



June 29, 2018

Matthew Smith, Superintendent
FACILITY MAINTENANCE
CITY of NORMAN
109 W Gray
Norman, OK 73069

Dear Matthew,

Thank you for showing me through Norman's eastside library. I have attached our proposal which includes a description of our work, supplies we provide, and our insurance.

Let me know if you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Bob Linn', written over the word 'Sincerely,'.

Bob Linn
Owner

June 29, 2018



DAILY CLEANING

WET CLEANING

- Spot clean entry glass doors
- Spot clean office glass partitions
- Clean restrooms (faucets, sinks, mirrors, counters, toilets, partitions)
- Stock toilet paper, paper towels, and hand soap
- Clean sinks (break rooms, kitchen, etc)
- Clean counter tops in RR/break

TRASH

- Empty waste cans, replace liners
- Place trash in dumpster

FLOOR CLEANING

- Dust mop and wet mop (hard surface floors)
- Vacuum carpets (includes edges, corners, and entry mats)

DUSTING

Picture frames, tops and fronts of files, lamps, tables, window sills, computer screens, fire extinguishers, restroom trim and fixtures.

Police for cobwebs.

CARPETS

We use Encapuclean which is recommended by SHAW carpets. It contains no soaps or surfacents which leave sticky residues.

We can do all your carpets for \$205.00

See www.ExecutiveCleaningSpecialists.com for details.

WINDOWS

Our staff will spot clean the main entry glass doors and touch up grand room glass daily. We will also keep the glass in the offices clean.

For additional window cleaning by our professional contractors see window addendum

TILE

Scrubbing of hard surfaces represents an additional fee.

MONTHLY FEE

\$2,485 per month for five cleans per week.

\$2,975 per month for seven cleans per week.

Delivered to:

MATTHEW POE

CITY OF NORMAN

109 W Gray Street

Norman, OK 73069

405-292-9717

www.ExecutiveCleaningSpecialists.com





WINDOW ADDENDUM

ANNUAL CLEAN OF ALL GLASS

Clean ALL glass both interior and exterior once per year

\$1,445.00

CLEAN EXTERIOR ONLY

Clean the exterior side of exterior all glass based on frequency

ANNUAL

\$875.00

TWICE PER YEAR

\$775.00

QUARTERLY

\$705.00

MONTHLY

\$605.00

ANNUAL CLEAN OF MAIN AREA

Clean only the glass in the large room (facing northeast) and the northwest entry

Both sides of the glass (interior/exterior)

\$1,200.00

Exterior side only

\$815.00

OFFICE GLASS

Both sides of exterior windows: \$200.00

Exterior side of exterior windows only: \$150.00

Partition glass in offices: \$100.00

INSURANCE POLICIES

Liability Policy



Western Heritage
Insurance Company

An A+ rated company
\$1,000,000 per occurrence.
\$2,000,000 aggregate.

Workmans Compensation

TRAVELERS 

SUPPLIES

EXECUTIVE CLEANING SPECIALISTS provides the equipment and supplies used to clean the facility. This includes vacuums, scrubbers, buffers, dusters, cleaning solutions, etc.

THE CUSTOMER provides toilet paper, hand towels, hand soap, and can liners. Our relationship with one of Oklahoma's large suppliers gives you access to these materials at discounted pricing.