

County of Hidalgo Community Service Agency
Professional Janitorial Service Proposal

General

Action Janitorial Service 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. Action Janitorial Service 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 Cleaning Service Program (areas agreed upon): \$1,090.00 /month + tax

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.

Buffing VCT - 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 5 days every week.

Monday to Friday: Cleaning after 5 PM

The cleaning crew will observe holidays observed by the customer. Action Janitorial Service 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.

Daily Cleaning:

- Dust mop, vacuum, sweep and wet mop floors throughout the building
 - Clean and disinfect all toilets, urinals, sinks, faucets, wipe mirrors, wipe dispensers
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- Restock all consumables in restrooms
- Clean break room, tables, microwaves, sinks, faucets
- Clean offices, training rooms, wipe desks, tables, furniture, throw out trash throughout building, clean glass windows, high dusting, wipe doors

Weekly Cleaning:

- Clean baseboards
- Wipe all entry doorways
- Clean desks as requested (all paper should be put away from cleaning area)

Monthly Cleaning:

- Wipe windowsills
- Wipe walls from dust and spider webs or as needed
- Dust ceiling and A/C vents and light fixtures
- Dust all blinds

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 30 days.

Late Fee Charges of \$ 20.00 per month if after net 30 days

Supervision

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

Supplies

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

Action Janitorial Service will furnish all cleaning supplies inclusive of but not limited to cleaning agents, disinfectants, etc.

Equipment

Action Janitorial Service 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.

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

Insurance

Action Janitorial Service will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
 - Workers' Compensation
 - Bonding
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Employee Status

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

Equal Opportunity Employer

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

Our Philosophy

Action Janitorial Service is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

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

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 Action Janitorial Service, with its principal place of business located at 509 E. Schunior, Edinburg, Texas 78541, and County of Hidalgo Community Service Agency with its principal place of business located at 2524 N. Closner Blvd., Edinburg, Texas 78541.

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.

Action Janitorial Service

County of Hidalgo Community Service Agency

Signature: *Linda Ruiz*

Signature: _____

Name: Linda Ruiz

Name: _____

Date: 07/20/2023

Date: _____

Title: President

Title: _____

Alpha and Omega Cleaning Service LLC

206 Remington Ave Suite B

Edinburg, TX 78539 US

ismaeldeleon@alphaomegacleaningllc.com

ADDRESS

Community Service Agency
2524 N Closner Blvd,
Edinburg, TX 78541

SHIP TO

Community Service Agency
2524 N Closner Blvd,
Edinburg, TX 78541

ESTIMATE # 1107

DATE 07/19/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Janitorial Services	MONDAY THROUGH FRIDAY ENTRANCES/RECEPTIONIST/WHITE AREAS, (YELLOW AREAS ONCE A WEEK) - Sweep entrances of building - Empty rubbish bins and wipe if needed and replace bin liners as required (including outside offices) - Clean glass entrance doors inside and out. Spot clean all glass - Remove fingerprints and marks from around light switches and door frames - Vacuum ALL carpet and mats (Hallways) - Sweep all vct floors - Spot mop all tile floors with disinfectant - Ensure all areas are clean and arranged in a tidy fashion prior to leaving RESTROOM AREAS (10) - Stock toilet tissues, hand towels and hand soap - Empty rubbish bins and wipe if needed and replace bin liners as required - Clean and polish mirrors - Clean and wipe down sinks - Toilets and urinals to be cleaned and disinfected on both sides and disinfected/sanitized and wiped dry - Remove splash marks from walls around basins - Sweep all hard floors - Mop clean restroom floors with disinfectant	1	2,185.00	2,185.00T

LATE ADMINISTRIVE CHARGES WILL BE APPLIED ON THE 10TH

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		Water fountains (2)			
		- Wipe down, and disinfect			
		BREAKROOM AREAS (3)			
		- Clean inside, outside and under microwaves			
		- Clean and wipe down countertops			
		- Clean and wipe down all tables			
		- Refill paper towels if needed			
		- Wipe down exterior and top of lockers			
		- Clean and wipe down splash marks on walls			
		- Empty rubbish bins and wipe if needed and replace bin liners as required			
		- Sweep and mop all hard floors			

THIS INCLUDES LABOR, EQUIPMENT AND CHEMICALS

SUBTOTAL 2,185.00

ANY CHANGES A NEW QUOTE WILL BE SUBMITTED

TAX 180.26

TOTAL **\$2,365.26**

Accepted By

Accepted Date

 Floor Plan (1).pdf

367K

oscar brown <oscarbrow2020@yahoo.com>

To: Evian Escamilla <evian.escamilla@co.hidalgo.tx.us>

Wed, Jul 19, 2023 at 4:00 PM

Liberty Janitorial Services Date-7-19-2023

\$65.per day

Bid-\$1,300.000

Services Duties

- Dusting and Polishing of desk and counter top
- Windows blind cleaning
- clean all windows Inside and Outside
- Sweeping and Mopping all floors daily and disinfected
- Restrooms Cleaning(replacing all empty toiletries dispenser) and Soap containers
- Disinfecting office
- Empty all trash containers (replace with bags)
- Remove all marks on wall.
- Provide a safe clean environment

Thank you, Mr.Oscar Brown

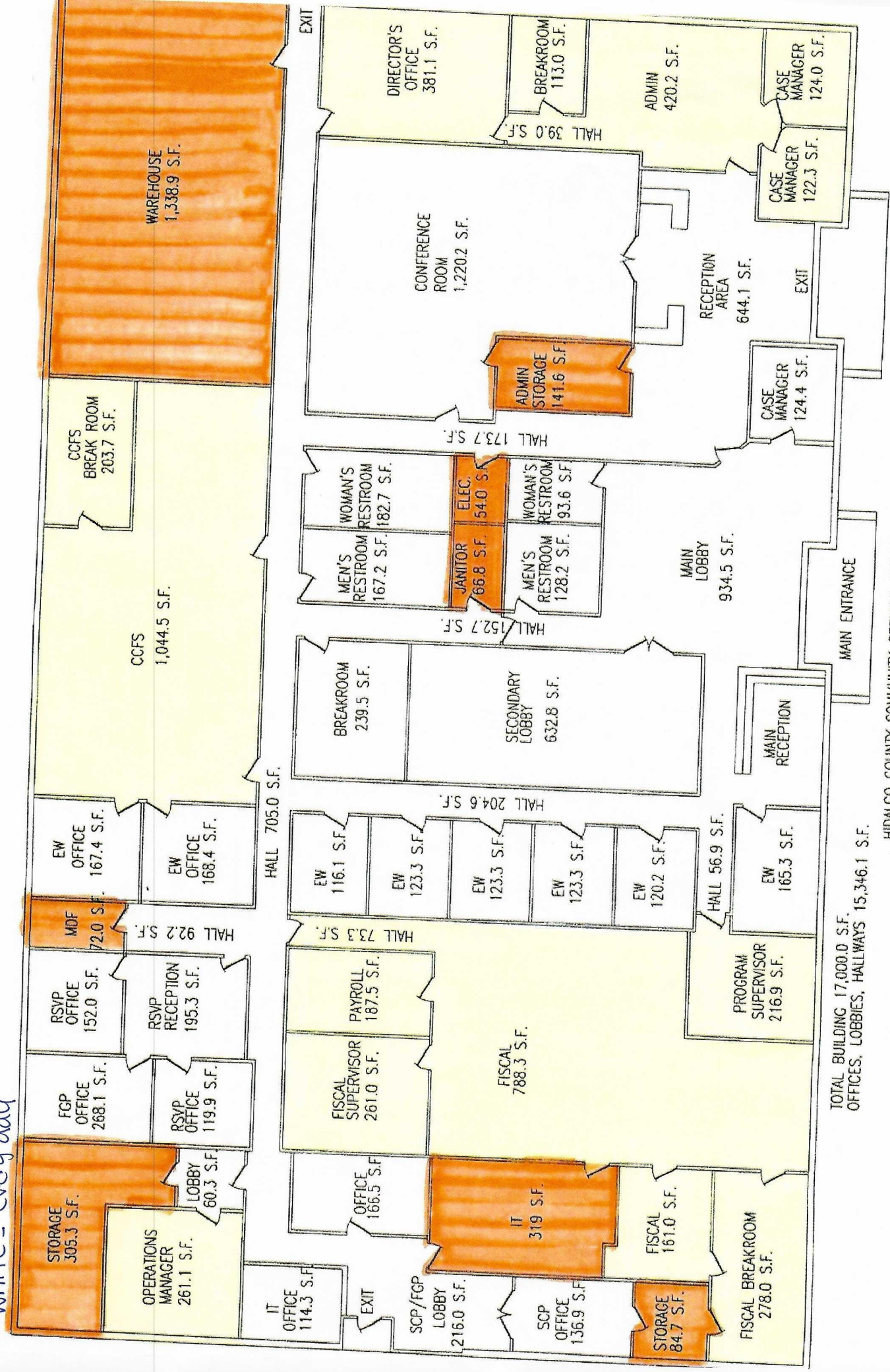
Liberty Janitorial Service

Sent from my iPhone Oscar Brown

On Jul 19, 2023, at 12:21 PM, Evian Escamilla <evian.escamilla@co.hidalgo.tx.us> wrote:

[Quoted text hidden]

Orange = NO cleaning
 Yellow = once a week
 White = every day



TOTAL BUILDING 17,000.0 S.F.
 OFFICES, LOBBIES, HALLWAYS 15,346.1 S.F.

HIDALGO COUNTY COMMUNITY SERVICE AGENCY