

Professional Janitorial Service Proposal

Prepared for:

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



Submitted by:

Zoom Janitorial Service Inc.
P.O Box 8630
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Elvia Robles Tello
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05/20/24

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05/20/24

Oakland Military Institute
3877 Lusk St. Oakland Ca 94608

Dear Oakland Military Institute/CFO Chief Thomas 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
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

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. Zoom Janitorial Service inc. agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

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

- Daily Cleaning service 5 days/wk.
- Once a month Deep clean service.
- One time Floor Polish and Waxing floors

Monthly Rate: **\$11,385.00 / 12-month contract. AGO-01/JUL-31**

One Time floor polish and waxing service.

Rate for this service: \$ 23,850.00 but this price is include in the contract of 12 months.

Deposit \$6,500.00

Note:

The month of July of this agreement Zoom Janitorial service Inc we going to use for re-polish all floors where it needs wax-treatment and have all classrooms or offices ready before August. Also this bit include a movement out/in all furniture's possibles easy to move.

Initials _____ date _____

Special Services

Carpet Cleaning is available - Price quoted upon request.

Strip and Wax Floor Service is available - Price quoted upon request. (0.58¢ per Sq Ft)

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

Day Porter Service is available - Price quoted upon request. (\$35.50 per hr)

Power washing is available - Price quoted upon request. (0.42¢ sq.ft)

Window Cleaning Service is available – Price quoted upon request.

Moving Furniture's Service is available - Price quoted upon request. (\$34.50 per hour)

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 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.

Invoices and accounting: Contractor will submit a monthly invoice on the 1st of each month

Name: _____

Email _____

Address _____

City, State zip code _____ Note: _____

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.

Holidays Zoom Janitorial Service Inc. recognize the following holidays and is not obligated to perform services on the following holidays. Service on holidays, when required shall be charge double-time basis.

Please indicate which holiday will you need service.

New Years ___ 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.

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

Thanksgiving Friday ___ Yes ___ No, Christmas Eve ___ Yes ___ No, New year Eve ___ Yes ___ No, Martin Luther King, Jr Day ___ Yes ___ No, Columbus Day ___ Yes ___ No, Veterans Day ___ Yes ___ No, Year end break ___ Yes ___ No. Other ___ Yes ___ No.

Supervision

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

Supplies

The customer will furnish provide all supplies to re-stock all restrooms or offices with the follow items: TP, paper towels, hand soap refills, hand sanitizer refills, urinals deodorant, wax paper bags, trash bags for classrooms/offices/restrooms, etc.

NOTE: If client desired Zoom Janitorial Service Inc. Can provide these products and invoicing them separately.

Initials: _____ date: _____

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

Before any termination for non-performance is effective, Oakland Military Institute must to give Zoom Janitorial Service inc. written notice specifying in detail the nature of any defect or failure in performance. Zoom janitorial Service Inc. shall wave 15 days in which to cure the deficiency in performance to the reasonable satisfaction of Oakland Military Institute. If the deficiency is not satisfactory cured at that time Oakland Military institute shall a notice in writing to contract terminate in the next 30 day.

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

Initial _____ Date _____

Notes:

Agreement

This Agreement ("this Agreement") is made and entered into as of **05/30/ 2024** , 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: 

Signature: _____

Name: Elvia Pobles Tello

Name: _____

Date: 05/20/2024

Date: _____

Title: President

Title: _____

**Oakland Military Institute
Job Specifications**

Staff Offices Main Building/ B wing/ C wing and Portables

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High and Low Areas	Monthly
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.
Detail Vacuum – Corners and Edges	Monthly

Classrooms Main Building/B wing/C wing and Portables

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High and Low Areas	Monthly
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
Detail Vacuum – Corners and Edges	<u>Monthly</u>

Staff/Students Restrooms/ Main Building/ B wing/ Portables Area

<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.
Detail – Corners and Edges	Monthly

Kitchen/ Regimental Hall and Stage

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High and Low Areas	Monthly
Empty and Remove Trash, Replace Liner If Needed	5 days/wk.
Sweep/mop all Hard floors.	5 days/wk.

Initial: _____ Date: _____