

Proposal

Manning Janitorial Service

PO Box 7605

RESO 57709

605-343-7084 cell 390-7395

LF012804-14

Proposal Submitted To: <u>The OAK</u>		Job Name	Job #
Address		Job Location	
		Date	Date of Plans
Phone #	Fax #	Architect	

We hereby submit specifications and estimates for: Cleaning of your building 6 days a week

Carpet cleaning
3 times a year Daily - 1 empty wastebasket, vacuum all carpets excluding theater risers, sweep & mop foyer floor
Steam clean carpet in galleries & mirrored room 2 Restrooms clean all fixtures, disinfect bowls & urinals, service towel, soap & tissue dispensers, wet mop floors, scrub floors 2x2
\$100^{ea} each room

Semi Annual
Steam clean carpet weekly - dust desks & ledges top of coat rack
in offices & theater, stairs polish wooden desk tops, wash divider & partition windows inside building, sweep basement floor, Restrooms clean mirrors & dust ledges wash wall & steel dividers
halls way foyer \$100^{ea} each time

Annual
Steam clean & spot monthly - wash frame windows on main floor outside, mop basement floor
upholstered chairs Quarterly - vacuum & spot upholstered chairs in theater
\$1.00 each chair wash wastebasket

\$580⁰⁰ Monthly

We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of:
 \$ _____ Dollars

with payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.
Lic, Insured, Bonded

Respectfully submitted Manning Janitorial Service
Jim Duggan owner
 Note — this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

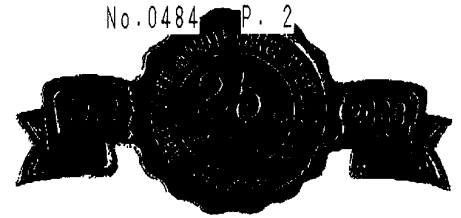
Date of Acceptance _____

Signature _____



**Automated
Maintenance
Systems, inc.**

PO Box 7768, Rapid City, SD 57709
(605) 348-8476



December 31, 2003

The Dahl Center
Attn: Linda Anderson
713 Seventh St.
Rapid City, SD 57701

Dear Ms. Anderson:

We are privileged to have this opportunity to submit our proposal for the services requested. We know this is a big step for you and we are determined to make it a success for both parties.

Enclosed you will find a complete and detailed description of the cleaning services we propose to perform. The specifications and frequencies are geared to the cleaning needs of your facility.

We are a truly professional janitorial service that offers:

- * STRONG CUSTOMER SERVICE PHILOSOPHY
- * A REASONABLE PRICE
- * EXCELLENT TRAINING PROGRAM
- * STATE OF THE ART QUALITY ASSURANCE PROGRAM
- * QUICK RESPONSE TO PROBLEMS
- * BONDING, LIABILITY, WORKER'S COMPENSATION PROGRAMS
- * LATEST IN JANITORIAL TECHNOLOGY AND PROCESSES
- * TEAM APPROACH IN WORKING WITH BUILDING MANAGER

If you have any questions or comments, please do not hesitate to contact me at your earliest convenience. We look forward to the possibility of working with you.

Sincerely,

Tom Nelson
Sales Representative
Automated Maintenance Systems, Inc.
PO Box 7768
Rapid City, SD 57709

COMPLETE CONTRACT CLEANING

The Dahl Center

GENERAL SPECIFICATIONS AND FREQUENCIES

INTRODUCTION

The following is the scope of work to be performed by Automated Maintenance Systems, Inc., P.O. Box 7768, Rapid City, South Dakota, for The Dahl Center, Rapid City, South Dakota.

Automated Maintenance Systems, Inc. shall provide all necessary cleaning chemicals and compounds, buffer, vacuums, carts, pails, buckets, dust mops, cleaning rags to perform the cleaning as specified below. The Dahl Center shall provide all restroom supplies (paper, soap, etc.), and trash can liners.

Automated Maintenance Systems, Inc. shall perform the services specified below (6) SIX days per week, with the exception of holidays observed by The Dahl Center. The services will be performed on a schedule set by Automated Maintenance Systems, Inc. and approved by The Dahl Center.

DAILY

1. General
Empty wastebaskets
Vacuum all carpet, excluding theater risers
Sweep and mop foyer floor
2. Restrooms – main floor and basement
Clean all fixtures
Disinfect bowls and urinals
Service towel, soap and tissue dispensers
Wet mop floors

WEEKLY

1. General
Dust desks and ledges (top of coat rack)
Polish wooden desk tops
Wash divider and partition windows inside buildings
Sweep basement floor
2. Restrooms – main floor and basement
Clean mirrors and dust ledges
Clean walls and stall dividers

MONTHLY

- Wash frame windows on main floor (outside windows)
- Mop basement floor

QUARTERLY

- Vacuum and spot upholstered chairs in theater
- Wash wastebaskets

THREE TIMES A YEAR

Steam clean carpet in galleries and mural room

SEMI-ANNUAL

Steam clean carpet in offices, theater, stairs and foyer

ANNUAL

Steam clean and spot upholstered chairs

ADJUSTMENTS:

The price set forth below is based on the labor and supervision necessary to maintain your building properly.

In the event of any change in specifications and inflationary conditions the contract price may be decreased or increased accordingly from the date the change is effective.

PRICE:

Automated Maintenance Systems, Inc. shall perform the cleaning services as specified above for the sum of (\$1,176.30) ONE THOUSAND ONE HUNDRED SEVENTY-SIX DOLLARS AND THIRTY CENTS per month, plus any applicable city and/or state sales tax.

ADDITIONAL LABOR:

Any Additional labor will be performed, upon request at the sum of (\$16.00) SIXTEEN DOLLARS AND ZERO CENTS per labor hour plus supplies and any applicable city and/or state sales tax.

TERMS:

This agreement shall be in effect for one year and will continue in effect from year to year thereafter, except that it may be modified from time to time as set forth above. It may be terminated at any time, in its entirety, by either party giving notice, in writing, of their desire to do so at least thirty (30) days prior to the desired date of termination.

Automated Maintenance Systems, Inc. will bill The Dahl Center at the beginning of each month and will be paid monthly for that month's service. The statement is due and payable upon receipt. This contract is subject to a late payment charge of 1.5% per month, Annual Rate of 18%, on all amounts not paid within 30 days after the date of the invoice.

Thank you for the opportunity to submit this proposal.