Infinite BUSINESS SOLUTIONS L.L.C.

PEOPLE. PROCESS. COMPLIANCE. RESULTS.
LIMITLESS POSSIBILITIES.

CAPABILITY STATEMENT

**PROJECT ADMINISTRATION.
COMPLIANCE SUPPORT.
BUSINESS SOLUTIONS.**

STREAMLINED PROCESSES. COMPLIANT OPERATIONS.
SUCCESSFUL OUTCOMES.



COMPANY INFORMATION

Infinite Business Solutions L.L.C.

586-368-6266

info@infinitebusiness-solutions.com

www.infinitebusiness-solutions.com

SBA U.S. Small Business Administration — HUBZONE CERTIFIED

SBA U.S. Small Business Administration — WOMEN-OWNED SMALL BUSINESS (WOSB) CERTIFIED

SBA U.S. Small Business Administration — ECONOMICALLY DISADVANTAGED WOSB (EDWOSB) CERTIFIED

COMPANY OVERVIEW

Infinite Business Solutions L.L.C. is a woman-owned small business providing project administration, compliance support, and business solutions for government agencies, commercial companies, and organizations across multiple industries. We help teams manage documentation, coordinate project requirements, and implement organized processes that improve efficiency, reduce risk, and keep operations on track. Our focus is on providing reliable support, clear communication, and measurable value throughout the entire project lifecycle.

CORE SERVICES

- **Project Administration**
  Document control, correspondence management, meeting coordination, and project scheduling support.
- **Compliance & Safety Support**
  OSHA and safety documentation, subcontractor coordination, and regulatory tracking.
- **Documentation & Records Management**
  Tracking requirements, maintaining organized files, documentation control, and secure record management.
- **Subcontractor & Vendor Coordination**
  Subcontractor documentation, license and insurance tracking, and expiration management.
- **Reporting & Data Support**
  Status reports, dashboards, and responsive reporting to support project and operational requirements.
- **Closeout Support**
  Final documentation, O&M document collection, warranty tracking, and project closeout files.

DIFFERENTIATORS

- Reduces administrative burden on project teams
- Experienced in compliance and documentation support
- Organized and detail-oriented processes
- Responsive and reliable communication
- Scalable support based on project size and complexity
- HUBZone, WOSB, and EDWOSB certified
- Commitment to quality, integrity, and on-time performance

PAST PERFORMANCE (COMMERCIAL)

NEXT LEVEL EXPRESS L.L.C. | MICHIGAN
Motor carrier authority setup and transportation safety compliance support.

PTF TRANSPORT L.L.C. | NEW JERSEY
Motor carrier authority setup and transportation safety compliance support.

NAICS CODES (PRIMARY)

541611	541618	561110	561499
Administrative Management and General Management Consulting Services	Other Management Consulting Services	Office Administrative Services	All Other Business Support Services

WOMAN-OWNED
Committed to integrity, quality, and building lasting partnerships.

OUR FOCUS
Delivering organized solutions that keep projects moving forward.

OUR MISSION
To provide strategic project and compliance support that helps our clients operate efficiently and achieve their goals.

LIMITLESS POSSIBILITIES
We're here to help you find the right support and deliver results you can count on.