

# Professional Janitorial Service Proposal

Prepared for:

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## **Whitestown Fire Department**

**6800 S Indianapolis Road  
Whitestown, IN 46075**

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Submitted By:

### **Execuclean Indiana LLC**

P O Box 21  
Cicero, Indiana 46034  
Amber Tilton  
317-946-0131  
amber@execucleanindiana.com

October 2, 2023

Execuclean Indiana LLC  
P O Box 21  
Cicero, Indiana 46034

August 21, 2022

Jenna Chamberlain  
Whitestown Fire Department  
6800 S Indianapolis Road  
Whitestown, IN 46075

Dear Jenna,

Subject: Janitorial Service Proposal - Whitestown Fire Department, 6800 S Indianapolis Road, Whitestown, IN 46075

Thank you for allowing Execuclean Indiana LLC 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 Execuclean Indiana LLC, 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 Execuclean Indiana LLC, 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,

Amber Tilton

Execuclean Indiana LLC

Whitestown Fire Department  
**Professional Janitorial Service Proposal**

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**General**

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

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**Compensation**

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Every other week Professional Cleaning Service Program: **\$445/mo.**

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**Special Services**

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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.

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**Service Schedule**

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Cleaning service operations described in this comprehensive program will be performed Every other week.

The cleaning crew will observe holidays observed by the customer. Execuclean Indiana LLC 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.

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**Invoicing**

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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.

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**Supervision**

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

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**Supplies**

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

Execuclean Indiana LLC will furnish all cleaning supplies inclusive of but not limited to: cleaning agents,

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disinfectants, etc.

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### **Equipment**

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Execuclean Indiana LLC 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.

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

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### **Insurance**

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Execuclean Indiana LLC will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

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### **Employee Status**

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Personnel supplied by Execuclean Indiana LLC are deemed employees of Execuclean Indiana LLC and will not for any purpose be considered employees or agents of the customer.

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### **Equal Opportunity Employer**

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Execuclean Indiana LLC is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

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### **Our Philosophy**

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Execuclean Indiana LLC is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

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### **Term**

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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. Upon renewal beginning August 21, 2024 and every 2 years following, an increase of 3% will take place.

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### **Cancellation**

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

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**Agreement**

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This Agreement ("this Agreement") is made and entered into as of \_\_\_\_\_, 20\_\_\_\_, by and between Execuclean Indiana LLC, with its principal place of business located at P O Box 21, Cicero, Indiana 46034 and Whitestown Fire Department with its principal place of business located at 6800 S Indianapolis Road, Whitestown, IN 46075.

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.

Execuclean Indiana LLC

Whitestown Fire Department

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

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

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

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

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

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

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

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

# Whitestown Fire Department

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## Job Specifications

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### Entrances

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

### Lobbies

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| <u>Task Description</u>                               | <u>Service Days</u> |
|---|---------------------|
| Detail Dust - High And Low Areas                      | Every other wk.     |
| Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner | Every other wk.     |
| Clean And Sanitize Telephones                         | Every other wk.     |
| Empty And Remove Trash, Replace Liner If Needed       | Every other wk.     |
| Dust Mop Hard Surface Floors                          | Every other wk.     |
| Damp Mop Hard Surface Floors- Use Appropriate Cleaner | Every other wk.     |
| Vacuum Walk-Off Mats                                  | Every other wk.     |

### Conference Rooms/Training Rooms

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| <u>Task Description</u>                               | <u>Service Days</u> |
|---|---------------------|
| Detail Dust - High And Low Areas                      | Every other wk.     |
| Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner | Every other wk.     |

|   |                 |
|---|-----------------|
| Clean And Sanitize Telephones                   | Every other wk. |
| Arrange Furniture                               | Every other wk. |
| Empty And Remove Trash, Replace Liner If Needed | Every other wk. |
| Detail Vacuum All Carpet                        | Every other wk. |
| Detail Vacuum - Corners And Edges               | Monthly         |

## Offices

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| <u>Task Description</u>  | <u>Service Days</u> |
|--|---------------------|
| Detail Dust - High And Low Areas including tops of desks where cleared | Every other wk.     |
| Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner                  | Every other wk.     |
| Clean And Sanitize Telephones  | Every other wk.     |
| Empty And Remove Trash, Replace Liner If Needed                        | Every other wk.     |
| Detail Vacuum All Carpet   | Every other wk.     |
| Detail Vacuum - Corners And Edges                                      | Monthly             |

## Hallways

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| <u>Task Description</u>           | <u>Service Days</u> |
|-----------------------------------|---------------------|
| Detail Dust - High And Low Areas  | Every other wk.     |
| Detail Vacuum All Carpet          | Every other wk.     |
| Detail Vacuum - Corners And Edges | Monthly             |

## Restrooms

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| <u>Task Description</u>   | <u>Service Days</u> |
|---|---------------------|
| Clean/disinfect shower stalls   | Every other wk.     |
| Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner | Every other wk.     |

## Lunchrooms

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| <u>Task Description</u>          | <u>Service Days</u> |
|----------------------------------|---------------------|
| Detail Dust - High And Low Areas | Every other wk.     |

|   |                 |
|---|-----------------|
| Detail Vacuum All Carpet                        | Every other wk. |
| Detail Vacuum - Corners And Edges               | Monthly         |
| Damp Wipe All Lunchroom Tables                  | Every other wk. |
| Damp Wipe Eating Area Chairs                    | Every other wk. |
| Damp Wipe Countertops Using Appropriate Cleaner | Every other wk. |
| Clean Sinks Using Appropriate Cleaner           | Every other wk. |
| Clean Coffee Machine/Station                    | Every other wk. |
| Vacuum Walk-Off Mats                            | Every other wk. |
| Damp Clean Interior And Exterior Of Microwave   | Every other wk. |
| Empty And Remove Trash                          | Every other wk. |