



P.O. Box 851 • Oak Forest, IL 60452

Cleaning Maintenance Proposal

for

Thornton Police Department

700 Park Ave

Thornton, IL 60476

July 24, 2024

We Clean the Corners Other Companies Cut

1 of 9



Richard Wesolowski, Chief
Thornton Police Department
700 Park
Thornton IL 60476

Thank you for giving us the opportunity to submit this proposal for cleaning maintenance at your facility. We look forward to being your building maintenance partner.

About us...We have been performing maintenance services at commercial, industrial and residential facilities throughout the Chicagoland Area since 1991. In addition to office cleaning maintenance, we are experts at maintaining and refinishing vinyl, stone, and concrete floors. We are also IICRC certified carpet cleaners.

Our workers...All of our workers are thoroughly trained on how to perform each cleaning task, as well as on important safety issues, and they are well compensated to minimize turnover. Our goal is to clean each customer's facility consistently and safely.

Our systems...We employ a systematic approach to keep your building looking good! We pride ourselves on being responsive to your needs and accessible to you at all times.



Our products and equipment...We use Green Seal Certified chemicals and equipment whenever possible. We feel it is important to take an environmentally friendly approach when conducting business with our customers. When performing vacuuming maintenance at your facility, we will be using Carpet and Rug Institute certified vacuums with hepa filtration.

Please contact me if you have any questions or concerns about our proposal.

Sincerely,

Ron Reichert
Owner
708-385-3377 Office
708-945-2373 Cell
Ron@MasterBuildingServices.net

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FACILITY DESCRIPTION

Total floor area to be cleaned	7,458 sq ft
Total floor area that is carpeting	2,492 sq ft
Total floor area that is LVT	2,397 sq ft
Total floor area that is terrazzo tile	1,539 sq ft
Total floor area that is ceramic tile	574 sq ft
Total floor area that is VCT	272 sq ft
Total floor area that is concrete	184 sq ft

MAINTENANCE SCHEDULE

Foyer (157 sq ft of terrazzo)

Spot clean entry glass and partition glass with glass cleaner	each cleaning
Vacuum and wet mop hard floor	each cleaning
Vacuum carpet runners	each cleaning
Clean entry glass	weekly
Vacuum HVAC covers	monthly
Remove low and high cobwebs	as needed

Reception Office (244 sq ft of carpeting)

Dust desks, chairs, equipment, wall hangings with feather duster	each cleaning
Wet clean desks with Alpha HP	each cleaning
Vacuum carpeting	each cleaning
Empty trash containers	each cleaning
Edge vacuum carpeting	monthly
Vacuum HVAC covers	monthly
Remove low and high cobwebs	as needed

Offices (360 sq ft of carpeting)

Dust desks, chairs, equipment, wall hangings with feather duster	each cleaning
Wet wipe desks with Alpha HP	each cleaning
Vacuum carpeting	each cleaning
Empty trash containers	each cleaning
Edge vacuum carpeting	monthly
Vacuum HVAC covers	monthly
Remove cobwebs	as needed

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MAINTENANCE SCHEDULE (continued)

Squad Room (973 sq ft of laminate)

Clean and sanitize desks, equipment with Alpha HP.....each cleaning
Vacuum and wet mop hard floor.....each cleaning
Empty trash containers.....each cleaning
Vacuum HVAC covers..... monthly

Training Room (680 sq ft of laminate)

Clean and sanitize desks, equipment with Alpha HP.....each cleaning
Vacuum and wet mop hard floor.....each cleaning
Empty trash containers.....each cleaning
Vacuum HVAC covers..... monthly

Kitchenette (100 sq ft of laminate)

Clean and sanitize sink, counters, tables, outside of refrigerator.....each cleaning
Clean inside and outside of microwaveeach cleaning
Dust chairs.....each cleaning
Vacuum and damp mop hard flooreach cleaning
Empty trash containers.....each cleaning
Vacuum HVAC covers..... monthly
Remove cobwebs..... as needed

Interview Room (85 sq ft of carpeting)

Clean and sanitize tables and chairseach cleaning
Vacuum carpeting.....each cleaning
Empty trash containers.....each cleaning
Vacuum HVAC covers..... monthly
Remove low and high cobwebs..... as needed

Lockup Area (272 sq ft of VCT)

Clean and sanitize counters bench.....each cleaning
Vacuum and damp mop hard flooreach cleaning
Vacuum HVAC covers..... monthly
Remove cobwebs..... as needed

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MAINTENANCE SCHEDULE (continued)

Cells (184 sq ft of concrete)

Clean and sanitize sinks, toilets, bench each cleaning
Vacuum and damp mop hard floor each cleaning
Vacuum HVAC covers monthly
Remove cobwebs as needed

Hallway Areas (1,012 sq ft of terrazzo tile)

Vacuum and damp mop hard floors each cleaning
Vacuum carpet runners each cleaning
Clean and polish water fountains each cleaning
Vacuum HVAC covers monthly
Remove cobwebs as needed

Locker Rooms / Washrooms (574 sq ft of ceramic tile)

Clean and sanitize sinks, toilets, splash areas on walls each cleaning
Clean and polish mirrors, chrome each cleaning
Vacuum and damp mop ceramic floor each cleaning
Empty trash containers each cleaning
Vacuum HVAC covers monthly
Remove cobwebs as needed
Refill soap and paper dispensers as needed
Clean showers as needed

SECRETARY OF STATE OFFICES

Offices (5: 2,163 sq ft of carpeting)

Dust desks, chairs, equipment, wall hangings each cleaning
Vacuum carpeting each cleaning
Empty trash containers each cleaning
Clean interior windows weekly
Edge vacuum carpeting monthly
Vacuum HVAC covers monthly
Remove cobwebs as needed



MAINTENANCE SCHEDULE (continued)

Kitchen (284 sq ft of laminate)

Clean and sanitize sink, counters, tables, outside of refrigerator.....	each cleaning
Clean inside and outside of microwave	each cleaning
Dust chairs.....	each cleaning
Vacuum and damp mop hard floor	each cleaning
Empty trash containers.....	each cleaning
Vacuum HVAC covers.....	monthly
Remove cobwebs	as needed

Hallway Areas (370 sq ft of terrazzo tile)

Vacuum and damp mop hard floors.....	each cleaning
Vacuum carpet runners	each cleaning
Clean and polish water fountains.....	each cleaning
Vacuum HVAC covers.....	monthly
Remove cobwebs	as needed

FREQUENCY AND FEES

THREE times per week service, performed on Tuesdays, Thursdays and Saturdays

Monthly Fee for all tasks performed in the Maintenance Schedule \$1,415

TWICE per week service, performed on Wednesdays and Saturdays

Monthly Fee for all tasks performed in the Maintenance Schedule \$1,000

FIRST TIME CLEANING

Fee to perform first time deep cleaning \$200

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DEEP CLEANING SERVICES

Carpet Cleaning (2,492 sq ft)

Clean carpeting using a combination of Hot Water Extraction and Encapsulation method.

Fee for this service (upon request) \$623

Hard Floor Spin-Jet Cleaning (3,427 sq ft)

Scrub floor with floor scrubber using degreaser floor cleaner. Pressure wash and extract with Spin-jet system.

Fee for this service (upon request) \$1,713

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SERVICE AGREEMENT

AGREEMENT made this _____ 2024, by and between Master Building Services and Thornton Police Department;

WHEREAS, Master Building Services maintains a cleaning service rendered on an individual contract basis in office buildings, medical facilities, schools, homes, and other locations:

WHEREAS, Thornton Police Department desires Master Building Services to supply such cleaning services at the three properties located 700 Park Ave in Thornton IL.

NOW THEREFORE, the parties hereto agree as follows:

1. Beginning _____, 2024 Master Building Services will provide and perform for Thornton Police Department the services described in the Maintenance Schedule which appears in this document.

2. All personnel furnished by Master Building Services will be employees of Master Building Services, and Master Building Services will pay all salaries and expenses of, and all federal social security taxes, federal and state/provincial unemployment taxes, and any similar payroll taxes relating to such personnel, and will carry worker's compensation insurance for such personnel. Master Building Services will be considered for all purposes hereunder an independent contractor, and it will not at any time directly or indirectly act as an agent, servant or employee of Thornton Police Department, or make any commitments or incur any liabilities on behalf of Thornton Police Department without its express written consent.

3. Master Building Services will provide all proper safeguards and shall assume all risks incurred in performing its services hereunder.

4. Master Building Services is responsible for the direct supervision of its personnel through its designated representatives, and such representatives will be available at all reasonable times to report and confer with the designated agent of Thornton Police Department with respect to services rendered.

5. It shall be understood and agreed that during the term of this agreement and for ninety (90) days thereafter that Thornton Police Department shall not, directly or indirectly, hire any person employed by Master Building Services.

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SERVICE AGREEMENT (continued)

6. In exchange for performance of services hereunder Thornton Police Department shall make payment to Master Building Services for service rendered hereunder at the rates described in FREQUENCY AND FEES and DEEP CLEANING SERVICES described in this document. First billing shall be made on the first day of the month of services rendered and will be payable by the 15th of the month. Failure to pay on schedule may result in suspension of services until payment is received. Full payment will be collected during service suspension period.

7. Master Building Services will provide all equipment and chemicals necessary to perform cleaning services. Thornton Police Department will provide all can liners, soaps, and paper products for the facility unless otherwise negotiated.

8. This agreement shall continue in effect from _____, 2024, and shall end on _____, 2025. If either party wishes to terminate this agreement prior to this day, 30 days written notice must be given to the other party, or compensation for 30 days of scheduled service. This agreement contains all of the covenants and agreements between said parties with respect to the subject matter of this agreement.

IN WITNESS WHEREOF, parties have caused this agreement to be executed.

BY: _____ Date _____
Thornton Police Department, 700 Park, Thornton IL 60476

BY: _____ Date _____
Master Building Services, PO Box 851, Oak Forest, IL 60452