

# Professional Cleaning Services Proposal

Prepared for:

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## **Ballston Spa Clerks Office**

66 Front St, Ballston Spa, NY 12020

Teri L. O'Connor

518 885 5711 x 301

[villageclerk@villageofballstonspa.org](mailto:villageclerk@villageofballstonspa.org)

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Submitted By:

## **Daigle Cleaning Systems, Inc.**

20 Center Street

Albany, NY 12204

Derek Foster

President

518-768-4881

[daiglecleaningsystemsinc@gmail.com](mailto:daiglecleaningsystemsinc@gmail.com)

[www.daigleclean.com](http://www.daigleclean.com)



April 4th, 2022

# Ballston Spa Clerks Office

## Professional Cleaning Services Proposal

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### General

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Daigle Cleaning Systems, Inc. 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. Daigle Cleaning Systems, Inc. agrees to furnish such cleaning service for a period of one year, as set forth

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### Compensation

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Initial Clean/Account Setup: \$395.00

Weekly Cleaning: \$345/month

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be sent the 1st of the month. Payment is due upon receipt. Auto pay is available through this proposal.

Credit cards are accepted.

Accounts not paid within 30 days of the date of the invoice are subject to a 1.5% monthly finance charge

This price is an estimate only. The final price may vary depending upon site conditions, changes and unforeseen circumstances such as parking issues, schedule changes, client delays, etc.

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### Special Services

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Exterior window cleaning can be quoted upon request

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### Service Schedule

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Cleaning service operations described in this comprehensive program will be performed weekly.

The cleaning crew will observe holidays observed by the customer. Daigle Cleaning Systems, Inc. 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.

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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 Client will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, garbage bags, and hand soap. Daigle Cleaning Systems, Inc. can supply and invoice these separately.

Daigle Cleaning Systems, Inc. will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, and disinfectants.

Daigle Cleaning Systems can also provide Avistat Disinfectant Cleaner for \$65.00 per case.

All DCS Employees are following proper protocol to fighting COVID19 as per the CDC.

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### **Equipment**

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Daigle Cleaning Systems, Inc. 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.

Daigle Cleaning Systems, Inc. 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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Daigle Cleaning Systems, Inc. will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

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### **Employee Status**

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Personnel supplied by Daigle Cleaning Systems, Inc. are deemed employees of Daigle Cleaning Systems, Inc. and will not for any purpose be considered employees or agents of the customer. Customer agrees not to solicit Daigle Cleaning Systems employees, during the term of this agreement, any extensions, or the three year period immediately following termination.

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### **Equal Opportunity Employer**

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Daigle Cleaning Systems, Inc. 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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Daigle Cleaning Systems, Inc. is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Here at Daigle Cleaning Systems, Inc., we pride ourselves in providing the best quality services that we can offer to our clients.

To help us improve and serve you better, please send any service questions, concerns or comments to [daiglecustomerservice@gmail.com](mailto:daiglecustomerservice@gmail.com) or call 518-357-7221.

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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, unless notified by either party on written thirty (30) day notice prior to the end of the term. The account will be assessed at the end of the term and at least a 3% increase may be implemented to cover increasing costs. Payment is due upon receipt of invoice.

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### Cancellation

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This agreement may be terminated or canceled at any time, by Daigle Cleaning Systems Inc. with a minimum of thirty (30) days written notice to client.

The parties consent to Albany County, New York as the venue for any legal disputes regarding this matter.

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### Notices

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All notices should be in writing, addressed to the party and sent certified mail, return receipt, or by electronic communication (email), with delivery confirmation

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### Agreement

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This Agreement ("this Agreement") is made and entered into as of \_\_\_\_\_, 2021, by and between Daigle Cleaning Systems, Inc., with its principal place of business located at 20 Center St, Albany NY 12204 and Ballston Spa Clerks Office with its principal place of business located at 66 Front Street, Ballston Spa, NY 12020.

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.

Daigle Cleaning Systems Inc.

Ballston Spa Clerks Office

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

**ACH AUTHORIZATION**



20 Center Street  
Albany, NY 12204  
Company Phone: (518) 763-9200

Authorization

I hereby authorize Bill.com, Inc., on behalf of Daigle Cleaning Systems, Inc, to initiate entries to the bank accounts that I enter, or enable Daigle Cleaning Systems, Inc to enter, on the Bill.com, Inc. web site in order to pay amounts that I owe and, if necessary, to initiate adjustments for any transactions credited or debited in error. I represent that I have authority to bind the organization that owns the bank accounts, and to authorize all transactions to the bank accounts that are initiated through Bill.com, Inc. I acknowledge that transactions initiated to the bank accounts must comply with the provisions of U.S. law. This authorization will remain in effect until the organization notifies Bill.com, Inc. in writing to cancel it in such time as to afford Bill.com, Inc. and the bank reasonable opportunity to act on it.

\_\_\_\_\_  
Customer name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Customer's Bank Account for ACH

NAME ON ACCOUNT: \_\_\_\_\_

BANK ACCOUNT TYPE: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

## Customer's Billing Address

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

## Credit Card Fee

I, \_\_\_\_\_, wish to use my credit card to pay for the above services. I understand that using a credit card to pay has a 4% fee attached to the total price.

Please check this box if you wish to pay by credit card

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# Ballston Spa Clerks Office

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## Job Specifications

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### Hallways/Common Areas/Entry Ways

#### Task Description

#### Service Days

Dust Horizontal Surfaces W/in Normal Reach. **We do not clean personal desk spaces .	Bi-weekly
Dust - High And Low Areas (such as vents)	Monthly
Spot Vacuum all Carpet	Weekly
Detail Vacuum all Carpet	Monthly
Dust Mop Hard Surface Floors	Weekly
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	Weekly
Spot Clean Entry Way Glass, interior only	Weekly

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### Offices/Conference Rooms

#### Task Description

#### Service Days

Dust Horizontal Surfaces W/in Normal Reach (This does includes dusting of the top of cubicles) *We do not clean personal desk spaces .	Weekly
Dust - High And Low Areas (such as vents)	Monthly
Empty And Remove Trash and Recycling Replace Liner If Needed	Weekly
Spot Vacuum All Carpet, including runners	Weekly
Detail Vacuum all Carpet	Monthly
Dust Mop Hard Surface Floors	Weekly
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	Weekly
Empty Paper Shredder	Weekly

\*\*Dust Behind Doors, Dust Cobwebs in Corners

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### Kitchen/Break Room (1)

#### Task Description

#### Service Days

Dust Horizontal Surfaces W/in Normal Reach	Weekly
Detail Dust - High And Low Areas	Monthly
Empty And Remove Trash, Replace Liner If Needed	Weekly
Dust Mop Hard Surface Floors	Weekly
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	Weekly
Wipe down Exterior of Appliances	Weekly

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# Ballston Spa Clerks Office

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## Job Specifications

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### **Bathrooms (4) - 2 upstairs, 2 downstairs**

<u>Task Description</u>	<u>Service Days</u>
Empty Trash	Weekly
Refill Supply Dispensers	Weekly
Clean And Disinfect Restroom Fixtures	Weekly
Clean Mirrors, Counters and Chrome	Weekly
Damp wipe and spot clean partitions, doors, walls and light switches	Weekly
Dust Mop and Mop Floor Using Appropriate Cleaner	Weekly
Dust All Horizontal Surfaces within Normal Reach	Weekly
Detail Dust - High Areas	Monthly

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\*\*We use CDC approved disinfectant that kills COVID19\*\*

\*\*Needs to be cleaned between 8:30am - 4pm\*\*