Chesapeake Building Services, Inc.
A Janitorial and Property Management Firm
5 Sugar Loaf Lane
Wilmington, DE 19808

Phone: 302-383-7975, 302-383-7976
E-Mail: jtwardcbsinc@comcast.net

Contract for Gateway Lab School

Janitorial Services

Contract No. GLS13002-JANITORIAL

Expires: June 30,2015

Prepared by: Yolanda Torres-Ward

Chesapeake Building Services, Inc.
A Janitorial and Property Management Firm
5 Sugar Loaf Lane Wilmington, DE 19808
302-383-7975
jtwardcbsinc@comcast.net

April 29, 2013

Gateway Lab School
2501 Centerville Road
Wilmington, DE. 19808

Re: Janitorial Services Proposal - Contract No. GLS13002-Janitorial

GENERAL INFORMATION:

PERSONNEL

Chesapeake Building Services, Inc. will provide sufficient supervision for the job site and to insure proper representation of ***Chesapeake Building Services, Inc***. at all times and to insure all items set forth in this contract are adhered too.

Chesapeake Building Services, Inc. will provide adequate personnel to accomplish all cleaning specifications as described in the following section.

MATERIALS

Gateway Lab School is responsible for providing all disposable rest room products such as paper towels, toilet tissue, sanitary products, soaps, and installing said products. ***Chesapeake Building Services, Inc.*** will responsible for all cleaning products, liners and floor products (wax/stripper.)

EQUIPMENT

Chesapeake Building Services, Inc. is responsible for providing all cleaning equipment and maintaining said equipment in good working order.

REPORTING PROCEDURES

Chesapeake Building Services, Inc. will prepare a written or oral monthly housekeeping status report. This report will be due on or before the 5th of each month. This report will include but not be limited to:

- Scheduled tasks not completed on time
- Special activities performed – monthly – quarterly – yearly
- Special activities scheduled for the upcoming month
- Problems encountered
- Suggestions for improving services.

HOUR OF OPERATION

Monday thru Friday:
Night shift: Suggested time: 6.00 pm to 10.00 pm (except Wednesday – start time 8.00 pm to 10:00 pm)

SCOPE OF WORK:

CLASSROOMS, ADMINISTRATION OFFICES, COMMON AREAS, NURSE OFFICE, AND COMPUTER ROOM

Daily Duties:

- Empty all trash containers
- Replace plastic liner as needed
- Dust all open spaces
- Dust all file cabinets, bookcases and counter tops
- Clean all glass work and entryway doors
- Spot carpeting as needed
- Remove all chewing gum from carpet and tile floors
- Vacuum all carpeting
- Remove black marks on tile floors
- Sweep and damp mop tile floors and stairwells
- Clean and sanitize water fountains
- Clean all sinks and counter tops

RESTROOMS

Daily Duties:

- Empty and reline all trash containers
- Clean and polish mirrors
- Clean and sanitize sinks
- Clean and sanitize urinals and commodes surfaces
- Clean and polish chrome fixtures
- Sweep and damp mop tile floor

FACULTY ROOM

Daily Duties:

- Empty and reline trash containers
- Clean all table tops and chairs
- Clean all appliances/exterior only
- Vacuum all carpeting
- Sweep and mop tile floors
- Clean sink and counter top

WEEKLY DUTIES

- Restroom stall walls, door knobs to be sanitized

WINTER AND SPRING BREAKS

- Refinish all tile floors and shampoo all carpeting

COST OF SERVICES

Our charge for providing you a janitorial program as detailed in this proposal including supervision, equipment and cleaning supplies attendant to the program is based on five (5) days per week.

MONTHLY BUILDING SERVICE COST: $2, 333.33

Sincerely,

Original on File

Yolanda Torres-Ward
President

Acceptance of Proposal: Contract: Yes

Gateway Lab School

By Original on File

Title

Date