

LET'S BUILD TOGETHER
IMMACULATE MAINTENANCE AND CONSTRUCTION
LIMITED CLIENT REFERENCE DOCUMENT
2023



VISIT US AT
30-32 RED HILLS ROAD, KINGSTON 19
UNIT #3A TRADE BUSINESS CENTER

CONTACT US
+1 876 926 2205
+1 876 382 4577



COMPANY REGISTRATION

CERTIFICATE OF THE INCORPORATION OF A COMPANY



I hereby certify that

(L.M.C) IMMACULATE MAINTENANCE & CONSTRUCTION COMPANY LIMITED

was Incorporated under the

Companies Act as a Limited Company

On The

EIGHTH day of MAY Two Thousand And Twenty Four

Given under my hand at St. Andrew this

SEVENTEENTH day of MAY Two Thousand And Twenty Four

FABIAN SHACKLETON
For Registrar of Companies

Company#: 124393
NIS#: 4874293
TRN: 003575586
NHT APPLIED
HEART APPLIED

Business Registration Data Sheet



Page 1 of 1

Date Printed: May 17, 2024

Company/Business Name Registration Number: 124393 (Local)

Taxpayer Registration Number: 003575586

Registered Name: (L.M.C) IMMACULATE MAINTENANCE & CONSTRUCTION COMPANY LIMITED

Other Registered Name: N/A

Registered Address: Patrick Town, Ellen Street P.O., Manchester, JAMAICA

Mailing Address: Patrick Town, Ellen Street P.O., Manchester, JAMAICA

Telephone Number: 8769974950 Fax Number: N/A

Nature of Business: 45210 - Construction, Repair and Alteration of Buildings (incl. Erection of Prefabricated Buildings or Structures of concrete on sites)

Type of Organization: Ltd. By Share (COMPANY)

Projected Start/Commencement Date: May 31, 2024

Date First Employee Commenced Employment: N/A Accounting Year Begins: N/A

Name of Auditing Firm/Accountant: N/A

Directors/Proprietors:

No.1: Keron King; Patrick Town District, Ellen Street P.O., Manchester, JAMAICA

No.2: Rose Jones; Patrick Town District, Ellen Street P.O., Manchester, JAMAICA

Branches:

N/A

Tax Compliance Certificate:

Your application for a Tax Compliance Certificate has been approved for the TRN mentioned above and all its branches, where applicable. To access and validate the TCC details, please visit the Tax Administration Jamaica website at www.jamaicatax.gov.jm and use the e-services search and validation facility.

Tax Compliance Number: 24013063



WHO ARE WE

MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

We consistently stand by our clients, and have done our utmost to facilitate the completed success of their dream home design and built by Immaculate Maintenance and Construction. This is true regardless of what the changing times require and without being influenced by others. The following is just one of the ways in which clients can effectively take advantage of what we have to offer. IMMACULATE MAINTENANCE AND CONSTRUCTION collaborates with all clients, whether foreign or domestic, from the very early stages of home design planning.

Our goal is simple: we want to make your project look great. As an architectural and construction company, we truly believe in the importance of those words: Creative + Design + Confidence

Since 2017, we have been working with clients that range from local to foreign returning residents as well as commercially.

We always provide services that transforms into confidence for our clients.

Our service is attentive and reliable. We place enormous importance on the quality of our work as well as the quality of the experience. We enjoy what we do so it's important to us that our clients do too.

Keron King
Chief Executive Officer | IMC
Telephone: +1 876 926-2205
Email: imcs.business@gmail.com





COMPANY OVERVIEW

Immaculate Maintenance & Construction Ltd. was founded 2017 on the basis of striving to make the world a better and more beautiful place one structure at a time.

The core of our company is the construction of both buildings and infrastructure. IMC has a strong reputation with supply companies, subcontractors, vendors, and regulatory bodies for clear scheduling, efficient site management, and prompt bill payment. We are also known for providing exceptional customer service to our clients. We handle every facet of industrial, multifamily, and commercial construction, guaranteeing that projects will be completed on time and within budget by handling all aspects of its development, from planning to design to expertly overseeing daily operations while it is being built.

CHALLENGE

Challenge is something that we embrace as part of our approach to every project. We foster innovation and creativity, alongside experience and skillful execution, as part of our culture. Because of this, many clients have selected us for projects in which complex challenges must be overcome to produce successful outcomes.

Immaculate Maintenance and Construction has a storied history and reputation for quality, integrity and service. Good people doing exceptional work. We pride ourselves on operating with our values at the forefront of every interaction with owners, architects, project teams and our own employees. We believe that the quality of our relationships shape our results and the experience that we are committed to delivering through every engagement. We have an appetite for challenges and thrive on the adventure of innovative design. We add to that a firm grasp on the detailed execution that it takes to bring a vision to life. We can draw it and construct it, once you think it. We do construction, building maintenance, janitorial service and tool rentals.

Our services include, general construction, tiling, plumbing, painting, electrical installation (including maintenance and repairs), masonry work, general carpentry (including Joinery), engineering, drafting of floor plans (house plans, revisions etc.), building surveys for repairs, extension etc., laying out of buildings for construction, and sub-divisions. We provide high quality and reliable smart automation service for companies just like yours. From restrooms to boardrooms, our office cleaning services keep your property — and your image — spotless. Focus on your core business and put our experienced staff to work for you.



OUR MISSION



" AT IMC, OUR MISSION IS TO PROVIDE QUALITY WORKMANSHIP AND CUSTOMER SERVICE WHILE MAINTAINING THE HIGHEST LEVEL OF PROFESSIONALISM, HONESTY, AND FAIRNESS IN OUR RELATIONSHIPS WITH OUR CUSTOMERS, EMPLOYEES, AND VENDORS. WE AIM TO SAVE MONEY AND BUILD LONG LASTING INSTITUTIONS" .

OUR MISSION

Immaculate Maintenance and Construction(IMC) is a Jamaican owned and operated business that specializes in architectural, construction and automation smart home & office solutions. We serve clients who own or manage residential and commercial properties, whether big or small. We build and clean with quality and precision that honors architectural vision, exceptional execution and outstanding client services. Core Function is general construction, renovation, architectural drawing, 3D design, bill of quantity, surveyors report, topographic surveying, structural engineering report and automation solution for home & office.

OUR VISION

To be the highest valued provider of global construction, architectural services, delivering quality smart automated solutions and technical expertise.



IMMACULATE MAINTENANCE
& CONSTRUCTION



CORE VALUES



IMC CORE VALUES HAVE BEEN SHAPED FROM DELIVERING THE FINEST CONSTRUCTION SERVICES TO OUR CLIENTS. THEY STAND THE TEST OF TIME AND REMAIN OUR CENTRAL COMMITMENT THROUGHOUT CHANGING ECONOMIC AND INDUSTRY CONDITIONS

INTEGRITY

Integrity is fundamental to the strength of our reputation and the quality of the relationships we have with many long standing clients. We believe in a "no surprises" approach that relies on detailed preparation, open and clear communication, and a simple commitment to do what we promise.

QUALITY

Quality is central to everything we do and in this industry it is more important. Attention to, and responsibility for quality is part of the job description of every one of Plant's employees. It is both a mindset, and a continuous process executed on every project and actively managed by superintendents and project managers.

VALUE

Value is reflected in our commitment to deliver the very best product through efficient processes and appropriate utilization of client resources. Skilled estimating and diligent project management, along with extraordinary execution, allow us to deliver projects on schedule and within budget time and time again, making us a trusted partner in even the most complex and unpredictable construction scenarios





PERSONA AND PERSONALITY

MESSAGE FROM OUR PUBLIC RELATIONS AND SOCIAL MEDIA COORDINATOR

I am an experienced, customer-focused leader and enthusiast for whatever I undertake. I am Yousef Wilson who has a deep passion for meeting and exceeding our customers' expectations.

At Immaculate Maintenance & Construction IMC, it is our duty to provide solutions to every client we come in contact with, we fix problems.

In my role as Public Relations Officer, I am responsible for ensuring the company face is on every platform there is, to build and strengthen brand awareness globally.

For 2023 our objectives as a team are, to bring innovation to Jamaica and the diaspora with Integrity, Honesty, Reliability and Quality experience in architecture, renovation and construction services industry. To be a customer focus and deliver ever-increasing levels of service excellence.

With over 10 years' experience in management and customer experience, I am highly skilled in business optimisation, customer relations and digital marketing insights.

Yousef Wilson

Public Relations Officer | IMC

Telephone: +1 876 926 2205

Email: marketingmedia.imc@gmail.com



From the start, great leaders were the heart of Immaculate Maintenance and Construction and the visionaries that pushed our enterprise forward. Just like a person, our brand has a personality – a fundamental set of characteristics that describe who we are and the purpose we serve. Everything we think, draw and construct should strive to capture the following characteristics:

PROFESSIONAL

No other company can match how we portray our professionalism through our team reliability, consistency and honesty whilst getting the job done.

GENUINE

From the board room to the design studio and on to the site of construction, we pride ourselves on being approachable, authentic and honest in budgeting for our client.

CREATIVE AND INNOVATIVE

We tirelessly pursue answers and innovative ways to design a sustainable eco-friendly and smart home for our clients to live comfortable in a modern style that never grows dull.

COLLABORATIVE

We value long-term partnerships with our clients and thus we invest every bit of our time in getting the desired result and making their dream a success.



From the largest, most complex infrastructure projects to the smallest architectural and construction projects, from eye-grabbing renovation that revitalize the space to simple installation of smart automation to handy work of maintenance, we're putting our commitment to collaboration to work.





RECENT PROJECTS DONE

Immaculate Maintenance & Construction Ltd. is a fairly new company but even though it is fresh on the construction scene, the company has done exceptional work on recent projects. One of our most notable projects below (Construction will begin soon in St. Ann):

ST. ANN APARTMENT PROJECT



HANOVER RESIDENTIAL PROJECT



KIRKLAND RESIDENTIAL PROJECT



SAFETY PLAN

The nature of IMC's services is inherently high risk and the company takes safety of equipment and workers very seriously. The Managing Director is currently working towards earning IOSH certifications, which is a chartered body and largest membership organization for health and safety professionals. This will gradually review the company's safety standard to reflect international requirements.

Notwithstanding, Immaculate ensures the utmost safety protocols are recognized on each project and maintains insurance coverage for its employees, subcontractors and temporary laborers. We invest in personal protective equipment, undertake risk assessments and safety inspections for all work sites and conduct safety briefings with respective workers throughout the course of any planned works. All persons employed by IMC are required to adhere to the company safety guidelines and any additional project specific protocols. Overview of safety Guidelines to follow during the project:

1. All employees are required to wear appropriate UV protective clothing for example, long sleeved shirts, long pants, hard utility boots, hard hats (helmet), safety goggles and sunscreen.
2. Immaculate Maintenance & Construction Ltd. will provide drinking water on site to ensure all project personnel are sufficiently hydrated throughout the day.
3. Immaculate Maintenance & Construction Ltd. will maintain a first aid kit on site and assign a triage area where project personnel may be treated for minor incidents on site.
4. We have liaised with an EMS specialist who has agreed to assist with conducting weekly onsite health and safety briefings and assessments and remain on standby for emergencies.



QUALITY PLAN



Immaculate Maintenance & Construction Ltd. subscribes to maintaining high standards of quality on every project and delivering services in a timely manner. Where quality standards are set by the client, they are normally met or exceeded by IMC. In fact, where the company can suggest higher quality materials or approaches to delivery to improve the overall outcome of the project.



**JUST
THINK IT
WE'LL BUILD IT**

IMMACULATE FINISH





IMC PROJECT TEAM



KERON KING

CEO/MANAGING DIRECTOR

Keron King is an outstanding leader that goes above and beyond in every work he has been task responsibility of. He has been working in private sector locally and abroad and manages several projects and partnership in the Ministry of Education through several government agencies Environment Foundation of Jamaica, Rural Water Supplies, UZAZI Foundation, Rock House among many others. He has lauded Principal of the year three times; Prime Ministers Award for Leadership, Sagicor Award for Leadership, Mico Award for Leadership, UNICEF feature in Latin America and Caribbean. Not to miss out mentioning how he made an example of great example in the opening of National Debate presentation 2021.

Because of such great accomplishments he making what others thought impossible possible in his years of leadership at Little Bay; the school was visited by Prime Minister office and commended for such academic accomplishments amongst other things such as his dedication in making education and simple care for his students a priority. And he looks towards doing that in his added role as CEO of Immaculate Maintenance and Construction. Mr King brings a great level of management skill set to the construction industry.

"I believe in going the extra mile in whatever you do."

- ✔ B.A Administration
- ✔ Master's In Education
- ✔ Masters in Project Management (pending)



FLOYD DANIEL MONCRIEFFE

SITE MANAGER

Floyd Moncrieffe is definitely one that is not short of experiences. A dedicated, and reliable individual who has always being outspoken and nothing short of a stern leader. These are the qualities that prove his role as Site Manager for Immaculate Maintenance and Construction.

Having such a diverse field of experience with the qualifications behind it backed how knowledgeable he is in all fields he venture in.

He has always been a highly motivated individual in his fields with years of experience and skills under his belt. Not to mention his amazing leadership skills garnered from his experience in managerial and teaching positions.

These are what Floyd Daniel Moncrieffe can bring to any company and make it outstanding.

““The secret of getting ahead is getting started.””

- ✔ BSc. Urban & Regional Planning (Hons)
- ✔ 40-hour Mediation Training Certificate
- ✔ Ordinary Long-Term Insurance License
- ✔ Equities and Securities Insurance License
- ✔ Logistics & Supply Chain Operations Certificate
- ✔ Procurement & Inventory Management Certificate
- ✔ MSc. Logistics Engineering



SHINELLE FENTON, P.E.

REGISTERED STRUCTURAL ENGINEER

Shinelle Fenton, P.E. is a seasoned in-the-field individual trained to execute within engineering standards substructures, superstructures and infrastructure.

She has always been a highly motivated individual in her field with years of experience and skills under her belt. Not to mention her amazing leadership skills garnered from her time in high school.

Amongst her achievement is her becoming a Registered Professional Engineer – PE/16/01228 after first graduating and attaining a Bachelor of Engineering in Civil Engineering (Hons) at the University of Technology and then Master of Geotechnical Engineering and Foundations at Structuralia Academy/University of Alfonso X El Sabio (Madrid)

“With God all things are possible. ~ Matthew 19:26”

- ✔ 9 yr Experience in Engineering
- ✔ Associate Degree
- ✔ Bachelor of Engineering in Civil Engineering (Hons)
- ✔ Master of Geotechnical Engineering and Foundations



ALLANDO CAMPBELL

BUSINESS ANALYST

Allando Campbell is IMC Business Support Analyst with 8.5 years of experience in marketing. He is constantly working to improve his skills as a Business Analyst by gaining the ability to inquire, understand, articulate, and document business requirements and impacts.

Throughout his experiences he has garnered talents in documentation for project deliverables, e.g., Functional specification, Business requirement documents- problem solving and analytical/critical thinking skills; ability to identify areas of risk and develop effective mitigation plans.- oral and written communication skills.

“When one door of happiness closes, another opens.”

- ✔ 8 Yr Experience in Marketing
- ✔ Bachelor of Arts - BA, Integrated Marketing Communication(IMC)



YOUSEF WILSON

PUBLIC RELATIONS AND SOCIAL MEDIA MANAGER

Yousef Wilson is an experienced, customer-focused leader and enthusiast in whatever he undertakes. He has a deep passion for meeting and exceeding our customers' expectations.

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With over 10 years' experience in management and customer experience, I am highly skilled in business optimisation, customer relations and digital marketing insights.

"I wake up every morning and think to myself, 'How far can I push this company in the next 24 hours.'"

- ✓ 6 yr Experience in Public Relations
- ✓ 8 yr Experience in Social Media Coordination



SADE COLLINS

CIVIL ENGINEER

Sadé Collins is a driven professional with a diverse background in architecture, engineering, and project management. Currently, she is pursuing her degree in Civil Engineering at the University of Technology (Utech). As the Architectural Department Manager and the Lead Project Manager for the Projects Department, Sadé has consistently demonstrated her expertise and leadership in overseeing complex projects from conception to completion. Her ability to navigate challenging situations with professionalism and adaptability makes her an invaluable asset to her team and organization.

“Strive not to be a success, but rather to be value” - Albert Einstein

4yrs experience in construction



MIGUEL WALLACE

DRAFTSMAN

Miguel Wallace is a young professional with over 5 years of experience in the field of drafting. Graduating from the Vocational Training Development Institute with a diploma in Building Drafting Technology he has become a very knowledgeable individual that has been assigned leadership role at IMC in the design department backing and completing numerous projects within the team in a time efficient and professional manner. His skills and work-ethics has always been valuable assist to our organisation and has been known to adapt very well to every situation thrown at him.



"If people are doubting how far you can go, go so far that you can't hear them anymore."

- 5Yr Experience in the Field of Drafting
- Diploma in Building Drafting Technology



JOHANSSON THOMPSON

ARCHITECTURAL AND GRAPHIC DESIGNER

Johansson Thompson is a skilled, dedicated, and reliable individual who has an understanding of professionalism and time-management as he juggles both a fulltime job as Architectural Designer at IMC whilst freelancing as Graphic Designer. This experience has equipped him with the ability to handle multiple projects at once, working alone or as part of a team. He is particularly interested in the relationship between Art and Architecture and through this he integrate various art forms to create a unique style that combines bold artistic style with technical linework.

His current professional path in architecture has equipped him with the versatility to pursue many diverse modes of expression and software programs, one of the most prominent being Architectural Rendering and Planning and Graphic Design.

These are what Johansson Thompson can bring to any company and make it outstanding. He is all about attaining the next level with each milestone achieved.

“Hardwork beats Talent when Talent fails to Work Hard”

- 5 yr Experience in Graphic Design
- High School Diploma
- Bachelor of Arts in Architectural Studies (BAAS)



KINGWORTH DRUMMONDS

DRAFTSMAN

Kingworth Drummonds is a young entrepreneur with over 5yrs of experience in Architectural and Engineering drafting, project management and other qualities. After graduating from the Vocational Development Institute he had worked on numerous projects meeting parish council requirements and is able to adapt quickly to any situation or task he is given. He's a very dedicated and results driven individual who stops at nothing to get the job done.

“Design for the future, build without limits.”

- 5Yrs Experience in the Field of Drafting and Project Management
- Diploma in Building Drafting Technology



LEIGHTON NEIL ST. CLAIRE HESLOP

PROJECT MANAGER/ DRAFTSMAN

Leighton Heslop possesses stellar interpersonal skills and a thirst for exceptional work ethics. He is confident individual that is a real asset to your organization.

He possesses over ten (15) years of experience in GIS, Project Management, Construction Management, Planning, research, event management, project management, procurement, budgeting, inventory control, internal/external auditing and along with my training in project management, draughting and design.

After the completion of my degree in Urban and Regional Planning from the University of Technology, he gained over ten (10) years of experience in the prerequisite requirement in the capacity as a Project Coordinator, shaping my natural aptitude for construction and projects. Having worked extensively in coordinating activities between departments to ensure that all projects under his belt are managed within their set deadlines, he has acquired exceptional organizational skills. In addition to that, he possess the ability to research and consolidate information and accurately document credentials of a project for reporting purposes.

“Everything you can imagine is real.”

- ✔ (15) years of experience in GIS, Project Management, Construction Management, Planning, research, event management, project management, procurement, budgeting, inventory control, internal/external auditing
- ✔ Bachelors Degree in Urban and Regional Planning



ANDREW MORRIS
PROJECT MANAGEMENT PROFESSIONAL

Consultant : Major Projects and Development.

"Management is doing things right; leadership is doing the right things."

■ BSc Construction Management



MAURICE GREEN
CERTIFIED ELECTRICAL ENGINEER

“There is no substitute for hard work.”

☑ Certified electrical electrician





KRISTAN REID

QUANTITY SURVEYOR

B.Sc Quantity Surveying

NOTABLE MENTIONS

- ✔ Adale Hinds (Lawyer)
- ✔ Patrick Hudson (Project Manager) with a team of Construction Workers working under his guidance



ADALE HINDS

REALTOR

Adale Hinds is a highly experienced realtor attached to Keller Williams Jamaica, which is one of the leading real estate companies worldwide. He has established himself as a top performer in the company and has a reputation for providing exceptional service to his clients. He is passionate about real estate and is committed to helping and guiding his clients in finding their dream home or investment property.

In addition, he is also the managing director of his own real estate brokerage, Elada Realty Limited. With a successful track record in the sales and rental industry, he has proven his ability to provide satisfactory service to his clients and exceed sales targets. His extensive knowledge and expertise in the real estate industry, strengthened by his legal and project management background has enabled his advancement in the industry making him a valuable asset to both Keller Williams Jamaica, Elada Realty Limited and Immaculate Maintenance & Construction Ltd.

If you are looking for a top-performing realtor who has a proven track record of success, Adale Hinds is a valuable member of the Immaculate Maintenance & Construction Ltd, expert team, who will ensure your return on investment is achieved.

“Real estate cannot be lost or stolen, nor can it be carried away”

✓ LLB Law Degree from UWI Mona





IMC PROJECTS



RESIDENTIAL DEVELOPMENT

PROJECT LOCATION: TREASURE BEACH, ST. ELIZABETH

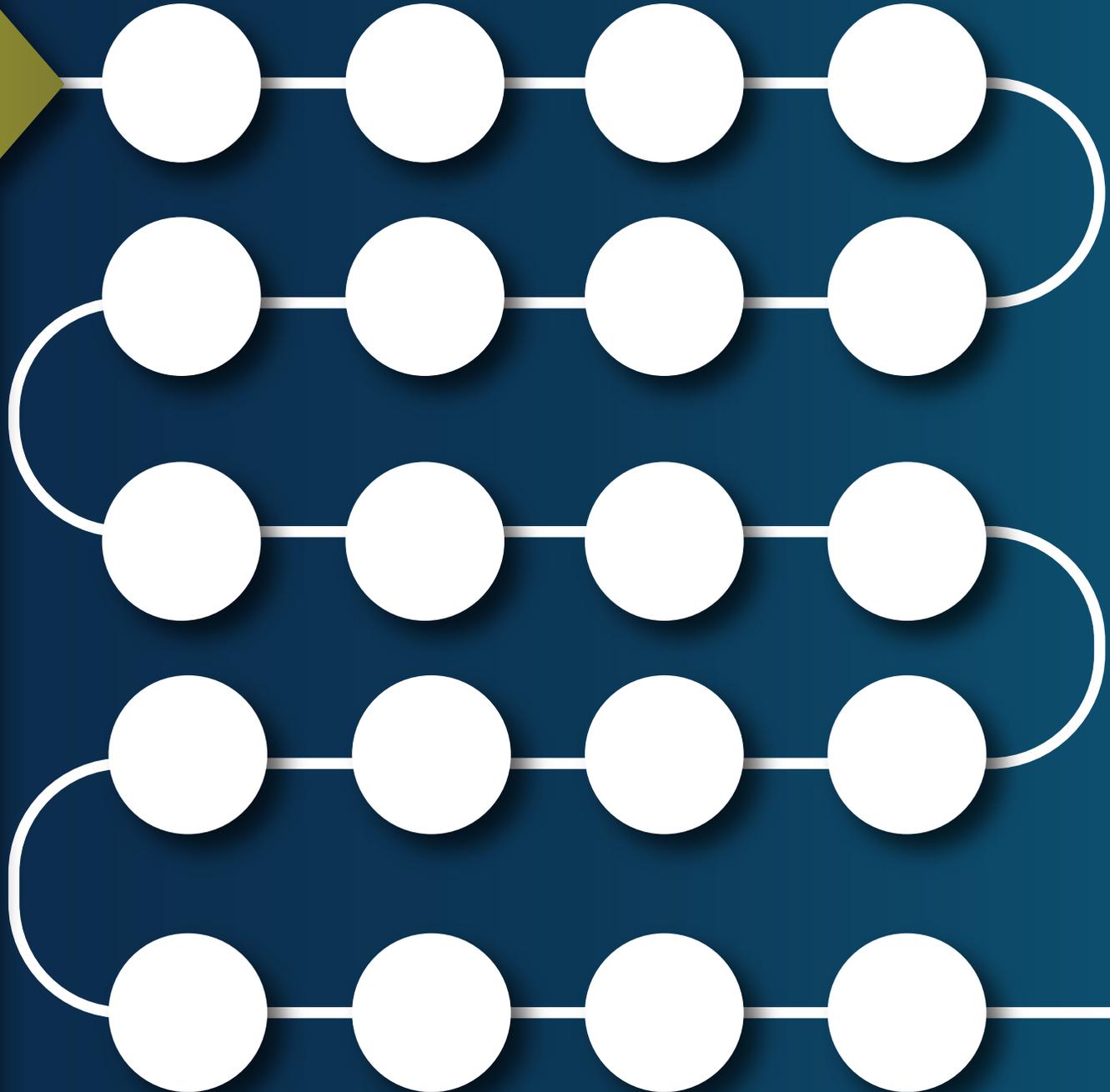


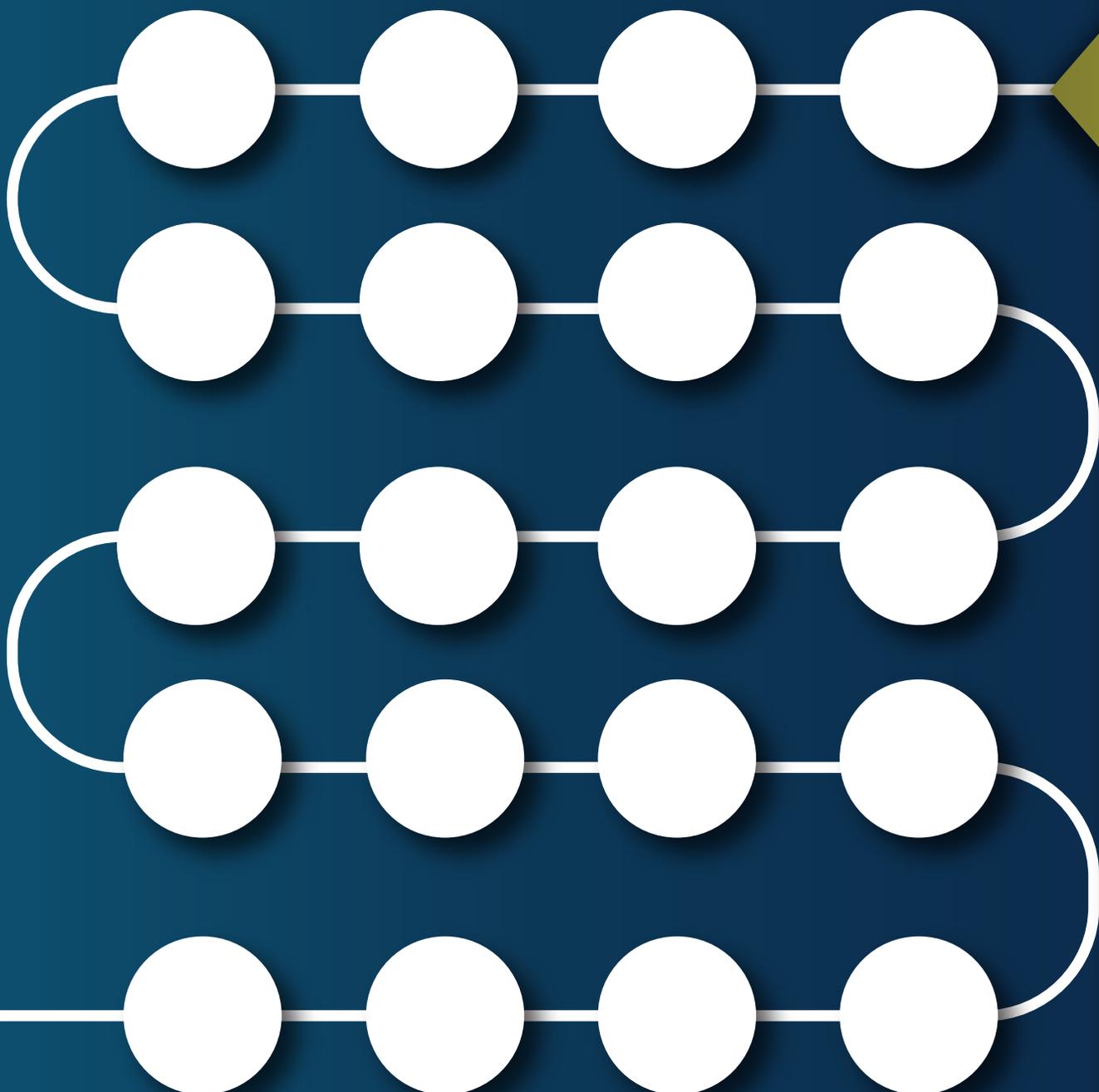
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PROJECT APPROACH

Keep this checklist and tick every approach once one is completed to keep track of how IMC is handling your project. Project approach is as follows:

1. Contracts - Signing of contracts after the project has been awarded.
2. Acquisition of Land Agreement
3. Supply Construction agreement
4. Supply Contract Plans
5. Secure Financing
6. Finalize plans
7. Approval of plans
8. Acquisition of respective permits
9. Site preparation - Demolition of existing abandoned buildings and other structures and clearing of building site vegetation.
10. Mobilization - Preparatory works and operations necessary for the movement of personnel, equipment, supplies and incidentals to the project site.
11. Removal of Topsoil
12. Stake Lot for Excavation - Stakes are placed at the corners of the proposed site to record elevations and cut for the construction of the school.
13. Rough Grading lot - shaping of the construction site commences.
14. Excavation for foundations
15. Compacting bottom for excavation
16. Placing reinforcement rebar for foundations
17. Pouring concrete into foundation
18. Boundary parameters
19. Conducting Brickwork
20. Filling Block Pockets





21. Formwork and stiffener
 22. Concrete
 23. Roofing
 24. Setting out Roof Trusses
 25. Framing of Roof
 26. Installation of Plywood
 27. Internal Finishing Tasks
 28. Windows and doors installation
 29. Ceiling and flooring
 30. Plumbing and electrical installation
 31. Rendering and painting internally
 32. Installing Bathroom and kitchen fixtures/Finishes
 33. Installing Final Lamination/Tiling of Floor Finishes
 34. Wiring to Main panels
 35. Painting
 36. External Works Rendering and Painting
 37. Landscaping - modifying all plants and trees on site.
 38. Parking Lot Paving - concrete paving of the parking lot.
 39. Final Checks - final inspection of all works done to ensure everything is in place and completed.
 40. Demobilization - removal of all equipment, machinery, manpower from the site after completion of the services.
 41. Handing Over completion of project
- Based on our experience with previous project experience and lessons learnt, our proposed approach to delivering this project will realize efficiencies as are intended to run a number of activities concurrently. This is demonstrated in the Gantt Chart in the appendix.



IMMACULATE MAINTENANCE
& CONSTRUCTION
Think It... We'll Build It. Immacul

LET'S BUILD TOGETHER
OUT WITH THE OLD AND IN WITH THE NEW



OUR SERVICES

- PROJECT MANAGEMENT
- ARCHITECTURAL PLANS
- TOPOGRAPHIC SURVEYING

- GENERAL CONSTRUCTION
- PARISH COUNCIL SUBMISSION
- SURVEYORS REPORT

- RENOVATION
- 3D RENDERS
- BILL OF QUANTITY