**DO CLEANING LLC**

Derwin L. Owens, Owner

P. O. Box 90282

East Point, GA 30344

Phone: (404) 543-6816

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August 1, 2023

DO Cleaning Service would like to thank you for allowing us the opportunity to share the quality cleaning service we can provide for your home, office, building, or location of your choice. DO Cleaning has been in business for over twenty years and that should speak volume. We are always changing with time to keep up with new products.

We at DO Cleaning take pride in the quality of our services. The superior cleaning services we offer are performed by highly trained and experienced professionals who are closely supervised to ensure we meet and maintain the cleaning service you demand. Our track record speaks for itself,

We are readily available to meet you to discuss your maintenance needs. We believe that you will enjoy the quality service that DO Cleaning Service provides.

We look forward to doing business with you in the near future.

Cordially,

Derwin L. Owens,

Owner

DO Cleaning LLC

| **P R O P O S A L****FOR****JANITORIAL MAINTENANCE SERVICE****Presented to Atlanta Neighborhood Charter School****Atlanta, GA** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Presented by****DO Cleaning LLC****P.O. Box 90282****East Point, Georgia 30344****(404) 543-6816** |
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# **EVALUATION CRITERIA**

**EXPERIENCE OF FIRM AND CURRENT PERSONNEL**

DO Cleaning Service has been in business for over thirty years. The current personnel consists of twelve employees (one supervisor and eleven workers). I, Derwin L. Owens, am the Manager of Operations.

**FIRM’S ADMINISTRATIVE AND FINANCIAL CAPACITY TO PERFORM**

One to three employees will be working nightly. A supervisor will do a walk-through once each week. The Operational Manager will perform a walk-through once each week. DO Cleaning Service has the financial capacity to perform by the consistent on-hand maintenance of one month employee’s salary savings as well as separate savings for equipment and supplies and any emergency needs of the company.

**FIRM’S WORK HISTORY AND JOB PERFORMANCE**

As previously stated, DO Cleaning Service has been firmly established for years. Each employee completes a comprehensive 5-day training program. DO Cleaning Service maintains an excellent reputation for maintaining quality, dependable service. References are available upon request.

**FIRM’S SPECIAL QUALITIES OF UNIQUENESS IN PERFORMING JANITORIAL SERVICES**

1. Comprehensive training program
2. Close follow-up by supervisor as well as operational manager
3. Dependable staff
4. Quality control system to ensure high service maintenance to each account
5. Proper utilization of resources such as: personnel, equipment, and supplies

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**Cleaning Schedule**

1. **Daily Cleaning**
2. Office areas, entrance areas, classrooms, etc.
3. Empty trash receptacles. All trash receptacles are to be emptied and trash removed to a collection point.
4. Vacuum all carpeting.
5. Thoroughly dust all desktops in the office if free of paperwork.
6. Sweep and damp mop hard surface classroom floors, hallways and lunchroom. Hallways that are accessible will be scrubbed with walk behind scrubbers.
7. Damp wipe entrance metal and finger marks on entrance glass.
8. Spot clean classroom door glass.
9. Use a high co-efficient disinfectant for proper sanitation.
10. Remove spots and stains from carpet.
11. Restrooms
12. Stock towels, tissue, and hand soap.
13. Empty sanitary napkin receptacles and damp wipe with disinfectant.
14. Clean and polish mirrors.
15. Wipe towel cabinet covers.
16. Clean and disinfect toilets and urinals inside and out. Polish all bright work.
17. Toilet seats to be cleaned on both sides and disinfected.
18. Thoroughly clean and disinfect all basins. Polish all bright work.
19. Dust partition, tops of mirrors and frames.Weekly
20. Remove splash marks from walls around basins.
21. Wet mop and rinse restroom floors using disinfectant.
22. **Weekly Cleaning**
23. Check corners and edges on floors.

 B. Buff floors

**III. Monthly Cleaning**

1. All Named Areas
2. Accomplished height dusting not reached in the above mentioned cleaning.

2. Dusting of blinds. This will be done on school breaks

1. **Quarterly Cleaning - four (4) times during the year**
2. Clean all classroom door windows inside and out.
3. Scrub, finish and refinish composition floor covering in those areas that show excess wear.
4. **Semi-Annual (every six months) - two (2) times during the year**
5. Strip, wax, and buff composition floors.
6. Clean all carpeted areas.

**TOTAL SUM FOR DESCRIBED SERVICES**

**Total Cost for Maintenance: $170,520.00,** $14,210.00 per month

**Total Cost Includes:** Supervision, labor, taxes, insurance, equipment, administration, along with consistent quality service.

**Terms of contract**: July 1, 2023 thru June 30, 2024. If either party is not satisfied before the end of the term, a 30 day notice must be given in writing.

Respectively submitted by: Derwin L. Owens, Manager of Operations

**ANCS ACCEPTANCE OF PROPOSAL**

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**Print Name Title**

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**Authorized Signature Date**

**DO CLEANING ACCEPTANCE OF PROPOSAL**

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**Print Name Title**

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**Authorized Signature Date**