Prepared for:

### Client Name/Business

**Submitted By:**

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Owner Operator

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Date

COVER LETTER

List of cleaning products to consider if you wish to provide supplies:

* Glass cleaner
* Floor cleaner
* Disinfectant/Anti-bacterial
* Bleach
* Dusting Agent
* Multipurpose cleaner

# Estimate Summary

##### Weekly Office Detail

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | **Price Per Cleaning** | **Additional Services** | **Supplies** | **Sales Tax** | **Total** |
|  |  | --- |  |  |  |
|  |  | --- |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Total** |  |
|  |  |  |  |  |  |

##### Twice weekly Office Detail

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | **Price Per Cleaning** | **Additional Services** | **Supplies** | **Sales Tax** | **Total** |
|  |  | --- |  |  |  |
|  |  | --- |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Total** |  |
|  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Square Footage 2,160** | **Rate** | **Square Footage 2,160** | **\Wax @ $33/gal** | **Sales Tax** | **Total** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

*Includes: Emergency On-Call service. Ex: plumbing issue causes flooding on the bathroom floor or a faucet/sink is leaking - causing contamination. Call us on any day and we will clean and sanitize affected areas.*

*Weather may also permit an Emergency On-Call deliverance for a quick floor shine if there are important meetings scheduled.*

\*\*\*Not to confuse the Emergency On=-Call with regular services, the On-Call is for quick clean ups. Multiple services in a week include full services such as dusting, bathroom sanitation, break/sink area, sweeping, mopping, etc. Moreover, the cleaning prices will not fluctuate. Even if excess mud is present, there will be no extra charge as

# General

Vitality Cleaning Co agrees to provide all labor, supervision, material, and equipment necessary to demonstrate great performance of our cleaning service for the client. This shall include: **(ONLY)** Office Cleaning Services; unless additional services are requested following this agreement.

# Service Schedule

Due to the nature of the construction site, certain contracts may run longer than expected. Vitality Cleaning Co promises to communicate to the client of any expected late arrival as soon as possible.

The cleaning crew will observe holidays observed by the client. Vitality Cleaning Co is prepared to adapt this work schedule to coincide with the needs and requests of the client, and will not alter the cost of operations.

# Custom Cleaning Plan

Services include:

1. full bathroom detail (mirrors, sanitizing sinks, toilets, light switches, drains, and disinfect floors)
2. break areas (fridge-exterior, sinks, microwaves and coffee machines)
3. dusting and sanitizing surfaces (desks, doors, door frames, light switches, power outlets and spot treat wall stains.)
   1. If possible, please help maintain personal items on desks so surfaces may be correctly sanitized.
4. Floors will be swept/vacuumed and mopped using as little water as possible while still delivering complete sanitized results.
5. Trash removal

*\*\*Floor maintenance (buffing and waxing) may be requested as an add-on service for additional pricing.*

### Invoicing

Invoices will be detailed and submitted promptly to coincide with the completion of all, or part, of the cleaning services. Due to the payroll requirements and labor-intensive nature of cleaning, our payment policy is net 15 days, unless an alternative policy has been agreed upon.

### Supplies

Vitality Cleaning Co is responsible for providing cleaning products such as glass cleaner, floor cleaner, toilet cleaner, disinfecting agents, dusting agents, etc. Vitality may furnish preferred items followed by invoicing separate from services for full reimbursement.

It is the Client’s responsibility to furnish their own consumable products such as toilet tissue, paper towels, Kleenex tissue, trash liners, hand soap, etc. Vitality Cleaning Co may furnish consumable products and will invoice separate from services.

# Equipment

Vitality Cleaning Co will furnish all necessary cleaning equipment inclusive of but not limited to: mop buckets, wringers, applicators, mops and brooms, microfiber towels, buckets, vacuum cleaners, etc.

\*\*For Add-on services such as floor maintenance; Vitality Cleaning Co will furnish floor stripper, sealant, wax/polish, floor machines, buffers, scrubbers, shop vacs, floor fans, etc.

### Insurance

Vitality Cleaning Co will furnish all forms of insurance required by law and shall maintain the same in force.

Comprehensive General Liability

Bonding

### Our Philosophy

Vitality Cleaning Co is committed to providing only the highest quality cleaning services. To deliver on this commitment, we bring together the best people, most effective methods, highest quality supplies, and the latest equipment.

*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 client's building professionally and safely.*

*We know being able to count on dependable, worry-free service from their cleaning contractor is important. So, at Vitality Cleaning Co, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup. We systematically clear the area of chairs, trash and items from on top of desks (unless prohibited) to effectively clean all surfaces, then returning them back to their original place. Reassuring you our results are noticeable and of great quality.*

### Contractor References at Samsung

|  |  |  |
| --- | --- | --- |
| **Jordan Foster Construction** | **Justin Tulk** | **512-538-8011** |
| **Primoris PSC:** | **Wyatt Whitley** | **972-955-9023** |
| **W&W Steel Erectors** | **Donald Veitenheimer** | **602-679-0639** |
| **Austin Global** | **Ryan Davis** | **512-997-8830** |
| **Austin Bridge & Road** | **Abbey Pike** | **469-404-5860** |