

Professional Janitorial Service Proposal

Prepared for:

Sanitation and Solid Waste

**103 Faulkner
Hattiesburg , MS 39401**

Submitted By:

Anointed Hands Services, LLC

400 Jackson St
P O Box 853
Hattiesburg, MS 39401
(601) 255-5646

October 24, 2018

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400 Jackson St
P O Box 853
Hattiesburg, MS 39401

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Jacqueline McClain
Sanitation and Solid Waste
103 Faulkner
Hattiesburg, MS 39401

Subject: Janitorial Service Proposal - Sanitation and Solid Waste, 103 Faulkner , Hattiesburg , MS 39401

Thank you for allowing Anointed Hands Services, LLC 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. *So again, thanks!*

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 Anointed Hands Services, LLC, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Anointed Hands Services, LLC, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of 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,

A handwritten signature in black ink, appearing to read "Sharon Bobbett", written over a horizontal line.

Sharon Bobbett

Anointed Hands Services, LLC

Sanitation and Solid Waste
Professional Janitorial Service Proposal

General

Anointed Hands Services, LLC agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Anointed Hands Services, LLC agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

3 days per week Professional Cleaning Service Program: **\$795/mo.**

Initial Cleaning

Detail cleaning of offices, restrooms, lunchroom and hallways including:

- High and low dusting of horizontal surfaces including desks, sills, cabinets etc.
- Detail vacuum carpeted areas including edges, under desks and behind doors
- Wiping of sides of desks, files, trash cans, doors and cabinets
- Cleaning and sanitizing of telephones including cradle and receivers
- Brushing and or crevice vacuuming of all upholstered chairs
- Wipe clean legs and bases of chairs and tables in offices areas etc.
- Clean all ceiling and HVAC vents in offices
- Wipe clean all restroom partitions, fixtures etc.
- Thorough wiping of all clear areas of office desktops and horizontal surfaces

Price: \$195.00

Special Services

Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 3 days per week.

The cleaning crew will observe holidays observed by the customer. Anointed Hands Services, LLC 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

Payment policy is net 45 days. To issue payment of invoice within 45 day period of receipt and approval of the invoice. If payment is not made within 45 days specified by law, the City is liable an interest ata rate of 1 1/2 % per month.

Supervision

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

Supplies

The City will be responsible for providing commodities: Toilet Tissue, Towels, Trash Liners and Hand Soap.

Anointed Hands will furnish all cleaning supplies.

Equipment

Anointed Hands Services, LLC will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, 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.

Anointed Hands Services, LLC will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Anointed Hands Services, LLC will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Workers' Compensation
- Bonding

Employee Status

Personnel supplied by Anointed Hands Services, LLC are deemed employees of Anointed Hands Services, LLC and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Anointed Hands Services, LLC is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Anointed Hands Services, LLC is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

The terms of this agreement will begin on the date of the approval by City Council. The projected date will be 11/6/2018.

Contract year 11/6/18 - 11/5/19

Cancellation

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

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Anointed Hands Services, LLC, with its principal place of business located at 400 Jackson St, P O Box 853, Hattiesburg, MS 39401 and Sanitation and Solid Waste with its principal place of business located at 103 Faulkner , Hattiesburg , MS 39401.

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.

Anointed Hands Services, LLC

Signature: _____

Name: _____

Date: _____

Title: _____

Sanitation and Solid Waste

Signature: _____

Name: _____

Date: _____

Title: _____