

Professional Janitorial Service Proposal

Prepared for:

The Borough of Pennington

**30 North Main St.
Pennington, NJ 08534**

Submitted By:

Eagle Janitorial Services

PO Box 521
Pennington, NJ 08534
Chris Walker
President
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February 02, 2023

Eagle Janitorial Services
PO Box 521
Pennington, NJ 08534



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Eileen Heinzl
The Borough of Pennington
30 North Main St.
Pennington, NJ 08534

Dear Eileen ,

Subject: Janitorial Service Proposal - The Borough of Pennington, 30 North Main St., Pennington, NJ 08534

Thank you for allowing Eagle Janitorial Services to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Eagle Janitorial Services, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Eagle Janitorial Services, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Chris Walker
President
Eagle Janitorial Services

The Borough of Pennington
Professional Janitorial Service Proposal

General

Eagle Janitorial Services agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Eagle Janitorial Services agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

4x Per Week Professional Cleaning Service Program: \$1,250.00

Special Services

Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer. Eagle Janitorial Services is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Eagle Janitorial Services can provide these products and invoice them separately.

Eagle Janitorial Services will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

Eagle Janitorial Services will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Eagle Janitorial Services will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Eagle Janitorial Services will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by Eagle Janitorial Services are deemed employees of Eagle Janitorial Services and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Eagle Janitorial Services is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Eagle Janitorial Services is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year periods on the anniversary date of this agreement.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Eagle Janitorial Services, with its principal place of business located at PO Box 521, Pennington, NJ 08534 and The Borough of Pennington with its principal place of business located at 30 North Main St., Pennington, NJ 08534.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Eagle Janitorial Services

Signature: _____

Name: _____

Date: _____

Title: _____

The Borough of Pennington

Signature: _____

Name: _____

Date: _____

Title: _____

The Borough of Pennington

Job Specifications

Entrances

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	4 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

Lobbies

<u>Task Description</u>	<u>Service Days</u>
Dust All "Open" Horizontal Surfaces Within Normal Reach. No items will be moved.	1 day/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

Court Room

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.

Library

<u>Task Description</u>	<u>Service Days</u>
Dust All "Open" Horizontal Surfaces Within Normal Reach. No items will be moved.	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Detail Vacuum All Carpet	5 days/wk.
Dust Tops Of Bookcases.	1 day/wk.

Conference Rooms

<u>Task Description</u>	<u>Service Days</u>
Dust All "Open" Horizontal Surfaces Within Normal Reach. No items will be moved.	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	As needed
Detail Vacuum All Carpet	As needed

Admin Offices / Police Station

<u>Task Description</u>	<u>Service Days</u>
Dust All "Open" Horizontal Surfaces Within Normal Reach. No items will be moved.	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Detail Vacuum All Carpet	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.

Hallways

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Detail Vacuum All Carpet	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean And Polish Drinking Fountains	5 days/wk.

Locker Rooms in Police Station

<u>Task Description</u>	<u>Service Days</u>
Wipe Clean Fronts And Tops Of Lockers	1 day/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Empty all Trash and Replace Liners if needed.	5 days/wk.

Restrooms

<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	5 days/wk.

Utility Rooms

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Sweep Hard Surface Floors	1 day/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	1 day/wk.

Other Requirements

<u>Task Description</u>	<u>Service Days</u>
Clean And Arrange Janitor Closet	5 days/wk.