

Professional Janitorial Service Proposal

Prepared for:

Oakland Military Institute
3877 Lusk St
Oakland CA 94608
accounting@omiacademy.org
510-594-3922



Submitted by:

Zoom Janitorial Service Inc.
P.O Box 8630
Emeryville Ca 94662
Elvia Robles Tello
(510) 322-0167
info@zoomjanitorial.com
06/26/23



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Oakland Military Institute
3877 Lusk St. Oakland Ca 94608

Dear Oakland Military Institute /CFO Chief Tomas James /Operations/Facilities,

Subject: Janitorial Service Proposal - Oakland Military Institute College Preparatory Academy, 3877 Lusk St , Oakland, CA Oakland

Thank you for allowing Zoom Janitorial Service Inc. 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. We sincerely appreciate it. 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 Zoom Janitorial Service Inc., we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After, we have a systematic approach to keep your building looking good! At Zoom Janitorial Service Inc. we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to 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,

Elvia Robles Tello.

Elvia Robles Tello
Zoom Janitorial Service Inc.
www.zoomjanitorial.com

Zoom Janitorial Service Inc.

Dear Zoom Janitorial Customers,

At Zoom Janitorial Service Inc. the safety of our team members, our clients, and the public is always of priority importance in everything that we do. We wanted to provide you with an update on the actions we are taking in response to outbreak of COVID-19 and reassure you that we are prepared with a clear action plan in place.

What we are doing:

First, Zoom Janitorial remains vigilant in monitoring the most up-to-date safety, infection control and cleaning protocols recommended by global experts, including the Centers for Disease Control and Prevention (CDC).

Second, in connection with guidance provided by global health authorities, we have strengthened our on-site cleanliness measures. These actions include, but are not limited to, the following efforts:

- Daily cleaning includes disinfecting all high-frequency touch points with Disinfecting Products.
- Ensuring sufficient stock levels of soap and soap dispensers remain filled upon customer's request, installation of hand sanitizer dispensers, which will be available at the building entrance or in pantry areas, etc....
- Upon customer's request order and distribute wipes to office employees to wipe down internal surfaces

We are committed to create a healthy and safe environment for your facility. Please do not hesitate to contact me if you have any questions or requests.

Sincerely,

Elvia Robles Tello.

Elvia Robles Tello
Zoom Janitorial Service Inc.

Oakland Military Institute.
Professional Janitorial Service Proposal

General

Zoom Janitorial service Inc, agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This includes all services described in the attached written specifications. Shine Facility Services agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation/Options

5 days per week Professional Evening Cleaning Service Program.
 And Zoom Janitorial Service Inc is going to offer a flat rite price for the following task.

Service Plan selected by the client and Staffing and Hours for this job will be determined for the company.

SERVICE Options	DESCRIPTION	COST PER SERVICE	N. STAFF	SERVICE SELECTED	INITIAL DATE
DAILY SERVICE	Professional cleaning service 5 times per week with a total of 185 days.	\$565.00 per service/total cost \$104,525	TBD	Yes	1 Aug 23
DEEP CLEAN SERVICE	Professional ones a month deep clean service	\$2,485.00 per service.	3	Yes	1 Aug 23
FLOOR POLISH AND WAXIN SERVICE	Waxing/polish and move out/in futures one time a year.	\$26,500.00 \$6,000.00 Total cost \$32,500.00	6		
Notes:	For this time waxing service will have a discount for the whole project 07/01/23	Total cost \$20,000.00		Yes	1 Jul 23
Write your service selected					
Total cost		\$127,010.00			

If Oakland Military Institute choice **Waxing and polish service** the first invoice will be a dawn payment with the amount of **\$8,500.00** to start this service on July 1st ,2023 then the balance of this will be until this task its completed.

Then the Daily service will start on August 1st, 2023 and Zoom Janitorial staff will start working after school dismissal around 4:30pm to 10:30pm and the crew will be supervised for then assigned manager of Zoom Janitorial service Inc. they will provide a daily check list to make sure all task is completed.

Initial ERT Date 7/14/2023

Initial DMSSAM/CPA Date 8/15/2023

Special Services

Carpet Cleaning is available - Price quoted upon request.

Strip and Wax Floor Service is available - Price quoted upon request.(0.53¢ per Sq Ft)

Handyman/Painting Service is available - Price quoted upon request.

Day Porter Service is available - Price quoted upon request.(34.50 per hour)

Power washing is available - Price quoted upon request.(0.45¢ per Sq Ft)

Window Cleaning Service is available – Price quoted upon request.

Moving Furniture’s Service is available - Price quoted upon request. (one person \$32.50 per hour)

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer **Zoom Janitorial Service Inc**, 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.

Invoicing and Accounting: Contractor will submit a monthly invoice on the 1 st of each month for services performed that month to:

Name:

E-mail: zoomjanitorialservice@gmail.com

Address: Zoom Janitorial Service Inc., P.O. Box 8630

City, State zip: Emeryville, CA 94662 Note: tel: (510) 322-0167

Invoicing

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 10 days.

Invoices will be due and payable on the last day of the month Zoom Janitorial Service Inc. will charge a 1% per month late fee if payment is not received by the 10th of the following month. HOLIDAYS Zoom Janitorial Service Inc. recognizes the following holidays and is not obligated to perform services on the following holidays. Services on holidays, when requested, shall be charged on a double-time basis. Please indicate which holidays you will need service.

Holiday Service Needed New Year's Day: ___ Yes No Presidents Day: ___ Yes No Memorial Day: ___ Yes No Independence Day: ___ Yes No Labor Day: ___ Yes No Thanksgiving Day: ___ Yes No Christmas Day: ___ Yes No Also,

There are several informal holidays on which a company might close and/or not need its regular cleaning services. Please indicate which unofficial holidays you will need service.

*Attaching YTC 23-24, version #1 for **No School** days as final page.*

Supervision

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

Supplies

The customer will furnish all consumable products including but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, **Zoom Janitorial Service Inc** can provide these products and invoice them separately.

Zoom Janitorial Service Inc will furnish all cleaning supplies including but not limited to: cleaning agents, disinfectants, etc.

Equipment

Zoom Janitorial Service Inc will furnish and maintain all necessary cleaning equipment inclusive of but not limited to floor machines, buffers, carpet extractors, 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.

Zoom Janitorial Service Inc will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Zoom Janitorial service Inc will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employees Status

Personnel supplied by Zoom Janitorial Service Inc are deemed employees of Zoom Janitorial Service Inc and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Zoom Janitorial Service Inc is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Zoom Janitorial Service Inc is a leader in providing superior facility services. We ensure our staff have intensive training with today's commercial technologies. Naturally, we incorporate the latest green supplies and techniques.

Clear and responsive communication with customers is a primary goal. We seek feedback, track it, rate our staff performance and report it. Customers invite us into their workspaces. We want to show respect and accountability for that trust.

At Zoom, we embrace a work environment that encourages growth in our company, where diversity is valued and the aspiration of each individual is promoted.

Term

The term of this agreement will be for a period of one (1) year and will automatically renew for additional one (1) year periods on the anniversary date of this agreement.

Termination

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

Note:

Initial ERT Date 7/14/2023

Initial DMSSOALCPA Date 7/15/2023

Agreement


This Agreement ("this Agreement") is made and entered into as of **07/01/ 2023** , by and between **Zoom Janitorial Service Inc**, with its principal place of business located at **P.O Box 8630 Emeryville Ca 94662** and **Oakland Military Institute** with its principal place of business located at **3877 Lusk St, Oakland, CA 94608**.

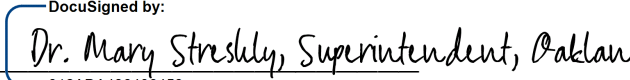
NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Zoom Janitorial Services Inc.

Oakland Military Institute.

Signature: 
 DocuSigned by: 53ABF8B1B4A043D...

Signature: 
 DocuSigned by: 912ADA436406453...

Name: **Ms. Elvia Robles Tello**

Name: **Dr. Mary Streshly**

Date: 7/14/2023

Date: 7/15/2023

Title: **President**

Title: **Superintendent**

Oakland Military Institute

Job Specifications

Entrances

<u>Task Description</u>	<u>Service Days</u>
Spot Clean Walls, Light Switches and Doors handles	1 day/wk.
Dust Mop Hard Surface Floors	3 days/wk.
Damp Mop Hard Surface Floors / Remove Marks from Floor - Use Appropriate Cleaner	3 days/wk.
Spot Clean Entrance Glass	5 days/wk.
Vacuum Walk-On Mats	3 days/wk.

School Hallways and Regimental Hall

<u>Task Description</u>	<u>Service Days</u>
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains and Remove Marks from Floor and Spills Using Appropriate Cleaner	2 days/wk.
Auto Scrub Hard Surface Floor - Team will use Auto Scrubber that is on Site. The team will use a red pad to clean the floor but also give it a shine. We also do recommend using spray buying products as part of the cleaning solution.	1 time Monthly.

Staff Offices

<u>Task Description</u>	<u>Service Days</u>
Empty and Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	5 days/wk.
Detail Vacuum All Carpet	1 days/wk.

Classrooms

<u>Task Description</u>	<u>Service Days</u>
Sweep/mop hard floors	5 days/wk.
Empty and Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet if needed.	5 days/wk.
Detail Vacuum All Carpet if needed.	Monthly

Staff/Students Restrooms

<u>Task Description</u>	<u>Service Days</u>
Disinfecting: High touch surfaces will be thoroughly cleaned using a detergent-based cleaner and microfiber cloth. When dry, an EPA disinfectant approved for SARS-CoV-2 will be used per manufacturer's directions, PPE, application, dwell time and ventilation. And this includes toilets, sinks and mirrors.	5 days/wk.
Detail Dust - High and Low Areas	Monthly
Empty and Remove Trash, Replace Liner If Needed	5 days/wk.
Sweep/mop hard floors.	5 days/wk.
Re-stock supply such as: TP/Hand Towels/Hand soap/Hand sanitizer and Female supplies.	5 days/wk.

Kitchen

<u>Task Description</u>	<u>Service Days</u>
Empty and Remove Trash, Replace Liner If Needed	5 days/wk.
Sweep/mop all Hard floors.	5 days/wk.

Initials ^{DS} E.R.T Date 7/14/2023

Initials ^{DS} DMSS/M/CPA Date 7/15/2023

Oakland Military Institute

Deep cleaning service one time a month

Description Main Building/B wing/C wing and Portables

Staff office

All offices dust corners, wipe down desks and chairs, wipe down blinds and window edges, wipe trash cans to eliminate bad odors and dust lights if needed.

Classrooms

All classrooms dust corners, wipe down teachers' desks/chairs, wipe down blinds and windows edges, remove gums on the floors, wipe down trash cans to eliminate bad odors and dust lights if needed.

Regimental Hall and Hallways

Dust corners and wipe down walls from any food spills, remove gums on the floor and dust lights if needed.

Staff/students Restrooms

Dust all corners/edges from cobwebs, wipe down trash cans to eliminate bad odors.

Initials ^{DS} [ERT] Date 7/14/2023

Initials ^{DS} [DMSS/M/CPA] Date 7/15/2023

Oakland Military Institute College Preparatory Academy YTC 23-24 v1

Cadet Event	CACC Drill	OMI Event	No School	OMI Board Meeting
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10-14 Entrance Camp #2 16-22 CACC Survival Camp 28 Cadet Orientation	JULY '23						
	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

JANUARY '24							1 Winter Break Cont. 6 CACC Virtual HQ Drill 15 Marthin Luther King Day
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

4 First Day of School 15-18 Renstar Testing 17 Back to School Night! 18 Steak n Eggs Fundraiser 25 Senior Sunrise 28-31 Club Rush	AUGUST '23						
	S	M	T	W	Th	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

FEBRUARY '24							9 Lunar New Year Parade 10 CACC HQ Drill 10-11 Marksmanship Competition/ Recondo Challenge Course 16-19 Presidents Day Weekend 17 4th BDE IMAs
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			

1 Club Rush Cont. 4 Labor Day 6 Picture day 14 Board Meeting 16 CACC Leadership Conference 17 CACC Drill 21 Family Night Out	SEPTEMBER '23						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

MARCH '24							9 CACC HQ Drill 11 Professional Development 29 Cesar Chavez Day
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

7 Black Cowboy Parade 8-10 Bivouac 11 Picture makeup 14 CACC Virtual HQ Drill 27-29 Xtreme Team Challenge 30 Professional Development	OCTOBER '23						
	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

APRIL '24							6 Drill Competition (Los Alamitos) 18-21 Wilderness Skills Course 20-21 CACC HQ Drill
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

2-5 CERT & Wilderness Skills 4-5 Recondo Challenge Course 4 CACC HQ Drill 5 Veterans Day Parade 9 Veterans Day PIR 10 Veterans Day 20 Senior Portraits 20-24 Thanksgiving Break	NOVEMBER '23						
	S	M	T	W	Th	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

MAY '24							4-5 CACC HQ Drill
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

2 CACC HQ Drill 9 Wreaths Across America 18-31 Winter Break	DECEMBER '23						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

JUNE '24							19-29 CACC Summer Camp
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							