

# JANITORIAL SERVICE CONTRACT PROPOSAL

FOR:

**LOS ANGELES LEADERSHIP ACADEMY**

***Bill Location:***

***2670 N. GRIFFIN AVE LOS ANGELES CA,90031***

***Job Location:***

***2670 N. GRIFFIN AVE LOS ANGELES CA,90031***

***ATTN: Tina Butler M.S***

***PROPOSER FIRM: J.J. PROPERTY MAINTENANCE NETWORK INC.***

***ADDRESS: 41 EAST ORANGE GROVE BOULEVARD S-102  
PASADENA, CA 91103***

***TELEPHONE: (626) 405-0846***

***FAX NO: (626) 844-7999***

***PROPOSAL DATE: 09/06/2022***

## **GENERAL TERMS AND CONDITIONS**

- A. **LOS ANGELES LEADERSHIP ACADEMY** desires Janitorial Service at **2670 N. GRIFFIN AVE LOS ANGELES CA,90031**
- B. **Buyer** reserves the right to instruct custodial services at any time buyer sees necessary.
- C. Buyer reserves the right to terminate this contract at any time with (30) days written notice to the seller.
- D. The general terms and conditions, statement of work and schedules outline the general scope of work to be performed and may be changed by the customer as required.
- E. The monthly janitorial service rate shall include the necessary crew, supervision, tools, equipment and material (except as noted) to perform the required service in a safe and professional manner.
- F. Seller's employees shall wear visitor identification badges at all times while on duty.
- G. Seller shall comply with the requirements of the immigration reform and control act of 1986 and in particular, seller shall be responsible for the completion and maintenance of the applicable I-9 forms. Seller hereby identifies, and agrees to hold buyer harmless from any and all liability, damages, and penalties imposed by reason of seller's failure to fully comply with said act.
- H. While under contract with JJ Property Maintenance Network Inc. and for a period of (2) years subsequently to the termination of the contract with JJ Property Maintenance Network Inc., said termination being for any reason, seller shall not solicit, nor shall accept work directly or indirectly from any JJ employee served by JJ Property Maintenance Network Inc. without the written authorization from JJ Property Maintenance Network Inc. Failure to comply with this provision may result in contract termination and an injunction and/ or an action for damages caused by Buyer's action.

## **SUPPLIES AND EQUIPMENT**

- JJ Property Maintenance Network Inc. will provide all equipment necessary to perform the services on a contract (trash bin, vacuum, clean agents, etc.)
- Equipment being used by JJ Property Maintenance Network Inc. will be clean & maintained as not to damage furniture, carpets, walls, etc.

## **STATEMENT OF WORK**

- A. **JJ Property Maintenance Network Inc.** will perform all Janitorial services specified in the attached work schedule.
- B. **JJ Property Maintenance Network Inc.** shall furnish all equipment and cleaning chemicals required performing the tasks outlined herein.
- C. **Buyer** will supply the following items:
- Toilet paper
  - Paper towels
  - Toilet Seat Covers
  - Hand Soap
  - Folded Paper Towels
  - Large Trash Can Liners

## **GENERAL SERVICE PROCEDURES**

### **1.) Supervision**

- *JJ Property Maintenance Network Inc. will stay in close contact with Management concerning all work performed.*
- *JJ Property Maintenance Network Inc. personnel will be trained and supervised to perform to the best of their ability in order to accomplish the cleaning you deserve.*
- *All personnel will be checked regularly as to performances and ability to maintain JJ Property Maintenance Network Inc., standards.*
- *JJ Property Maintenance Network Inc. personnel will check and maintain all supplies & tools.*

### **2.) Security Procedures and Insurance**

- *JJ Property Maintenance Network Inc. representatives will work closely with management in regards to the use of acceptable personnel.*
- *JJ Property Maintenance Network Inc. personnel will check to ensure that the building is properly secured before they leave the building.*
- *JJ Property Maintenance Network Inc. will provide all necessary insurance and bonds to all of its personnel.*

# **RESTROOMS**

## **1.) Daily Cleaning Specification**

- *Empty and clean all waste paper receptacles.*
- *Refill towel paper, toilet paper, soap dispensers, and seat cover dispensers.*
- *Empty sanitary napkin containers and replace inserts.*
- *Clean and polish all mirrors, dispensers and metal surfaces including plumbing.*
- *Wash tops and undersides of all toilet seats using a germicidal solution.*
- *Wash all surfaces inside and outside of toilet bowls and urinals.*
- *Screens & deodorant blocks are to be removed from urinals for cleaning-then returned.*
- *Thoroughly clean all sinks.*
- *Spot clean partition walls, especially around paper dispensers, tile walls, around toilets, sinks, urinals, spot clean door, doorframe, light switch, and etc.*
- *Spot clean walls around towel dispensers.*
- *Sweep & wet mop all area of the restroom floor including all urinal mats & under the mats w/ germicidal solution.*
- *Base of the wall will be kept clean and free of any build up.*

## **SECURITY & SAFETY**

### **SECURITY & SAFETY ARE MAJOR CONCERNS IN ALL BUILDINGS**

- *Any unauthorized person will be denied access into the building or tenant areas.*
- *All Suspicious persons will be questioned or asked to leave the building. If needed, the proper authorities will be notified immediately, as well as building management.*
- *All potentially hazardous situations will be diffused by removing combustibles from sources of heat and shutting off coffee machines, stoves or fans.*
- *All entrance doors and suite doors will be double checked after work is completed.*
- *Entrance doors to suites will be locked while at work and after the work is completed. Personal security alarms will be set immediately at exiting.*
- *All keys will be returned to a safe key box or proper personnel after work.*
- *All building entrance doors are checked daily to ensure that all doors are properly locked at the designated time.*
- *Our employees shall not disturb papers on desks, open drawers, use telephone, radios, television sets, or tamper with any personal/company belongings.*
- *Our employees will not direct complaints or requests to tenants. The crew supervisor will contact building management directly to address any concerns.*

## **STATEMENT OF EXPERIENCE**

*JJ Property Maintenance has been providing professional Janitorial Services for all industry sectors since 1983. Our company has more than a decade providing services to The City of Pasadena, Los Angeles County, San Bernardino County as well as Orange County Mr. Benitez (CEO) has worked for the Los Angeles Unified School District for over 20 years. We have also participated in select service projects for the City of Anaheim. Our largest projects have been City of Alhambra, Los Angeles Rehabilitation Center. County of San Bernardino as well as final clean-up services for commercial construction projects throughout the State of California. We have a lengthy and positive service history with the branch of YMCA, a worldwide organization, and with various locations in the City of Glendale. Including Union Station Homeless Services, a nonprofit organization in the City of Pasadena. There has only been one contract in the past 5 years that we were unable to renew, with the Disney Store, in which we still maintain a positive reputation. The proposed professional service agreement is acceptable to our firm. There are no desirable changes proposed at this moment.*

*This corporation is designed to bring the best of Janitorial Services to those that We are committed to excellence and guaranteed customer service. We pride ourselves on meeting the criteria of all our clients' needs through continued customer visits, staff training, and effective communication. Training and staff selection is an important part of our commitment to our customers. All staff are insured and fully trained and required to speak effectively in English and Spanish. Supervision is considered a routine part of our jobs, and all staff is required to clean according to the highest standards*

*We communicate effectively with our teams, convey customer's concerns and closely monitor each project's progress. We always encourage staff members to actively seek new ways to improve the quality of the service they provide. We supervise and inspect to ensure quality service. Our janitorial supervisors constantly track the progress and quality of our work. By performing regular and meticulous inspections, we can confidently guarantee results.*

## **Staff Qualifications & Corporate Capability**

*Training and staff selection is an important part of our commitment to our customers. All staff are insured and fully trained and required to speak effectively in English. Supervision is considered a routine part of our jobs, and all staff are required to clean according to the highest standards.*

*We communicate effectively with our teams, convey customer's concerns and closely monitor each project's progress. We always encourage staff members to actively seek new ways to improve the quality of the service they provide.*

*We supervise and inspect to ensure quality service. Our janitorial supervisors constantly track the progress and quality of our work. By performing regular and meticulous inspections, we can confidently guarantee your results. We deliver the cleanliness you expect and the service you deserve*

*Our staff is committed to attend facilities manager conferences and seminars nationwide. Our janitorial staff is continuously trained on safety regulations and chemicals/equipment. Our janitorial staff is always uniformed with JJ Property shirts and identified by JJ Property ID Badge.*

*Training and staff selection is an important part of our commitment to our customers. All staff are bonded and insured and are required to communicate effectively. Our staff is also trained to use Eco-Friendly products to protect the environment and the community.*

*We hire, train and motivate the best employees. By recruiting, training and equipping a group of dedicated, motivated professionals, we have assured you the finest janitorial services in the industry. We communicate effectively with our teams, convey customer's concerns and closely monitor each project's progress. We encourage staff members to actively seek new ways to improve the quality of the service they provide.*

*Over our 25 years of existence, we have built a strong, long-lasting relationship with many leading industries, all specializing in different requirements of janitorial services. Our service is trusted in corporate environment, medical and dental offices, construction sites, governmental, industrial, retail and warehouse facilities.*



## **REFERENCES**

<b>Name of Agency</b>	<b>Contact Name/ Title/ Address</b>	<b>Phone Number</b>	<b>Dates services provided (From/Through)</b>
<b>GSA Building &amp; Public</b>	<b>Phyllis Facio- Facility Manager 777 Rialto Ave San Bernardino CA92415</b>	<b>(909)387- 3380</b>	<b>From: 2013-2018</b>
<b>Department of Child Support Services</b>	<b>Michael Eckley-Project Manager 10417 Mountain View Loma Linda CA 92354</b>	<b>(909)478- 6991</b>	<b>From: 2022-Present</b>
<b>Union Station Homeless Shelter Services</b>	<b>Mizonna Swerdloff- Facility Manager 825 E Orange Grove Blvd Pasadena CA 91104</b>	<b>(626)615- 1902</b>	<b>From: 2005-Present</b>
<b>YMCA of Glendale</b>	<b>Jose Sanchez-Facility Manager 140 Louise St Glendale CA91206</b>	<b>(818)240- 4130</b>	<b>From: 2010-Present</b>
<b>Department Of Rehabilitation</b>	<b>Koryna Marey-Facility Manager 5140 Florence Ave S-D Bell CA 90201</b>	<b>(323)771- 0866</b>	<b>From:2015-2022</b>

## **Work Schedule**

<p><b>First Floor</b></p> <p><u>9 classrooms</u></p> <p>118, 120, 130, 129, 137, 139, 177, 178, 179</p>	<p><b>Restrooms</b></p> <p>3 staff 4 student restrooms 4 individual restrooms</p>	<p><b>Other areas</b></p> <p>Nurse's office Main lobby Staff lounge PA Cafeteria MS Cafeteria</p>
<p><b>Second Floor</b></p> <p>19 classrooms</p> <p>203, 204, 205, 211, 212, 214, 220, 222, 226, 231, 236, 237, 238, 239, 277, 278, 275, 274, 273</p>	<p><b>Restrooms</b></p> <p>1 staff 4 students (PA/ MS)</p>	<p><b>Other areas</b></p> <p>*Exclude staircases</p>
<p><b>Third Floor</b></p> <p>3 rooms</p> <p>376, 377, 378</p>	<p><b>Restrooms</b></p> <p>2 staff restrooms</p>	<p><b>Other areas</b></p> <p>Staff lounge library</p>

### CLASSROOMS

- Sweep and mop
- Clean and disinfect all desks

### STAFF LOUNGE

- Sweep and mop
- Clean and disinfect table top
- Clean out fridge every Friday
- Clean and disinfect microwave

### MAIN LOBBY

- Clean and disinfect desk (2)
- Sweep and mop
- Clean & wipe main entrance door

### PA / MS CAFETERIA

- Sweep and mop only

## **Work Schedule (cont.)**

### **RESTROOMS INCLUDING STAFF AND STUDENTS**

- Sweep and mop floors
- Clean and disinfect sinks
- Clean and disinfect urinal stalls
- Clean and disinfect Toilets
- Clean wipe restroom mirror

### **NURSES OFFICE**

- Sweep and mop floors
- Clean and disinfect desk

### **HALLWAYS**

- Sweep and mop
- Remove floor gum as much as possible

### **WEEKLY**

- Clean and disinfect all door knobs
- Clean and disinfect all door kick panels
- Wipe and disinfect all stair rails
- Vacuum all floor mats

### **MONTHLY**

- High dusting threw the whole facility
- Wipe and dust all interior ledges window ledges

### **YEARLY**

- Strip and wall floor in the facility
- Acid scrub all restrooms in the facility

## **TERM AND AGREEMENT**

A YEAR-TO-YEAR CONTRACT WITH 30 DAYS WRITTEN NOTICE TO THE OTHER PARTY. THE UNDERSIGNED HEREBY ACCEPTS THE PROPOSAL SPECIFICATIONS, COST, TERM AND CONDITION SUBMITTED BY JJ PROPERTY MAINTENANCE NETWORK TO SUPPLY JANITORIAL SERVICES FOR THE PREMISES LOCATED AT **2670 N. GRIFFIN AVE LOS ANGELES CA,90031** JJ PROPERTY MAINTENANCE NETWORK INC. MAY START SERVICE ON OCTOBER 01,2022 TO JULY 31, 2022.

THE SERVICE IS DESIGNED FOR 5 DAYS PER WEEK SERVICE.

JJ PROPERTY MAINTENANCE NETWORK INC. WILL PROVIDE SERVICES FOR THE AMOUNT OF (***EIGHT THOUSAND NINE HUNDRED AND SEVENTY DOLLARS AND ZERO CENTS.***)

**JANITORIAL SERVICES WILL BE:**

***\$ 8,970.00 PER MONTH.***

***ONE FREE TILE AND GROUT SCRUB IN ALL RESTROOMS LOCATED IN THE FACILITY THIS QUOTE WILL BE HONORED GIVEN IT IS ACCEPTED UPON/WITHIN 30 DAYS.***

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**SIGNATURE**

**ARINA GOLDRING**  
CEO/Superintendent

**LOS ANGELES LEADERSHIP ACADEMY**

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**SIGNATURE**

**JAVIER BENITEZ**  
CEO-Owner

**JJ PROPERTY MAINTENANCE**

