



Janitorial Services Proposal

Experience the Absolute Difference with AJS ProClean.

Prepared for:
Luann Jenison
City of Tontitown
May 21, 2025

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Luann Jenison

cityadmin@tontitownar.gov

City of Tontitown

235 E Henri De Tonti Blvd,

Tontitown, AR 72770

Dear Mrs. Jenison,

Thank you for the opportunity to present a janitorial services proposal for your facility. After visiting the location and speaking with you, I am confident that Absolute Janitorial Services is well-equipped to meet your needs and deliver consistent, high-quality results.

Our commitment is to exceed expectations through reliable, detailed cleaning and by maintaining the integrity and security of your space. We take great pride in hiring professional, dependable team members and fostering a positive working environment that leads to consistency and care in our service delivery.

We value the chance to earn your trust and build a lasting partnership. If you have any questions or would like to schedule a start date, please don't hesitate to contact me directly at (479) 535-5076.

Thank you again for considering Absolute Janitorial Services. We look forward to serving you.

Best regards,



Austin Harms

Absolute Janitorial Services

PO Box 523 | Centerton, AR 72719

O: (866) WITH AJS | www.AJSProClean.com

Terms & Conditions

Scope & Schedule

This bid outlines janitorial services provided according to the cleaning schedule detailed in the attached Scope of Work Checklist.

Monthly Service Fee

Cleaning Two Times (2X) Per Week (Wednesday & Saturday): \$1,100/month + applicable taxes

Equipment & Supplies

- Absolute Janitorial Services will provide all necessary cleaning equipment.
- The client is responsible for supplying consumables (e.g., toilet paper, hand soap, paper towels) and any specialty cleaning products they request.

Holidays Observed

Absolute Janitorial Services observes the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Payment Terms

- Net 30 days from the invoice date.
- Invoices are issued at the beginning of the service month.
- A 4% processing fee applies to credit card payments.

Price Adjustments & Termination

- Service rates may increase by up to 5% annually following a contract review.
- A 30-day written notice is required for termination of services.
- Additional expenses incurred beyond standard services will be billed directly to the client.

Construction-Related Cleanup

Cleanup resulting from construction or renovation projects will incur additional charges. This includes excessive dust, waste removal, damp wiping, carpet cleaning, or other services beyond regular janitorial duties.

Tontitown City Hall

2X Per Week (Wednesday & Saturday)

Contact: Austin Harms Phone: 479-535-5076 Email: Austin@ajsproclean.com

GENERAL INTERIOR: Lobby / Office Areas / Conference Rooms / Cubicles / Hallways

	Each Visit	Wednesday	Saturday	Quarterly	Instructed by AIS
Empty all waste baskets and recycle bins.	X				
Clean all entrance glass doors.	X				
Spot clean interior glass panes throughout.	X				
Sweep, mop, and remove obvious marks where practicable.	X				
Vacuum carpets, including under desks and traffic mats.	X				
Dust exposed areas of computers, office equipment, TV's. (without chemicals)	X				
Dust exposed areas of desks and partitions.	X				
Dust exposed areas of countertops, file cabinets, printer tables, and furniture.	X				
Clean fingerprints and marks from doors, door frames, walls, and light switches.	X				
Clean trash cans and lids.	X				
Dust wall décor, blinds, windowsills, and ledges.	X				
Check and dust high and low corner areas within reach.	X				
Sweep with stiff broom next to baseboards that are exposed.				X	
Dust vents, grills, and baseboards.				X	
Shampoo carpeted areas					X
REST ROOM AREAS: (ALL)	E	W	S	Q	I
Empty all waste baskets and replace liners.	X				
Clean trash cans and lids.	X				
Sanitize sinks, commodes, urinals, partitions, and grab bars.	X				
Sanitize countertops and walls by dispensers.	X				
Clean and sanitize mirrors, dry-shine bright work, light switches, and door handles.	X				
Refill dispensers to include towels, toilet paper, soap, and feminine waste liners.	X				
Sweep, mop, and sanitize hard surface floors.	X				
Clean and sanitize showers (as needed)	X				
Check and dust high and low corner areas within reach.	X				
Dust wall décor, blinds, windowsills, and ledges.	X				
Dust vents, grills, and baseboards.				X	
Scrub hard surfaced floors					X
BREAKROOM/LOUNGE:	E	W	S	Q	I
Empty all waste baskets and replace liners.	X				
Clean trash cans and lids.	X				
Sanitize exposed areas of table, countertops, and backsplashes.	X				
Wipe down chairs and return to normal position.	X				
Refill dispensers to include soap and paper towels.	X				
Sweep, mop, and sanitize hard surface floor.	X				
Clean exterior microwaves, coffee pots, toasters, refrigerators, and freezers.	X				
Clean interior of microwaves.	X				
Dust wall décor, blinds, and ledges.	X				
Check and dust high and low corner areas within reach.	X				
Dust vents, grills, and baseboards.				X	
Scrub hard surfaced floors.					X

OFFICE USE ONLY: 1-Acceptable / 2-Needs Attention / 3-Unacceptable

Customer Approval Signature and Date: _____

Client Profile

Company Name: _____

Address:

• **Street:** _____

• **City, State:** _____

• **Zip Code:** _____

• **Phone Number:** _____

• **Emergency Contact Number:** _____

Billing Contact:

• **Name:** _____

• **Email:** _____

• **Billing Address (if different):**

o **Street:** _____

o **City, State:** _____

o **Zip Code:** _____

• **Phone Number:** _____

Access & Security:

• **Number of Keys/Badges Issued:** _____

• **Badge Numbers (if applicable):** _____

• **Alarm Code (if applicable):** _____

• **Service Start Date:** _____

Agreement Acknowledgement

We hereby submit this proposal to:

Client Name: _____

Cleaning Two Times (2X) Per Week (Wednesday & Saturday): \$1,100/month + applicable taxes

Accepted By:



Absolute Janitorial Services, LLC

Luann Jenison, City Administration

*Thank you for choosing Absolute Janitorial Services, LLC. We look forward to working with you! *

Mission

To deliver consistent, high-quality janitorial services that protect and enhance our clients' environments—through integrity, attention to detail, and unmatched professionalism.

Vision

To be the most trusted name in commercial janitorial services by redefining excellence through innovative solutions, reliability, and client satisfaction. We set the standard in cleanliness while building lasting partnerships and creating a culture where service, trust, and teamwork come first—ensuring cleaner, safer environments where businesses can thrive.

Why Choose Absolute Janitorial?

Excellence in Cleanliness

Since our founding on September 9, 2013, Absolute Janitorial has remained committed to providing exceptional cleaning services, backed by over a decade of industry experience. We proudly serve a wide range of facilities:

- Office Buildings
- Medical Facilities
- Manufacturing Plants
- Educational Institutions & Churches
- Government & Municipal Buildings
- Retail Spaces & Restaurants

Specialized Services Include:

- Carpet Cleaning
- Floor Stripping, Waxing, & Burnishing
- Post-Construction Cleaning
- Window Washing, Pressure Washing
- Handy Man Services
- Parking Lot Maintenance
- Lawn Services
- Concrete Polishing

Unwavering Reliability

- On-site communication logbooks
- Direct mobile access to dedicated account managers
- Routine site inspections to ensure ongoing satisfaction

Commitment to Security

- Fully bonded and insured
- Thorough personnel screening and vetting
- Professional conduct with strict confidentiality standards

Our Service Guarantee

- Professionally trained cleaning personnel
- Adherence to secure building protocols
- Thorough restroom sanitation and supply restocking
- Complete trash removal
- Same-day resolution of service issues

TRUSTED BY LEADING ORGANIZATIONS

