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## Bay Team LLC

1748 28th Ave  
Oakland Ca, 94601  
(510) 927-0026  
Email: bayteam24@gmail.com

# Janitorial Services Proposal

October 29, 2018

## OVERVIEW

Before going into a brief overview of our services, we would like to take the time to demonstrate our gratitude towards East Bay Innovation Academy. We thank the school for considering our company Bay Team LLC as a possible candidate for the janitorial service needed. Here on this proposal will be lay out a description of the services that would be provided to the school East Bay Innovation Academy located 3400 Malcolm Ave Oakland, CA 94605. We will also point out our objectives for this possible job below.

## GOALS

1. Provide a great quality service
2. Maintain a safe and clean environment for the students and staff

## JOB SPECIFICATIONS

TOPIC	DESCRIPTION	SERVICE DAY
1.ENTRANCE AND WALKWAYS	<ul style="list-style-type: none"><li>• Dust mop all uncarpeted floor</li><li>• Damp mop all uncarpeted floor</li><li>• Clean glass partition of main entrance door</li></ul>	Daily( 5 days per week)
2. Main Office	<ul style="list-style-type: none"><li>• Collect trash and replace plastic liners</li><li>• Dust mop all uncarpeted floor</li><li>• Damp mop all</li></ul>	Daily ( 5 days per week)

	<ul style="list-style-type: none"> <li>uncarpeted floor</li> <li>● Vacuum any mat</li> </ul>	
3. Classrooms	<ul style="list-style-type: none"> <li>● Collect trash and replace trash bags</li> <li>● Dust and damp mop all uncarpeted floor</li> </ul>	Daily (5 days per week)
4. Restrooms	<ul style="list-style-type: none"> <li>● Clean and sanitize bowls, basins, seats, urinals, walls, partitions</li> <li>● Polish fixtures, dispensers and mirrors</li> <li>● Refill, toilet paper, towel paper, etc..</li> <li>● Dust and mop floors</li> <li>● Collect trash and replace plastic liners</li> </ul>	Daily (5 days per week)
5. Cafeteria	<ul style="list-style-type: none"> <li>● Collect trash and replace plastic liners</li> <li>● Dust and mop all uncarpeted area</li> </ul>	Daily (5 days per week)
6. Trash	<ul style="list-style-type: none"> <li>● Deposit all trash in the designated dumpster area. Only trash placed in the waste containers or clearly marked "trash" will be removed.</li> </ul>	Daily (5 days per week)
7. Doors and lights	<ul style="list-style-type: none"> <li>● Upon completion of work extinguish lights and lock all doors.</li> </ul>	Daily

### **\*SECURITY**

Follow building security requirements procedures.

### **Supplies**

The school will provide the cleaning supplies for the bathrooms, floors and trash bags. Bay Team will provide the necessary equipment to do the tasks.

### **Special Services**

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Some special services we offer include strip and wax, carpet cleaning, power wash, building painting. However, this special services are not included in the proposal nor in the charging amount for the janitorial service. This special services are charged separate from the regular janitorial service charge.

## **BILLING**

\*\*Bay Team LLC will bill the customer for 12 months per year. During any breaks, ( Winter, Fall, Spring, Summer breaks) Bay Team LLc will do all detail cleaning of all classrooms, bathrooms, offices, and hallways for the cost of a monthly billing.\*\*

- Services will be paid monthly
- Late fee will have to be paid if payment is not due on time

## **PRICE**

Monthly cleaning= \$3,500

The job description provided above and the charging amount is all based on what was shown. If you have any concerns or doubts feel free in either emailing us to our email [bayteam24@gmail.com](mailto:bayteam24@gmail.com) or contacting us by phone at (510) 927-0026.

Below are some references that if you have doubts of our work you could clear and verify

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## References

<b>Job</b>	<b>Name</b>	<b>Contact</b>
Aspire Public Schools Cal, Prep 3040 Hilltop Mall Road Richmond Ca, 94608	Diana Garcia (Business Manager)	Email: <a href="mailto:diana.garcia@aspirepublicschools.org">diana.garcia@aspirepublicschools.org</a> (510) 486-8133
Aspire Golden State College Prep. Academy 1009 66th Ave Oakland Ca, 94621	Grace Kwon (Business Manager)	Email: <a href="mailto:grace.kwon@aspirepublicschools.org">grace.kwon@aspirepublicschools.org</a> (510) 567-9631
Summit Tamalpais 3020 hilltop Mall Road Richmond Ca, 94608	Natalia Rivera (Business Manager)	Email: <a href="mailto:nrivera@summitps.org">nrivera@summitps.org</a> (510) 374-4185
Summit K2 1800 Elm ST El Cerrito Ca, 94530	Nayeli Hernandez (Business Manager)	Email: <a href="mailto:nhernandez@summitps.org">nhernandez@summitps.org</a> (415) 497-2391
Saklan School 1678 School St Moraga Ca, 94556	Javier Yacarini (Business Manager)	Email: <a href="mailto:jyacarini@saklan.org">jyacarini@saklan.org</a> (925) 813-9480
Aspire Berkeley Maynard Academy 6200 San Pablo Ave Oakland Ca, 94608	Monica Franco (Business Manager)	Email: <a href="mailto:monica.ramos-franco@aspirepublicschools.org">monica.ramos-franco@aspirepublicschools.org</a> (510) 658-2900
Rock Wall Wine Company	Roger Rosenblum	Email: <a href="mailto:rsr@berkeley.edu">rsr@berkeley.edu</a>

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2301 Monarch St Alameda Ca, 94501	(Building Manager)	(510) 283-8618
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We look forward in working with you, we hope everything was clear, but if not please feel free in contacting us.

-Juan Rodriguez

Bay Team LLC Business Manager

(510) 927-0026