

JANITORIAL SERVICES PROPOSAL



Harbor Building Maintenance, Inc.

Harbor Building Maintenance, Inc.
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"We maintain it as if we own it"



May 25, 2023

Shawwna Lawson
Teach Public Schools
10616 S. Western Ave.
Los Angeles, CA

Dear Shawwna,

Harbor Building Maintenance, Inc. appreciates this opportunity to present you with this proposal for the maintenance of your facility. Based on our survey of your facility, our understanding of your needs and our experience in the industry, we have formulated a service schedule to provide you with the highest quality cleaning each and every time.

We have attached our proposed service plan and frequencies for each service. The key to success in our industry is our customer's satisfaction with the services provided. This begins with a thorough understanding of our customer's needs, effective communication and a solid quality control program. **Harbor Building Maintenance, Inc.** brings these methods together in our integrated service program.

We are looking forward to adding Teach Public Schools to our list of satisfied customers and if you have any questions please call me immediately.

Sincerely,

Andrew Cunningham
Relationship Manager



About Us

With Harbor Building Maintenance your commercial property will be maintained to the highest standard. Our attention to detail and unsurpassed quality has made us the first and only choice for business owners, property owners, and property managers throughout Southern California. Simply put - "We maintain it as if we own it"

We specialize in sanitization, window cleaning, carpet restoration, floor care, and small and large janitorial services. Our well-trained and experienced personnel use proven methods and techniques that achieve remarkable results. All of our hard working crew members arrive on time, are extremely courteous, and respect the privacy of the customer. Our crew members are always in uniform and well-spoken. We only hire the best!

Harbor Building Maintenance, Inc. is licensed, bonded, and insured. We only use eco-friendly Green cleaning products!

Services Offered

- General Office Cleaning
- Janitorial Services
- Common Area Cleaning
- Floor Stripping, Polishing and Waxing
- Carpet Cleaning
- Day Porter
- Window Washing
- Power/Pressure Washing
- Parking Lot Sweeping
- Duct Cleaning
- Light Bulb Maintenance
- Janitorial Supplies



Insurance

Harbor Building Maintenance, Inc. maintains \$2,000,000 in commercial liability insurance in addition to \$1,000,000 in workers compensation insurance. In addition, we maintain a fidelity bond (to protect against acts of employee dishonesty). We have had no claims against our insurance policy and are proud of that fact. We maintain this policy not only to protect ourselves, but to protect you, our customer.

Our Approach to cleaning

Education + Training = Quality

Our maintenance technicians have gone through a complete cleaning training program that includes the following:

- General Office Cleaning Training
- Restroom Sanitizing Training
- Specialized Cleaning Training
- Blood Born Pathogen Training
- HAZMAT and MSDS Training
- Personal Protection & Safety Training
- Building Security Procedures
- Effective Communications & Response
- Extensive chemical training
- Carpet Spot and Stain identification
- Floor Covering Identification, maintenance and restoration



Relationship Management

Effective communication is the cornerstone of all our business relationships. Understanding the customer's needs and matching those needs with excellent service is our goal. HBM wants to know how we are doing and if there is a problem we want to resolve it right away.

That is why every customer of HBM is assigned a dedicated "Relationship Manager". Your Relationship Manager knows your building, the job we do there, and who is on your crew. No need to call an 800 number and explain your situation to someone unfamiliar with your account. Relationship Managers visit the job sites regularly and can handle any problems that may arise. Not only can they help with your current service, but they can help with billing, adding additional services, and anything else that may come up. All of our Relationship Managers have cellular phones with e-mail and it is our company's policy to respond to any question or concern, no matter how small within 2 hours.



Location, Days/Time of Service & Pricing

Client: Teach Public Schools

Location: 10616 S. Western Ave. Los Angeles, CA

Contact: Shawwna Lawson

Nightly Cleaning Hours of Service: After Hours

10616 S. Western

5x Week Cleaning Total Monthly Fee: \$4,472.00

Strip and Wax VCT Floors \$8,195.00 Upon Request

10600 S. Western

3x Week Cleaning Total Monthly Fee: \$395.00

10000 S. Western

5x Week Cleaning Total Monthly Fee: \$3,354.00

Strip and Wax VCT Floors \$3,900.00 Upon Request

Machine Scrub Tile Floors \$650.00 Upon Request

Carpet Cleaning of Theatre \$595.00 Upon Request

1750 W. Century

5x Week Cleaning Total Monthly Fee: \$565.00

10045 S. Western

5x Week Cleaning Total Monthly Fee: \$2,236.00

Strip and Wax VCT Floors \$2,950.00 Upon Request

8505 S. Western

5x Week Cleaning Total Monthly Fee: \$3,354.00

Strip and Wax VCT Floor \$4,850.00 Upon Request

Weekly Pressure Wash of Entrances and Lunch Areas at all Facilities- \$2,200.00 per month



Harbor Building Maintenance, Inc.

CLEANING AGREEMENT

The undersigned hereby accepts the proposal of Harbor Building Maintenance, Inc. (HBM) to supply services for TEACH Public Schools at your premises located at:

See locations Above

With the following terms:

1. Beginning _____ Harbor Building Maintenance, Inc. will provide services according to our service schedule after business hours: **Nightly Cleaning Total Monthly Fee: See Pricing Above**
2. Our contract price is valid for 1 year from the date of this agreement. We reserve the right to adjust pricing should there be a substantial change in location's occupancy or service requirements. Agreement can be canceled in writing by either party with a 30 day notice. Any changes to this agreement must be done in writing and signed by both parties. Should there be any problems with service we need to know about it so the situation can be rectified. We strive for perfection.
3. Client will be invoiced on the 1st of each month for that month's service, with payment due by the 5th of the month. Payments not received by the 10th of the month in which they are due are delinquent and subject to a service charge. HBM can suspend services pending receipt of late payments without liability. The undersigned agrees to pay all court costs, collection costs, and legal fees incurred in attempt to collect delinquent payments.
4. The listed charges are a total figure, including wages, payroll tax, insurance, all chemicals, and equipment. Should additional Federal, Local or Payroll Taxes be levied or insurance or operating cost increase substantially HBM will request service charges be adjusted accordingly. Toiletries, liners, and paper products are not included in our price. Should these products be desired we have them available for purchase at wholesale pricing.
5. Client agrees that they will not hire, either directly or indirectly any employee of HBM for a period of 3 years from the end date of this contract.
6. Services will not be provided on six nationally recognized holidays (1.New Year's Day 2.Memorial Day 3. Independence Day 4. Labor Day 5. Thanksgiving Day 6. Christmas Day). Should service be required on any of these days an additional fee will apply.
7. Undersigned agree that in the event of disagreement, damage, injury, or any other claim both parties agree to arbitration.
8. By signing this agreement, undersigned confirms that they have the authority to contract for services on behalf of: TEACH Public Schools

TEACH Public Schools

Title

Date

**Harbor Building Maintenance,
Inc.**

Title

Date



Service Schedule

GENERAL OFFICE AREAS – OFFICES, CLASSROOMS, AND OTHER WORK AREAS

Services Performed Each Visit-

- Vacuum designated carpeted areas, including high traffic walk lanes and carpeted mats
- Empty waste containers, clean and reline, and remove trash to the designated area
- Sweep or dust mop hard surface floor areas and spot clean to remove spills and stains
- Spot clean doors, door frames, walls, light switches
- Return chairs, furniture, and waste containers to proper positions

Services Performed Each Week-

- Dust window ledges, tops of partitions
- Dust and remove debris from metal entrance thresholds
- Remove fingerprints from doors and frames
- Remove cobwebs
- Damp mop all accessible hard surface flooring
- Spot clean interior window glass
- Thoroughly vacuum all accessible carpet and perform minor spot cleaning as necessary

Services Performed Each Month-

- Dust high reach areas including shelves, ledges, vents, and HVAC grills
- Clean baseboards, carpet edges and corners
- Vacuum upholstered furniture



RESTROOM AREAS:

Services Performed Each Visit-

- Restock toilet paper, paper towels, hand soap, and other supplies
- Empty trash containers and remove trash to the designated areas
- Sweep or dust mop, and wet mop and sanitize ceramic and resilient floor surfaces
- Clean, polish, and sanitize restroom sinks, counters, and restroom fixtures including toilet bowls, toilet seats, and urinals
- Clean and polish mirrors, glass and chrome
- Spot clean all walls
- Flush any floor drains with hot water or enzymes to help preventing sewer gases from escaping
- Perform high, low, and detail dusting of all reasonably accessible surfaces (to 7 ft.)
- Vacuum air vents

KITCHEN AND OR LUNCH ROOM AREA:

Services Performed Each Visit-

- Damp wipe table tops, countertops, and exteriors of cabinets
- Empty trash containers and remove trash to the designated areas
- Damp wipe exterior and interior of microwave ovens
- Spot clean doors, walls, and cabinetry
- Throw out any food on countertops
- Sweep or dust mop and damp mop resilient flooring to remove spills and stains.
- Clean, polish, and sanitize sinks
- Wipe exterior of refrigerator
- Clean water cooler and water cooler tray
- Restock paper, soap, and other consumables per client's request

Services Performed Each Week-

- Clean inside of refrigerator (extra cost – per customer's request)

Services Performed Each Month-

- Perform high, low, and detail dusting of all reasonably accessible surfaces
- Vacuum air vents