

Submitted to:

Darnell Bond

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Submitted by:

Selfless Cleaning Services, LLC

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Date: October 29, 2025

Proposal for Janitorial and Cleaning Services

1. Introduction

Selfless Cleaning Services, LLC is pleased to submit this proposal to provide professional janitorial and cleaning services for the Town of Upper Marlboro municipal facilities. Our company is a minority-owned business, dedicated to maintaining clean, safe, and welcoming environments through reliable, high-quality service. We use eco-friendly cleaning products, trained staff, and proven methods to ensure all areas remain sanitized and well-maintained.

2. Scope of Services

A. Weekly Janitorial Services (2x per week)

The following services will be performed twice weekly at all designated municipal buildings:

- **General Cleaning**
 - Empty all trash receptacles and replace liners
 - Dust all accessible surfaces, desks, counters, and fixtures
 - Sweep, vacuum, and mop all floors
 - Clean and disinfect restrooms (toilets, sinks, mirrors, counters, and floors)
 - Refill soap, paper towels, and tissue as needed

- Spot clean walls, doors, and light switches
- Clean entrance glass doors and interior glass partitions
- Sanitize high-touch surfaces (door handles, railings, light switches, etc.)

B. Bi-Annual Deep Cleaning Services (2x per year)

Performed every six months or as scheduled by the Town:

- **Floor Care:** Strip, buff, and wax all VCT or tile flooring
 - **Carpet Care:** Deep carpet shampooing and spot treatment of stains
 - **Windows:** Interior and exterior window cleaning (ground-level and accessible areas)
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3. Schedule of Service

- **Routine Cleaning:** Twice weekly (Days and hours flexible to Town preference, e.g., Tuesdays and Fridays after 5 PM)
 - **Deep Cleaning:** Two sessions annually (Spring and Fall preferred)
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4. Staffing & Quality Assurance

All Selfless Cleaning Services employees are:

- Professionally trained and supervised
- Background-checked and insured
- Equipped with appropriate cleaning and safety supplies

A site supervisor will perform regular quality checks to ensure consistent service standards.

5. Supplies & Equipment

All general cleaning supplies, disinfectants, tools, and equipment (vacuums, mops, etc.) are provided by Selfless Cleaning Services unless otherwise specified by the Town. We use environmentally safe, non-toxic products whenever possible.

6. Pricing and Estimate

A. Routine Weekly Cleaning (2x per week)

- Approx. 8 hours of cleaning per week @ \$60/hour = \$480/week
- Monthly total: \$1,920
- Annual total: **\$11,520**

B. Bi-Annual Deep Cleaning Services (2x per year)

Each session includes floor buffing, carpet shampooing, and window cleaning.

- Estimated cost per session: **\$1,500**
 - Annual total (2x): **\$3,000**
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C. Total Annual Estimate

Service Type	Frequency	Annual Cost
Routine Cleaning	2x per week	\$11,520
Bi-Annual Deep Cleaning	2x per year	\$3,000
Total Estimated Annual Cost		\$14,520

(All costs include labor, supplies, and equipment. Taxes, if applicable, are additional.)

7. Proposal Criteria & Reassurances

Selfless Cleaning Services meets and exceeds all proposal requirements outlined by the Town of Upper Marlboro:

- Certificate of Good Standing from the Maryland State Department of Assessments and Taxation (SDAT) – *available upon request*
- Skill and Experience of Key Personnel: All staff members are professionally trained in janitorial standards and customer service; supervisors have 5+ years of experience in facility maintenance and quality control.
- Demonstrated Company Experience: Proven performance providing cleaning services for office buildings, schools, and commercial facilities across Prince George’s County and surrounding areas.
- Adherence to Technical and Administrative Requirements: All operations comply with Town requirements, OSHA regulations, and internal quality standards.
- References and Past Performance: References from current and previous contracts can be provided upon request.
- Ability and Commitment to Meet Deadlines: Flexible scheduling and a dependable team ensure tasks are completed on time, every time.
- Proposed Cost: Competitive annual rate of \$14,520 with optional add-on services if requested.
- Minority-Owned Business Status: Selfless Cleaning Services is a minority-owned business, proudly serving the community.
- Relevant Licenses and Insurance: Insured to operate in the State of Maryland, with liability and workers’ compensation coverage in good standing.
- Background Checks: All employees assigned to Town facilities will undergo mandatory background checks before beginning services.

8. Contract Term

This proposal covers a one-year service period, renewable annually upon mutual agreement. Services can begin upon approval of the contract and completion of onboarding.

9. Payment Terms

Invoices will be submitted monthly and are payable within 30 days of receipt. Deep cleaning services will be invoiced separately upon completion.

10. Insurance and Compliance

Selfless Cleaning Services maintains full liability and worker's compensation insurance and adheres to OSHA standards for workplace safety. Certificates of insurance can be provided upon request.

11. Why Choose Selfless Cleaning Services

- Locally owned and operated business
 - Affordable, competitive pricing
 - Reliable, trained, and professional staff
 - Commitment to quality and consistency
 - Environmentally responsible cleaning solutions
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12. Acceptance and Signature

If you find this proposal acceptable, please sign below to authorize Selfless Cleaning Services to proceed with services as outlined.

Authorized Representative (Town of Upper Marlboro)

Name: _____

Title: _____

Signature: _____

Date: _____

Submitted by:

Selfless Cleaning Services, LLC

Authorized Representative: Jaren Smith

Title: Owner / Operations Manager

Signature: _____

Date: _____