



Dear Carolyn Joseph,

On behalf of JAN-PRO it is our privilege to submit our formal cleaning proposal for your review today. In situations like this, every vendor wants to show their services in their best light and JAN-PRO is no exception. What we hope will serve to differentiate our proposal today are the customer benefits that make us a different type of cleaning partner to our portfolio of over 35,000 global clients every day.

Whether you judge us by our reputation, our franchise owner commitment, our unique cleaning processes themselves or by our written service guarantee we hope you will find JAN-PRO to be a worthy partner for your organization and look forward to addressing any additional questions you may have.

Yours Sincerely,

Jessica Carson

At  
JAN-PRO,  
it's not just  
what we say –  
it's what  
we do.

## Measurable Cleaning. Guaranteed Results.®

Since 1991, we've paved the way in commercial cleaning. Trust, reliability, innovation, and leadership are the core of who we are, and that's how we've become a proven, global brand with the best support and expertise in the business.

### We lead the commercial cleaning industry through our:

- Lasting client relationships
- Quality service guarantee
- Stable, reliable cleaning owner-operators
- Extensive training program
- Best-in-class cleaning process
- Efficient, eco-friendly technology
- Innovative products & equipment
- Performance evaluation & reporting

### We're committed to the deepest, most trustworthy partnerships in commercial cleaning...

So don't let the dirty work keep you from running your business. Trust JAN-PRO for a consistent clean from the same reliable owner-operators every time – guaranteed.

**At JAN-PRO, we mean clean.**





**We mean  
clean.**

## **Every cleaning company promises great service – But only JAN-PRO guarantees it.**

The JAN-PRO Guarantee reflects our commitment to the best training, newest technology, most measurable results, and highest quality commercial cleaning service available.

### **We promise to:**

- Complete all regularly scheduled cleaning commitments on time
- Respond to and promptly resolve any service issues within 1 business day
- Schedule a complimentary cleaning if we fail to meet either of these obligations

When it's all said and done, we tell you what we do. We do what we say. And you can trust that we mean it – every time.

**Trusted. Clean. Guaranteed.**



It's not  
just what  
we clean.  
It's how we  
clean it.

## The process is simple: Trusted + Clean = Guaranteed.

The JAN-PRO Process is designed to guarantee customer satisfaction through quality, technology, and measurement for a consistent clean from the same reliable owner-operators – every time.

### STEP 1:

## JAN-PRO Signature Clean® Services = Quality Commitment

Every JAN-PRO professional goes through the most in-depth certification in the industry, ours.

### Our 5-week certification program includes:

- How to work safely in public areas
- How to maintain bacteria-free surfaces
- How to work faster & greener
- How to dust offices without disturbing them
- The importance of chemical dwell time
- Treatments for hard floors
- Thorough carpet-cleaning techniques
- OSHA safety protocols

Our owner-operators are uniformed, bonded, and insured – so you can trust us to get the job done safely and professionally.



## STEP 2:

### JAN-PRO Technics® Technology = Quality Delivered

The JAN-PRO Technics® technology is the science behind our services. We deliver quality using the most advanced products and equipment, including:

- Hospital-strength disinfectants for the broadest kill range of surface bacteria
- HEPA-rated backpack vacuums that filter out 99.9% of particles from the air
- Microfiber cloths and mops that trap dirt more efficiently and effectively
- Eco-friendly cleaning chemicals that cover a greater area while using less product
- The best safety equipment available

## STEP 3:

### JAN-PRO Tracker® Inspections = Quality Measured

We mean clean – but it's only clean when we confirm it's clean. With our JAN-PRO Tracker® inspections, we routinely check our work and benchmark our results:

- First, we assess your cleaning needs and decide where to focus our expertise.
- After the initial period (usually 30 days), a JAN-PRO field service consultant inspects your property using our 50-point checklist – so no spot, nook, or cranny is overlooked.
- Adjustments are made if needed, and the inspections continue on a regular schedule.





# Another Technological First From JAN-PRO

At JAN-PRO we've always taken pride in being first to bring the latest in technology to our industry. The EnviroShield® system represents our greatest advance yet: an exclusive JAN-PRO service that combines a state-of-the-art sprayer delivery system with a disinfectant that is proven and rated in the safest category possible.

**EnviroShield – The Science of Disinfecting.**

## What Is EnviroShield?

EnviroShield is an electrostatic spray disinfectant system unlike anything else available. It uses a series of different sprayer models designed for specific areas and applications. They all feature a sprayer nozzle that adds an electrostatic negative charge to the disinfecting solution as it is applied so that it actually surrounds and clings to the surfaces it touches, killing harmful bacteria, including MRSA.

## What is the EnviroShield Process?

The EnviroShield systems sprays a hospital-grade disinfectant and deodorizing cleaner that meets all EPA requirements for Toxicity Category IV (no harmful dermal, ocular, inhalation or ingestion effects). The disinfecting agent is ready to use, requires no special storage or ventilation, and is non-flammable. It is non-corrosive and non-staining on all surfaces and requires no protective equipment for the operator or safety precautions for building occupants, and is EPA registered



## What is the Active Ingredient in our Process?

Our process has harnessed the power of chlorine dioxide in a safe and stable formulation. The system delivers controlled micro-bursts of chlorine dioxide to microbes resulting in the physical destruction of a multitude of dangerous organisms. Once the microbe is destroyed, the disinfecting agent ceases its reactive process, insuring no free chlorine dioxide will be released eliminating any health risk or physical hazard.

## Is the Process Environmentally Safe?

Yes, totally! The lack of special usage, storage and biohazard disposal requirements make it green friendly, and safe for all indoor environments.



## Summing Up...A Cleaner, Bacteria Free Facility and Healthier Occupants.

The EnviroShield spray disinfecting system and disinfecting agent provides your environment with the perfect disinfecting combination. You get the efficiency of complete disinfecting coverage on and around all the surfaces in your facility and the absence of any health risks or side effects for all your occupants and associates. EnviroShield really does bring you the science of disinfecting, and it's available exclusively from your local JAN-PRO franchisee.

### EnviroShield Features and Benefits

FEATURES	BENEFITS
Electrostatic Spraying System	Total Disinfecting Coverage, Fast, Effective Application
Safe, Effective and Non-Toxic	"No Concerns" Efficient Disinfecting
No Safety Requirements	No Post-Usage Risks or After Effects
Non-Hazardous Materials	Green and Environmentally Friendly
EPA Registered Disinfectant	Greater Peace of Mind



To learn more about the EnviroShield total disinfecting system, or to arrange a demonstration at your facility, please contact your nearest JAN-PRO office, visit us at [www.jan-pro.com/enviroshield](http://www.jan-pro.com/enviroshield) or call 1-866-355-1064.



## **General Specifications**

### **A. Cleaning Duties**

The performance of this contract will include the following duties:

- 1) Train, supervise and manage your cleaning personnel in their performance of all required duties, including but not limited to maintenance of records.
- 2) We provide all necessary equipment needed to perform cleaning school buildings. Also, all cleaning supplies are provided in addition to paper towel, toilet seat cover, toilet paper, liquid hand soap and liners. Supplies will be provided all dispensers and trash cans currently located in school building – restrooms, classrooms, offices, kitchen, teachers' lounge, playground etc.-
- 3) Provide and maintain training equipment, films, slides, literature, daily work schedules, project schedules and manuals to be used in the training of cleaning personnel.
- 4) Minimum 2(two) workers must be working simultaneously every day.

### **B. Provide Quality/Performance Reviews**

- 2) Weekly (or less frequently at the discretion of the Montague Elementary School) facility inspections shall be made by the manager accompanied by a representative of the Montague School.
- 3) Records of work will be maintained by the manager for review by the Board of Education upon request.
- 4) Contractor's staff personnel, including the manager's immediate supervisor, will make periodic (quarterly minimum) inspections of the facility to insure quality performance. Such inspections shall also be made at any time as requested by the Board of Education.
- 5) Cleaning services should be provided after 6 pm each day, 5 days a week, Monday through Friday, during weeks.

## **SCHEDULE A: DAILY CLEANING**

### **Classrooms, Library, Health Office and Faculty Rooms**

- a. Empty all waste and recyclable receptacles. Replace plastic liners when used in waste receptacles.
- b. Spot-clean glass in doors and partitions and on the inside of windows to remove smudges. Use soft, lint-free clean cloth or paper towel and glass cleaner.
- c. Dust window ledges, sills, displays and decorations. Use lightly treated dusting cloths or dusting mitts. Dust horizontal furniture surfaces, except student desks.
- d. Spot-clean walls, doors, and ledges as needed. Use clean cloth or sponge and detergent solution in plastic spray bottle.
- e. Dust mop smooth floors with a treated dust mop.
- f. Using dampened cotton mop, completely mop floors as necessary and vacuumed carpeted area.
- g. Clean sinks and replenish paper towels and soap.
- h. Rearrange furniture as needed.
- i. Clean white boards and trays.
- j. Inspect pencil sharpeners and clean if necessary.
- k. Adjust shades and/or blinds.
- l. Inspect student desk tops and spot-clean to remove heavy soil, heavy markings or graffiti.
- m. Clean all other areas as needed.

### **1. Bathrooms – All Items Must Be Completed Thoroughly & Daily**

- a. Bathrooms will be thoroughly sanitized after school each evening.
- b. Remove all trash to collection point.
- c. Refill paper towel, soap and toilet paper containers, as needed.
- d. Sweep and sanitize floors with germicidal disinfectant cleaner, and disinfect all plumbing fixtures, including all basins, bowls and urinals inside and outside (toilet seats to be sanitized on both sides) to include all shower nozzles and lavatory and shower faucets.
- e. Polish all mirrors and bright work.
- f. Dust all ledges, vents, partitions and light fixtures above sinks.
- g. Damp wipe all partitions with disinfectant.
- h. Sanitize all walls including heaters and partitions.
- i. Clean all soap dishes.
- j. Replace air-wick(smell) when necessary
- k. Remove graffiti.
- l. Check to be sure all plumbing is operational that there are no stoppages or leaks.
- m. Clean all other areas as needed.

### **2. Offices, Lounges, Conference Rooms**

- a. Empty all waste recyclable receptacles and damp wipe them as necessary to remove soil.
- b. Dust clear areas of furniture tops, shelves, sills and ledges. Use treated cloth or dusting mitts (Dust only horizontal surfaces daily).
- c. Spot-clean glass in doors and partitions. Use soft clean cloth or paper towel with glass cleaner in a spray bottle.
- d. Clean any sinks or other rest room fixtures in offices in accordance with the restroom cleaning procedure.
- e. Dust mop smooth floors with a treated dust mop.
- f. Using a slightly dampened cotton mop with a mild detergent-disinfectant solution, spot mop all floors (except carpeted floors) to remove very heavy soil.
- g. Vacuum clean the entire carpeted area once a week. Spot-clean as necessary.
- h. Rearrange furniture as needed.
- i. Clean all other areas as needed.



### 3. Entrances, Lobbies, Hallways

- a. Empty waste from waste and recyclable receptacles into waste bag on cart. Do not empty by reaching into the receptacle. Damp wipe soiled waste receptacles. Replace plastic liners when used in receptacles.
- b. Dust all window sills, ledges and furniture tops using a treated cloth, dusting mitts or dust mop with short handle.
- c. Clean smudges and soil from glass partitions and doors, using glass cleaner in a spray bottle and clean lint free cloth or paper towel.
- d. Vacuum any carpets or mats and check carpets for spot-cleaning.
- e. Dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan. Vacuum mop head periodically to remove dust, when a vacuum cleaner is available, or shake out into empty plastic bag, with mop head in the bag.
- f. With a lightly dampened mop, spot mop floors as necessary to remove heavy soil. (Completely damp mop ceramic, concrete, terrazzo and resilient tile floors weekly).
- g. Clean water fountains with germicidal detergent or powdered cleanser. Wipe off with dry cloth.
- h. Spot-clean finger marks and smudges on walls, door facings and doors. Use detergent solution in spray bottle and sponge. Rinse with sponge and clear water and plastic bottle as needed.
- i. Fire extinguisher boxes - remove trash and damp wipe surfaces. Check extinguishers to ensure that they are properly charged and have not been tampered with; initial tag monthly.
- j. Wipe baseboards.
- k. Daily - using a floor machine equipped with a buffing brush or pad, spray buff resilient tile and terrazzo floors. After buffing, dust mops the floor as necessary. Sweep outside steps or nearby sidewalk (up to 15 feet from entrance) to keep soil away from door.
- l. Keep matting and runners clean and dry at entrance. Vacuum daily. Spot-mop these areas to remove tracked in water or soil.
- m. Clean all other areas as needed.

### Gyms

- a. Most of the work in these areas will consist of floor care procedures. In general, floors should be spot mopped once a day. Dust mop floors with wide, treated mop once a day. With lightly dampened mop, spot mop floors as necessary to remove heavy soil. Please do not use waxes, oils, or any cleaner other than neutral wood floor cleaner when needed.

### 4. Daily Indoor Policing

Entrances, lobbies, halls, and other public areas:

- a. Keep matting and runners clean and dry at entrance. Use vacuum, if necessary. Spot mop these areas to remove tracked-in water or soil. (These are very important jobs). Put down and maintain additional floor mats during inclement weather.
- b. Keep waste and recyclable receptacles emptied as required.
- c. Pick up any items that have dropped on floors.
- d. Clean any spillage or soiled spots on floors with a mop. Spot-clean spills on carpets.
- e. Clean all other areas as needed.

### Rest Rooms

- a. Empty rest room receptacles as required.
- b. Check paper dispensers and soap dispensers for refill daily.
- c. Spot-clean soiled basins, toilet seats or any other fixtures or partitions.
- d. Clean and disinfect any spillage or soiled spots on the floors.
- e. Clean all other areas as needed.

## **SCHEDULE B: WEEKLY CLEANING**

### **1. Classrooms and Library**

- a. Thoroughly mop all smooth flooring surfaces with a mild sanitizing solution.
- b. Completely vacuum carpeted areas, moving all furniture and rearranging as needed.
- c. Damp wipe all doors.
- d. Empty all pencil sharpeners.
- e. Using lightly treated dusting cloths, dusting mitts or small dust mop with a short handle, dust vertical furniture surfaces, wall vents and vertical wall trim.
- f. Remove all cobwebs from ceilings.
- g. Polish all doorknobs, push plates, and kick plates.
- h. Spray buffs all areas which have resilient tile floors or sealed concrete. Dust mop the floor after buffing as needed.
- i. Clean all other areas as needed.

### **2. Offices, Lounges and Conference Rooms**

- a. In areas which have ceramic, concrete, terrazzo or resilient tile floors, damp mop the entire area.
- b. Completely vacuum clean carpeted areas.
- c. Using a treated cloth, dusting mitt or small dust mop with short handle, dust vertical furniture surfaces, wall vents and vertical wall trim.
- d. Polish all doorknobs, push plates, and kick plates.
- e. Check all ceilings for cobwebs and remove.
- f. Spray buffs all smooth floor surface traffic patterns every week. Spray buff entire flooring area monthly.
- g. Clean all telephones with a mild sanitizing disinfectant.

### **3. Entrances and Lobbies**

- a. Clean all entrance-way glass using a glass cleaner in a spray bottle.
- b. Completely damp mop ceramic, concrete, terrazzo and resilient tile floor.
- c. Using a treated cloth, dusting mitt or small dust mop with short handle, dust vertical furniture surfaces, wall vents and vertical wall trim.
- d. Polish brass doorknobs, rails, push plates and kick plates on doors and other pieces of brass trim.
- e. Check all ceilings for cobwebs.
- f. Wipe vertical surfaces.

### **4. Locker Rooms, Dressing Areas and Gyms**

- a. Thoroughly mop under all moveable gym seats weekly.
- b. Thoroughly damp wipe all vertical wall and locker surfaces within six feet of floor level with a mild germicidal disinfectant monthly.
- c. Check all ceilings for cobwebs.
- d. Polish all doorknobs, push plates, and kick plates.

### **5. Hallways**

- a. Clean all entrance-way glass using a glass cleaner in a spray bottle.
- b. Complete damp mop ceramic, concrete, terrazzo and resilient tile floors.

- c. Using a treated cloth, dusting mitt or small dust mop with short handle, dust vertical furniture surfaces, wall vents and vertical wall trim.
- d. Polish brass doorknobs, rails, push plates on doors, kick plates on doors and other pieces of brass trim.
- e. Check all ceilings for cobwebs and remove.
- f. Using a floor machine equipped with a buffing brush or pad, spray buff resilient tile and terrazzo floors. After buffing, dust mops the floor as necessary.

#### **SCHEDULE C: MONTHLY, ANNUAL AND SEMI-ANNUAL PROJECT CLEANING**

Items listed in this section are to be performed with the specified frequency at times arranged with the School Supervisor of Buildings and Grounds.

1. **Damp Wipe and Polish All Furniture Monthly**

2. **Walls, Locker Exteriors and Waste Receptacles**

Thoroughly wash all walls and locker exteriors as needed. Use graffiti remover as necessary.

3. **Venetian Blinds**

Venetian blinds will be dusted monthly and damped wiped semi-annually.

4. **Upholstered Furniture** –

Vacuum as needed. Shampoo upholstered furniture once yearly.

5. **Library**

Damp wipe library, shelves, and cupboards twice yearly.

6. **Exterior/Interior Windows**

Wash all interior/exterior windows once yearly.

7. **Diffusers**

Clean and wash diffusers twice yearly.

8. **Door, Frames and Light Switches - Monthly**

a. **Wash Interior Window Ledges – Monthly**

b. **Restrooms**

Machine scrub restrooms with a mild sanitizing disinfectant every month



Agreement, dated Not yet accepted, is made between Carson1994 Corp t/a Jan-Pro of Northern NJ (“JAN-PRO”) and Montague Elementary School (“CLIENT”). Both JAN-PRO and CLIENT agree to the following terms and conditions.

1. CLIENT agrees to contract JAN-PRO to perform porter/ matron cleaning services.
2. JAN-PRO will provide all chemicals, equipment, labor and supervision. CLIENT will provide all restroom paper products, hand soap, and can liners.
3. This business contract agreement is obtained by JAN-PRO for the business benefit of a JAN-PRO Franchisee who hereby agrees to comply with the terms and conditions of this agreement. The Franchisee selected to service this CLIENT will be announced prior to the start date of service.
4. JAN-PRO Franchisee has successfully completed the JAN-PRO training program.
5. CLIENT agrees to verbally notify JAN-PRO of any non-performance prior to written notification.
6. CLIENT agrees that during the term of this agreement and within ninety (90) days after termination of this agreement, will not employ directly or indirectly any employees, agent representatives, Franchisees, or former Franchisees of JAN-PRO.
7. This agreement is for a term of one (1) year. The agreement shall be automatically renewable on the anniversary date, with the same terms and conditions, unless either party shall give written notice of termination, at least thirty (30) days prior to said anniversary date. A 3% increase over the monthly fee will commence upon renewal. Otherwise, this agreement may be terminated for non-performance only, and the terminating party must give the other party written notice specifying in detail the nature of any defect in performance. The non-terminating party shall have five (5) days to cure, to the reasonable satisfaction of the terminating party. If satisfaction is not achieved at the end of the fifth (5) day, the terminating party shall notify the non-terminating party in writing of failure to cure, and the agreement shall terminate twenty-five (25) days from date of said notice. All written notices must be timely and via certified mail.
8. Terms: Invoices are sent out on the 1st of each month, with current payment due by the 10th of that month, delinquent by the 10th of the following month. A finance charge of 1.5% per month (minimum \$15.00) will be assessed on all delinquent accounts.
9. In addition to any other rights JAN-PRO may have, JAN-PRO is entitled to all costs of collection, including reasonable attorney fees, paralegal fees, collection agency fees, that JAN-PRO incurs to collect any outstanding invoice amount that is past due.
10. JAN-PRO annually observes the following federally recognized holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.



## PRICING AGREEMENT

CLIENT: Montague Township Board of Education  
 CLEANING LOCATION: 475 Route 206, Montague, NJ 07827  
 DESCRIPTION OF CLEANABLE AREA: SCOPE OF WORK pg 6-10  
 START DATE: Sept 1 - Oct 31

Price for 2 Months (Nov 1 - Dec 31)	\$15,420
Monthly Price \$7,710	
<b>Total</b>	<b>\$15,420</b>

### NOTES:

Does not include NJ Sales Tax (6.625%)

NOTE: Pricing is valid for 30 days from the proposal date unless specifically extended by JAN-PRO at its sole discretion.

HOLIDAYS (Days not serviced): New Year's, Labor Day, Memorial Day, Thanksgiving Day, Independence Day & Christmas Day

**By executing this Agreement, the parties agree to be bound by these terms and the conditions set forth in the accompanying Janitorial Services Agreement.**

Invoice payment terms: NET 10 DAYS.

Montague Elementary School

JAN-PRO NORTHERN NJ

Sign:

Sign:

 SIGNATURE  
 Carolyn Joseph

 SIGNATURE  
 Jessica Carson

Print: Carolyn Joseph

Print: Jessica Carson

Date: Not yet accepted

Date: Not yet accepted



\*Recommend at additional cost.

**ADDITIONAL SERVICES QUOTED UPON REQUEST**

**CARPET**

Bonnet cleaning  
Hot water extraction

**UPHOLSTERY AND WORKSTATIONS**

Vacuum partitions  
Spot removal  
Extraction

**LIGHTING**

Replacing bulbs

**HARD SURFACE FLOORS**

Burnishing  
Top scrub and refinish (wax)  
Strip and refinish

**WINDOWS**

Inside and/or outside of exterior windows  
Other than entry way galss  
Window coverings

**PROCUREMENT OF SUPPLIES**

Paper products  
Hand soap  
Dispensers and containers

**KITCHENS**

Interior of refrigerators,  
dishwashers, and appliances  
other than microwave ovens.  
Interiors of cabinets

\*Upon request, at an additional charge, JAN-PRO will procure such supplies on Client's behalf.  
Once delivered, Client assumes responsibility for supplies when stored on site..



The Right Commercial Cleaning Partner

At JAN-PRO, our reputation sets us apart. We're proud of the relationships we've built and the accomplishments we've achieved:

- #1 Commercial Cleaning Franchise in 2020 for 12 straight years by Entrepreneur magazine
• #2 Top Low-Cost Franchise to Own Under \$50,000 in 2018 by Entrepreneur magazine
• #4 Top Fastest-Growing Franchise in 2018 by Entrepreneur magazine
• Ranked as a Top Global Franchise in 2018 and for 8 years by Entrepreneur magazine
• Ranked as a Top 200 Franchise in 2018 and for 9 years by Franchise Business Review magazine
• Ranked as a Top 50 Franchise for Minorities for 7 years by USA Today newspaper
• Top 100 Global Franchises for 2018 by Franchise Direct
• Ranked as a Top Franchise for Veterans in 2017 by Entrepreneur magazine



2018 Franchisee Satisfaction Awards FranchiseBusinessREVIEW

JAN-PRO was founded in 1991 by a veteran. We created our VetConnectionSM program to serve those who have served our country:

- The VetConnectionSM program is the 1st franchise commercial cleaning program designed specifically around veterans' needs, including veteran discounts and additional incentives on equipment and supplies.
• The VetConnectionSM program helps put veterans in business where they can apply their team skills and other disciplines.



As a leader in our industry, we're committed to advancing the leaders of tomorrow through the JAN-PRO Your Family First Scholarship program:

- The JAN-PRO Your Family First Scholarship program has awarded over \$350,000 in scholarships to almost 250 students.
• Through our partnership with Scholarship America, the nation's leading nonprofit scholarship and educational support organization, we help fund college tuition for eligible JAN-PRO candidates.



For local information please contact: