(INSERT YOUR COMPANY LOGO)



Phone: (888)111-1111

Email: *Info@janibid.com*

[www.Janibid.com](http://www.Janibid.com)

July 1, 2024

(PROSPECT COMPANY NAME)

(ADDRESS)

(CITY, STATE, ZIP CODE)

(COMPANY NAME) appreciates the opportunity to submit the following proposal for the janitorial maintenance of your building. Our bid is not calculated on a square foot basis but rather on the time needed to complete the work to our ***highest standards***. We customize our services to fit your unique cleaning requirements to the specific needs of your facility and budget.

*(Proposal Enclosed)*

***Janitorial Cleaning***

Estimated SQF (11,000)

*Office/Lobby/ Hallways / Personal Offices/ Vacant rooms*

* Clean interior/ exterior entry doors.
* Wipe down and disinfect all office phones.
* Wipe down all common area desks.
* Dust and wipe down door jams, doors plates. (as needed)
* Dust all ledges and picture frames.
* Wipe down all window sills.
* Low and high dust for hard-to-reach areas.
* Vacuum to remove most soils from floors.
* Take out and replace trash liners at every station. (Customer to provide trash liners)

*Restrooms*

* Clean and sanitize toilet with treatment solution.
* Wipe down and disinfect all door handles and light switches.
* Clean all mirrors and polish sinks and fixtures.
* Wet mop all floors with special solution to remove most soils and stains from floors.
* Refill toilet paper dispensers. (Customer to provide paper goods)
* Refill paper towel dispensers. (Customer to provide paper goods)*.*
* Take out and replace trash liners at every station. (Customer to provide trash liners)

*Kitchen/Breakroom/ coffee bar*

* Clean exterior of refrigerator and microwave.
* Clean sink with treatment solution.
* Clean countertops and table tops.
* Wipe down all baseboards. (as needed)
* Low and high dust for hard-to-reach areas.
* Vacuum all flooring to remove dirt.
* Wet mop all floors with special solution to remove most soils and stains from floors.
* Take out and replace trash liners at every station. (Customer to provide trash liners)
* Clean the exterior of refrigerator and microwave.
* Wipe down all baseboards. (as needed)
* Low and high dust for hard-to-reach areas.
* Vacuum all flooring to remove dirt.
* Wet mop all floors with special solution to remove most soils and stains from floors.
* Take out and replace trash liners at every station. (Customer to provide trash liners)

*Warehouse*

* Sweep all flooring
* Take out and replace trash liners at every station. (Customer to provide trash liners)
* Bring in an auto scrubber to clean floors

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| --- |
| **Additional Services Available Upon Request** |

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| --- | --- |
| Carpet Cleaning | Pressure Washing |
| Floor Stripping and Waxing | Air Duct Cleaning |
| Window Cleaning | Post Construction Cleaning |

***Note:*** *Pricing listed below is contingent on being provided a key and access to clean the property after hours.*

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| --- | --- | --- |
| **Service Option #** | **Service** | **Price** |
| Option 1 | 1 porters / 8hrs  | $369.00 per request  |
| Option 2 | 2 porters / 8hrs (same day)  | $670.00 per request  |
| Option 3 | 1 porter / 8hrs for 2 days  | $610.00 per request |

***This includes all cost of general Cleaning of your facility, wages, taxes and insurance to fulfill the specifications above.*** (COMPANY NAME) is fully licensed, bonded, and insured. We are dedicated to your 100% satisfaction; we look forward to doing business with you. Thank you for your time and consideration.

Sincerely,

*FULL NAME (657) 111-1111*

*10 YEARS EXPERIENCE IN THE JANITORIAL INDUSTRY*