

Professional Janitorial Service Proposal

Prepared for:

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**County of Hidalgo Community Service Agency**

2524 N. Closner Blvd.  
Edinburg, Texas 78541

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Submitted By:

**Action Janitorial Service**

509 E. Schunior  
Edinburg, Texas 78541

Linda Ruiz  
President

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**Action**<sup>®</sup>  
JANITORIAL SERVICE



956-380-1771

September 13, 2023

County of Hidalgo Community Service Agency  
*Professional Janitorial Service Proposal*

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**General**

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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.

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**Compensation**

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5 days per week Professional Cleaning Service Program (areas agreed upon): \$1,720.00 /month + tax

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**Special Services**

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*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.*

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**Service Schedule**

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*Cleaning Service* operations described in this comprehensive program will be performed 5 days every week.

Monday to Friday: Cleaning after 5 PM

*\*\*See attached Map Cleaning Area Schedule\*\**

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
- 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

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**Invoicing**

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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**

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**Supervision**

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

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### Supplies

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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.

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### Equipment

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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.

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### Insurance

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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

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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.

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### Equal Opportunity Employer

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

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### Our Philosophy

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

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**Term**

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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.

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**Cancellation**

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

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**Agreement**

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This Agreement ("this Agreement") is made and entered into as of September, 2023, 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: \_\_\_\_\_

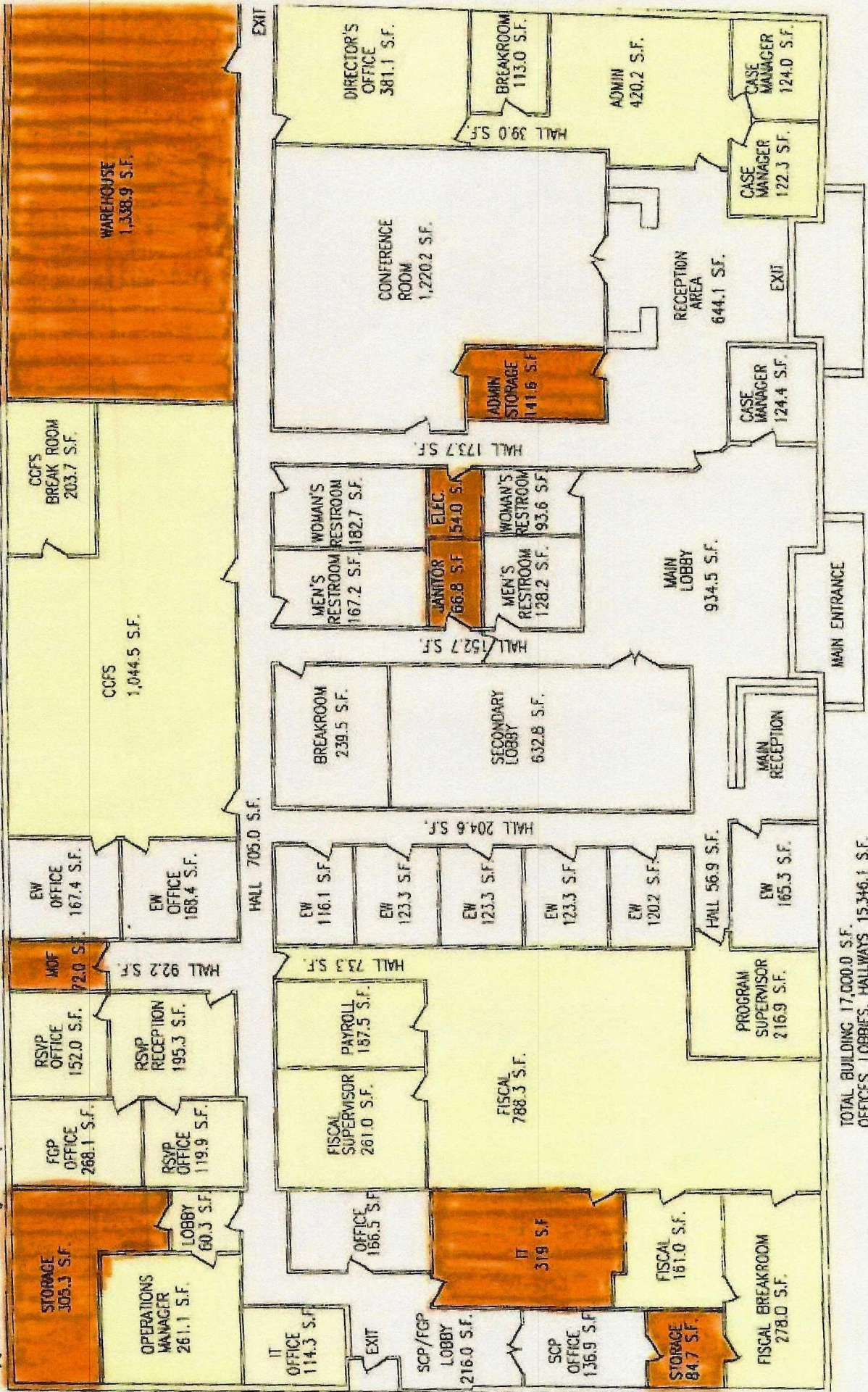
Date: 09/13/2023

Date: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

Drainage = 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