Janitorial Services Sample Proposal

Scroll down to read the first part of this sample. When purchased, the complete sample is 11 pages long and is written using these Proposal Pack chapters:

- Cover Letter
- Title Page
- Table of Contents
- Non-Disclosure Form (Long Version)
- Cost Summary
- Contract and Terms
- Qualifications
- Company History
- Services Provided
- References
- Back Page

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The sample below does not include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

Read this article for more help - How to Write a Janitorial or Cleaning Business Proposal
Mr. Simmons,

I appreciate the opportunity to speak with you last week and enjoyed learning more about your business. In our conversation, we discussed your cleaning needs and how Gen-Serv Maintenance Supply can help you.

As specialists in Flooring and General Cleaning services for over 25 years, we pride ourselves in providing clients with professional service, guaranteed quality and the highest level of efficiency.

I am pleased to provide the following quote per your request. The attached cost summary is based on our conversation of your current needs. Adjustments can be made as we customize your services.

I look forward to discussing your project with you in more detail shortly.

Please contact me directly anytime you have additional questions or requests.

Sincerely,

Brian Mossey  
Owner  
Gen-Serv Maintenance Supply  
800-622-0295  
bmossey@Gen-Serv.com  
www.Gen-Serv.com
PROPOSAL

Facility Cleaning Services

Prepared for:  Marty Simmons
               General Manager

Prepared by:  Donnell Holland
               Surveyor
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THIS AGREEMENT is made on this day 4/5/20XX, by and between Gen-Serv Maintenance Supply (hereafter referred to as “Company”) and Syntax Offices (hereafter referred to as “Customer”).

Each of the undersigned parties, and the Company, understands that both parties have a desire to establish an employment, consulting or other business relationship between the Company and the Customer.

[The Proposal Pack Non-Disclosure is a 4 page agreement (a short form version is also available). See the Proposal Packs for the complete text of the Non-Disclosure agreement]

4.1 Governing Body.

This Agreement shall be governed by and construed in accordance with the laws of the State of NJ. Exclusive jurisdiction and venue shall be in the Gloucester County, NJ Superior Court.

4.2 Entire Agreement.

This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof. The prevailing party in any action to enforce this Agreement shall be entitled to costs and attorneys’ fees.

4.3 Binding Effect.

This Agreement shall be binding upon and inure to the benefit of Customer and Developers and their respective successors and assigns, provided that Developers may not assign any of his obligations under this Agreement without Customer’s prior written consent.
Each party represents and warrants that, on the date first written above, that they are authorized to enter into this Agreement in entirety and duly bind their respective principals by their signature below:

EXECUTED as of the date first written above.

Syntax Offices
By: ________________________________
Title: ______________________________
Date signed: _________________________

Gen-Serv Maintenance Supply
By: ________________________________
Title: ______________________________
Date signed: _________________________
Gen-Serv Maintenance Supply will provide the following services to Syntax Offices.

### Area: 1st Floor

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empty All Office Trash Receptacles</td>
<td>5 x Week</td>
</tr>
<tr>
<td>High Dust Offices</td>
<td>4 x Week</td>
</tr>
<tr>
<td>Vacuum Traffic Areas</td>
<td>1 x Week</td>
</tr>
<tr>
<td>Fully Vacuum All Carpets</td>
<td>1 x Week</td>
</tr>
<tr>
<td>Clean &amp; Disinfect Restrooms</td>
<td>5 x Week</td>
</tr>
</tbody>
</table>

### Area: 2nd Floor

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empty All Office Trash Receptacles</td>
<td>5 x Week</td>
</tr>
<tr>
<td>High Dust Offices</td>
<td>1 x Week</td>
</tr>
<tr>
<td>Vacuum Traffic Areas</td>
<td>4 x Week</td>
</tr>
<tr>
<td>Fully Vacuum All Carpets</td>
<td>1 x Week</td>
</tr>
<tr>
<td>Clean &amp; Disinfect Restrooms</td>
<td>5 x Week</td>
</tr>
</tbody>
</table>

### Area: Lobby

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empty All Trash Receptacles</td>
<td>5 x Week</td>
</tr>
<tr>
<td>Clean Elevator</td>
<td>5 x Week</td>
</tr>
<tr>
<td>Clean Entrance Glass and Door Jams</td>
<td>5 x Week</td>
</tr>
<tr>
<td>Sweep Entrance Steps</td>
<td>As Needed</td>
</tr>
<tr>
<td>High Dust Ledges</td>
<td>1 x Week</td>
</tr>
<tr>
<td>Polish Reception Desk</td>
<td>1 x Week</td>
</tr>
<tr>
<td>Dust Mop Floor</td>
<td>5 x Week</td>
</tr>
<tr>
<td>Full Mop Floor</td>
<td>5 x Week</td>
</tr>
<tr>
<td>Burnish Floor</td>
<td>1 x Week</td>
</tr>
<tr>
<td>Clean &amp; Disinfect Restrooms</td>
<td>5 x Week</td>
</tr>
</tbody>
</table>

### Project Schedule

<table>
<thead>
<tr>
<th>Area</th>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st and 2nd Floor</td>
<td>Bonnet Carpet</td>
<td>3 x Year</td>
</tr>
<tr>
<td>1st and 2nd Floor</td>
<td>Extract Carpet</td>
<td>1 x Year</td>
</tr>
<tr>
<td>Lobby</td>
<td>Top Scrub &amp; Recoat</td>
<td>3 x Year</td>
</tr>
</tbody>
</table>
## COST SUMMARY

### Annual Service Cost:

- Weekly Service Cost: $500.00
- Monthly Service Cost: $2,166.67
- Annual Service Cost: $26,000.00
- Annual Cost Per Square Foot: $1.04

Area considered in this proposal: 25,000 sq. ft.

**Standard Disclaimer:** The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.
The rest of this sample is included in the retail Proposal Packs and Proposal Kit Professional bundle. Purchase any Proposal Pack in the design theme of your choice and you will have everything you need.

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Using the included Proposal Pack Wizard is the best way to make customized versions of the samples. Using the Wizard and any Proposal Pack you can recreate any of the samples in the visual design theme you purchased as well as branding it with your own logo and design.

1) After purchasing, downloading, and installing your Proposal Pack and Wizard software add a new project in the Wizard.

2) Click the Pick Documents button then click the View Samples tab.

3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.

4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.

5) When you save your project, the Wizard will build you a custom version of this sample in the visual design theme Proposal Pack you purchased applying all your customizations (logos, font types, color schemes, contact information, etc.).

6) Open and edit the Word document to complete your work.
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This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

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