



September 23, 2020

Dear Vicki,

Thank you for allowing Office Pride to quote you a price on providing the cleaning for Eagle Ridge HOA. We sincerely want to obtain your business.

I have put together a proposal tailored to meet your needs. We have an excellent staff in your area and, for your convenience, can begin service anytime.

Included in this proposal is a list of cleaning specifications, an agreement which outlines our insurance coverage and underlines the monthly billing price, and other information about Office Pride. Please call me if you have any questions or would like to schedule a start date.

We look forward to impressing you with our "No Headaches Attached" service and hope that this would lead to a long term, mutually beneficial working relationship between Eagle Ridge HOA and Office Pride.

Sincerely,

A handwritten signature in black ink, appearing to read "Carlton Harris", written over a horizontal line.

Carlton Harris



Commercial Cleaning Services

Office: 561-203-5833

carltonharris@officepride.com

www.officepride.com



INTRODUCTION

At Office Pride, our business has been built on our reputation for quality. We understand janitorial services from floor to ceiling and we know customer satisfaction is not achieved without hard work.

Our mission is to honor and glorify God by building mutually beneficial relationships with customers, employees, vendors, and franchisees. We are committed to our promise of top quality janitorial services through honesty, integrity, and hard work.

At Office Pride, commercial cleaning is more than mopping floors or dusting blinds. From hospitals, medical, & manufacturing facilities to daycares, professional offices, and LEED certified green buildings, Office Pride is a premier choice for superior office and facilities cleaning.

Office Pride has been providing quality commercial cleaning and janitorial services since 1992. We place a high priority on honesty, hard work, and integrity with every service we deliver. All of our staff undergo background checks, intensive training, and are required to wear uniforms so they are easily identifiable.

Thank you for the opportunity to quote a price for providing the cleaning services at your facilities. We sincerely want to obtain your business. Included in this proposal is a list of cleaning specifications, an agreement which outlines our insurance coverage and underlines the monthly billing price, and other information about Office Pride.

We look forward to impressing you with our "No Headaches Attached" service and hope that this would lead to a long term, mutually beneficial working relationship between Eagle Ridge HOA. and Office Pride.

PROFILE SUMMARY

- ❑ Founded in 1992 by Todd Hopkins, CBSE
- ❑ Complete janitorial service—clients include banks, factories, medical facilities, churches, general office buildings and more
- ❑ Corporate headquarters in Palm Harbor, Florida
- ❑ Over One Hundred Fifteen franchises located nationwide.
- ❑ Currently service over 3,500 buildings.
- ❑ Recognized as leader in industry safety four times
- ❑ Customer retention rate of 75% (industry average reported at 60%)
- ❑ Full-time customer service department with email communication capabilities
- ❑ Office Pride leaders selected as key speakers on customer service and employee communication in our industry for the 2002 - 2013 Building Service Contractors Association Conventions
- ❑ Ranked in 2013 Entrepreneur's Magazine TOP 500 franchises
- ❑ Committed to honesty, integrity and hard work
- ❑ Winner of Consumers Choice Award for four years in a row in the janitorial service category
- ❑ Contact Office Pride at (561) 203-5833 or visit us at www.officepride.com

CLEANING SPECIFICATIONS

Eagle Ridge HOA

264 Moccasin Trail
Jupiter, FL 33458
718-506-6899
victoriajgb@msn.com

(TWO TIMES EVERY WEEK)

Daily Cleaning Schedule

Restroom Care:

- ✓ Refill paper towel, hand soap, toilet paper dispenser, as needed
- ✓ Disinfect toilets, toilet seats & urinals – use enzyme under urinal weekly
- ✓ Clean all sinks & fixtures
- ✓ Empty sanitary napkin receptacles
- ✓ Sweep tile floor
- ✓ Damp mop floor and place wet floor signs until dry
- ✓ Clean walls around sinks, all dispensers & toilet partitions
- ✓ Clean & polish mirrors
- ✓ Dust counters, ledges & tops of partitions
- ✓ Clean all air vents as needed
- ✓ Polish all stainless fixtures and handrails

Structure:

- ✓ Remove cobwebs, nests and dust from walls, ceiling and railings, doors, frames, windows ledges, fans, cameras and lights (Be careful near cameras, do not wet)
- ✓ Clean tables and chairs as well as frames
- ✓ Clean ceiling fans
- ✓ Clean message board, fire extinguisher and lights etc.
- ✓ Sweep and mop floor removing stains, spills and scuff marks
- ✓ Keep storage area clean and neat
- ✓ Clean water fountain and polish stainless as needed

Pool Area:

- ✓ Clean tables, chairs and lounge chairs thoroughly weekly – spot check on 2nd visit
- ✓ Hose off deck as needed
- ✓ Clean and sanitize entry gate. Check walls, posts and gates and clean as needed
- ✓ Empty trash receptacles and replace liners. Clean receptacles as needed
- ✓ Arrange chairs and lounge chairs neatly around deck
- ✓ Survey grounds for trash and debris

Monthly Services

- ✓ Take down umbrellas and clean
- ✓ Hose down screens, walls, floors and dry frames
- ✓ Remove light lenses, clean and replace quarterly
- ✓ Brush fans
- ✓ Remove screens, hose off and clean windows quarterly or as needed
- ✓ Place all trash with lid outside fence
- ✓ Report any hazards, damage or lights to management at Office Pride

Office Pride will provide all cleaning equipment and cleaning supplies.

AGREEMENT

CUSTOMER: Eagle Ridge HOA
LOCATION: 264 Moccasin Trail
Jupiter, FL 33458
CONTRACTOR: Office Pride

DATE: September 23, 2020

I. CONTRACTOR RESPONSIBILITY

- A. Contractor agrees to provide all services as described under the attached cleaning specifications sheet.
- B. Contractor agrees to provide all labor, equipment and cleaning supplies.
- C. Contractor agrees to provide service **two** times every week.

II. CUSTOMER RESPONSIBILITY

- A. Customer agrees to provide adequate secured storage facilities for contractor's equipment and supplies.
- B. Customer agrees to provide adequate water and electrical facilities for use of contractor.
- C. Customer agrees to provide two sets of keys for contractor's use.
- D. Customer to furnish all trash bags, paper products and soap. If client requests, contractor can provide and deliver these items for a competitive price.
- E. Customer agrees to provide adequate trash disposal facilities.
- F. Customer agrees to pay any unpaid portion of all completed floor work if the contract is prematurely terminated.
- G. Customer agrees not to employ or seek to employ any contractor employee or franchisee assigned to service client facilities during term of this agreement and for a period of three months following termination of this agreement unless given written permission by contractor.
- H. Customer agrees that contractor is not responsible for cleaning any blood spills and that blood spills will be cleaned upon occurrence by client's staff.
- I. Customer agrees this contract may be serviced by the contractor's in-house janitorial service or by an assigned franchise location that meets all the requirements set forth in this contract.

III. INSURANCE COVERAGE

- A. Contractor agrees to keep in force during term of this agreement the following insurance coverage:
 - 1. Workers compensation (Policy limits per state statute).
 - 2. Comprehensive General Liability (\$1,000,000 per occurrence).
 - 3. \$10,000 Fidelity Bond for all employees.

DATE: September 23, 2020

IV. PERIOD OF AGREEMENT

- A. Service will commence the TBA day of the TBA , 2020 and continue for until canceled by thirty (30) days written notice by either party. Contract will automatically renew at end of year time period specified unless above notice is given by either party.

V. CHANGES IN SPECIFICATIONS OR FREQUENCIES

- A. Customer and contractor agree that specifications, frequencies or work assignments may be altered at any time by written notice. Contractor and customer will negotiate to determine cost of service changes.

VI. COST OF SERVICE

- A. Customer agrees to pay contractor the sum of **\$435.00** per month* for service **two** times every week payable on the last day of the same month in which work is performed. Price does not include Florida sales tax. Invoice will be sent to client on or by the 10th of same month.
- B. Unless noted, customer agrees that the following services are separate from this contract and can be quoted upon request:

- Carpet cleaning:

Pricing upon request

- Extra tasks or special cleaning not on specifications:

Pressure washing \$485.00 per occurrence Bi-Annually

Pricing for replenishable will be provided separately

- Scrub & refinish hard surface floors:

- Restore & buff hard surface floors:

- Window washing:

Pricing upon request

Customer: **Eagle Ridge HOA**
Location: **264 Moccasin Trail**
Jupiter, FL 33458

By: _____

Title: _____

Contractor: **Office Pride** Phone: (561) 203-5833

By: _____

Title: _____

***Prices quoted for services specified will be valid for 30 days from date of presentation of unsigned contract.**

REFERENCES

Nationally Recognized

BBVA Compass
banking on a brighter future.



**Texas
Bank**



BMO  **Harris Bank**



Southside Bank

Local References

Waterway Beach COA
100 Waterway Rd
Tequesta, FL 33469
Contact: John Jahn
561 745-0845

Antigua at Abacoa
1500 Corbison Point Place
Jupiter, FL 33458
Contact: Darlene Harbor
561 630-9640

Tequesta Baptist Church
423 Tequesta Dr.
Jupiter, FL 33469
Contact: Mark James
561 746-4447