



CITI BUILDING SERVICES, INC

PROPOSAL

Facility Cleaning Services

Prepared For:

East Shore Leadership Academy
1403 7th Street
Port Huron, MI 48060

Attn: Nancy Gardner

September 1st, 2020

Mission Statement

It is our goal to exceed the expectations of the clients we serve. We deliver on our promises with a qualified, well-trained workforce that listens to and executes the needs of each customer. Every member of our team is a professional focused on producing outcomes that result in long-term business relationships built on value, integrity and excellence.

CITI Building Services Inc

GENERAL PROVISIONS

CITI Building Services (the "Company") agrees to provide to East Shore Leadership Academy (the "Client"), all labor, supervision, materials and equipment necessary to assure the performance of the Company of the cleaning services (the "Services") for the Client. The Services that the Company shall provide to the Client are as set out on **Schedule "A"** attached hereto. All CITI Building Services personnel are trained with customer services skills, industry knowledge and receive on-going training in the handling of new equipment, new products and cleaning methods, safety in the workplace, etc.

CLEANING SUPPLIES

The Company shall provide and maintain all necessary cleaning equipment, cleaning chemicals, vacuums, maid carts, buckets, mops and brooms and the Client shall keep all such cleaning supplies in a safe and secure location.

ESLA will supply all consumables, such as light bulbs, paper products, hand soap, and trash bags.

The Company will provide MSDS sheets on all cleaning solutions used in your building to maintain your compliance with all applicable laws; On-site communication Log Book/s and Monthly inspection reports and evaluations.

EMPLOYEE HIRING AND SCREENING PRACTICES

As part of the process of weighing applicant qualifications and determining his/her suitability for open positions, CITI Building Services require background checks for all finalists for a position. These background checks are conducted by Michigan State criminal convictions records check- ICHAT, a government search engine. The background check may also include a driving record check as well as criminal court record searches. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or presents safety or security risks before an employment decision is made.

Any applicant who provides misleading, erroneous or willfully deceptive information to CITI Building Services on an employment form or resume or in a selection interview is immediately eliminated from further consideration for employment with the company.

INSURANCE

The Company will keep injury insurance, liability insurance and a fidelity bond in place for the duration of this agreement. Certificate will be submitted upon acceptance of this proposal.

CONFIDENTIALITY

CITI Building Services and its employees, agents or representative will not at any time or in any manner, either directly or indirectly, use for the personal benefit of The Company, or divulge, disclose, or communicate in any manner, any information that is propriety to The Client. CITI Building Services and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this contract.

TERM

The Company shall provide such Services to the Client for a period of two years (24) months/years, with a commencement date of Aug. 2012, or at such other date as the Company and the Client in writing may agree. The Client, at its sole option, has the right to renew or expand the scope of the Services to be provided.

SCHEDULE "A"

SERVICES

AREAS OF SERVICE

- A. Entrance, Offices,
- B. Restrooms
- C. Cafeteria
- D. Hallways/Stairwells
- E. Gym
- F. Classrooms

I. Daily Cleaning

A. Entrance, Offices

1. All trash receptacles are to be emptied and trash removed to a collection point.
2. Clean and polish drinking fountain(s).
3. Sweep all hard surface floors.
4. Mop all hard surface floors.

5. Vacuum all carpeting and rugs.
6. Spot clean partition glass and entrance glass.

B. Restrooms

1. Stock towels, tissue and hand soap.
2. Empty trash receptacles and wipe if needed.
3. Clean and polish mirrors.
4. Sweep and mop floors
5. Clean all toilets and urinals

C. Lunchroom

1. All trash receptacles are to be emptied and trash removed to a collection point
2. Sweep hard surface floors.
3. Cleaning of lunchroom table and floors in between lunches
4. Mop or run auto scrubber on all hard surface floors.

D. Hallway/Stairwells

1. Thoroughly vacuum all carpeting nightly.
2. Damp mop hard surface floors.
3. Spot clean entranceway glass nightly.
4. Sweep all hard surface floors
5. Mop stairwells weekly or as needed

E. Gym

1. Dust mop gym floor
2. Spot mop gym floors.
3. Remove trash

F. Classrooms

1. Empty all waste containers daily.
2. Sweep floor or vacuum carpeting.
3. Mop hard surface floors

CONTRACT PRICE

Monthly Pricing Schedule Day Porter/Part time Evening

\$6100.00 Per Month

TERMS OF PAYMENT

- Invoices are due at the end of the 30-day period in which services are rendered.
- This document constitutes the full agreement between Client and CITI Building Services.
- This agreement will continue in effect for an initial term of one year after the date of this Agreement and will be automatically extended and renewed on each anniversary date using the same terms and conditions, unless one of the parties shall give written notice of termination at least thirty (30) days prior to such anniversary date.
- If a timely thirty (30) day notice of termination is given this agreement will expire at midnight of the anniversary date. All written notices must be delivered by certified mail and take effect thirty days from the receipt of the notice.
- Notices must be delivered to: CITI Building Services Inc., 1307-E Allen Dr., Troy, MI 48083
- The validity of this agreement and the interpretation and performance of all its terms shall be construed and enforced in accordance with the laws of the State of Michigan. The location of any action or proceeding commenced under or pursuant to this agreement shall be in Troy, in the State of Michigan. If court finds in favor of The Company, Client will pay all attorney fees and court costs.
- If any part of this agreement is deemed contrary to law by a court of competent jurisdiction, it will not affect the validity of the remaining parts of the agreement.

Submitted per:



Anthony Bauriedl,
President
CITI Building Services, Inc.

ACCEPTANCE OF PROPOSAL

The above prices, terms, and specifications are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above, and work is to begin on the 1st day of Sept, 2020.

Date: 9/1/20

Signature: Nancy J. Kline

Title: Super

Print name in full: Nancy J. Kline