



☎ (504) 215-8089

✉ info@pureelegancecleaning.com

📍 10950 Jefferson Hwy, Unit U22, River Ridge, LA 70123

June 11, 2024

St. Charles Parish Public Schools
Attn: Andy Mire, Project Manager
13855 River Road
Luling, La. 70070

RE: RFP - Contracted Custodial Services at Various District Sites

Greetings!

Thank you for giving me an opportunity to submit a proposal for **Contracted Custodial Services at Various District Sites**. I'm confident that our team can provide quality, cost effective services, as Pure Elegance Cleaning Service (PECS) has years of experience working in the commercial janitorial industry.

PECS, a certified Disadvantaged Business Enterprise (DBE) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs participant, is licensed and bonded to provide commercial and residential janitorial services nationwide. Our team consists of skilled and trained individuals that provide the best customized services to our clients across various industries. We primarily provide a wide range of cleaning services that specifically address the needs and requests of each client. This minority, woman-owned business also utilizes environmentally safe cleaning products on every job.

Attached, you will find our detailed proposal, including the required attached price schedule, references, non-collusion statement, and financial statement, for your consideration. My signature below confirms ***I am the only representative of PECS authorized to submit this proposal.***

Again, I truly appreciate the opportunity. If you have any questions or need clarification, please don't hesitate to contact me at my contact information detailed below. I look forward to hearing from you.

Sincerely,

Sharon Richard

Owner and Authorized Representative
Pure Elegance Cleaning Service LLC
Federal Tax ID: 88-1531232
10950 Jefferson Hwy, Unit U22
River Ridge, Louisiana 70123
(504) 215-8089 Direct
(888) 865-9565 Fax
info@pureelegancecleaning.com

Enclosure

ST. CHARLES PARISH PUBLIC SCHOOLS CONTRACTED CUSTODIAL SERVICES AT VARIOUS DISTRICT SITES PROPOSAL

COMPANY DESCRIPTION

Company Information

Pure Elegance Cleaning Service LLC
10950 Jefferson Hwy., Unit U22
River Ridge, Louisiana 70123
(504) 215-8089 Office
(888) 865-9565 Fax
www.pureelegancecleaning.com
Louisiana Contractor's License #72724

RFP Contact/Company Representative

Sharon Richard
10950 Jefferson Hwy., Unit U22
River Ridge, Louisiana 70123
(504) 215-8089 Direct
info@pureelegancecleaning.com

Pure Elegance Cleaning Service LLC (PECS) is a minority, women-owned commercial and residential cleaning agency based in River Ridge, Louisiana. The owner, Sharon Richard, has extensive years of custodial service experience spanning from local Government facilities to private nonprofits. Licensed and bonded in the state of Louisiana to provide commercial and residential janitorial services, PECS is also certified through the following agencies:

- LADOTD Disadvantaged Business Enterprise
- Louisiana Economic Development Small Emerging Business and Hudson Initiative

PECS consists of a team of skilled and trained individuals that provide the best customized services to our clients across various industries. Each individual comes with years of experience in providing a wide range of cleaning services that specifically address the needs and requests of each client. Our services include, but are not limited to the following activities:

- | | | |
|--------------------------------|---|--------------------------------------|
| • Trash Removal | • Carpet Cleaning | • Sanitizing Phones & Headsets |
| • Dusting Blinds & Sills | • Lighting Maintenance | • Sanitizing Doorknobs |
| • Dusting Ledges & Bookshelves | • Furniture & Upholstery Cleaning | • Unlocking And Locking Buildings |
| • Vacuuming | • Window Washing | • Cleaning Vents To Air Conditioners |
| • Sweeping | • Pressure Washing | • Building Maintenance |
| • Mopping | • Restocking Paper And Soap Supplies | • Post-Construction Cleaning |
| • Disinfecting Surfaces | • Stripping And Waxing Floors | |
| • Kitchen/Break Room Cleaning | • List Item Spot Cleaning And Deep Cleaning | |
| • Cleaning Glass Doors | | |
| • Cleaning Bathrooms | | |
| • Wiping Tables & Chairs | | |

PECS also ensures environmentally safe cleaning products are used on every job.

EXPERIENCE

Focusing on the goal of achieving the most beneficial and compliant outcome on every project, PECS provides a hands-on approach that helps relieve clients of the stress associated with facilities maintenance and custodial services. We specialize in supporting organizations, particularly state facilities, universities, and private non-profits, with cleaning and maintenance. A selection of our staff's most recent work experience includes:

Commercial Cleaning Projects

- Jefferson Parish Libraries, Jefferson Parish, Louisiana
- Louisiana Department of Transportation, Houma, Louisiana
- Nicholls State University, Thibodeaux, Louisiana
- The Collective Oak Harbor, Slidell, Louisiana

- **Jefferson Parish Libraries.** PECS personnel provided daily commercial cleaning and day porter services to all 14 libraries within Jefferson Parish. Services included daily porter services on site maintenance, nightly cleaning, total floor care, and product maintenance. Additionally, PECS provided daily disinfecting and sanitization to help prevent the spread of germs amongst teachers, staff, and students. PECS' maintenance of high levels of cleanliness helped fuel a productive learning environment.
- **Louisiana Department of Transportation.** PECS personnel currently provides daily commercial cleaning services to 4 state operated buildings totaling 5,800 SF. Services included bi-weekly disinfecting, fixtures and wall cleaning, air sanitizing, and trash removal. PECS also provides cleaning to offices and provides detailed cleaning and sanitizing of most sensitive areas such as the kitchens and restrooms. PECS uses products that do not damage special surfaces made of marble, unique hardwood, and other delicate materials.
- **Nicholls State University.** PECS personnel currently provides commercial cleaning services to residential halls and housing complex units. Services included disinfecting, general assembly area maintenance, individual room repairs, and trash removal.
- **The Collective Oak Harbor.** PECS personnel currently provides bi-weekly commercial cleaning services to a 2,500-SF co-working office suite. Services included bi-weekly disinfecting, general assembly area cleaning, fixtures and wall cleaning, air sanitizing, and trash removal. PECS also provides detailed cleaning and sanitizing of furniture.

References

Offord Langston
Project Manager
Jefferson Parish Libraries
olangston@jplibrary.net
(504) 457-4046

Christopher Rogers
Operations Engineer
LA Dept. of Transportation
Christopher.rogers@la.gov
(985) 858-2402

Courtney Elzey
Owner
The Collective Oak Harbor
Reserve@collectiveoakharbor.com
(985) 304-9620

PROPOSED SITE MANAGER

For this effort, PECS has recruited the best and brightest to serve in the capacity of Facilities Site Manager to successfully implement the required scope. The Site Manager will be responsible for direct supervisory work involving the custodial staff and the maintenance/administrative teams. The Site Manager is also responsible for training new employees in proper custodial procedures for the use of manually operated tools, electrically-powered machines, cleaning compounds, solvents and chemicals.

PECS' Site Manager will possess supervisory and management skills such as planning, organizing, strong oral and written communication, and ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds. Detailed duties and responsibilities include, but are not limited to:

- Supervises the activities of custodial staff and maintenance by using both verbal and written instructions in compliance with the guidelines provided by St. Charles Parish Public Schools (SCPPS) and PECS and using independent judgment in instances not covered by the guidelines.
- Ensures that PECS meet the needs of SCPPS, and established guidelines by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities, and special custodial projects.
- Ensures that the quality of services meets established guidelines by inspecting the work of custodial and maintenance personnel and directing corrective measures to be taken when necessary to meet those guidelines.
- Ensures that personnel have the equipment and supplies necessary to perform services by issuing approved waxes, cleaners, and supplies as needed.
- Enforces SCPPS rules and policies regarding employee conduct by advising personnel of the SCPPS' rules and policies on employee conduct and interaction with students in school locations.
- Provides continuity of services under emergency conditions or unique circumstances by performing duties directly related to the emergency conditions or as the situation dictates.

SUPERVISION/KEY PERSONNEL

The Site Manager is supervised by PECS Owner and Company Representative, Sharon Richard. Sharon Richard is responsible for PECS' contract administration. As a janitorial and custodial Subject Matter Expert, Sharon has over 20 years in custodial and management experience. Her experience led her to opening and successfully operating PECS in May 2019. Through PECS, Sharon has procured and managed projects ranging from local Government offices, educational complexes, and religious institutions. Her proficient capabilities include verbal and written communication, time management, staff development, customer satisfaction, resource allocation, and quality assurance. She is OSHA trained in safety and environmental sustainability. Additional team members currently assigned and available to accomplish this opportunity are listed below:

Tanya Grayson	Carolyn Butler	Carwina Richard	Jonathan Turner
Ciara Grayson	Eliza Carroll	Kendra Sims	
Arron Foster	Carwin Richard	Dominique Whitaker	

PROPOSED CLEANING MANAGEMENT PROCESS AND TOOLS

For every project, PECS is hands on with every aspect of work. We use a 3-step process to manage the requirements of the scope. In particular, we work with our clients closely to ensure the following steps are performed:

- (1) **Assessment:** Before any work is performed, our team assesses the current conditions of the facilities needing attention. Beyond the required daily tasks, an assessment checklist will determine supplies/products/equipment necessary to timely and effectively address the need.
- (2) **Allocation of Resources (Personnel/Products):** Based on the needs of SCPPS, we assign the adequate staffed team to perform the required services:
 - Central Office – 4 Custodians
 - Lakewood Elementary – 6 Custodians
 - Auxiliary Facilities (3 Sites) – 1 Custodian per Site

We understand the people we employ are the most important component of any successful job. Screening and hiring professionals is at the core of our process. In certain cases, more personnel will be required at a site than what we would normally require. Timely communication and proper vetting will take place prior to any personnel changes. A checklist is maintained to ensure work is performed to the highest quality/standard. We also ensure that only approved cleaning products are used that won't cause bodily harm to our team and employees/staff/students of SCPPS. Personal protective equipment is worn at all times to ensure safety.

- (3) **Quality Assurance/Quality Control:** At PECS, we check and check again to make sure our clients are satisfied. Our Quality Assurance policy provides security in knowing that the work is done correctly and to the standards of our clients. Our Quality Control policy is our guarantee of an added level of inspections and evaluation.

To properly manage our scheduling and operation activities, PECS uses the software, Housecall Pro. This software will allow us to maintain adequate and accurate operational data while allowing communication with SCPPS. PECS commits to providing timely and thorough services to help promote the productivity of both the staff and students within SCPPS.

LAWS, REGULATIONS, AND INSTITUTIONAL POLICIES

PECS agrees to adhere to all Federal, State, and local Government laws, regulations, and policies.

SHARON RICHARD

Contact

10950 Jefferson Highway
Apartment U22
River Ridge, Louisiana 70123
(504) 215-8089
sharon_richard50@yahoo.com

Education

Southern University, 1984-1985
Baton Rouge, LA
College Courses
Business Administration and
Accounting

Grace King High School, 1984
Metairie, LA
High School Diploma

Key Skills

Verbal and Written
Communication
Time Management
Staff Development
Customer Focused
Resource Allocation
Quality Assurance

Profile

A driven small-business owner with the vision and goal of increasing awareness and expanding services beyond the metropolitan New Orleans area.

Experience

Mar. 2019 - Present

Owner, Pure Elegance Cleaning Services LLC – River Ridge, LA
Provide janitorial services to both residential and commercial properties. Manages a team of custodians, while ensuring to provide quality, industry standard service. Maintain adequate and accurate records for operational purposes, including resourcing, inventory, payroll, and customer engagement.

Oct. 2014 – Jul. 2016

Process Operator, Valero Ethanol Refinery – Albion, NE
Provided Quality Assurance of the ethanol processing equipment. Performed troubleshooting and other preventative maintenance measures to ensure efficient operation. Monitored process sampling and conducted analytical testing to ensure specified parameters were met. Ensured the team adhered to work standards and reported to the necessary chain of command.

Mar. 2006 – Oct. 2014

Process Operation, Domino Sugar – Arabi, LA
Monitored the sugar packing and weighing operation. Operated the bag sewing equipment to secure packaging and proper weight specifications. Ensured workplace safety and maintain customer relationships. Also effectively communicated with the required chain of command on production status and any maintenance concerns.

Dec. 1985 – Mar. 2006

House Manager – Kenner, LA

Stay-at-home mother who maintained a household of 2 children. Duties included managing daily schedules with built-in flexibility, resource allocation, and educational support.



REQUEST FOR PROPOSAL FORM

Having read the Instructions for Requests for Proposals, Documents, and this Proposal Form, I(We) agree to all stated conditions and propose to perform contracted custodial services as required for the following prices stated on the Request for Proposal Form.

To complete contracted custodial services (July 1st - June 30th) at Central Office Complex, which includes the Distribution/Child Nutrition Center, Media Center and Transportation Buildings, for the price of:

Words One Hundred Twenty Two Thousand Seven Hundred Seventy Nine **Dollars**

Figure \$ 122,779.00

To complete contracted custodial services (July 1st - June 30th) at Lakewood Elementary School for the price of:

Words Two Hundred Six Thousand Seven Hundred Thirty Three **Dollars**

Figure \$ 206,733.00

To complete contracted custodial services (July 1st - June 30th) at the Maintenance Facility/Student Health Services/Westbank Pupil Appraisal for the price of:

Words Thirty Thousand Eighty Two **Dollars**

Figure \$ 30,082.00

REJECTION OF PROPOSALS

The Undersigned understands that the Owner reserves the right to reject any or all Proposals and waive any informality in the proposing.

WITHDRAWAL OF PROPOSALS

The Undersigned agrees that the Proposal shall be good and may not be withdrawn for a period of one-hundred twenty (120) calendar days after the scheduled closing time for receiving Proposals. This Proposal may be withdrawn at any time prior to the scheduled time for opening of proposals or any authorized postponement thereof.

ADDENDUM

The Undersigned acknowledges receipt of the following addenda:

NO. 01 DATED 06/06/2024 NO. _____ DATED _____

NO. _____ DATED _____ NO. _____ DATED _____

The undersigned acknowledges all criteria below met by the firm/proposer with a check mark:

Small business X

Minority Business X

Women-owned business X

Respectfully submitted,

Typed or Printed
Name of Representative Sharon Richard

Signature of Representative 

Mailing Address 10950 Jefferson Hwy Unit U22

River Ridge, LA 70123

Telephone Number: (504) 215-8089 (including area code)

Fax Number: (888) 865-9565 (including area code)

E-mail address info@pureelegancecleaning.com



CONTRACTED CUSTODIAL SERVICES
At
VARIOUS SCHOOL SITES

LIST OF REFERENCES

List below three (3) references as described on page 9.

- (1) Company Name Jefferson Parish Library System
Contact Person Offord Langston, Property Manager
Address Various Locations

Phone Number 504-457-4046 (include area code)
- (2) Company Name LA Dept of Transportation
Contact Person Christopher Rogers, Operations Engineer
Address Various Location
Houma, LA
Phone Number 985-858-2402 (include area code)
- (3) Company Name The Collective Oak Harbor
Contact Person Courtney Elzey
Address 330 Oak Harbor Blvd Ste B
Slidell, LA 70458
Phone Number 985-304-9620 (include area code)

*You and I...
We are*



NON-COLLUSION STATEMENT

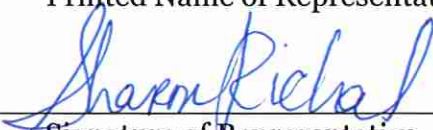
State of Louisiana

Parish of St. Charles

Sharon Richard, states that
he/she is Individual Making the Forgoing Proposal (a
partner of the firm, officer of the corporation, or individual making the
foregoing proposal); that said proposal is genuine and not collusive or
sham; that said proposer has not colluded, conspired, connived, or agreed,
directly or indirectly, with any proposer or person to put in a sham
proposal or to refrain from proposing, collusion, or communication or
conference, with any person, to fix the proposal price or Affiant or any
other proposers, or to secure any advantage against any person interested
in the proposed contract, and that all statements contained in the said
proposal is true.

Sharon Richard

Printed Name of Representative



Signature of Representative

NOTE: This form must be attached to the Request for Proposal form.



State Licensing Board for Contractors

This is to Certify that:

PURE ELEGANCE CLEANING SERVICE LLC
10950 Jefferson Hwy Apt. U22
New Orleans, LA 70123

is duly licensed and entitled to practice the following classifications

LIMITED SPECIALTY SERVICES



Expiration Date: September 28, 2024

License No: 72724

Witness our hand and seal of the Board dated,
Baton Rouge, LA 20th day of November 2023

Will B. McCoy Director

Chairman

Andy Dumas Treasurer

This License Is Not Transferrable

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No. Ext): (888) 202-3007 FAX (A/C, No.): E-MAIL: contact@hiscox.com ADDRESS: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> INSURER(S) AFFORDING COVERAGE </div>												
INSURED Pure Elegance Cleaning Services LLC 10950 Jefferson Highway New Orleans, LA 70123	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;">INSURER A: Hiscox Insurance Company Inc</td> <td style="width:20%;">NAIC # 10200</td> </tr> <tr><td>INSURER B:</td><td></td></tr> <tr><td>INSURER C:</td><td></td></tr> <tr><td>INSURER D:</td><td></td></tr> <tr><td>INSURER E:</td><td></td></tr> <tr><td>INSURER F:</td><td></td></tr> </table>	INSURER A: Hiscox Insurance Company Inc	NAIC # 10200	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER A: Hiscox Insurance Company Inc	NAIC # 10200												
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													
INSURER F:													

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			P100.365.862.3	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg.
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Bid 50-142721 resolution Number 142684, The Parish of Jefferson, its districts, departments and agencies under the direction of the Parish President and the Parish Council, is named as Additional Insured for General Liability.

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish Bid 50-142721 4747 W Napoleon Ave Metairie, Louisiana 70001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

INFORMATION PAGE

Insurer: National Specialty Insurance Company
(A Stock Insurance Company)
1900 L Don Dodson Dr.
Bedford, Texas 76021
(800) 877-4567

POLICY NO.

NXT7LR7J4R-00-WC

1. The Insured: Pure Elegance Cleaning Service

_____ Individual _____ Partnership

Mailing address: Pure Elegance Cleaning Service
10950 Jefferson Hwy Apt U22
New Orleans, LA 70123

X _____ Corporation or _____

FEIN: XX-XXX1232

SSN (if applicable):

Other workplaces not shown above:

2. The policy period is from 10/05/2023 to 10/05/2024 at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: LA

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$ <u>1,000,000.00</u>	each accident
Bodily Injury by Disease	\$ <u>1,000,000.00</u>	policy limit
Bodily Injury by Disease	\$ <u>1,000,000.00</u>	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here

State Farm Fire and Casualty Company
PO Box 2368
Bloomington IL 61702-2368



AT1 A-1990
RICHARD, SHARON AND PURE
ELEGANCE CLEANING SERVICE LLC
10950 JEFFERSON HWY UNIT 2222
RIVER RIDGE LA 70123-1765

A

AUTO RENEWAL

PREMIUM PAID: \$5,957.23

DO NOT PAY.

Your premium is billed through the State Farm Payment Plan

State Farm Payment Plan Number: 1406374122

Your State Farm Agent

AMY FALCON INS AGENCY INC

Office: 504-441-8900

Address: 2628 DAVID DR

METAIRIE, LA 70003-4510

If you have a new or different car, have added any drivers, or have moved, please contact your agent.

Thank you for choosing State Farm.

Policy Number: 556 0165-D18-18A
Policy Period: April 18, 2024 to October 18, 2024

Vehicle:
2016 FORD ESCAPE

Principal Driver:
SHARON RICHARD

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund

transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

Policy Number: 556 0165-D18-18A
Prepared February 26, 2024
1004583

Page number 1 of 3

143562 202 01-15-2018



Drive Safe & Save™ puts you in the driver's seat of your discount.

Get a discount just for enrolling. From there, how you drive determines how much you save.

If you haven't already, download the app and enroll. Text **SAVEMORE** to **42407**; contact your agent, AMY FALCON INS AGENCY INC, at 504-441-8900; or scan this QR code.



Discounts may exceed 30% and vary state-to-state (NY capped at 30%). Not available in CA, MA, RI. A discount may not be available in NC depending on individual facts and circumstances. Setup required.

VEHICLE INFORMATION

Review your policy information carefully. If anything is incorrect, or if there are any changes to your vehicle information, please let us know right away.

Vehicle Description	Vehicle Identification Number (VIN)	Who principally drives this vehicle?	How is this vehicle normally used?
2016 FORD ESCAPE	1FMCU9GX7GUC66798	SHARON RICHARD, a divorced female, who will be age 58 as of April 18, 2024.	Business.

The premium for this renewal was determined using an annual mileage this vehicle is expected to be driven that was developed from information we obtained or was provided by you. Please contact us if you expect your annual mileage to change over the next year.

Premium Adjustment

Each year, we review our medical payments and personal injury protection coverages claim experience to determine

the vehicle safety discount that is applied to each make and model. In addition, we review the comprehensive, collision, bodily injury and property damage claim experience annually to determine which makes and models have earned decreases or increases from State Farm's standard rates. If any changes result from our reviews, adjustments are reflected in the rates shown on this renewal notice.

DRIVER INFORMATION

Assigned Driver(s)

The following driver(s) are assigned to the vehicle(s) on this policy.

Name	Age as of April 18, 2024	Gender	Marital Status
SHARON RICHARD	58	Female	Divorced

Principal Driver & Assigned Drivers

For each automobile, the **Principal Driver** is the individual who most frequently drives it.

Each driver is designated as an **Assigned Driver** on the household automobile that they most frequently drive. Your

premium may be influenced by the information shown for these drivers.

IMPORTANT NOTICE REGARDING YOUR PREMIUM

State Farm works hard to offer you the best combination of price, service, and protection. The amount you pay for automobile insurance is determined by many factors such as the coverages you have, where you live, the kind of car you drive, how your car is used, who drives the car, and information from consumer reports.

You have the right to request, no more than once during a 12-month period, that your policy be re-rated using a current credit-based insurance score. Re-rating could result in a lower rate, no change in rate, or a higher rate.

COVERAGE AND LIMITS *See your policy for an explanation of these coverages.*

AB	Liability	
	Bodily Injury 1,000,000/1,000,000	
	Property Damage 1,000,000	\$5,914.59
H	Emergency Road Service	\$42.64
Total Premium		\$5,957.23

If any coverage you carry is changed to give broader protection with no additional premium charge, we will give

you the broader protection without issuing a new policy, starting on the date we adopt the broader protection.

DISCOUNTS *These adjustments have already been applied to your premium.*

3-STAR	✓
Defensive Driving	✓
Total Discounts	\$4,346.82

SURCHARGES AND DISCOUNTS

AUTOMOBILE RATING PLAN - Applies to private passenger cars only.

3-Star Discount – Your policy may be eligible for our 3-Star Discount. To qualify, assigned drivers must have had no at-fault accidents and no minor violations during the past three years, and no major violations during the past five years. There must also be at least one driver who has been licensed in the United States or Canada for at least three years, and the vehicles in your household must not have been driven without liability insurance.

2-Star Discount - If your policy does not qualify for our 3-Star Discount, the 2-Star Discount applies unless the insured vehicle (or the vehicle it replaced) has been driven without liability insurance during the past twelve months.

Driver Record Levels – Based on accident and violation records over the past three years, State Farm sets a Driver Record Level for each driver assigned to a car. The lowest level, which results in the lowest premium, is Driver Record Level 1. Accidents and violations generally result in higher Driver Record Levels and higher premiums. We may adjust the Driver Record Level based on each driver's most recent driving record. If more than one driver is assigned to the same car, we consider each of their Driver Record Levels to determine the final premium.

These premium adjustments do not apply to all coverages. For complete program details, please contact your State Farm Agent.

ADDITIONAL INFORMATION

If any information on this renewal notice is incomplete or inaccurate, or if you want to confirm the information we have in our records, please contact your agent. For additional

information regarding discounts or coverages, see your State Farm agent or visit [@](http://statefarm.com).

Buying a new car? Remember to contact your agent!

When you buy an additional car or one that replaces a car already on your policy, you need to report the change to your agent **promptly**. Even though the dealership you purchased the car from may offer to notify your agent or insurance company, you, as the named insured, are responsible for reporting all changes to your auto policy. By contacting your agent, you can help:

- avoid any complications or lack of coverage in the event of an accident or loss,
- avoid insurance verification problems with a lienholder, the police, or the department of motor vehicles, and
- ensure that you receive any new discounts you may be entitled to.

Your current State Farm policy automatically provides certain coverages for a new or replacement car for up to a specified, limited number of days after you take possession of the car. Please refer to your policy for the number of days that applies in your state.

If you have any questions about coverage for a newly acquired car, please contact your State Farm agent.

Disclaimer: This message is provided for informational purposes only and does not grant any insurance coverage. The terms and conditions of coverage are set forth in your State Farm Car Policy booklet, the most recently issued Declarations Page, and any applicable endorsements.

PURE ELEGANCE CLEANING SERVICE LLC
STATEMENT OF CASH FLOWS
FOR THE CALENDAR YEAR ENDED DECEMBER 31, 2023

CASH FLOWS FROM OPERATING ACTIVITIES

Net Income	\$ 132,650.00
Adjustments for:	
Accounts Receivable	6,000.00
Decrease in Accounts Payable	2,500.00
Decrease in Other Payable	(1,000.00)
Net Cash Generated From Operating Activities	<u>140,150.00</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of Property, Plant, & Equipment	<u>(5,000.00)</u>
Net Cash Used in Investing Activities	<u>(5,000.00)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Member's Draws	(35,000.00)
New Borrowings on Line-of-Credit	<u>0</u>
Net Cash Used in Financing Activities	<u>(35,000.00)</u>

Net Increase In Cash & Cash Equivalents	100,150.00
Cash & Cash Equivalents At Beginning of Period	<u>47,580.00</u>
Cash & Cash Equivalent At End of Period	<u><u>\$ 147,730.00</u></u>