

# Professional Janitorial Service Proposal

Prepared for:

---

---

## **Village of poplar grove**

**455 hill street  
Poplar Grove**

---

---

Submitted By:

### **Advanced Cleaning**

1111 South Alpine Road  
Rockford, Il 61108  
Tom Kellogg  
President  
1-815-871-5517  
advanced2004@icloud.com

July 26, 2024

Advanced Cleaning  
1111 South Alpine Road  
Rockford, IL 61108

July 26, 2024

Katie Jaster  
Village of poplar grove  
455 hill street  
Poplar Grove

Dear Katie,

Subject: Janitorial Service Proposal - Village of poplar grove, 455 hill street, Poplar Grove

Thank you for allowing Advanced Cleaning 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 Advanced Cleaning, 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 Advanced Cleaning, 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,

Tom Kellogg  
President  
Advanced Cleaning

Village of poplar grove  
**Professional Janitorial Service Proposal**

---

---

**General**

---

---

Advanced Cleaning 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. Advanced Cleaning agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

---

---

**Compensation**

---

---

1 day per week Professional Cleaning Service Program: **\$819/mo.**

---

---

**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 1 day per week.

The cleaning crew will observe holidays observed by the customer. Advanced Cleaning 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, Advanced Cleaning can provide these products and invoice them separately.

Advanced Cleaning will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

---

---

---

---

### **Equipment**

---

---

Advanced Cleaning 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.

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

---

---

### **Insurance**

---

---

Advanced Cleaning 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 Advanced Cleaning are deemed employees of Advanced Cleaning and will not for any purpose be considered employees or agents of the customer.

---

---

### **Equal Opportunity Employer**

---

---

Advanced Cleaning is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

---

---

**Our Philosophy**

---

---

Advanced Cleaning 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 Advanced Cleaning, with its principal place of business located at 1111 South Alpine Road, Rockford, Il 61108 and Village of poplar grove with its principal place of business located at 455 hill street, Poplar Grove, .

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.

Advanced Cleaning

Village of poplar grove

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Village of poplar grove

---

---

### Job Specifications

---

---

#### Entrances

---

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	1 day/wk.
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Vacuum Walk-Off Mats	1 day/wk.

#### Conference Rooms

---

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	1 day/wk.
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.

#### Offices

---

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	1 day/wk.
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.

#### 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	1 day/wk.

#### Lunchrooms

---

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean Vending Machines, Walls And Light Switches	1 day/wk.
Dust Mop Hard Surface Floors	1 day/wk.

Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Damp Wipe All Lunchroom Tables	1 day/wk.
Damp Wipe Eating Area Chairs	1 day/wk.
Damp Wipe Countertops Using Appropriate Cleaner	1 day/wk.
Clean Sinks Using Appropriate Cleaner	1 day/wk.
Vacuum Walk-Off Mats	1 day/wk.
Damp Clean Exterior Of Microwave	1 day/wk.
Empty And Remove Trash	1 day/wk.

## **Board room**

---

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	Monthly
Spot Vacuum All Carpet	Monthly

## **Other Requirements**

---

<u>Task Description</u>	<u>Service Days</u>
Site Supervision	1 day/wk.
Gather Supplies And Equipment For Shift	1 day/wk.
Clean And Arrange Janitor Closet	1 day/wk.
Prepare For The Next Day	1 day/wk.
Turn Off Lights - Per Instructions	1 day/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	1 day/wk.