police Station and other Outlying Buildings.  
 Zone 3-SBE Set-Aside-\$7,000,000-Cargo Buildings, other buildings on 36th St. and the 3 General Airports and Outlying Buildings.  
 Reason for resubmittal: Project was not advertised within the required 180 day period.

| Analysis for Recommendation of a Goal |      |                 |                        |              |
|---------------------------------------|------|-----------------|------------------------|--------------|
| Subtrade                              | Cat. | Estimated Value | % of Items to Base Bid | Availability |
|                                       | SBE  | \$6,600,000.00  | 10.00%                 | 38           |
|                                       | SBE  | \$7,000,000.00  | 100.00%                | 38           |
|                                       | SBE  | \$7,000,000.00  | 100.00%                | 38           |
| <b>Total</b>                          |      | \$20,600,000.00 |                        |              |

Living Wages: YES  NO   
 Responsible Wages: YES  NO

*Ordinance 90-143 is applicable to all construction projects over \$100,000 that do not utilize Federal Funds*

| REVIEW COMMITTEE RECOMMENDATION     |                |                        |               |
|-------------------------------------|----------------|------------------------|---------------|
| Tier 1 Set Aside _____              |                |                        |               |
| Set Aside _____                     | Level 1 _____  | Level 2 _____          | Level 3 _____ |
| Trade Set Aside (MCC) _____         | Goal _____     | Bid Preference _____   |               |
| No Measure _____                    | Deferred _____ | Selection Factor _____ |               |
| Chairperson, Review Committee _____ | Date _____     | County Manager _____   | Date _____    |

Vista Building Services, Inc. Vendor # 7272  
 AV3193 - Fiscal Year 2015

Budgeted: \$ 2,517,914.00

Available: \$ 252,563.96

| YTD | Account #  | 700110          | 700156        | 701110        | 733050       | 743510       | 749245        | 749890        |
|-----|------------|-----------------|---------------|---------------|--------------|--------------|---------------|---------------|
|     | Budgeted : | \$ 1,541,906.00 | \$ 269,705.00 | \$ 212,303.00 | \$ 40,000.00 | \$ 28,000.00 | \$ 176,000.00 | \$ 250,000.00 |
|     | Used YTD:  | \$ 1,481,569.79 | \$ 196,218.63 | \$ 142,364.03 | \$ 2,303.01  | \$ 22,765.29 | \$ 176,244.30 | \$ 243,883.12 |
| 365 | Available: | \$ 60,336.27    | \$ 73,486.37  | \$ 69,938.97  | \$ 37,696.99 | \$ 5,234.77  | \$ (244.30)   | \$ 6,116.88   |

| Invoice # | Date     | Amount Paid  | 700110 Salaries | 700156 PT & I | 701110 Health Ins. | 733050 Other Costs | 743510 Equipment | 749245 Supplies | 749890 OH & Profit |
|-----------|----------|--------------|-----------------|---------------|--------------------|--------------------|------------------|-----------------|--------------------|
| CY6-WK35  | 09/27/14 | \$ 39,809.53 | \$ 27,614.48    | \$ 3,550.23   | \$ -               | \$ 190.00          | \$ 430.86        | \$ 3,333.90     | \$ 4,690.06        |
| CY6-WK36  | 10/04/14 | \$ 40,514.82 | \$ 28,269.61    | \$ 3,646.82   | \$ -               | \$ 80.00           | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK37  | 10/11/14 | \$ 41,865.14 | \$ 29,489.65    | \$ 3,857.10   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK38  | 10/18/14 | \$ 39,751.53 | \$ 27,626.87    | \$ 3,606.27   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK39  | 10/25/14 | \$ 40,518.59 | \$ 28,338.00    | \$ 3,662.20   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK40  | 11/01/14 | \$ 40,714.31 | \$ 28,441.93    | \$ 3,693.99   | \$ -               | \$ 60.00           | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK41  | 11/08/14 | \$ 58,467.24 | \$ 29,678.74    | \$ 3,880.02   | \$ 16,352.09       | \$ 38.00           | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK42  | 11/15/14 | \$ 41,452.78 | \$ 29,141.73    | \$ 3,792.66   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK43  | 11/22/14 | \$ 39,741.54 | \$ 27,604.77    | \$ 3,618.38   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK44  | 11/29/14 | \$ 59,639.12 | \$ 30,579.32    | \$ 3,957.05   | \$ 16,584.36       | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK45  | 12/06/14 | \$ 40,171.38 | \$ 28,027.41    | \$ 3,625.58   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK46  | 12/13/14 | \$ 39,591.89 | \$ 27,474.53    | \$ 3,560.97   | \$ -               | \$ 38.00           | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK47  | 12/20/14 | \$ 41,495.85 | \$ 29,191.50    | \$ 3,785.96   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK48  | 12/27/14 | \$ 43,705.72 | \$ 31,132.17    | \$ 4,055.16   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK49  | 01/03/15 | \$ 43,686.61 | \$ 30,585.98    | \$ 4,582.24   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK50  | 01/10/15 | \$ 40,916.96 | \$ 28,104.45    | \$ 4,194.12   | \$ -               | \$ 100.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK51  | 01/17/15 | \$ 41,444.49 | \$ 28,640.21    | \$ 4,285.89   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK52  | 01/24/15 | \$ 41,993.10 | \$ 29,141.21    | \$ 4,333.50   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY6-WK53  | 01/31/15 | \$ 54,334.53 | \$ 26,639.34    | \$ 2,639.83   | \$ 16,313.96       | \$ 223.01          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK1   | 02/07/15 | \$ 39,226.99 | \$ 26,950.98    | \$ 3,757.62   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK2   | 02/14/15 | \$ 56,577.51 | \$ 27,891.57    | \$ 3,901.32   | \$ 16,000.23       | \$ 266.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK3   | 02/21/15 | \$ 42,734.22 | \$ 30,018.70    | \$ 4,197.13   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK4   | 02/28/15 | \$ 38,284.63 | \$ 26,143.15    | \$ 3,623.09   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK5   | 03/07/15 | \$ 41,767.33 | \$ 29,282.00    | \$ 3,966.94   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK6   | 03/14/15 | \$ 40,029.51 | \$ 27,709.81    | \$ 3,801.31   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK7   | 03/21/15 | \$ 37,536.08 | \$ 25,463.70    | \$ 3,553.99   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK8   | 03/28/15 | \$ 37,862.69 | \$ 25,789.29    | \$ 3,555.01   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK9   | 04/04/15 | \$ 38,520.62 | \$ 26,272.04    | \$ 3,556.19   | \$ -               | \$ 174.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK10  | 04/11/15 | \$ 40,054.70 | \$ 27,695.43    | \$ 3,650.06   | \$ -               | \$ 190.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK11  | 04/18/15 | \$ 39,031.37 | \$ 26,985.56    | \$ 3,527.42   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |

Vista Building Services, Inc. Vendor # 7272  
 AV3193 - Fiscal Year 2015

Budgeted: \$ 2,517,914.00

Available: \$ 252,563.96

| Account #  | 700110          | 700156        | 701110        | 733050       | 743510       | 749245        | 749890        |
|------------|-----------------|---------------|---------------|--------------|--------------|---------------|---------------|
| Budgeted : | \$ 1,541,906.00 | \$ 269,705.00 | \$ 212,303.00 | \$ 40,000.00 | \$ 28,000.00 | \$ 176,000.00 | \$ 250,000.00 |
| Used YTD:  | \$ 1,481,569.79 | \$ 196,218.63 | \$ 142,364.03 | \$ 2,303.01  | \$ 22,765.29 | \$ 176,244.30 | \$ 243,883.12 |
| Available: | \$ 60,336.21    | \$ 73,486.37  | \$ 69,938.97  | \$ 37,696.99 | \$ 5,234.71  | \$ (244.30)   | \$ 6,116.88   |

| Invoice #                | Date     | Amount Paid     | 700110 Salaries | 700156 PT & I | 701110 Health Ins. | 733050 Other Costs | 743510 Equipment | 749245 Supplies | 749890 OH & Profit |
|--------------------------|----------|-----------------|-----------------|---------------|--------------------|--------------------|------------------|-----------------|--------------------|
| CY7-WK12                 | 04/25/15 | \$ 55,116.88    | \$ 27,051.89    | \$ 3,546.37   | \$ 16,000.23       | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK13                 | 05/02/15 | \$ 39,136.26    | \$ 27,081.98    | \$ 3,535.89   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK14                 | 05/09/15 | \$ 56,134.67    | \$ 28,483.38    | \$ 3,760.13   | \$ 15,372.77       | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK15                 | 05/16/15 | \$ 39,078.34    | \$ 27,029.34    | \$ 3,530.61   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK16                 | 05/23/15 | \$ 39,436.57    | \$ 27,326.19    | \$ 3,591.40   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK17                 | 05/30/15 | \$ 43,957.92    | \$ 31,175.78    | \$ 4,095.75   | \$ -               | \$ 168.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK18                 | 06/06/15 | \$ 38,820.14    | \$ 26,809.04    | \$ 3,492.71   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK19                 | 06/13/15 | \$ 39,620.06    | \$ 27,395.13    | \$ 3,590.54   | \$ -               | \$ 116.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK20                 | 06/20/15 | \$ 72,064.47    | \$ 29,272.93    | \$ 3,765.53   | \$ 30,367.62       | \$ 140.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK21                 | 06/27/15 | \$ 39,701.48    | \$ 27,513.38    | \$ 3,593.71   | \$ -               | \$ 76.00           | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK22                 | 07/04/15 | \$ 42,814.48    | \$ 30,309.41    | \$ 3,986.68   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK23                 | 07/11/15 | \$ 40,960.97    | \$ 28,620.44    | \$ 3,704.14   | \$ -               | \$ 118.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK24                 | 07/18/15 | \$ 42,437.50    | \$ 30,010.25    | \$ 3,908.40   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK25                 | 07/25/15 | \$ 41,529.58    | \$ 29,214.44    | \$ 3,796.75   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK26                 | 08/01/15 | \$ 40,975.84    | \$ 28,722.35    | \$ 3,735.10   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK27                 | 08/08/15 | \$ 42,547.95    | \$ 30,099.19    | \$ 3,930.37   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK28                 | 08/15/15 | \$ 40,890.94    | \$ 28,538.00    | \$ 3,704.55   | \$ -               | \$ 130.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK29                 | 08/22/15 | \$ 40,839.48    | \$ 28,594.13    | \$ 3,726.96   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK30                 | 08/29/15 | \$ 56,959.01    | \$ 29,304.49    | \$ 3,763.36   | \$ 15,372.77       | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK31                 | 09/05/15 | \$ 43,220.21    | \$ 30,557.77    | \$ 3,986.05   | \$ -               | \$ 158.00          | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK32                 | 09/12/15 | \$ 43,795.67    | \$ 31,168.91    | \$ 4,108.37   | \$ -               | \$ -               | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| CY7-WK33                 | 09/19/15 | \$ 43,870.84    | \$ 31,367.24    | \$ 3,947.21   | \$ -               | \$ 38.00           | \$ 437.93        | \$ 3,390.40     | \$ 4,690.06        |
| Total Invoices :         |          | 52              |                 |               |                    |                    |                  |                 |                    |
| Total Invoiced :         |          | \$ 2,265,350.04 | \$ 1,481,569.79 | \$ 196,218.63 | \$ 142,364.03      | \$ 2,303.01        | \$ 22,765.29     | \$ 176,244.30   | \$ 243,883.12      |
| Weekly Average :         |          | \$ 43,564.42    | \$ 28,491.73    | \$ 3,773.44   | \$ 2,737.77        | \$ 44.29           | \$ 437.79        | \$ 3,389.31     | \$ 4,690.06        |
| Projected Expenditures : |          | \$ 2,265,350.04 | \$ 1,481,569.79 | \$ 196,218.63 | \$ 142,364.03      | \$ 2,303.01        | \$ 22,765.29     | \$ 176,244.30   | \$ 243,883.12      |
| Variance :               |          | \$ 252,563.96   | \$ 60,336.21    | \$ 73,486.37  | \$ 69,938.97       | \$ 37,696.99       | \$ 5,234.71      | \$ (244.30)     | \$ 6,116.88        |

Vista Building Services, Inc. Vendor # 7272  
 AV3193 - Fiscal Year 2015

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|-----------|------|---------------------------------------|-----------------|---------------|--------------------|--------------------|------------------|-----------------|--------------------|
|           |      | Restricted Budgeted : \$ 2,023,914.00 |                 |               |                    |                    |                  |                 |                    |
|           |      | Restricted Available : \$ 203,761.55  |                 |               |                    |                    |                  |                 |                    |
|           |      | Unrestricted Budgeted : \$ 494,000.00 |                 |               |                    |                    |                  |                 |                    |
|           |      | Unrestricted Available : \$ 48,804.28 |                 |               |                    |                    |                  |                 |                    |

Unrestricted Budgeted : \$ 494,000.00

Unrestricted Available : \$ 48,804.28