



Town of Upper Marlboro

TOWN COUNCIL SPECIAL MEETING / WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, January 13, 2026 at 7:00 PM

AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video (*Participants must sign-in with the Clerk*):

<https://uppermarlbormd-gov.zoom.us/j/86847876643?pwd=4GcCOWdb8ADEAdSfg9Akf6lWoNxYBZ.1>

Webinar ID: 891 6659 9252; **Passcode:** 031416; **Audio Dial-in only:** 301 715 8592

Work Sessions are open to public observation, however, public participation is at the discretion of the Board

Pursuant to **Maryland Annotated Code, General Provisions Article 3-305(b) (1)** ["To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"], the Board of Commissioners proposes to go into Closed Session following the Council Work Session on Tuesday, January 13th, 2026, 7:00 PM to discuss a personnel matter.

SPECIAL TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - A. PGCO CIP USE (Resolution 2026-01)
 - B. Pocket Park Electrical Upgrade (Resolution 2026-02)
6. **Adjournment**

WORK SESSION AGENDA: 7:00 PM

7. **Call to Order**
8. **Roll Call**
9. **Business**
 - A. Meeting Regulations(Discussion)
 - B. 2026 Calendar
 - C. RFP(Discussion)
 - D. Vehicle Purchase(Discussion)
10. **Administrative Updates**
11. **Preliminary Approval of Next Meeting Agenda**
12. **Motion to go into Closed Session**
13. *Video of the Special Meeting / Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting.*

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217

Charles Colbert
Mayor

Derrick Brooks
Vice Mayor

Sarah Franklin
Councilmember

Karen Lott
Councilmember

Joseph Hourcle
Councilmember



Clayton A. Anderson
Town Manager

Telaya Bush
Deputy Town Manager

TO: Town Council

FROM: Clayton A. Anderson, Town Manager

DATE: January 13, 2025

SUBJECT: Funding Use Plan for Town of Upper Marlboro

Purpose

The Town of Upper Marlboro will strategically invest the \$250,000 Capital Improvement Program (CIP) allocation from Prince George’s County to strengthen the long-term economic viability, walkability, and overall livability of Downtown Upper Marlboro. This investment will support targeted initiatives focused on reducing blight, expanding retail, retaining and recruiting businesses, promoting mixed-use development, and fostering sustainable growth. The allocation is directly aligned with the Town’s 2023 Vision Plan, which emphasizes a thriving, vibrant downtown that promotes outdoor recreation, economic activity, and strong community connections.

Approval is requested for the recommended allocation of the \$250,000 Capital Improvement Program (CIP) investment to support Downtown Upper Marlboro’s revitalization efforts consistent with the Town’s adopted priorities and 2023 Vision Plan.

Charles Colbert
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Derrick Brooks
Vice Mayor

Sarah Franklin
Councilmember

Karen Lott
Councilmember

Joseph Hourcle
Councilmember



Clayton A. Anderson
Town Manager

Telaya Bush
Deputy Town Manager

Funding Priorities & Proposed Uses

1. Blight Reduction and Façade Improvement – \$75,000

- Expand the existing façade improvement program to assist property and business owners with exterior renovations, signage upgrades, and landscaping.
- Provide matching grants to incentivize private investment and development of underutilized and dilapidated commercial buildings.
- Focus on vacant storefronts along Main Street and other gateway corridors.

2. Walkability & Public Right of Way Enhancements – \$50,000

- Install wayfinding signage and pedestrian-oriented amenities (benches, planters, trash receptacles).
- Improve lighting and crosswalk safety in key downtown corridors.
- Support planning and design work for long-term streetscape reconfiguration to increase accessibility and encourage foot traffic.
- Enhance the existing pocket park.
- Begin development of the Chesapeake Rail Trail

3. Business Retention, Recruitment, and Expansion – \$62,500

- Develop targeted marketing and recruitment campaigns to attract diverse retail and dining options.
- Support technical assistance for existing businesses, including workshops on digital marketing, financial planning, and operations.
- Assist with permitting and other start-up or build-out costs.
- Provide small-scale incentive grants for business expansion or modernization.

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Town Manager

Telaya Bush
Deputy Town Manager

- Provide business relocation incentives.
- Assist struggling businesses with a one-time assistance grant.
- Work to modernize the town's business license database.
- Develop programs to recruit businesses to fill retail and service gaps.

4. Business Incubation and Entrepreneurial Support – \$25,000

- Pilot a business incubator program providing shared workspace, mentorship, and training for startups and small businesses.
- Partner with county agencies, local colleges, and private sector experts.
- Prioritize locally owned and minority-owned businesses to promote inclusive economic growth.
- Provide ongoing training for students who want to own a business.

5. Long-Term Strategic and Sustainable Growth Planning – \$37,500

- Update the town’s Economic Development Strategy and integrate it into the county’s broader vision.
- Explore opportunities for sustainable growth, including green infrastructure, adaptive reuse of historic properties, and mixed-use development.
- Commission feasibility analysis for projects such as public-private parking solutions and adaptive reuse of vacant buildings.
- Plan for the impact of the departure of county facilities
- Develop design guidelines for Main St.

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Town Manager

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Deputy Town Manager

Expected Outcomes

- Visible reduction in downtown blight through improved façades and streetscapes.
- Increased variety of retail and service businesses available to residents and visitors.
- Stronger business retention and measurable recruitment of new businesses.
- Enhanced pedestrian safety and overall downtown walkability.
- Greater community understanding of annexation opportunities.
- Establishment of a foundation for a small-scale business incubator to support entrepreneurship.
- Create a long-term strategy aligning town growth with sustainable and inclusive economic development.

Conclusion

This \$250,000 CIP allocation will allow the Town of Upper Marlboro to take immediate action to improve downtown vibrancy while laying the groundwork for sustainable growth. By addressing blight, diversifying retail choices, enhancing walkability, and investing in business retention, recruitment, and incubation, the Town will create a more resilient, attractive, and economically viable downtown for residents, businesses, and visitors alike.

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Vice Mayor

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Councilmember



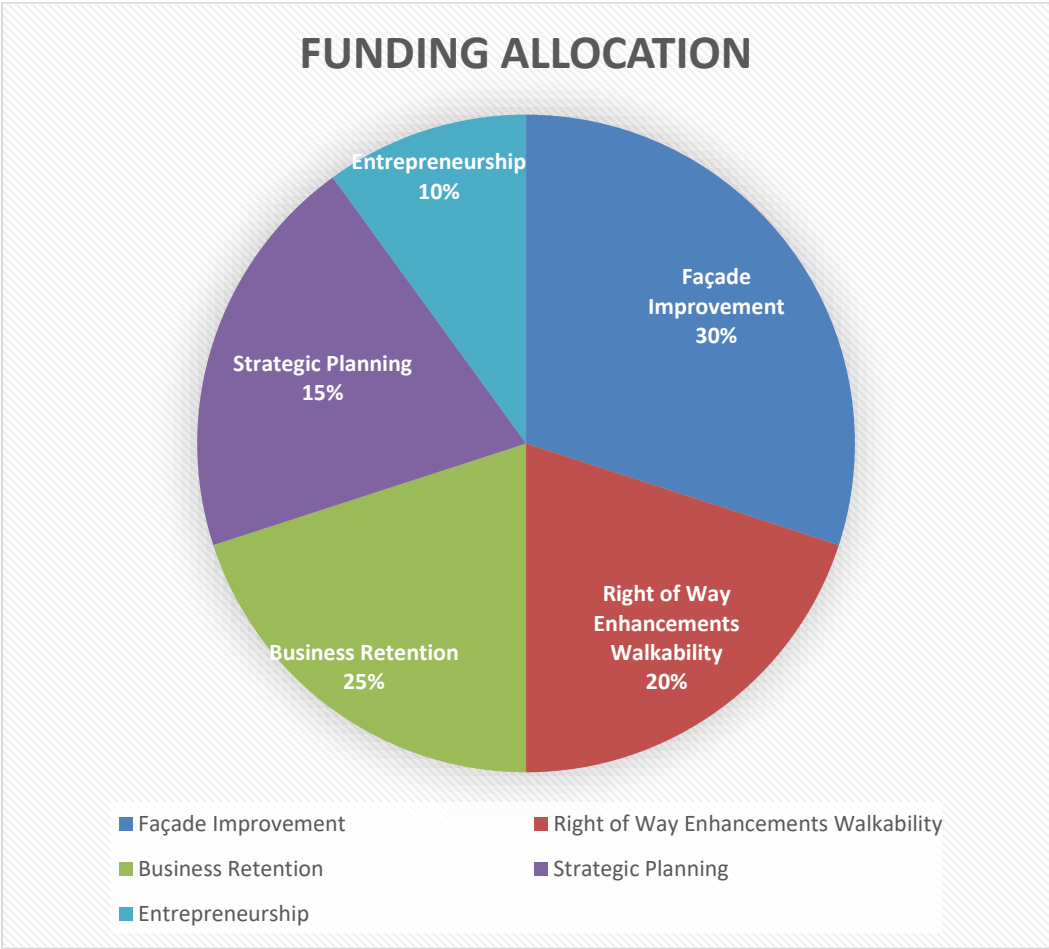
Clayton A. Anderson
Town Manager

Telaya Bush
Deputy Town Manager

Town of Upper Marlboro Funding Use Plan for \$250,000 CIP Allocation

The Town of Upper Marlboro will strategically invest the \$250,000 Capital Improvement Program (CIP) allocation from Prince George’s County to enhance the long-term economic viability, walkability, and livability of Downtown Upper Marlboro. The funding will address blight, diversify retail choices, strengthen business retention and recruitment, improve walkability, and support long-term sustainable growth through planning and business incubation initiatives.

Category	Allocation
Blight Reduction & Façade Improvement	\$75,000
Walkability & Public Realm Enhancements	\$50,000
Business Retention, Recruitment, Expansion	\$62,500
Annexation (REMOVED)	\$0
Business Incubation & Entrepreneurial Support	\$25,000
Long-Term Strategic & Sustainable Growth	\$37,500
Total	\$250,000



Expected Outcomes: Reduction in downtown blight through façade and streetscape improvements. Increase retail and dining options for residents and visitors. Strengthened business retention and measurable recruitment of new businesses. Enhanced pedestrian safety and overall downtown walkability. Creation of a business incubator to support entrepreneurship. Updated long-term strategy for sustainable, thoughtful, and inclusive economic growth. Develop systems and programs to monitor businesses, track trends, and create detailed and accurate reports.



MEMORANDUM

To: Mayor and Town Council
From: Darnell Bond
Date: 1-9-2026
Subject: Electrical Contractor Price Comparison – Pocket Park Electrical Improvements

Purpose

The purpose of this memo is to present a comparison of pricing received from licensed electrical contractors for the installation of permanent electrical infrastructure at the Town’s Pocket Park and to request authorization to proceed with a contractor.

Background

In order to support small events, seasonal programming, and general public use, staff identified the need for permanent electrical service at the Pocket Park. The proposed improvements include installation of an electrical meter, electrical rack, fused panel, and outdoor-rated receptacles. Temporary power solutions are not ideal due to safety, cost, and logistical concerns.

Contractor Pricing Comparison

Staff solicited pricing from qualified, licensed electrical contractors with experience in municipal and outdoor installations. The scope of work provided to each contractor was consistent.

Contractor	Scope Included	Total Cost
JAD Electric	Meter installation, electrical rack, fused panel, outdoor receptacles	\$14,099.41
Universal Electric	Meter installation, electrical rack, fused panel, outdoor receptacles	EST \$20-25k
Mona Electrical	Meter installation, electrical rack, fused panel, outdoor receptacles	\$

Evaluation

All contractors are properly licensed and capable of performing the work. Pricing differences reflect labor estimates, material costs, and scheduling availability. Staff reviewed each proposal for completeness, compliance with electrical codes, and overall value to the Town.

Recommended Contractor

Staff recommends proceeding with **JAD Electric** in the amount of **\$14,099.41** as their proposal provides the best overall value while meeting all technical and safety



requirements for the project. They are also pulling all permits and doing the application to PEPCO.

Recommendation

Staff recommends that Mayor and Council authorize the Town to enter into an agreement with **JAD Electrical LLC** to complete the electrical improvements at the Pocket Park.

The Town of Upper Marlboro

RESOLUTION: 2026-02
 SESSION: Special Town Meeting
 DATED: January 13, 2026

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF UPPER MARLBORO TO AUTHORIZE THE EXECUTION OF THE PROPOSAL TO INSTALL ELECTRICAL CONNECTIONS TO THE POCKET PARK NOT TO EXCEED \$16,000.00.

WHEREAS, the Town Council for the Town of Upper Marlboro has authority pursuant to "82-83 and 82-84 of the Town Charter to construct, operate, and maintain any buildings and structures it deems necessary for the operation of the Town government, and to do whatever may be necessary to protect Town property and to keep the same in good condition; and

WHEREAS, Ordinance 2011-02 (Procurement), Section 4(b) states that upon having obtained three (3) quotes or proposals "[a]ll procurements between \$10,000 and \$ 2,000 shall be approved by the Board," and

WHEREAS, the Town Town Council hereby finds that sufficient funds have been appropriated for these lease agreements, which includes the scope of the subject proposal, and JAD Electrical LLC, a Maryland Corporation, is a local, responsible offeror, in good standing with the State, whose proposal is the most advantageous to the Town taking into consideration price and the other evaluation factors.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council for The Town of Upper Marlboro, sitting in special meeting this 13th day of January, 2026, that the Town Council hereby authorizes the President to authorize the execution of the proposal to install electrical connections to the Pocket Park not to exceed \$16,000.

AND, BE IT FURTHER RESOLVED, by the Town Council for The Town of Upper Marlboro, that the Town Manager shall obtain proof of insurance and a reasonable release and waiver of liability form signed by the Contractor as deemed necessary to protect the Town and carry out the performance of the project or tasks described herein prior to the execution

of the proposal or contract approved herein.

THE TOWN OF UPPER MARLBORO:

Charles Colbert, Mayor

ATTEST:

Telaya Bush, Town Clerk

The Town of Upper Marlboro

RESOLUTION: 2026-02
SESSION: Special Town Meeting
DATED: January 13, 2026

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF UPPER MARLBORO TO AUTHORIZE THE EXECUTION OF THE PROPOSAL TO INSTALL ELECTRICAL CONNECTIONS TO THE MAIN STREET POCKET PARK NOT TO EXCEED \$16,000.00.

WHEREAS, the Town Council for the Town of Upper Marlboro has authority pursuant to "82-83 and 82-84 of the Town Charter to construct, operate, and maintain any buildings and structures it deems necessary for the operation of the Town government, and to do whatever may be necessary to protect Town property and to keep the same in good condition; and

WHEREAS, Ordinance 2022-06 (Rules and Regulations Regarding Town Purchases and Contracts) Section 3(b) states that " procurements between \$10,000 and \$ 75,000 shall be approved by the [[Board]] Council, without requiring any quotes, advertisements offering sale, proposals or through the use of any other competitive procurement methods" and

WHEREAS, the Town Council hereby finds that sufficient funds have been appropriated for these agreements, which includes the scope of the subject proposal, and JAD Electrical LLC, a Maryland Corporation, is a responsible offeror, in good standing with the State, whose proposal is the most advantageous to the Town taking into consideration price and the other evaluation factors.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council for The Town of Upper Marlboro, sitting in special meeting this 13th day of January, 2026, that the Town Council hereby authorizes the President to authorize the execution of the proposal to install electrical connections and upgrades to the Pocket Park not to exceed \$16,000.00.

AND, BE IT FURTHER RESOLVED, by the Town Council for The Town of Upper Marlboro, that the Town Manager shall obtain proof of insurance and a reasonable release and waiver of liability form signed by the Contractor as deemed necessary to protect the Town and carry out the performance of the project or tasks described herein prior to the execution of the proposal or contract approved herein.

THE TOWN OF UPPER MARLBORO:

Charles Colbert, Mayor

ATTEST:

Telaya Bush, Town Clerk

**A RESOLUTION
OF THE COUNCIL OF THE TOWN OF UPPER MARLBORO
ADOPTING NEW RULES OF ORDER AND REGULATIONS FOR
PUBLIC MEETINGS**

WHEREAS, the Council of the Town of Upper Marlboro (the "Council") must meet as required by the Charter of the Town of Upper Marlboro ("Town Charter"), § 82-6 "Meetings of the Council," and at such other times as may be required in the Town Charter and Town Code; and

WHEREAS, when the Council meets, it is required to comply with Md. Annotated Code, General Provisions, Title 3 "Open Meetings Act," Subtitle 3 "Open Meetings Requirements;" and

WHEREAS, in addition to the Open Meetings Act and Town Charter, § 82-6, Council meetings are also governed by other provisions of the Town Charter, such as § 82-8 (Quorum) and § 82-9 (Procedure of Council); and

WHEREAS, pursuant to Town Charter, § 82-9, the Council shall determine its own rules of order of business, which rules must comply with State law, the Town Charter and Town Code; and

WHEREAS, pursuant to Town Charter, § 82-6, the residents of the Town shall have reasonable opportunity to be heard at any regular meeting in regard to any municipal question; and

WHEREAS, the Council desires to repeal the rules for the conduct of its meetings as adopted in Resolution No. 2022-05 and to adopt the rules and order of business set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Upper Marlboro hereby approves and adopts the following rules and order of business for the conduct of its meetings:

ARTICLE 1. AUTHORITY, APPLICABILITY, & AMENDMENT

1.1 Authority.

Section 82-9 of the ~~Town Charter of the Town of Upper Marlboro, Maryland,~~ grants the **Council of the Town of Upper Marlboro (the "Council")** the right to determine its own rules of procedure **and order of business.** ~~, and the following~~ **These** rules are ~~enumerated under and by~~ **adopted pursuant to this authority of said provision.**

1.2 Applicability; Robert's Rules.

The rules of procedure adopted by the **Council** are applicable to Town ~~of Commissioners~~ **Council** meetings. Should these rules be silent or inapplicable on a matter of procedure, then the latest edition of Robert's Rules shall control.

1.3 Amendment.

These rules may be amended, or new rules adopted, by a majority vote of the members of the **Council then** present.

1.4 Recession and Suspension of Rules.

A motion to suspend these rules ~~and~~ of procedures may be brought pursuant to a majority vote of the members of the Council present.

ARTICLE 2. GENERAL RULES OF PROCEDURES & POLICES

2.1 Meetings.

A. A meeting occurs when a quorum of the Council convenes to consider or transact public business. However, no ordinance shall be approved, nor any other action taken without the favorable vote of a majority of the whole number of members elected to the Council.

B. All meetings of the Council shall be governed by the Maryland Open Meetings Act (Md. Code Ann., General Provisions, Title 3) and shall ordinarily be public. Notices of Council meetings shall be posted as provided under the Maryland Open Meetings Act, Section 3-302, ~~stating that~~, except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the Council from meeting in closed session as authorized in the Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.

C. Maryland Open Meetings Act. [Is this really necessary especially in light of the above paragraph B? Instead, perhaps add the following to paragraph B: The Open Meetings Act provides that the public has the right to attend open meetings of the Council. The public has the right to attend and observe, but not the right to speak unless the Town Charter or meeting rules provide otherwise. Town Charter, § 82-6 provides that the residents of the town shall have a reasonable opportunity to be heard at any regular meeting.]

C or D: The Council shall meet in accordance with the provisions of Town Charter, § 82-6 “Meetings of the Council.” The monthly meeting required by the Town Charter, § 82-6 shall be on the fourth Tuesday of each month, unless the fourth Tuesday is a holiday, in which case Council shall reschedule the meeting for a date on which a quorum of the Council can attend.

E. **Worksessions.** A worksession of the Council is a public meeting for the in-depth review, study, and discussion of Town business, policies, or issues that may come before the Council, allowing council members to ask questions, obtain staff presentations, and prepare for official decisions. Although worksessions are generally open meetings that the public may attend and observe, participation of the public at a worksession is at the discretion of the Council. The Council may call and hold worksessions as it deems necessary. The formal adoption or passage of ordinances, resolutions, charter amendments, annexation resolutions, budget amendments, should not be done at a worksession, unless the Rules are suspended for such purpose. Notice that formal action may occur at a worksession should be noted on the agenda for the meeting. In lieu of scheduling a separate worksession to discuss an issue, the issue may be placed under new business on the agenda for the regular monthly meeting.

F. **Special meetings.** Should an item of Town business require action before the next monthly meeting of the Council, the Council may call a special meeting. A special meeting may be called upon the request of the Mayor or a majority of the members of Council. The Town shall provide at least three days’ advance notice of a special meeting.

Emergency meetings are a type of special meeting. In the case of urgent public necessity or unexpected circumstances that require immediate consideration, the Council may call an emergency meeting as set forth hereinabove. The reason for the emergency meeting shall be included in the notice of the meeting. An emergency meeting may be called upon giving a minimum of two hours’ advance notice of the meeting to each councilmember, by posting notice thereof on the Town website and at Town Hall, and providing a copy of the notice to the media who regularly covers Town meetings and events, if any. Notwithstanding any other provision of these Rules, the Council may take appropriate action, including introducing and adopting an emergency ordinance, at an emergency meeting.

G. **Closed Sessions.**

The Council may close a meeting to the public in accordance with the provisions of the Maryland Open Meetings Act, § 3-305 “Closed Session.” Notice of Closed Sessions shall be given as required by law. Additionally, the Council may meet in closed session to perform an administrative function such as to discuss the implementation of existing law,

policy or pre-decisional administrative matters, and may not delve into policy or legislative or administrative rule making.

2.2 Recessed Meetings.

A meeting that is recessed shall be recessed to a date, time and location approved by motion of the Council.

2.3 Informational Meetings.

The Council may hold informational meetings to present information to, and obtain feedback from, residents of the Town. The Council will determine the rules governing presentations at such meetings.

2.4 Public Hearings.

This section is only used when a statutorily required public hearing is part of the order of business. The Mayor shall open the public hearing and request staff comments. The Mayor shall then receive citizen input in the following order: proponents, then opponents. While the public hearing is open, the Council Members may ask questions of the speakers. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments and determining that Council members do not have any further questions, the Mayor may close the public hearing. The Council may deliberate or take action on the matter at hand upon the closing of the public hearing.

2.6 Roll Call and Attendance.

- A. A majority of the members of the Council then in office shall constitute a quorum.
- B. Before the Council proceeds with the business before it, the Town Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- C. Except when participating by telephone, or video conference (with cameras on), members must be physically or virtually present at the Council's chamber to vote. Proxy or absentee voting is not permitted. Participation by telephone or video conference is permitted provided the option is properly advertised in the agenda.

2.11 Quorum.

- A. A majority of the members elected to the Council shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by Town legislation.
- B. Unless otherwise required by law or the Town Charter or Code, the affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, or approve any other action taken except that a vote to adjourn, or decide a procedural matter,

or regarding the attendance of absent members, may be adopted by a majority of the members present.

- C. No member shall be excused from voting except as required by law or on matters involving the consideration of their own ethical conduct or conflict of interest.
- D. If conducting a virtual meeting or blended meeting, at least a quorum of the Council shall be on the call and shall have their video on with their faces visible to the public at all times.

2.12 Loss of a Quorum.

A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Mayor or Presiding Officer shall declare the meeting recessed until a quorum is reestablished. All Council members have a duty to attend all meetings called unless there is good cause to be absent.

B. Upon reestablishment of the quorum, the Council shall resume consideration of the matter before it at the time of the recess.

C. If, in the opinion of the Mayor or Presiding Officer, a quorum cannot be obtained within a reasonable period of time; the Mayor or Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

D. At that next meeting, after taking up the usual preliminary matters, the Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Council member from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

2.13 Conflict of Interest.

A. A Council member prevented from voting by a conflict of interest shall file a conflict-of interest statement with the Town Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the Town Clerk.

B. A Council member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, and shall not attend Closed Sessions regarding the matter. Definitions and examples of conflicts or potential conflicts of interest may be found in Town Code, Chapter 2 "Administration," Article III "Officers and Employees," Division 2 "Public Ethics" , as amended.

2.14 Presiding Officer.

The Mayor shall serve as the Presiding Officer for all meetings of the Council. In the absence of the Mayor, the Vice-Mayor shall serve as the Presiding Officer. In the absence of the Vice-Mayor, the senior Council member by time in office shall call the meeting to order if a

quorum of the Council is present. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

2.15 Place of Meeting.

All meetings of the Council, unless otherwise determined, shall be held at the Town of Upper Marlboro Town Hall, Meeting/Conference Room. In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door or other prominent place at the regularly scheduled meeting place. The Town may also conduct virtual or blended (virtual & in-person) as needed, with links to join virtually included on the agenda.

2.16 Notice of the Meeting.

Written notice of all public meetings of the Council shall be posted on the bulletin board or other customary place at Town Hall, and posted on the Town's website and social media outlets, if any. The notice will show the date, time, place and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

2.17 Conduct of Meetings.

Council Members shall be recognized by the Presiding Officer before speaking. Other persons at the meeting of the Council may speak when called upon or invited.

2.18 Dissents and Protests.

Any Council member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Council and have the reason therefor entered into the minutes. Such dissent or protest may be filed in writing, if couched in respectful language, and presented to the Clerk no later than the next regular meeting following the date of passage of the ordinance or other legislation.

2.19 Courtesy, Decorum, Conduct and Order.

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and members of the Council) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings.

A. Before a Council member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor, shall state their name and address and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes or as determined by the presiding officer. Persons making inappropriate, disrespectful and/or, personal attacks, overly redundant, misleading, or slanderous remarks may be barred by the Mayor from further comment before the Council during the meeting. Audience members who wish to speak during a meeting must first sign-up on the sign-in sheet and submit it to the Town Clerk. The Mayor has the right to cut a speaker off if the discussion becomes too personal,

too loud, too crude, inappropriate, disrespectful, redundant, misleading, or slanderous. The Maryland Open Meetings Act allows for the presiding officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session.

If a person fails to request to speak before speaking, the Mayor shall rule them "out of order" and remind them that they do not have the floor. While the Council is in session, all members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Council meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any other person while speaking or refuse to obey the orders of the Mayor or Presiding Officer. Members of the Commission should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.

- A. Every person desiring to speak shall address the entire body and shall not single out a member of the Council, the audience or a staff member and shall confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.
- B. If a Council member believes the discussion has strayed from the agenda, the Council member may make a motion to return to the agenda ("call for orders of the day"). The motion does not require a vote. If the Presiding Officer discovers that the discussion has strayed from the agenda, he or she shall simply return to the business of the day.
- C. A member indulging in any language or conduct unbecoming a Council Member shall be called to order by the Presiding Officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Council may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Council rules. A member of the staff or the public can likewise be expelled by order of the Mayor subject to review by the Council. The Mayor may be expelled if a motion is made by a Council Member and approved unanimously by the Council. The presiding officer to continue the meeting shall be determined in accordance with Section 2.14 above.
- D. Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any Town employee(s) or Council appointee(s) at a public open meeting. Any concerns about conduct or performance of any Town employee(s) or appointee(s) shall be brought to the attention of the Town's Director of Finance & Human Resources, or , when appropriate, the Town Manager.
- E. Members of the Council acting in their capacity as Council Members shall not take positions on either national or foreign political issues that do not affect the Town.
- F. Demonstration or Disorder Amongst Bystanders - If any confusion, demonstration or disorder arises during a Council meeting, the Presiding Officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the meeting. If any member of the Council

shall object to the ruling of the presiding officer, such member shall have the right to appeal to the body.

- I. Members of Staff - The Town Administrator and Town Clerk shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.

- J. Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Council according to procedures established by the Council.
 1. A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
 2. Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3) minutes unless another limit is established.
 3. If the subject matter does not pertain to Town business, the Mayor shall so advise the individual and/or make a recommendation as to how the issue may be addressed.
 4. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
 5. Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
 6. The Council may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
 7. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited and violators may be removed from the Commission chambers.
 8. No placards, banners or signs may be displayed in the Council chambers or Town Hall. Exhibits relating to a presentation are acceptable.
 9. Arguing, intimidation or other disruptive behavior is prohibited.

2.20 Council May Discipline its Own Members.

- A. In the event a Council member violates a provision of the Town Charter, the Town Code, these rules or any other law or regulation of the Town or acts in a manner that

causes embarrassment or disgrace to the Town of Upper Marlboro, the Town Council by majority vote of its members may discipline the offending member.

- B. Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Council or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the body may proceed in his or her absence.
- C. The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:
1. No Action. The Council chooses to take no action.
 2. Private Censure — The Council may choose to privately censure the offending member, leaving their individual or collective comments to the offending member left in the confines of the closed session.
 3. Public Censure — The Council may choose to publicly censure the offending member through a written or oral resolution passed by majority vote and entered into the public record. The public censure may include a separate written letter of censure that will be considered to be a public record and placed in the member's personnel record along with any formal resolution.
- D. Town elected officials alleged or found to be in violation of the Town's Public Ethics Ordinance may, in addition to or in lieu of receiving a censure under these rules, be further subject to the enforcement procedures and penalties of the ethics ordinance.

2.21 Motions — when reduced to writing.

Any member of the Council may call for a motion that has been made and seconded to be written down and read by the Town Clerk before debate.

2.22 Other Procedural Motions.

1. Motion to Adjourn — This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.

2. Motion to Recess — This motion, if passed, requires the body to immediately take a recess. Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. Motion to Table — This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Town Council meeting.
4. Motion to Remove from the Table — This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the body can take action on an item that was tabled.
5. Withdraw a Motion — During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.

2.23 Rules of Discussion of pending questions.

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the staff member who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

ARTICLE 3. VOTING

3.1 Voting Rules.

A. When a question is put, every Council member present shall vote either in the affirmative or a negative, or abstain if there is a conflict of interest on the matter being voted on before the Council . Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When the vote would or could be considered improper pursuant to the Town Public Ethics Ordinance.
2. When the vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and office such member holds.
3. When any member has a direct financial gain or personal gain from the outcome of the vote.

B. Except when determined by the body to vote using another method, all voting shall be made by voice vote. All votes will be taken by a "roll call" by the Town Clerk and shall be stated as a "yea" or "nay." A record of the "yeas" and "nays" shall be entered upon the minutes of the proceedings of the Council.

D. Prior to a Council vote, the Mayor shall go down the list of the Council Member's names to check individually if there are any comments, questions, or concerns, prior to the vote.

3.2 Voting Disqualification.

A. A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased.

B. A member shall openly state an abstention due to a conflict of interest or bias.

C. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

D. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.

E. A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter.

3.3 Tie Votes in Filling Vacancy.

In the case of a vacancy under Section 82-32 of the Town Charter in the office of Mayor and the remaining four elected members of the Council cannot agree on a successor to temporarily fill the office of Mayor, then the Council member receiving the highest number of votes in the most recent general election shall become the Interim Mayor until the vacancy can be filled by a majority after a special election.

ARTICLE 4. MINUTES & RECORD KEEPING

4.1 Minutes of Meetings.

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, minutes shall not be available until approved by the Council in a regular meeting. Approved minutes are also posted on the Town's website. Minutes of closed sessions of the body held in accordance with applicable state law shall not be open to public inspection, shall be approved in closed session, and shall remain sealed until the body votes to disclose them which should be reviewed and decided on a periodic basis or as otherwise agreed upon by the Council.

4.2 Record of Meetings.

The Town Clerk or designee shall be responsible for minutes of each Regular or Special Meeting and Work Session of the Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

- A. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
- B. Copies of resolutions, new or revised ordinances or other actions approved by the Town Council.
- C. All ordinances, charter amendment resolutions, and annexation resolutions shall have their titles and sequential numbers read into the record.

ARTICLE 5. SUSPENSION & AMENDMENT OF RULES

5.1 Suspension of Rules.

Any provisions of these rules not governed or controlled by federal, or state law, or the Town Charter or ordinances may be temporarily suspended by a majority vote of all elected members of the Town Council and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Town Council and shall have received preliminary approval of the Town Council at such meeting.

5.2 Enforcement of Rules and Procedures.

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the Mayor under his or her own action, or upon a motion to enforce by any Council member.

- A. Warning — The Mayor may order any person (Council member, staff member or audience member) in violation of these rules to be silent.
- B. Removal — If, after receiving a warning from the Mayor or presiding officer, the person continues to disturb the good order of the meeting, the Mayor or presiding officer may order the person to leave the meeting. If the person does not leave the room, the Mayor may have the individual removed by the Police.
- C. Motion to Enforce — Any Council member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the body shall require the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable. Failure of the Mayor to comply will result in the Council selecting a new presiding officer and direct staff to have the Mayor removed from the meeting.

ARTICLE 6. THE AGENDA

6.1 Agenda.

- A. The agenda shall outline the established order of business.
- B. The Mayor shall include on the agenda any item at the request of any member of the Council, provided that the member shall have furnished to the Town Clerk a description of the item in time for inclusion with the printed agenda within 3-5 days prior to the meeting.
- C. At least ten days before each regular meeting, the Town Clerk shall provide each member of the Council a copy of the agenda for the forthcoming meeting, together

- with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
- D. Under Section 3-302(c) of the Maryland Open Meetings Act found in the General Provisions Article of the Maryland Code, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted upon at the meeting. The Md. Open Meetings Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.
 - E. Copies of the agenda shall be posted on the Town website and on the bulletin Council in the Town Hall at least one business day prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Council meeting or earlier upon request, as available.
 - F. All meeting agendas and amendments to the agenda shall be approved by the Town Council at the beginning of the meeting. Items on the agenda can be reordered by the Council during the scheduled meeting.
 - G. Items of routine business that generally require no discussion by the body may be placed on a Consent Agenda of a Regular Meeting. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items.
 - H. All meeting agenda and amendments shall be approved the Council at the beginning of the meeting. Items on the agenda can be approved by the Council during the scheduled meeting.
 - I. Agendas for Regular Meetings and Work Sessions shall be published at least 3-5 business day prior to the meeting. Agendas for special or emergency meetings may be published as far in advance as reasonably practicable.

6.2 Order of Business.

The Town's governing body shall observe the following order of business at Town regular or special meetings subject to amendment at the subject meeting:

- 1. Call to Order
- 11. Roll Call
- 111. Pledge of Allegiance
- IV. Consent to the Agenda

- V. Approval of Minutes/Financial Reports VI. Staff Reports
- VII. Committee Reports
- VIII Council member Reports
- IX. Business Items
- X. Administrative Updates
- XI. Public Comment

- XII. Adjournment

ARTICLE 7. WORK SESSION POLICIES & PROCEDURES

7.1 Purpose.

The Mayor or Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council. The work session is a meeting subject to the Open meetings Act.

However, the formal adoption or passage of Ordinances, Charter Amendments, Annexation Resolutions, Budget Ordinance Amendments, and other legislation or resolutions, should not be done at a work session. The following rules shall prevail for the call and conduct of work session meetings. Except in compliance with Section 7.5.

7.2 Agenda.

Only a limited number of matters shall be considered by the Council during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

7.3 Documents and Exhibits to be Presented.

When possible, staff shall make available to the Council all documents, proposed legislation, policies, contracts, exhibits, maps, plans, architectural drawings, specifications, correspondence or other similar documents at least seven days before the beginning of the session.

7.4 Technical or Legal Questions.

All questions of a technical or legal nature, which require a detailed explanation for understanding, may be considered in a work session. The Council Members may, through the Mayor, request the attendance of such staff members, the Town Attorney or outside experts as may be required to answer such questions. A work session or portion thereof,

like any other public meeting, may be closed to confer with legal counsel, staff or other experts as permitted by the Maryland Open Meetings Act.

7.5 Voting

Voting in a Work Session shall not be permitted except in the case that:

- A. The matter is on a topic considered "Old Business"
- B. The voting on the matter is necessary due to a deadline before the next regular meeting.
- C. The matter does not concern the completion of a contract
- D. The matter does not concern an expense greater than \$5,000
- E. The fact of the vote must be advertised for as long as practical and for a minimum of 24 hours in advance of the Work Session.
- F. The matter will be moved to the first order of business on the Agenda. G. Public Comment must be allowed in accordance with Section 2.9 (J).

7.5 Audience Comments or Questions.

Audience comments or questions will not be considered at a work session. Unless permitted by the presiding officer or unless the Council will be voting on an issue in compliance with section 7.5 above.

ARTICLE 8. GENERAL COUNCIL MEMBER REQUESTS

8.1 Council Member Requests.

Council Member requests that deal with policy issues and Council Member requests that may be construed as direction or orders shall be directed to the Mayor or their designee, except for general inquiries or questions involving constituent services, in which case the Council Members may go to the Town Administrator, unless opposed by a majority of the Council.

8.2 Council Member Requests for Funding.

Council member requests requiring funding must go through the Mayor, Treasurer, and Director of Finance. The Mayor and Treasurer shall respond in a timely manner.

8.3 Use of Staff Resources.

A request for use of staff time, other than standard requests for information from department heads, by a Council Member must be made through the Town Administrator unless already approved by the Council.

ARTICLE 9. PUBLIC STATEMENTS BY COUNCIL MEMBERS

9.1 Representation or position by the Council or the Mayor.

When the individual Council members give a public statement in their elected capacity on an issue affecting the Town, the Council member shall first identify the adopted position of the Town Council with respect to that subject, if any. Thereafter, the elected official may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Council member expressly acknowledges that such statements do not represent the position of the Town. Notwithstanding anything in this Article to the contrary, the Mayor as the Chief Executive Officer shall be the principal spokesperson for the Town on any municipal matter and pursuant to the Charter may reserve the paramount right and prerogative of speaking exclusively on behalf of the Town pertaining to the administration of the day-to-day affairs of the Town and the faithful execution of all laws and policies of the Town.

NOW, THEREFORE, BE IT RESOLVED, by the Council of The Town of Upper Marlboro, sitting in regular session this 8th day of February 2022.

ATTEST:

Clerk: John Hoatson
Date: February 8, 2022



THE TOWN OF UPPER MARLBORO

Sarah Franklin, President

Janice Duckett, Commissioner

Thomas Hanchett, Commissioner

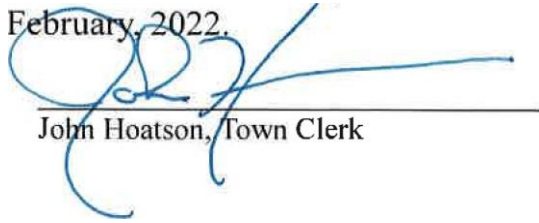
Karen Lott, Commissioner

Vacant, Commissioner

CERTIFICATION

I, the undersigned, hereby certifr that I am the Town Clerk of the Town of Upper Marlboro and that the Council of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed. In

witness whereof, I have hereunto set my hand and seal of the municipal corporation,
February, 2022.



John Hoatson, Town Clerk

this 8th day of F

ru

ABOUT THIS TEMPLATE

Use this template to create a personal small business calendar of any year.

Fill in Company Name and contact details and add Company logo.

Select year and enter important dates and occasions.

Note:

Additional instructions have been provided in column A in YEARLY CALENDAR worksheet. This text has been intentionally hidden. To remove text, select column A, then select DELETE.

To learn more about tables, press SHIFT and then F10 within a table, select the TABLE option, and then select ALTERNATIVE TEXT.

2026

Use spinner to change the calendar year

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
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MAY

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31						

JULY

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SEPTEMBER

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NOVEMBER

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FEBRUARY

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APRIL

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OCTOBER

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DECEMBER

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20	21	22	23	24	25	26
27	28	29	30	31		

IMPORTANT DATES



JANUARY

- 01- NEW YEAR'S DAY
- 14- MD. GENERAL ASSEMBLY CONVENES
- 19- DR. MARTIN LUTHER KING JR'S BIRTHDAY
- 21- FINAL DAY FOR THE GOV TO INTRODUCE CAPITOL BUI
- 24- VOLUNTEER APPRECIATION DAY

FEBRUARY

- 09-MD.SENATE BILL INTRODUCTION
- 13- MD.HOUSE BILL INTRODUCTION
- 16- PRESIDENTS' DAY

MARCH

- 09- FINAL DAY FOR INTRODUCTION OF LBI's

APRIL

- 06- MD. BUDGET BILL TO BE PASSED BY BOTH CHAMBERS
- 13- 2026 STATE SESSION ADJOURNMENT
- 25- GROWING GREEN WITH PRIDE - CLEAN UP DAY

MAY

- 10- MOTHERS' DAY
- 25- MEMORIAL DAY (WREATH LAYING)

JUNE

- 06- MARLBORO DAY
- 19- JUNETEENTH
- 21- FATHERS DAY

JULY

- 04- INDEPENDENCE DAY (03 TOWN HALL CLOSED)

AUGUST

- 04- NATIONAL NIGHT OUT
- 22- COMMUNITY DAY

SEPTEMBER

- 07- LABOR DAY
- ? - VFD CAR SHOW

OCTOBER

- 17- NATIONAL FAITH AND BLUE
- 12- INDIGENOUS PEOPLES DAY
- 24- TRUNK-OR-TREAT
- 31- HALLOWEEN

NOVEMBER

- 11- VETERANS DAY (BRUNCH)

- 26 - THANKSGIVING 26th-27th - TOWN HALL CLOSED
- 28- SMALL BUISNESS SATURDAY

DECEMBER

- 05- ANNUAL TREE LIGHTING
- 24- CHRISTMAS EVE TOWN HALL CLOSED
- 25 -CHRISTMAS DAY TOWN HALL CLOSED

Submitted to:

Darnell Bond
Phone: (301) 627-6905
Email: dbond@UpperMarlboroMd.gov

Submitted by:

Selfless Cleaning Services, LLC
Phone: (443) 852-8460
Email: selflesscleaningservices@gmail.com

Date: October 29, 2025

Proposal for Janitorial and Cleaning Services

1. Introduction

Selfless Cleaning Services, LLC is pleased to submit this proposal to provide professional janitorial and cleaning services for the Town of Upper Marlboro municipal facilities. Our company is a minority-owned business, dedicated to maintaining clean, safe, and welcoming environments through reliable, high-quality service. We use eco-friendly cleaning products, trained staff, and proven methods to ensure all areas remain sanitized and well-maintained.

2. Scope of Services

A. Weekly Janitorial Services (2x per week)

The following services will be performed twice weekly at all designated municipal buildings:

- **General Cleaning**
 - Empty all trash receptacles and replace liners
 - Dust all accessible surfaces, desks, counters, and fixtures
 - Sweep, vacuum, and mop all floors
 - Clean and disinfect restrooms (toilets, sinks, mirrors, counters, and floors)
 - Refill soap, paper towels, and tissue as needed

- Spot clean walls, doors, and light switches
- Clean entrance glass doors and interior glass partitions
- Sanitize high-touch surfaces (door handles, railings, light switches, etc.)

B. Bi-Annual Deep Cleaning Services (2x per year)

Performed every six months or as scheduled by the Town:

- **Floor Care:** Strip, buff, and wax all VCT or tile flooring
 - **Carpet Care:** Deep carpet shampooing and spot treatment of stains
 - **Windows:** Interior and exterior window cleaning (ground-level and accessible areas)
-

3. Schedule of Service

- **Routine Cleaning:** Twice weekly (Days and hours flexible to Town preference, e.g., Tuesdays and Fridays after 5 PM)
 - **Deep Cleaning:** Two sessions annually (Spring and Fall preferred)
-

4. Staffing & Quality Assurance

All Selfless Cleaning Services employees are:

- Professionally trained and supervised
- Background-checked and insured
- Equipped with appropriate cleaning and safety supplies

A site supervisor will perform regular quality checks to ensure consistent service standards.

5. Supplies & Equipment

All general cleaning supplies, disinfectants, tools, and equipment (vacuums, mops, etc.) are provided by Selfless Cleaning Services unless otherwise specified by the Town. We use environmentally safe, non-toxic products whenever possible.

6. Pricing and Estimate

A. Routine Weekly Cleaning (2x per week)

- Approx. 8 hours of cleaning per week @ \$60/hour = \$480/week
- Monthly total: \$1,920
- Annual total: **\$11,520**

B. Bi-Annual Deep Cleaning Services (2x per year)

Each session includes floor buffing, carpet shampooing, and window cleaning.

- Estimated cost per session: **\$1,500**
- Annual total (2x): **\$3,000**

C. Total Annual Estimate

Service Type	Frequency	Annual Cost
Routine Cleaning	2x per week	\$11,520
Bi-Annual Deep Cleaning	2x per year	\$3,000
Total Estimated Annual Cost		\$14,520

(All costs include labor, supplies, and equipment. Taxes, if applicable, are additional.)

7. Proposal Criteria & Reassurances

Selfless Cleaning Services meets and exceeds all proposal requirements outlined by the Town of Upper Marlboro:

- Certificate of Good Standing from the Maryland State Department of Assessments and Taxation (SDAT) – *available upon request*
- Skill and Experience of Key Personnel: All staff members are professionally trained in janitorial standards and customer service; supervisors have 5+ years of experience in facility maintenance and quality control.
- Demonstrated Company Experience: Proven performance providing cleaning services for office buildings, schools, and commercial facilities across Prince George’s County and surrounding areas.
- Adherence to Technical and Administrative Requirements: All operations comply with Town requirements, OSHA regulations, and internal quality standards.
- References and Past Performance: References from current and previous contracts can be provided upon request.
- Ability and Commitment to Meet Deadlines: Flexible scheduling and a dependable team ensure tasks are completed on time, every time.
- Proposed Cost: Competitive annual rate of \$14,520 with optional add-on services if requested.
- Minority-Owned Business Status: Selfless Cleaning Services is a minority-owned business, proudly serving the community.
- Relevant Licenses and Insurance: Insured to operate in the State of Maryland, with liability and workers’ compensation coverage in good standing.
- Background Checks: All employees assigned to Town facilities will undergo mandatory background checks before beginning services.

8. Contract Term

This proposal covers a one-year service period, renewable annually upon mutual agreement. Services can begin upon approval of the contract and completion of onboarding.

9. Payment Terms

Invoices will be submitted monthly and are payable within 30 days of receipt. Deep cleaning services will be invoiced separately upon completion.

10. Insurance and Compliance

Selfless Cleaning Services maintains full liability and worker's compensation insurance and adheres to OSHA standards for workplace safety. Certificates of insurance can be provided upon request.

11. Why Choose Selfless Cleaning Services

- Locally owned and operated business
 - Affordable, competitive pricing
 - Reliable, trained, and professional staff
 - Commitment to quality and consistency
 - Environmentally responsible cleaning solutions
-

12. Acceptance and Signature

If you find this proposal acceptable, please sign below to authorize Selfless Cleaning Services to proceed with services as outlined.

Authorized Representative (Town of Upper Marlboro)

Name: _____

Title: _____

Signature: _____

Date: _____

Submitted by:

Selfless Cleaning Services, LLC

Authorized Representative: Jaren Smith

Title: Owner / Operations Manager

Signature: _____

Date: _____

Proposal for Managed Accounting Services to
Town of Upper Marlboro

November 12, 2025



Accountants & Consultants

Main POC:

Ahsan Ijaz
Chief Executive Officer
(703) 622-8890
aijaz@ijazgroup.com

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November 12, 2025

Town of Upper Marlboro
P.O. Box 280
Upper Marlboro, MD 20773

To Whom It May Concern:

On behalf of the staff of The Ijaz Group, thank you for the opportunity to provide the Town of Upper Marlboro (the Town) with our Managed Accounting Services proposal.

We are a firm that is very familiar with the unique business challenges the Town faces in its daily operations. We understand your need to hire a quality engagement team with experience in nonprofit clients and is proactive and responsive to client needs. I also understand your desire to work with a firm that is forward-looking, with a broadened perspective that goes beyond finance to encompass organization-wide concerns.

The Town will be an important client for our professionals, and you have my pledge that we will do everything necessary to ensure your satisfaction. The professional members of our staff and their extensive industry experience have helped to make us one of the most reliable and trusted professional accounting firms serving the community. Based on the qualifications presented in this proposal, I hope you agree.

Again, thank you for considering our firm's proposal. We look forward to working with you and your team at the Town.

Sincerely,



Ahsan Ijaz
CEO
The Ijaz Group

Organizational Overview & Qualifications

The Ijaz Group is a global professional services firm providing accounting and technology solutions to nonprofit organizations, government clients, private companies and private individuals. We combine our expertise in these areas with a strong commitment to personal service that enables us to excel by leaps and bounds.

Scope of Practice

The Ijaz Group offers a comprehensive range of managed business services for its clients, from A/P and A/R to outsourced controllership and virtual CFO services. We offer our clients with cloud-technology based solutions featuring the highest levels of security, performance, availability, and scalability.

Our Managed Accounting services include the following:

- Account Payable/Receivables Processing
- Expense Management
- Revenue Recognition
- Grants Fiscal Management
- Budget vs. Actual Reporting
- Monthly Account Reconciliations
- Monthly Financial Reports
- Customized Analysis & Reporting
- Assistance in Year End Audit
- Year End Forms 1099 Prep & Filings
- Year End Form 990 Prep & Filing

Why Choose Us

Our comprehensive solutions are delivered by a dedicated, industry focused team committed to providing the highest quality professional services in a timely, proactive manner at a reasonable cost. We understand that you want to work with pragmatic people who know your industry and can offer an objective perspective to help you make those decisions. We are confident that our unparalleled experience, resources and approach make us best suited to serve the Town.

Following is a sampling of qualities that set us apart:

Experience. As a firm, we spend over 70,000 hours annually on nonprofit clients. As a result, our professionals have a thorough understanding of the unique daily challenges faced by nonprofit organizations like the Town. We have the knowledge and insight to effectively recognize opportunities and identify specific areas of your organization that can be strengthened. Each professional also completes over 40 hours a year in continuing education.

Staff Continuity. We are committed to maintaining the same staff on engagements year-after-year. Our turnover rate is among the lowest in the accounting profession, allowing our professionals to develop valuable, timesaving relationships with our clients' staff and organization. We will bring this level of commitment and stability to the Town.

No Surprises. We provide our clients with personal attention and a "hands on" approach to avoid any surprises throughout the year. Our professionals will solicit your input in advance of the engagement to incorporate your input in our transition and ongoing service delivery.

Communication. We will provide you with frequent updates and communication of accounting developments and changes in standards that affect you and the industry. In addition, our senior level professionals will be committed to staying abreast of specific issues at the Town and will take a proactive role in addressing them.

We invite you to visit our [website](#) that will shed more light on who we are as a firm.

Nonprofit Accounting Experience

The Ijaz Group has advised countless nonprofit clients on accounting, tax, sustainability, and strategy solutions since 2008. Having worked with organizations including the likes of The Corps Network, Generation: You Employed, DC Volunteer Lawyer's Project, etc., we bring profound understanding of the most critical challenges faced by nonprofits, strong facilitation and implementation skills, proven strategic frameworks, and deep industry relationships. The Ijaz Group's nonprofit accounting experts work to assure the reliability of financial records, evaluate the adequacy of internal controls, and produce strategies that help nonprofits grow in today's economy.

Personnel Qualifications

The Ijaz Group has a dedicated group of individuals in our Finance and Accounting Solutions Team focused on providing the highest quality professional services. The Ijaz Group professionals who will serve the Town were selected to match your business strategies and activities.

Continuity of an Experienced Team

Continuity of a service team provides the greatest benefit to your organization. The more familiar we are with the Town, the better we can serve you and help you become more efficient. This strategy ensures that each team member becomes highly knowledgeable of the Town and maintains the comprehensive knowledge needed to address specific priorities with minimal disruption.

The firm has long maintained a core objective to attract, develop and retain the best and brightest people. By striving to have the lowest staff turnover possible, we will provide you with a team that will work to build a solid, long-lasting relationship. This experience is of limited importance, however, if you do not have access to your accountants. Our professionals are committed to being accessible to the Town whenever necessary throughout the year.

Engagement Team Structure

We approach each engagement as a team, working together to deliver professional services required by each client. Here are a few key members of our Finance & Accounting Solutions Team:

Ahsan Ijaz - Engagement Director



Ahsan Ijaz is the CEO of The Ijaz Group. He serves as the engagement director for most of our clients and is responsible for all client deliverables, accounting, tax or otherwise. He has comprehensive knowledge of all areas of tax-exempt accounting including audit, tax, and consulting. He currently serves as CFO to a variety of non-profit clients throughout the nation. He has performed CFO duties, prepared accounting policies and procedures, performed finance and accounting system assessments, lease versus purchase analyses, and has years of federal grant reporting experience. He has also prepared financial statements, audit schedules, performed chart of accounts restructuring, accounting system conversions, and prepared federal grant and indirect cost proposals for a variety of not-for-profit clients. He also has experience preparing the various versions of the Form 990. He has assisted non-profit Board Members with reading and understanding financial statements. His experience also includes audit remediation for A-133 audits and the CFO Act. His clients also include Big Four accounting firms, such as PricewaterhouseCoopers, for whom he consults on technical accounting issues.

Gina DiMatteo, CPA, MBA
Client CFO



As fractional CFO, Gina DiMatteo provides The Ijaz Group’s clients twenty-plus years of for and not for profit experience in all aspects of running efficient accounting operations, including general ledger accounting, audit management, cash management, budgeting, cost controls, financial modeling, financial analysis, and control and compliance. In addition, her experience has been heavily focused on business partnership including board relations and strategic planning, implementation, management and review.

Prior to consulting, Gina served as Chief Financial Officer/HR Director for ACE Scholarships from 2017 until April 2021, where she oversaw day-to-day accounting and financial planning for the organization. During her tenure managing ACE’s Finance and HR departments, the organization grew into four new geographic markets and doubled revenues and staff size.

Prior to entering the nonprofit sector, Gina had progressive leadership roles for an international solar company, Conergy, serving as Head of Finance and then Chief Financial Officer/Director of Business Administration for the company. In this role, Gina had financial oversight over all North American activities for the German-based company.

Gina earned a Bachelor of Science degree in accounting from the University of Colorado at Boulder, an MBA in accounting and finance from Regis University, and continues to hold an active Certified Public Accountant (CPA) license.

Carrie Renick – Client Controller



Carrie Renick is a Senior Consultant at The Ijaz Group, providing support to various non-profit organizations throughout the country. In her current position, Carrie oversees the recording of transactions, monthly financial statement preparation, and the preparation of annual audit and tax reports for her engagements. She also works closely with clients on a variety of tasks, including the creation of valuable reports, process improvements, and annual and grant budgets. Prior to joining The Ijaz Group, Carrie served for nearly eight years in the non-profit industry, most recently as an accountant at Behavior Analyst Certification Board, managing the full

scope of accounting including financial statement preparation, budgeting, and audit and tax preparation. Carrie is an active licensed Certified Management Accountant.

Proposed Scope of Work

Our firm has years of experience providing managed accounting support. Our team currently provides all the services sought by the Town to other nonprofit organizations.

Below is a summary of our experience delivering the requested services:

Transaction Recording

Our proposed team will be responsible for all the following areas for the Town:

All accounts receivable activities, including but not limited to:

- Recording the receivables for the appropriate cost centers
- Maintaining a list of outstanding invoices and accounts receivables
- Maintaining proper support and backup for invoices/reports submitted to funders

All accounts payable activities, including but not limited to:

- Proper coding and posting of expenses using Bill.com
- Verification of proper approvals before any disbursements
- Monthly reconciliations of all accounts payables against the GL and check registers
- Allocation of salaries, fringe benefits, and any other costs to the appropriate cost centers based on approved allocation methodology (ex. FTE method).

Preparation of Financial Information for Grants and Funders

We will work with the Town's program staff from grant budget submission, through award to closeout.

Below is a listing of a few Federal agencies and/or Private Foundations that we have worked with:

- | | |
|--|-----------------------------------|
| • Corporation for National and Community Service | • Department of Labor |
| • Department of Justice | • Environmental Protection Agency |
| • Department of Interior | • USAID |
| | • Bill & Melinda Gates Foundation |

- W.K. Kellogg Foundation
- Kresge Foundation
- Lumina Foundation
- Open Society Foundation
- Walton Family Foundation

Our team will also create reports in the accounting software that will streamline fiscal reporting to funders.

Monthly Financial Statements

For most of our clients, we can close out the month by the 7th business day. We are also able to prepare the monthly, quarterly and annual financial statements, along with the comparisons with the appropriate prior period. This allows our clients to have fiscal conversations within management and with the Board of Directors while the information is still relevant. Our usual month end financial statements include Statement of Activities, Statement of Financial Position, Statement of Cash Flows and a narrative detailing the activities for the month. We also create Budget vs. Actual statements, Year to Date statements, and any other ad hoc reports for our clients, to bring perspective to the information contained in the financial statements.

Payroll Assistance

Our team be responsible for processing payroll on the Town's schedule. We will also post the payroll journal entries along with the allocation of salaries and fringe benefits. We will also maintain any YTD salary allocation trackers so that management can analyze staff utilization and cost recovery on various grants.

Budget Assistance

We assist all our clients with budget preparation, for certain cost centers and for the organization itself. Our professionals are well versed in various budgeting methodologies including zero based budgeting, activity-based budgeting, rolling wave planning, etc. We also prepare the budget modifications for federal grants as well as the annual indirect cost proposal for the Federal cognizant agency. Our monthly reports include budget vs actual reports for the organization as well as for individual grants.

Audit Assistance

Our professionals are with you throughout the entire audit engagement. We prepare all the schedules required and provide any accounting support as needed. We serve as a liaison between you and the auditors. On numerous occasions our clients have been informed by their auditors that our proactive

planning has reduced the audit fieldwork by days. This ensures a timely audit report for the management, board and other external parties.

Technology Solutions

At The Ijaz Group, our engagement strategy is to provide quality performance using the most effective tools. This strategy requires us to use many technology services and solutions that help us provide a better level of service. Some of our tools include:

QuickBooks	QuickBooks is the world’s most used small organization accounting solution. If the Town decides to continue using QuickBooks Online, our firm will be responsible for the subscription cost.
Bill.com	Bill.com is a great Accounts Payable solution. Our firm is a Bill.com partner and numerous members of our team are Bill.com Certified Experts. Since we are a Bill.com partner we are able to offer a <u>Bill.com subscription included in our proposal fee.</u>

Project Management & Fees

Our Engagement Approach

The Ijaz Group will meet with the Town weekly via Zoom during the onboarding phase. When the Town feels it no longer needs the weekly call, we will switch to a bi-weekly or monthly call to review finance related items. The team will also participate in periodic conference calls when requested by the organization’s management. The Ijaz Group will be available to perform additional management consulting assistance as requested by the organization including, but not limited to, updating the organization’s Accounting Policies and Procedures Manual as procedures are added or modified, re-formatting of financial statements, re-engineering of the budget process, break-even analyses for the organization conferences or new services, negotiation of the indirect cost rate with the organization’s cognizant agency, etc.

Proposed Fees

We propose charging a flat monthly fee of \$2,500. We believe this fee structure to be more reasonable in order to allow our clients to maintain a steady budget as opposed to varying costs each month for their accounting services. The team puts in a lot more hours to onboard the client, but we are willing to put that time in up front as it plateaus over time once the processes have been created

or learnt. We find the proposed monthly fee to be reasonable with the experience and caliber of our professionals and a great value proposition for the Town. Since we are a Bill.com and Intacct partner we get preferred pricing on our subscriptions, so we will include the subscription costs free of charge in our proposed monthly fee.

We recognize the importance of cost containment. We have never had any cost over-runs with any of our clients. We practice good project management and can plan our engagements in a manner that avoids any surprises.

If you have any concerns regarding our proposed fees or if the fees are a potential deciding factor in your selection of another firm, we would appreciate an opportunity to discuss our fees.

Client References

We understand that quality of service will be a key factor as you prepare to select a firm to serve the Town. We encourage you to contact the following client references to learn more about our experience and commitment to quality client service in the nonprofit industry.

The Corps Network **Washington, DC**
Marie Walker, Chief Operating Officer
 202.737.6272 mwalker@corpsnetwork.org
 Serving Since: 2011
 Annual Budget: ~\$15 million
 Services Provided: Managed accounting; grants fiscal management, annual tax filings; monthly reconciliations; on-going business consultations; grants advisory support.

Association of Farmworker Opportunity Programs **Washington, DC**
Daniel Sheehan, Executive Director
 703.624.0555 sheehan@afop.org
 Serving Since: 2014
 Annual Budget: ~\$2 million
 Services Provided: Managed accounting; grants fiscal management; month-end closing and annual tax filings.

Volunteer Legal Advocates **Washington, DC**
Brian Yourish, Director of Operations
 202.469.9310 byourish@volunteerlegaladvocates.org
 Serving Since: 2019
 Annual Budget: ~\$5 million
 Services Provided: Nonprofit for who our firm provides monthly accounting support services; annual audit preparation; on-going business consultations; grants advisory support.

Our professionals have earned a reputation for helping similar entities meet their goals and fulfill their long-term missions — we will do the same for the Town.



November 11, 2025

Mr. Clayton Anderson
Town Manager
Town of Upper Marlboro
P.O. Box 280
Upper Marlboro, MD 20773

Dear Mr. Anderson:

C. Brown & Associates, Inc. is pleased to submit our proposal to provide general accounting services to the Town of Upper Marlboro. As a Prince Georges' County firm with over four decades of experience serving local government agencies and small to mid-sized organizations, we are confident in our ability to deliver reliable, compliant, and strategic financial support tailored to the Town's operational needs.

Our team previously provided these services to the Town, and we are proud of the continuity and quality we bring to municipal engagements. With over 75 years of combined in-house expertise, our professionals specialize in financial systems integration, GAP analysis, internal control evaluation, and federal and state tax compliance. We understand the importance of timely reporting, audit readiness, and proactive financial management in supporting public sector transparency and performance.

The enclosed proposal outlines our scope of services, relevant experience, and qualifications. We have proposed a budget of \$30,000 for this engagement. Should the actual scope or duration of services exceed this level, we respectfully reserve the right to initiate a discussion with the Town regarding a mutually agreeable adjustment to the fee.

We appreciate the opportunity to continue our partnership with the Town of Upper Marlboro and look forward to contributing to its financial stewardship and operational success. Please feel free to contact us with any questions or to schedule a meeting to discuss the attached proposal further.

Sincerely,

Calvin Brown
Principal

Attachment: Proposal for General Accounting Services



p. 301.577.6777 • f. 301.577.7797

9646 Marlboro Pike • Upper Marlboro, MD 20772 • www.cbrownassoc.com

**Proposal for General Accounting Services
Submitted to the Town of Upper Marlboro, Maryland**

November 11, 2025

Submitted by: C. Brown & Associates, Inc.

Introduction

C. Brown & Associates, Inc. is pleased to submit this proposal in response to the Town of Upper Marlboro's request for general accounting services. With a proven history of supporting local government agencies and a prior engagement with the Town, our firm is uniquely positioned to deliver consistent, high-quality financial support tailored to municipal operations.

Founded in Prince Georges' County, Maryland in 1984, C. Brown & Associates, Inc. has provided comprehensive accounting and tax services to small and medium-sized businesses, nonprofit organizations, and government entities. Our reputation is built on long-term client relationships and a commitment to resolving complex financial challenges with precision and integrity.

The in-house management team brings over 75 years of combined experience in:

- Tax and financial services
- GAP analysis and internal control evaluation
- Accounts payable management
- Federal and State Compliance
- Financial systems integration and policy development

Proposed Scope of Services

We will provide the following financial and accounting services:

Monthly Services

- Routine bookkeeping and general ledger maintenance
- Bank reconciliations and cash flow tracking
- Budget monitoring and variance reporting
- Accounts payable and receivable management
- Financial statement preparation and review

Annual Services

- Audit preparation and coordination with external auditors
- Compilation of audit schedules and year-end reconciliations
- Review of financial controls and documentation

Compliance & Reporting

Oversight in the preparation and submission of federal and state tax forms including W-2, W-3, W-4, 1099, 940, 941, and state unemployment reports

Representation before reporting and tax authorities for resolution of compliance issues

Payroll reporting systems and employer regulatory support

System & Policy Support

Setup, maintain and integration of financial accounting systems with payroll

Development of accounting policies and procedures manuals

Internal control assessments and recommendations

Relevant Experiences

C. Brown & Associates has successfully served a range of public and nonprofit clients, including faith-based organizations in Washington, DC and Prince George's County, MD. Clientele consisting of:

- Town of Somerset, Maryland (EJ Hardwick, manager@townofsomerset.com)
- Town of Landover Hills, Maryland (m. Thompson, m.thompson@landoverhills.us)
- Town of Upper Marlboro, Maryland (Mayor Sarah Franklin, sfranklin@uppermarlboromd.gov)
- District of Columbia Department of Public Works and D.C. Charter School Board

We have also provided full back-office accounting support to the National Headquarters of a major sorority in Washington, DC. where our services have included:

- Debt service management, payroll tax compliance and financial reporting
- Timely review, vendor payments and expense processing
- Maintenance of accurate records and management reports
- Review of accounting reports and AP registers
- Audit preparation and coordination with external auditors
- Compilation of audit schedules and year-end reconciliations
- Monthly financial presentation to the board of directors

Qualifications & Value Proposition

- Continuity of Service--Our prior engagement with the Town ensures familiarity with its operations and expectations.
- Government Expertise--Extensive experience with municipal and nonprofit financial environments.
- Strategic Insight--Ability to support long-term financial planning and decision-making.
- Compliance Assurance--Proven track record in federal and state tax reporting and resolution.
- Customized Support--Tailored solutions that align with the Town's operational goals and audit readiness.

Budget and Fee Adjustment Clause

The proposed budget for this engagement is \$30,000. This fee is based on the scope of services as outlined in the above proposal. Should the actual level of effort, scope of work, or duration of services required exceed the parameters reasonably anticipated under this budget, C. Brown & Associates, Inc. reserves the right to initiate a discussion with the Town of Upper Marlboro regarding a mutually agreeable adjustment to that fee. Any such adjustment shall be documented in writing and additional approval by both parties prior to its implementation.

Conclusion

C. Brown & Associates, Inc. welcomes the opportunity to continue our partnership with the Town of Upper Marlboro. We are committed to delivering reliable, strategic, and compliant accounting services that support the Town's financial health and transparency.

Submitted by:



Calvin Brown
C. Brown & Associates, Inc.
9646 Marlboro Pike
Upper Marlboro, Maryland 20772
Phone: 301-577-6777
Email: calvin@cbrownassoc.com
Website: www.cbrownassoc.com

Approved by:

Clayton Anderson
Town of Upper Marlboro
P.O. Box 280
Upper Marlboro, MD 20773

eMACULATE

CLEANING SERVICE



Facility Cleaning Proposal
Submitted in Response to RFP #UM-OOI

Prepared For: The Town of Upper Marlboro
Submitted by: eMACulate Cleaning Service
Date: November 14, 2025

Elevating Every Experience – The eMACulate Way



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ABOUT US

eMACulate Cleaning Service was established in November 2021 by Cheryl Bruce along with her son, Aaron. With over 40 years of combined experience in administrative, operational, and financial management across the legal, business, and banking sectors, they bring precision, professionalism, and accountability to every client partnership. Their combined strengths shape eMACulate Cleaning Service’s commitment to excellence and trust in all they do.

eMACulate Cleaning specializes in maintaining professional office spaces, healthcare facilities, and other business environments that require a clean, orderly, and well-kept atmosphere for staff and visitors. Our healthcare portfolio includes medical buildings up to **51,000 square feet**, with multiple practices under one roof, including **small operating and procedure rooms** that require detailed and compliant cleaning standards.

As a locally owned and operated business based in Southern Maryland, we value strong community partnerships and take pride in supporting neighboring municipalities like the Town of Upper Marlboro — helping to maintain clean, welcoming spaces that reflect the pride of the community.

We cultivate eMACulate, welcoming environments that elevate the way you experience clean — reflecting our commitment to delivering consistent, high-quality care in every space we service.

eMACulate Cleaning Service, a minority- and woman-led business, proudly serves communities throughout Southern Maryland and is dedicated to delivering reliable service, clear communication, and an eMACulate clean in every space we maintain.



SCOPE OF WORK

Our dedicated cleaning professional will provide services **two (2) days per week** at each facility listed in RFP, with a designated **backup cleaner** available to ensure uninterrupted service. The **Cleaning Services Manager** will oversee operations, perform regular **quality inspections**, and maintain a **communication log** at each site to track notes, requests, and updates with **Town staff and managers**. This process ensures accountability, responsiveness, and consistent service quality.

The following outline details the **routine cleaning services** that will be performed to maintain each facility at a consistent standard of cleanliness and presentation.

- **RESTROOMS**

- Clean and polish dispensers, mirrors, sinks, and faucets.
- Clean and disinfect toilets, urinals, and all plumbing fixtures.
- Spot clean walls near sinks and fixtures as needed.
- Refill paper towel, toilet tissue, and soap dispensers; leave one extra roll in each stall.
- Sweep and mop floors.
- Sanitize all high-touch surfaces.

- **ENTRANCES / LOBBY ACCESS**

- Wipe down entrance doors, door frames, and glass for a clean, streak-free appearance.
 - Vacuum carpets and runners; mop hard surface floors.
 - Sanitize door handles and light switches.
 - Clean and sanitize drinking fountains.
-



- **RECEPTION & WAITING AREAS**

- Dust and disinfect furniture, tables, and chairs.
- Dust blinds, windowsills, air vents, hanging lights, and corners.
- Vacuum carpets and spot clean partitions and walls as needed.
- Wipe down interior glass and glass-topped furniture to ensure a streak-free shine.
- Sanitize all high-touch surfaces.

- **BREAKROOMS / KITCHENS**

- Clean countertops, tables, sinks, and fixtures.
- Empty wastebaskets; replace liners; recycle materials appropriately.
- Sweep and mop floors.
- Sanitize all high-touch surfaces.

- **OFFICES / CONFERENCE ROOMS / CUBICLES**

- Dust and disinfect furniture, desktops, computer equipment, tables, and chairs (no chemicals used on computer equipment).
- Clean and sanitize telephones.
- Dust blinds, air vents, hanging lights, and corners.
- Wipe down light switches, partitions, and walls as needed.
- Vacuum carpets.
- Wipe down interior glass and glass-topped furniture to ensure a streak-free shine.
- Sanitize all high-touch surfaces.



- **GENERAL SERVICES (APPLY TO ALL AREAS)**
 - Empty wastebaskets; replace liners; recycle materials appropriately.
 - Remove trash and recycling to appropriate outside receptacles.
 - Sweep and/or vacuum floors; mop tile floors.
 - Sanitize door handles throughout all areas.
 - Clean and sanitize drinking fountains.
 - Keep the “Janitor’s Closet” neat, organized, and well supplied.
 - Inspect all areas, secure doors, and turn off lights upon completion.

SERVICE PRICING

eMACulate Cleaning Service is pleased to provide the following pricing options in accordance with the RFP requirements for janitorial services. Each option includes a dedicated cleaning professional, all necessary cleaning products, and high-quality service performed two (2) days per week.

Option 1 – Without Consumables:

This option includes all labor, cleaning supplies, and equipment required to maintain the facility. The client will be responsible for providing all consumable products, including soap, trash liners, paper towels, toilet tissue, and toilet seat covers.

- Annual Investment: \$13,575.00
 - (Billed Monthly at \$1,131.25)

Option 2 – With Consumables:

This full-service option includes all labor, cleaning supplies, and equipment, as well as consumable products such as soap, trash liners, paper towels, toilet



tissue, and toilet seat covers. eMACulate Cleaning Service will ensure adequate inventory and replenishment as needed.

- Annual Investment: \$14,575.00
 - (Billed Monthly at \$1,214.58)

Commitment to Quality: At eMACulate Cleaning Service, our focus is on consistency, communication, and care!

Elevating Every Experience — The eMACulate Way!



PERFORMANCE & REFERENCES

Naturally Nailed (Town of Upper Marlboro)

Provides monthly cleaning services for a local salon, maintaining a spotless, and welcoming environment for clients. eMACulate Cleaning Service ensures flexibility around business hours, strong communication, and meticulous attention to detail.

*Reference: Angela Wigglesworth – Owner / Managing Director
(301) 219-8710 | info@naturallynailed.com*

Nehemiah Family Worship Center (formerly Providence St. John Baptist Church) – Town of Upper Marlboro

Provided weekly cleaning services for the church’s sanctuary, restrooms, and administrative offices, ensuring a clean and welcoming environment for members and guests. Recognized for responsiveness, professionalism, and consistency in maintaining high standards of cleanliness.

*Reference: Rev. Kevin V. Montague – Former Chief Operations Officer
kmontague@nfwcenter.org*

MedStar Shah Medical Group (Southern Maryland Locations)

In partnership with The Harrison Companies, eMACulate Cleaning Service oversees daily cleaning operations and hires, trains, and manages the teams responsible for maintaining multiple healthcare facilities throughout Southern Maryland. Together, we ensure consistent quality, compliance, and service excellence across all locations.

*Reference: Lolita Harrison – 3J Cleaning Solutions
(240) 882-7498 | info@3jcleaningsolutions.org*



Peace Lutheran Church (Waldorf, Maryland)

Provides comprehensive cleaning and maintenance for the church’s worship, office, and community spaces. eMACulate Cleaning Service is known for reliability, attention to detail, and flexibility with scheduling, ensuring each area remains clean and inviting for congregants and visitors.

*Reference: Rev. Eric Thomas M. Randolph – Senior Pastor
(O) 301-843-1832 x302 | (M) 202-998-2360 | eric@myplc.org*

UM Charles Regional Ambulatory Care Offices

eMACulate Cleaning Service staffed and manages eight (8) healthcare facilities, overseeing daily cleaning operations and ensuring all locations meet the highest standards of sanitation and safety compliance.

*Reference: Roger Armstrong – Armstrong Janitorial & Cleaning Service
(410) 353-1613 | ajcs0618@verizon.net*



CHARACTER REFERENCE LETTERS



To Whom It May Concern:

It's my pleasure to share a reference for eMACulate Cleaning Service, operated by Ms. Cheryl A. Bruce. eMACulate Cleaning provides monthly cleaning services for Naturally Nailed located here in the Town of Upper Marlboro.

From the very first visit, Cheryl and her team made it easy for us to see the difference. They are prompt, respectful of our space, and take great care to leave every area—from the manicure stations to the restrooms—spotless and ready for clients. They pay attention to the little things that often get overlooked, which matters a lot in a business where presentation and sanitation mean everything.

What stands out most is Cheryl's involvement and communication. She checks in, makes sure scheduling works around our busiest hours, and follows up to confirm everything met expectations. It's clear her team reflects the standards she sets—organized, courteous, and consistent.

Working with eMACulate Cleaning Service has been a positive experience, and I'm confident they bring that same professionalism and reliability to every space they maintain. I'm happy to recommend them for cleaning services within the Town of Upper Marlboro.

Sincerely,
Angela Wigglesworth
Managing Director
Owner

301-219-8710

www.NaturallyNailed.com

Instagram: @NATURALLYNAILED_DMV_LLC

14326 Old Marlboro Pike, Upper Marlboro 207



November 09, 2025

I am pleased to provide this reference for **eMACulate Cleaning Service**, led by **Ms. Cheryl A. Bruce**. eMACulate Cleaning Service provided **weekly cleaning services** for Providence St. John Baptist Church, now known as Nehemiah Family Worship Center, located in Upper Marlboro, Maryland.

During the time they serviced the church, Cheryl and her team consistently demonstrated professionalism, dependability, and care. They ensured that the sanctuary, restrooms, fellowship spaces, and administrative areas were cleaned thoroughly and maintained in a way that created a welcoming environment for worship and gatherings.

We found eMACulate Cleaning Service to be responsive, respectful, and attentive to detail. Any requests or adjustments needed were handled promptly and courteously. Their support played a meaningful role in helping us maintain a clean and inviting space for our members and guests.

I confidently recommend **eMACulate Cleaning Service** for commercial cleaning services. Based on our experience, they provide reliable, quality service with integrity and consistency.

If additional information is needed, please feel free to contact me.

Sincerely,

Rev. Kevin V. Montague

Rev. Kevin V. Montague
Former Chief Operations Officer
Providence St. John Baptist Church



PEACE LUTHERAN CHURCH
of SAINT CHARLES, MARYLAND

November 11, 2025

To Whom It May Concern,

I am writing to highly recommend *eMACulate Cleaning Service*. The congregation at Peace Lutheran Church has been using their services for well over a year, and everyone continues to be pleased with the results.

The cleaning crew of *eMACulate Cleaning*, led by Cheryl, is top-notch in every way. They never miss a deadline and give extra care to every detail. Our church's worship space, community-based facilities, and offices have never been cleaner because of the thoroughness of their cleaning services. Their cleaning staff is friendly, helpful, and eager to go above and beyond to meet our needs.

The cleaning services provided by *eMACulate Cleaning* range from basic to comprehensive. The quality of their work has never wavered.

The company's openness to our feedback and willingness to adapt are additional notable qualities. They are very flexible with our scheduling adjustments and go above and above to help us out whenever they can.

In conclusion, if you need a cleaning done, you should use *eMACulate Cleaning*. Their dedication to their customers and the quality of their work are both exceptional.

Sincerely,

The Reverend Eric Thomas M. Randolph
Senior Pastor

(O) 301-843-1832 x302

(M) 202-998-2360

(E) eric@myplc.org

Peace Lutheran Church

401 Smallwood Drive
St. Charles, Maryland 20602
(301) 843-1832



admin@myplc.org
www.myplc.org



Sharon P. Jarrett, President & CEO
Ph: (240) 380-0946
Email: sharon@jarrettaffairs.com
www.jarrettaffairs.com

November 12, 2025

Town of Upper Marlboro

Attn: Mr. Darnell Bond, Director of Public Works

Subject: Character Reference for Ms. Cheryl A. Bruce

Dear Mr. Bond,

It is my distinct pleasure to provide this character reference for **Ms. Cheryl A. Bruce**, whom I have had the privilege of knowing and collaborating with for nearly twenty years. Over that time, I have witnessed Cheryl's extraordinary professionalism, strong work ethic, and unshakable integrity, qualities that set her apart as both a leader and a trusted service partner.

We have worked together on complex, multi-day conferences serving over 1,000 attendees' projects requiring precision, composure, and collaboration under pressure. Cheryl consistently brings a calm, solutions-driven approach and an unwavering focus on customer satisfaction. Her attention to detail and commitment to excellence ensure that every engagement reflects our standard of quality and care.

What stands out most about Cheryl is her dependability and character. She communicates with transparency, follows through on every commitment, and upholds her word. I have personally recommended Cheryl and her company, **eMACulate Cleaning Service**, without hesitation to other professionals and even to my own family each time receiving feedback that mirrors my own experience: exceptional service grounded in integrity.

In short, Cheryl Bruce exemplifies professionalism, excellence, and trustworthiness. She delivers outstanding results while maintaining the highest ethical standards, making her an asset to any organization or community she serves.

Please feel free to contact me directly at **240-380-0946** or sharon@jarrettaffairs.com should you require additional insight.

Warm regards,

Sharon P. Jarrett

President & CEO, Jarrett Affairs



W-9

Request for Taxpayer Identification Number and Certification

Section 9, Item C.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See Specific Instructions on page 3.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Cheryl A. Bruce	
	2 Business name/disregarded entity name, if different from above eMACulate Cleaning Service	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. 253 Heather Ct	Requester's name and address (optional)
	6 City, state, and ZIP code LaPlata, MD 20646	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
8	7	-	3	0	2	7	4	6	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Cheryl A. Bruce</i>	Date ▶ <i>11-14-2025</i>
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

Section 9, Item C.

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 E-MAIL ADDRESS: contact@hiscox.com FAX (A/C. No):
	INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED eMACulate Cleaning Service, LLC 253 Heather Ct La Plata, MD 20646	

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			P102.429.377.1	09/26/2025	09/26/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 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)

CERTIFICATE HOLDER

CANCELLATION

	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 



CERTIFICATE OF GOOD STANDING

STATE OF MARYLAND

Department of Assessments and Taxation

I, BOB YEAGER OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO LIMITED LIABILITY COMPANIES , OR THE RIGHTS OF LIMITED LIABILITY COMPANIES TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT EMACULATE CLEANING SERVICE, LLC (W22340772) , REGISTERED NOVEMBER 11, 2021, IS A LIMITED LIABILITY COMPANY EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF MARYLAND, AND THAT THE LIMITED LIABILITY COMPANY IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING TO TRANSACT BUSINESS.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS NOVEMBER 14, 2025.



Bob Yeager
Director



700 East Pratt Street, 2nd Flr, Ste 2700, Baltimore, Maryland 21202
Telephone Baltimore Metro (410) 767-1344 / Outside Baltimore Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice

Online Certificate Authentication Code: nLd5ISWN-0qJxbT6cPDWDQ
To verify the Authentication Code, visit <http://dat.maryland.gov/verify>



SERVICE AGREEMENT (Sample)

1. TERM OF AGREEMENT

The Agreement shall commence on the official start date determined by the Town and remain in effect for one (1) year unless terminated earlier in accordance with this Agreement.

2. SCOPE OF SERVICES

Contractor will perform all services described in the Scope of Work included in this proposal. Services include routine and scheduled cleaning, quality inspections, communication logging, and all operational tasks necessary to maintain each facility listed in the RFP at a consistent standard of cleanliness and presentation.

3. SERVICE FREQUENCY

Contractor will provide cleaning services two (2) days per week at each facility listed in the RFP. A designated backup cleaner shall be available as needed to ensure uninterrupted service.

4. SUPPLIES & CONSUMABLES

Contractor will supply all necessary cleaning products, equipment, and tools required to perform services.

Consumables (trash liners, paper towels, toilet tissue, soap, and toilet seat covers) will be provided based on the option selected by the Town:

- Option 1: Town provides all consumables
- Option 2: Contractor provides consumables as part of the agreed-upon pricing

Pricing for each option is listed in the Service Pricing section.



5. PAYMENT TERMS

Contractor will invoice monthly for services rendered. Payment is due within thirty (30) days (Net 30) of the Town’s receipt of invoice.

6. QUALITY ASSURANCE & COMMUNICATION

The Cleaning Services Manager will oversee all operations, perform regular quality inspections, ensure service consistency, and address concerns promptly. A communication log will be maintained at each site for notes, requests, and updates shared between Contractor and Town staff and managers.

7. INCLEMENT WEATHER POLICY

The Contractor may adjust, delay, or reschedule services when weather conditions create unsafe travel circumstances for staff. Decisions will prioritize staff safety and will follow reasonable judgment based on weather advisories, road conditions, and emergency declarations.

Severe Weather Communication Process:

- The Contractor will notify designated Town contacts as soon as reasonably possible when weather conditions impact service delivery.
- The Contractor will propose the next available service date, or coordinate an alternate schedule if the Town requires a different arrangement.
- Missed services due to weather will be resumed promptly once conditions are safe and schedules permit.



8. HOLIDAY SCHEDULE

Contractor observes the following holidays. If a scheduled service day falls on one of these dates, services will resume on the next planned cleaning day unless an alternate arrangement is requested by the Town:

- New Year's Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day/Friday
- Christmas Eve
- Christmas Day

Town-Requested Rescheduling Clause:

If the Town requests rescheduling of a holiday or weather-impacted service, the Contractor will make every reasonable effort to accommodate the request based on staff availability and operational capacity.

9. INSURANCE & COMPLIANCE

Contractor maintains liability insurance and workers' compensation coverage compliant with Maryland State requirements. Proof of insurance is included in this proposal and will remain active during the contract term.

Contractor is a minority- and woman-led business registered in good standing with the Maryland State Department of Assessments and Taxation (SDAT).

10. TERMINATION

Either party may terminate this Agreement with thirty (30) days written notice for any reason, including changes in facility needs, budgetary adjustments, or performance concerns.



11. MODIFICATIONS

Any modification to this Agreement must be made in writing and signed by authorized representatives of both parties.

12. ACCEPTANCE (Sample Format)

FOR THE TOWN OF UPPER MARLBORO:

Name: _____

Title: _____

Signature: _____

Date: _____

FOR EMACULATE CLEANING SERVICE:

Cheryl A. Bruce, Owner

Signature: _____

Date: _____



Thank You!

We appreciate the opportunity to submit this proposal and to be considered for your cleaning needs.

If you have any questions or need additional information, please feel free to contact us:

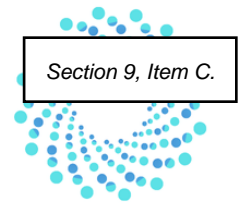
Cheryl A. Bruce

(301) 539-9489

clean@emaculatecleaning.com

www.emaculatecleaningservice.com

We look forward to the opportunity to work with you!



Progress Strategy Group – Proposal for Human Resources Consulting Services

RFP #UM 2025-03

Submitted by: Progress Strategy Group

December 8, 2025

Introduction

Thank you for the opportunity to submit a proposal to support the Town of Upper Marlboro with human resources consulting services. Progress Strategy Group is a Maryland-based people and operations consulting firm grounded in the belief that small organizations and municipal governments deserve high-quality, compliant, and people-centered HR support—delivered with professionalism, care, and an understanding of the realities and constraints of public service.

As a boutique firm led by seasoned HR executive **Jerilyn Emerson**, Progress Strategy Group brings over 15 years of experience navigating HR operations, benefits, compliance, employee relations, policy development, investigations, and organizational support within complex, multi-stakeholder environments, including public-facing organizations and those led by boards or elected bodies.

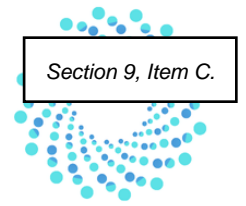
Our commitment is to meet organizations where they are. We design HR support that is right-sized, realistic, and sustainable—especially for small municipalities like Upper Marlboro that maintain essential services with limited internal administrative capacity.

Our Approach to Supporting the Town

We understand that the Town is seeking a dependable HR partner who can ensure compliance, consistency, and support for both staff and leadership. At the same time, we recognize that the annual budget for this contract is \$10,000, which necessitates a thoughtful and targeted approach.

Instead of attempting to provide a fully outsourced HR department within that budget—a model that would not serve the Town well—we propose a focused, high-impact partnership structured around the functions most critical to compliance, stability, and employee trust. Additional support is available on an as-needed basis, ensuring flexibility without exceeding financial parameters.

Our goal is simple: to provide the Town with reliable, responsive, and thoughtful HR guidance in the areas that matter most.



What Progress Strategy Group Will Provide

1. An Annual HR Compliance and Systems Review

Each year, we will conduct a comprehensive review of the Town's HR practices and documentation. This includes personnel files, benefits enrollment, payroll alignment, required training records, FMLA and leave documentation, and compliance with Maryland and federal HR laws.

The outcome will be a clear, actionable report outlining strengths, gaps, and recommended improvements—giving the Town a solid foundation for managing risk and strengthening internal processes year over year.

2. Benefits and Insurance Coordination

The Town's health, dental, vision, and life insurance coverage is an important part of employee satisfaction and retention. Progress Strategy Group will serve as an ongoing liaison between the Town and its insurance broker, helping to resolve issues, support new enrollments and terminations, and ensure employees have uninterrupted access to their benefits.

3. FMLA Intake and Leave Support

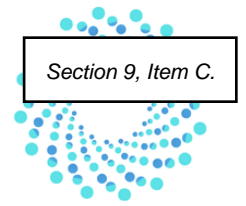
We will guide the Town through FMLA documentation and review, ensuring employees and supervisors receive clear instructions and that the Town maintains proper compliance documentation. This includes intake, paperwork coordination, and communication templates.

4. Targeted Monthly HR Support

To remain aligned with the Town's budget, we will provide up to 10 hours of general HR support per month, which may include:

- answering employee or supervisor HR questions
- minor policy clarifications
- reviewing routine documents
- offering guidance on routine employee relations
- supporting limited recruitment tasks (e.g., posting roles, reviewing resumes)
- assisting with standard employee communications

This predictable level of support ensures the Town has access to a knowledgeable partner without committing beyond available resources.



Why Progress Strategy Group Is a Strong Fit

Progress Strategy Group brings:

- Deep experience supporting public-facing and government-adjacent organizations
- Familiarity with Maryland-specific HR requirements and benefits structures
- Experience advising senior leaders, boards, and cross-functional teams
- A steady, solutions-oriented approach to HR issues
- Principal-level expertise and direct access to the firm's founder
- A people-centered, equity-grounded HR philosophy

Our work reflects a commitment to building HR systems that are not only compliant but grounded in respect, transparency, and organizational culture.

Budget and Contract Structure

The Town's annual budget cap guides our service design. To match this framework, Progress Strategy Group will provide the core set of services outlined above for an annual fee of \$10,000.

To support transparency and predictable budgeting:

- The annual fee will be billed quarterly at \$2,500 per quarter.
- A deposit equal to the first quarter's payment (\$2,500) is due upfront upon signing the contract.
- All add-on services are billed separately at \$95/hour, only with prior approval from the Town.

This approach ensures clarity, protects the Town from unplanned expenses, and provides a stable structure for the duration of the engagement.

We agree to the RFP-specified 24-month contract with an optional one-year renewal.

Services Available as Add-Ons (Only If Needed)

To maintain clarity and avoid overspending, more intensive HR needs—such as full recruitment cycles, system reconfigurations, complex investigations, or major handbook rewrites—are offered separately at a discounted hourly rate of **\$95**.

These add-ons ensure the Town can access a higher level of support when needed, without obligating a full outsourced HR operation.



Examples of add-on services include:

- full-cycle recruitment and onboarding
- independent investigations into harassment or discrimination complaints
- personnel manual updates or policy drafting
- payroll system support
- required annual training coordination
- retirement system coordination

This structure preserves flexibility and affordability while maintaining access to expertise.

Progress Strategy Group would be honored to serve as a trusted HR partner to the Town of Upper Marlboro. We are committed to providing steady, thoughtful, compliance-forward HR support that respects the Town's budget and meets the expectations of its staff, leadership, and community.

We appreciate your consideration and look forward to the possibility of supporting your team.



To: Board of Commissioners
From: Darnell Bond
Date: 1-7-2026
Re: Recommendation for New Cleaning Service

Purpose

The purpose of this memorandum is to request Board approval to engage a new cleaning service for Town facilities.

Background

In an effort to ensure Town buildings are maintained to an appropriate standard of cleanliness and presentation, staff solicited pricing from multiple cleaning service providers. Two qualified vendors submitted quotes for consideration.

Cost Comparison

- **Emaculate Cleaning Service:** \$14,575 per year. (Cheaper if we provide consumables at \$13,575.
- **Selfless Cleaning Service:** \$14,520 per year

Both vendors are capable of providing the required services; however, differences exist in cost, scope, and service approach.

Recommendation

Staff recommends awarding the cleaning services contract to **Emaculate Cleaning Service** in the amount of **\$14,575**, as this proposal provides the best overall value to the Town. This recommendation is based on:

- Competitive pricing
- Scope of services aligned with Town needs
- Service frequency and reliability – Locally minority owned and operated.
- Experience providing cleaning services for similar facilities and medical facilities including operating rooms.

Fiscal Impact

Funding for this service is available within the approved budget under **PW – 7252**, and PS.

Conclusion

Approval of this recommendation will ensure Town facilities are consistently maintained in a clean, professional condition for staff, residents, and visitors. Staff believes this vendor will meet the Town's expectations and provide reliable service.



To: Mayor and Town Council
From: Darnell Bond
Date: 1-7-2026
Re: Purchase of New Public Works Tractor

Purpose

The purpose of this memorandum is to request approval for the purchase of a new tractor for the Public Works Department to replace an aging and undersized unit that no longer meets operational or safety needs.

Background

The Town’s existing tractor has reached a point where continued investment is no longer cost-effective. The unit is rusting, undersized, and has an estimated **\$15,000 repair bill** to remain operational. Even with repairs, the tractor would not meet current safety standards or workload demands. The unit has been appraised at **\$2,500** and will be retained for light-duty sidewalk work until it reaches the end of its usable life.

Operational and Safety Considerations

The proposed tractor would be larger and properly outfitted to safely perform hillside and roadside mowing, significantly reducing the need for staff to work in close proximity to traffic, steep slopes, and roadsides.

In addition, the tractor is better suited for daily maintenance activities than the Town’s skid steer. Unlike the skid steer, which can damage turf and tear up asphalt during routine operations, the tractor is designed to operate on grass and paved surfaces with minimal impact. This will reduce surface damage, limit unnecessary repairs, and allow staff to perform maintenance more efficiently on a day-to-day basis.

Cost Consideration

Investing \$15,000 in repairs for the existing tractor would not address its rust-related deterioration, undersized capacity, or safety limitations. The purchase of a new tractor represents a more responsible long-term investment and reduces reliance on equipment that causes surface damage during routine use.

Tractor Purchase Comparison Chart

Dealership	Base Vehicle Price (per tractor)	Outfitting Cost (per tractor)	Outfitted Total (per tractor)	Notes
Kubota	\$54,323.41	\$8,520	\$62,843	
New Holland	\$ _____	\$ _____	\$ _____	\$ Awaiting quotes
John Deere	\$ _____	\$ _____	\$ _____	\$ Awaiting quotes

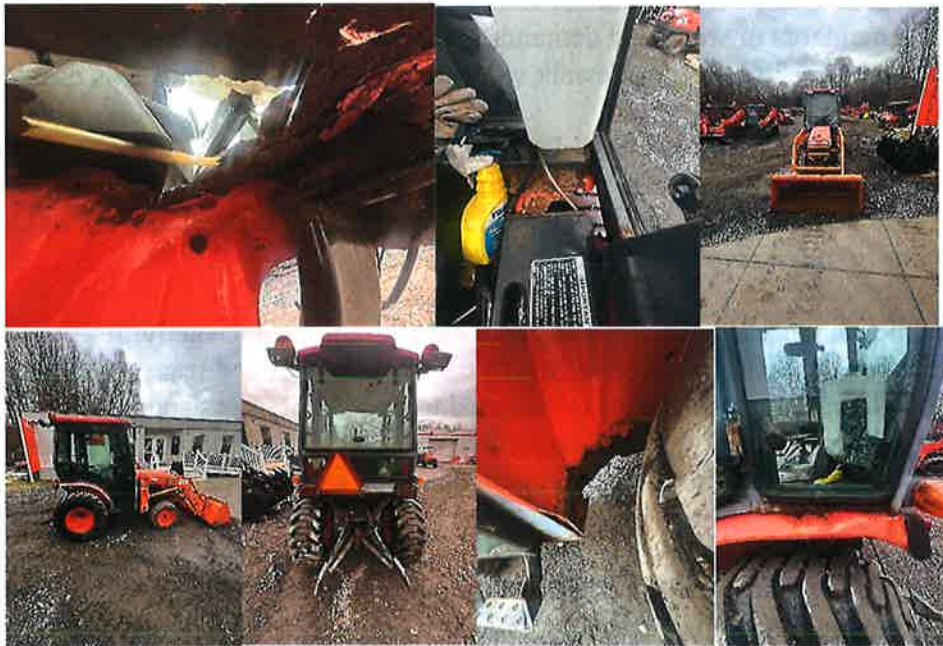
Recommendation

Staff recommends approval of the purchase of a new tractor outfitted for hillside and roadside mowing to improve safety, reduce equipment-related damage, and support daily Public Works operations.

Conclusion

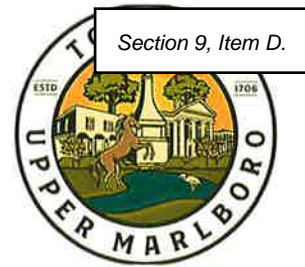
Approval of this purchase will enhance operational efficiency, improve employee safety, and provide the Town with properly sized equipment designed for regular use and long-term service.

Respectfully submitted,



Respectfully submitted,

Darnell Bond III
Director of Public Works



To: Mayor and Town Council
From: Darnell Bond
Date: 1-7-2026
Re: Purchase of Two Public Works Trucks

Purpose

The purpose of this memorandum is to request approval for the purchase of two (2) new Public Works trucks vs the one currently budgeted to support increased operational capacity and departmental staffing.

Background

As Public Works staffing, service demand increases, and pending annexations, the need for additional, reliable vehicles has become critical. The current fleet is heavily utilized, has constant check engine lights associated with fuel issues and additional trucks are necessary to maintain service levels, improve efficiency, and reduce strain on existing equipment. To ensure fiscal responsibility and compliance with procurement requirements, pricing was obtained from at least three (3) different dealerships. Each quote includes both a base (non-outfitted) vehicle price and an outfitted price to reflect the equipment required for Public Works operations.

Cost Comparison

A comparison of the three dealership quotes is provided below, showing:

- Base vehicle cost
- Outfitting costs specific to Public Works needs
- Total cost per truck
- Total cost for two trucks

DPW Truck Purchase Comparison Chart (Two Trucks)

Dealership	Base Vehicle Price (per truck)	Outfitting Cost (per truck)	Outfitted Total (per truck)	Outfitted Total (2 trucks)	Lead Time	Notes
Waldorf Ford	\$56,000	\$16,295	\$73,788.50	\$147,577	3-4 weeks	
Waldorf Dodge	\$45,383.	\$16,295	\$62,167	\$124,334	10+ weeks	
Criswell Chevrolet	\$ _____	\$ _____	\$ _____	\$ _____	_____ weeks	
Apple Ford (Fleet)	\$54,074	\$17,000	\$71,074	\$142,148	3-4 weeks	



The outfitted pricing reflects the most accurate cost of placing the vehicles into immediate service and avoids future retrofit expenses.

Recommendation

Based on price, readiness, and overall value, staff recommends proceeding with the purchase of two (2) trucks from **Waldorf Ford** at a total cost of **\$147,577** as this option provides the best balance of cost efficiency, operational readiness, and long-term value to the Town.

Conclusion

Approval of this purchase will enhance Public Works' ability to meet Town cleanliness standards, respond to daily operational demands, and support expanded staffing levels. This investment aligns with the Town's goals for improved service delivery and operational accountability.

Please let me know if additional information is needed.

Respectfully submitted,
Darnell F. Bond

Gen Gov Admin Vehicle

Dealership	Base Vehicle Price (per truck)	Outfitting Cost (per truck)	Outfitted Total	Lead Time	Notes
Waldorf Ford	\$46,393.17	\$2,000	\$48,393.17	2 weeks	
Waldorf Dodge	\$44,377	\$2,000	\$46,377	2 weeks	
Criswell Chevrolet	\$_____	\$_____	\$_____	2 weeks	



David A. Burse
Chief of Police

Town of Upper Marlboro Police Department

14211 School Lane, Upper Marlboro, Maryland 20772 Tel: (301) 627-6905

MEMORANDUM

To: Town Councilmembers

From: David A. Burse, Chief of Police

Date: January 10, 2026

Re: Police vehicle purchase request.

The purpose of this memorandum is to document and summarize the Police Department's request to purchase two police vehicles (i.e., SUV & pickup truck) and a parking compliance vehicle (i.e., transit van) from the Maryland State Bid Contract. Highlighted below are my request based on current and future needs as I continue to expand the services provided by the Department. My vision and strategy are based on discussions and alignment with various municipalities within Prince George's County. I have been working to move the Department forward with equipment and technology that is needed to keep our officers and staff safe while also allowing us to recruit and maintain the best qualified team members.

REQUEST:

- 1) Increase our authorized strength (total number of officers) for the Department (recommendation is fourteen) and a daily minimum staffing level (two per shift) for the department to ensure that there are a consistent number of officers working each day. If the minimum staffing level falls below two, then overtime will be required to cover the open shift on that day. The Department's goal is to have day, evening and weekend shifts that cover seven days a week.
- 2) Purchase two new police vehicles (i.e., Ford Explorer SUV and Ford F-150 pickup truck) for the Department. The vehicles should be purchased prior to new officers being hired to ensure that the vehicles are equipped and ready for use. The cost for both vehicles fully equipped is approximately \$140,000 that would be financed over 4 years.
- 3) Purchase a van style vehicle (i.e., Ford Transit Connect) for Parking Compliance that will accommodate the parking meter coin collection dollies and other required equipment. The approximate cost of the van is \$47,000 and the cost to outfit the van with lights, shelving and graphics is \$8,000. The estimated total cost of this vehicle fully equipped is \$55,000 and would be financed over 4 years.