

CAPITOL CLEANING  
11625 N. SANTA FE, SUITE A  
OKLAHOMA CITY, OK 73114  
405-748-3030  
FAX 405-748-3535

Exhibit "A"

Thank you for allowing us to submit this proposal of cleaning services for your company.

Our proposal consists of a schedule of work submitted for your approval. In it, we specifically state what all is included in our services. However, it is not limited to these items, but is open to your needs. We gladly fulfill your every request.

Our work force has no one at minimum wage. Our employees have a vested interest in our company, and are therefore, highly motivated and care about our clients just as we do. This assures that their performance is a constant and continuing process to ensure your long-term satisfaction.

Thank you for your consideration.

Sincerely,  
Tiffany McIntire

Matthew Smith  
The City Of Norman  
109 W Gray St  
405-292-9717

**CLEANING SERVICE 5x PER WEEK \$ 1,625.00 PER MONTH**

**CLEANING SERVICE 7x PER WEEK \$ 2,275.00 PER MONTH**

- Clean & sanitize restrooms including fixtures and partitions
- Clean & sanitize kitchen/ break areas
- Pull all trash
- Sweep, mop & vacuum all flooring
- Dust & clean offices
- Monthly hi-lo dust and spot clean walls

**FLOOR SERVICE .15 CENTS PER SQ FOOT**

- Clean and sanitize carpets

**WINDOW SERVICE \$595.00 PER SERVICE**

- Clean all glass inside and out

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## **TERMS AND CONDITIONS**

**MATERIALS:**

**CAPITOL WILL SUPPLY ALL EQUIPMENT, CLEANERS, AND DISINFECTANT.**

**CUSTOMER WILL FURNISH ALL PAPER TOWELS, TOILET TISSUE, HANDSOAP AND TRASH LINERS.**

**INSURANCE:**

**CERTIFICATE OF INSURANCE AND BONDING WILL BE FURNISHED BY CAPITOL CLEANING SERVICE INC.**

**TIME OF SERVICE:**

**CLEANING SERVICES WILL BE RENDERED WHEN SPECIFIED. ACCESS TO BUILDING SHOULD BE COMPATIBLE WITH KEYS AND ANY ALARM SYSTEMS.**

**TERMS:**

**INVOICES WILL BE DUE ON THE LAST DAY OF THE MONTH FOR THE MONTH IN WHICH SERVICES ARE PROVIDED, UNLESS OTHER ARRANGEMENTS ARE MADE. ALL SERVICES WILL BE BILLED MONTHLY.**

**THIS CONTRACT IS AUTOMATICALLY RENEWED MONTHLY. IF EITHER PARTY DEFAULTS OR FAILS TO COMPLY WITH OBLIGATIONS THEY MUST GIVE THIRTY (30) DAYS WRITTEN NOTICE. IF EITHER PARTY TERMINATES, OR ANY OBLIGATION UPON EITHER PARTY STILL DESIRES TO VACATE THE CONTRACT, THEN IN THIRTY (30) DAYS THE CONTRACT IS VOID.**

***COST OF SERVICE: \$2,275.00.00 PER MONTH***

**THE CONTRACT IS TO BEGIN ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2018.**

**CUSTOMER: The City Of Norman**

**ACCEPTED BY:**

\_\_\_\_\_

**REPRESENTATIVE: Tiffany McIntire**

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## **GENERAL OFFICE AREAS**

**CARPETED AREAS WILL BE THOROUGHLY VACUUMED EACH SERVICE. THIS DOES NOT INCLUDE SHAMPOOING OF CARPET.**

**HARD SURFACED FLOORS WILL BE SWEEPED AND DAMP MOPPED WITH A HIGH COEFFICIENT DISINFECTANT FOR PROPER SANITATION. SCUFF MARKS WILL BE REMOVED IF POSSIBLE.**

**TRASH RECEPTACLES WILL BE EMPTIED, CLEANED, RELINED AND TRASH REMOVED TO DUMPSTER EACH SERVICE.**

**WALLS WILL BE SPOT CLEANED AROUND TRASH RECEPTACLES AND LIGHT SWITCHES.**

**ALL HORIZONTAL SURFACES WILL BE THOROUGHLY DUSTED INCLUDING DESKTOPS, FILES, WINDOWSILLS, CHAIRS, TABLES AND ALL OTHER FURNISHINGS. VERTICAL SURFACES WILL BE DUSTED AS NEEDED EACH SERVICE. ALL GLASS TOPS WILL BE CLEANED EACH SERVICE.**

**ANY GLASS DOORS WILL BE CLEANED AT EACH SERVICE. MINI-BLINDS WILL BE DUSTED ONCE A MONTH.**

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## **BREAK AREA**

**WASTE RECEPTACLES WILL BE EMPTIED, CLEANED, RELINED AND TRASH REMOVED TO DUMPSTER EACH SERVICE**

**HARD SURFACED FLOORS WILL BE SWEEPED AND DAMP MOPPED WITH A HIGH COEFFICIENT DISINFECTANT FOR PROPER SANITATION EACH SERVICE. CARPETED AREAS WILL BE VACCUMED EACH SERVICE.**

**TABLE TOPS, ETC. WILL BE DUSTED AND CLEANED WITH A DISINFECTANT EACH SERVICE. CHAIRS WILL BE CLEANED AS NEEDED.  
ALL HORIZONTAL SURFACES WILL BE THOROUGHLY DUSTED AND CLEANED EACH SERVICE. ALL VERTICLE AND HIGH DUSTING WILL BE DONE AS NEEDED.  
BASEBOARDS WILL BE KEPT FREE OF SPLASH MARKS AND GRIME.**

**SINKS WILL BE SCOURED AND COUNTER TOPS CLEANED AND DISINFECTED EACH SERVICE. WE WILL NOT BE RESPONSIBLE FOR WASHING ANY DISHES OR CUPS.**

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## **BATHROOMS**

**ALL BOWLS, URINALS, LAVATORIES, ETC. WILL BE THOROUGHLY CLEANED AND DISINFECTED EACH TIME SERVICE IS PROVIDED. STAINS WILL BE REMOVED AS MUCH AS POSSIBLE. ALL BRIGHT WORK WILL BE CLEANED AND POLISHED EACH SERVICE.**

**PARTITIONS WILL BE WASHED AND DISINFECTED EACH SERVICE.**

**HARD FLOORS WILL BE DUST MOPPED AND DAMP MOPPED WITH A HIGH CO-EFFICIENT DISINFECTANT FOR PROPER SANITATION EACH SERVICE.**

**GLASS AND MIRRORS WILL BE CLEANED AND POLISHED EACH TIME OF SERVICE.**

**TRASH RECEPTACLES AND SANITARY CONTAINERS WILL BE EMPTIED, CLEANED AND TRASH REMOVED TO DUMPSTER EACH SERVICE.**

**WALLS WILL BE SPOT CLEANED EACH SERVICE.**