(INSERT COMPANY LOGO BELOW)



Phone: (888)111-1111

Email:  [*Info@janibid.com*](mailto:%20Info@janibid.com)

www.Janibid.com

#### Specially Designed for:

***Customer Name***

## Customer Address

***City, State, Zip***

***Cust Phone***

***Attn: Contact***

***Customer Email***

##### Respectfully Submitted by:

***(COMPANY NAME)***

(SELLSMAN NAME)

###### Date

**Table of Contents**

Presentation from (COMPANY NAME) Team 3

[Introduction 4](#_TOC_250007)

[Benefits 5](#_TOC_250006)

[Suggestions 6](#_TOC_250005)

Supervision/General Instructions to Our Staff 7

Inspection and Improvements 8

[General 9](#_TOC_250003)

Crew Access Stipulation/Staffing/Holidays 10

[Specifications 11-13](#_TOC_250001)

Monthly Fee, Specialty Work 14

Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Hi Customer Name,

Thank you for your valuable time and for giving (COMPANY NAME). the opportunity to submit a janitorial proposal. Choosing a janitorial service to maintain your facility is a big decision. It’s placing responsibility on a company to ensure that they will keep your facility pristine and immaculately clean, day in and out.

Our goal is to make sure every single customer has an experience that reflects pride and care for customers. Our highly trained Professionals understand this and meet the task with determination, grit and pride.

Here are just a few of the many reasons you will be completely satisfied with(COMPANY NAME). ,

1. Your building will be serviced by professional cleaning maintenance technicians who are insured, fully trained, and supervised.
2. Your building will be maintained with the finest cleaning products and equipment to ensure safe, high-quality results.
3. You will receive exactly what you want from a building service company: honesty, dependability, and consistency day-after-day, week-after-week, all year long.
4. You will have our guarantee of satisfaction.

I am confident that (COMPANY NAME). will provide your company with the highest quality of Janitorial/Maintenance services available anywhere in (Service State/Area).

From the attached specifications you can see that this proposal is very comprehensive. If after reviewing it, you feel that some of the items should be adjusted to less frequent, or more often service, the price can be adjusted accordingly. All we need is your approval, and we will be ready to start service right away.

For any questions you may have, please call us at: (888)111-1111 or my cell phone at (\_\_\_)-\_\_\_\_\_\_\_\_\_\_.

Again, thanks for your consideration, and I look forward to being your long term Janitorial/Maintenance service consultant.

Sincerely,

(COMPANY NAME) Representative

Introduction

(COMPANY NAME) is centralized in (State). We have provided quality janitorial services for over ten years throughout several communities and look forward to continuing our valued local business relationships for many years to come.

We provide complete janitorial services to commercial and industrial facilities. These services include basic routine janitorial services of all types: carpet and hard floor care, window cleaning, pressure washing and other full-service building maintenance services. (COMPANY NAME) provides all these services under “one roof”, and therefore, avoids the need to hire additional sub-contractors.

Our various customers include: Automobile dealerships, government facilities, assembly plants, financial institutions, schools, churches, food processing plants, general offices, high-rise buildings, industrial facilities, logistics, manufacturing facilities, medical facilities, surgery centers, newspaper publishing/ printing plants and many others.

We carry full Worker’s Compensation Insurance. In addition, we carry comprehensive general liability coverage in the total amount of $4,000,000.00 (including aggregate). Also, we provide a very advanced and innovative inhouse school training program for our newly hired staff. Our goal is to provide highly conscientious, honest and top trained personnel to service your facility. We currently employ NO minimum wage employees, and as a result, are able to provide high standards of performance to our customers. These higher wages also allow us to retain the best qualified personnel for the long term.

Our courteous customer service personnel can be reached at any time to assist you with any quality issues, billing questions or special requests you may have. Our office staff is trained to respond quickly and efficiently regarding all or our client’s inquiries.

(COMPANY NAME) Operations Team

(888)111-1111

Benefits

**When you contract with** (COMPANY NAME) **, you will be provided with:**

1. Honest, dependable labor provided by qualified cleaning technicians
2. Employees trained to meet industrial cleaning standards and OSHA requirements
3. Employer paid taxes
4. Commercial liability insurance policies
5. Worker’s compensation insurance policies
6. Use of safe high-quality cleaning chemicals and materials for professional cleaning results
7. Modern cleaning equipment properly maintained for safe and effective floor care maintenance
8. Included transportation time and expenses
9. Supervision for quality control
10. Manager inspections and reports for increased quality control
11. Consistent, high quality, worry-free cleaning week after week, month after month, all year long

Suggestions

To ensure that our cleaning professionals perform first-class cleaning services, we ask **Customer Name** employees to please:

Keep desktops, counter tops, and table tops clear of papers and other items when you want them thoroughly washed or polished.

Leave a note for the custodian if you want any additional service. Please forward a copy of the note to our office or call our Customer Service Department. (888)111-1111

Place floor mats at outside entrances to stop as much soil as possible from entering the building (No. 1 enemy of floors is very small sand).

Keep floors clear of boxes and other items for thorough vacuuming and floor maintenance.

Shampoo or extract carpets at least once or twice a year to prevent unnecessary wear and /or permanent stains to the carpet.

Place floor mats under chairs at work stations to prevent excessive wear of the carpet.

Change heating and air conditioning filters at regular intervals.

Regularly service furnaces to prevent soot from entering the office area.

**Thank you for your assistance** which will allow us to perform our services more efficiently.

Supervision

In order to ensure the highest quality of cleaning services, the contractor (COMPANY NAME) agrees to engage fully trained supervisory personnel to make regular and scheduled inspections of the premises. Our supervisory staff will note and report any deficiencies to be corrected, as well as point out the areas of exemplary service to the regular cleaning staff.

All of our staff are regularly commended & awarded for their superior workmanship & professional conduct. In addition, upper management personnel will be available for inspections and follow-ups as the situation warrants such attention, or at the request of our clients.

We will also schedule regular supervisor “walk-thru visits” with our clients as a “hands on” tool to advise our staff of any maintenance deficiencies, and also, to evaluate any of our clients’ special service requests. We will respond 24/7 to all quality issues, security problems or any needed emergency schedules for floor care, cleanups, water damaged areas etc.

Our Facilities Manager welcomes your calls to discuss and improve our services, at any time.

General Instructions for (COMPANY NAME)

No smoking or drinking of alcoholic beverages is permitted on our client’s premises at any time.

Park only in designated areas assigned by our clients.

Always maintain neat and orderly janitorial closets.

Leave messages with appropriate (**Customer)** staff member(s) advising of any irregularities noted during service.

Report all unsafe/unsecure conditions immediately.

Turn off all coffee makers and other small appliances if necessary.

Turn off all lights, except those that are required to remain on.

Do not turn off computers, photocopy machines and other electronic equipment, unless specifically requested to do so by our clients.

Arm the premises and lock all entrance doors when leaving (as requested by clients).

Boxes and other items stored near waste baskets shall not be disposed of unless clearly marked (TRASH) or specifically authorized to so by our clients.

Inspections & Improvements

(COMPANY NAME) is proud of its 10 years of experience in the commercial building maintenance industry. Presently, all of our supervisors and most of our custodians have multiple years of janitorial experience. This allows us to provide the quality of services you expect and deserve.

When our supervisors perform their regular checkups at your facilities, they will implement a tailored inspection list and quality assurance report in order to enhance their ability to monitor our service. Our crew’s supervisors analyze these reports and communicate any issues promptly to our area manager so we can effectively manage any deficiencies. Our number one priority is to maintain consistent quality services for our clients. Close monitoring of our cleaning crew allows us to avoid any miscommunications that may lead to service and/or security problems.

Facilities managers regularly report to our corporate headquarters, and should any important issue arise, our office will respond to them immediately. We will contact you with resolutions to most service issues in short notice.

Upon your request, a logbook can be provided to your facility. This logbook is designed to provide you a tool to express certain requests and/or notices to our cleaning crew.

They will be required to acknowledge and sign this logbook after each shift. This will allow you to be certain that your cleaning needs are “fine-tuned” resulting in the best service possible.

We welcome your requests for onsite consultations & visits with our supervisor and/or Facilities Manager whenever you deem necessary.

(COMPANY NAME) Operations Team

(888)111-1111

**General**

(COMPANY NAME) will agree to provide all labor, supervision, materials, and equipment necessary to assure top performance of the specified cleaning services for **Customer Name** this shall include all services described in the written specifications by (COMPANY NAME) and/or furnished by: **Customer Name**

**Service Schedule**

**Days Per Week / Time**

Janitorial services will be performed on the time and date agreed between Smart Janitorial and **Customer Name** as listed above.

Smart Janitorial will comply with the holiday schedules provided by: **Customer Name.**

**Invoicing**

All invoicing will be itemized according to monthly work or for special tasks. Invoicing dates will be determined when this contract is awarded. Payment policy is net 30.

**Supervision and Crews**

Trained personnel and supervision will be furnished to ensure quality service at your facility.

**Consumable Supplies**

**Customer Name** will furnish all consumable supplies inclusive but not limited to: toilet tissues, towels, trash liners, and hand soaps. **(If desired,** (COMPANY NAME)  **can provide these supplies and invoice them separately).**

**Cleaning Supplies**

(COMPANY NAME) will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, furniture polishes and disinfectants, etc.

**Equipment**

(COMPANY NAME) will provide all the necessary cleaning equipment to perform the task: Vacuum, Mop bucket, trash can, cleaning chemicals, etc.

Crew Access Stipulation

The contract price is based on our crew being provided with access to your facilities via key, and/or key card, and/or key fob, and/or alarm codes, so they may have unlimited entry to perform their service\*.

Generally, the cleaning service will be performed after business hours. Therefore, access with keys will be required to qualify for our standard pricing.

Premium pricing will be changed and quoted separately in the event that you are not able to provide keys and unlimited access to your facilities after business hours.

Staffing

(COMPANY NAME) currently employs approximately Eighty-Five full time pay-rolled employees.

Holidays

(COMPANY NAME) observe the following holidays whereas janitorial services will not be provided unless otherwise noted:

**New Year’s Day**

**Memorial Day**

**Fourth of July**

**Labor Day**

**Thanksgiving Day**

**Christmas Day**

\*(COMPANY NAME) provides 365 days per year of service. We will provide substitute personnel to cover holidays if necessary.

**SPECIFICATIONS**

LOBBY, COMMON AREAS, OFFICES

**Days Per Week / Time**

# Weekly

* 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.
* Vacuum to remove most soils from floors.
* Take out and replace trash liners at every station. (Customer to provide trash liners)

*Monthly*

* Dust all baseboards. (as needed)
* Low and high dust for hard to reach areas.
* Clean High Vents

*Quarterly*

* Window Cleaning
* Carpet Cleaning

RESTROOMS

# Weekly

* Clean and sanitize toilet and sink with treatment solution.
* Wash toilet seat with germicide 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)

*Monthly*

* Dust all baseboards. (as needed)
* Low and high dust for hard to reach areas.
* Clean High vents

*Quarterly*

* Strip and Wax flooring

KITCHEN, BREAKROOM

# Weekly

* Clean exterior of refrigerator and microwave.
* Clean sink with treatment solution.
* 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)

*Monthly*

* Dust all baseboards. (as needed)
* Low and high dust for hard to reach areas.
* Clean High Vents
* Clean Interior of Refrigerators

*Quarterly*

* Window Cleaning
* Carpet Cleaning
* Strip and Wax Flooring

WAREHOUSE

# Weekly

* Sweep all flooring.
* Bring in an auto scrubber to clean floors.
* Clean exterior of refrigerator and microwave.
* Clean sink with treatment solution.
* Take out and replace trash liners at every station. (Customer to provide trash liners)

*Monthly*

* Pressure Washing

*Quarterly*

* Window Cleaning
* Pressure Washing

OUTDOOR MAINTENANCE, PARKING LOT

# Weekly

* Sweep walk ways.
* Remove gum from walk ways.
* Spot clean Exterior Glass.
* Pick up exterior trash and debris around building. ( Planters, Walk Ways, Parking Lot)
* Take out and replace trash liners at every station. (Customer to provide trash liners)

*Monthly*

* Wipe down street signage and remove any stickers.
* Window Cleaning
* Pressure Washing

*Quarterly*

* Window Cleaning
* Pressure Washing

**Additional Special Services – Available Upon Request**

* Floor Stripping & Waxing or Machine Scrubbing
* Carpet Cleaning
* Windows
* Pressure Washing
* Deep Cleaning
* Post Construction Cleaning

**Monthly Service Pricing, Special Services**

|  |  |  |
| --- | --- | --- |
| **Service Option #** | **Service** | **Price** |
| Option 1 | Janitorial Cleaning 1 day per week | 200.00 per Month |
| Option 2 | Janitorial Cleaning 2 days per week | 350.00 per Month |
| Option 3 | Janitorial Cleaning 3 days per Week | 450.00 per Month |
| Option 4 | Carpet Cleaning | 00.00 Per Occurrence |
| Option 5 | Window Cleaning | 00.00 Per Occurrence |
| Option 6 | Floor Strip and Wax | 00.00 Per Occurrence |
| Option 7 | Pressure Washing | 00.00 Per Occurrence |
| Option 8 | Tile Cleaning | 00.00 Per Occurrence |
| Option 9 | Deep Cleaning | 00.00 Per Occurrence |

***This includes all cost of general Cleaning of your facility, wages, taxes and insurance to fulfill the specifications above.*** We are dedicated to your 100% satisfaction, we look forward to doing business with you. Thank you for your time and consideration.

Sincerely,

*Salesman Name (657) 111-1111*

*10 YEARS EXPERIENCE IN THE JANITORIAL INDUSTRY*