

enviroclean USA

The King of Green Cleaning



Sample Proposal

Enviroclean USA only uses chemicals that are Green Seal approved and EPA approved



Printed on Recycled Paper

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Contact Name,

On behalf of the Enviroclean USA family we would like to thank you for the time you have invested in our company and the opportunity for us to submit a proposal. We are excited to assist your company in choosing a greener solution.

Our mission is to provide superior services and products that assist our customers in providing safer and healthier work environments for their employees and guests.

Enviroclean USA is proud to announce that we celebrate 100% customer retention (no customer cancellations) and an employee turnover rate less than 10% which means a consistent, well-trained staff at all times in your facility.

Enclosed you will find all the information you requested:

- Our Company Policies and Procedures
- The chemicals and equipment we will use to service your facility
- Cleaning Schedules
- Maintenance Agreement
- Additional Services offered
- Monthly or Annual Pricing along with pricing for consumables

Contact Name, after reviewing the proposal, please contact me if you have any questions. Enviroclean USA would like the opportunity to bring Sample on as a new customer and start servicing your facility!

Look forward to working together. Thanks again!

Jerry Thomas MBA.MHA., CEO

Taylor Davis, Vice President



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Benefits of using Green Solutions

- ◆ Environmental Benefits
 - ⊗ Enhance and protect ecosystems and biodiversity
 - ⊗ Improve air and water quality
 - ⊗ Reduce solid waste
 - ⊗ Conserve natural resources
- ◆ Economic Benefits
 - ⊗ Reduce operating costs
 - ⊗ Enhance asset value and profits
 - ⊗ Improve employee productivity and satisfaction
 - ⊗ Optimize life-cycle of economic performance
- ◆ Health and Community Benefits
 - ⊗ Improve Air, thermal and acoustic environments
 - ⊗ Enhance occupant comfort and health
 - ⊗ Minimize strain on local infrastructure
 - ⊗ Contribute to overall quality of life

Did You Know?

In the United States alone, buildings account for:

- ☒ 65% of electricity consumption
- ☒ 36% of energy use
- ☒ 30% of greenhouse gas emissions
- ☒ 30% of raw materials use
- ☒ 30% of waste output (136 million tons annually)
- ☒ 12% of potable water consumption



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CONSERVATION

Enviroclean USA practices conservation and has embedded it in all of our procedures to limit the amount of resources consumed while providing superior service. Here are some of the measures we've taken to become more environmentally sound:

- All marketing materials including business cards, proposals, operational tools, etc. are printed on recycled paper
- Utilize virtual office technology to minimize carbon footprint
- All of the chemicals used by our employees are Green Seal Certified™ and EPA Certified™. (product line provided herein)
- Reducing water consumption in daily cleaning functions as well as utilizing low-moisture equipment-reduction up to 80% water used each service!
- Reducing energy consumption by monitoring lighting throughout facility
- Reduce waste output by incorporating recycling systems, landfill diversion

Taking advantage of Enviroclean USA's approach, your company can make a positive contribution towards sustainability and protecting our environment; meanwhile, lowering operational costs.



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TECHNOLOGY

Enviroclean USA uses the latest technology to ensure that your facility is safer and cleaner. Improving Indoor Air Quality (IAQ) allows our customers to provide better working environments for their employees and patrons. We have implemented the following techniques and equipment to provide a superior service meanwhile maintaining our role as green company:

Hepa Filtration Systems approved by the Carpet and Rug Institute that remove soil, dust, bacteria and other microbial particles from indoor air environments and dispose of them outside your facility.



Micro-Fiber Towels are used to limit the amount of chemicals needed to clean surfaces; furthermore, these finely woven fibers are negatively charged which attract positively charged dust particles. The towels are reusable up to 1000 times to help with conservation of materials consumed and they prevent cross-contamination!



Our environmentally friendly chemicals are safe for your employees to use-Green Seal Certified.

Enviroclean USA couples our conservation programs, our technology and cleaning processes, along with our customized cleaning schedules to provide a service that is superior in terms of performance and safety.

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CLEANING SCHEDULES

Enviroclean USA has developed a cleaning program called the *Enviro Total Clean* that prevents the build up of dust particles and manages the “attention to detail” procedures that most conventional companies either overlook or allow to manifest until you the customer are dissatisfied with performance. The *Enviro Total Clean* consists of the following:

- ✓ Initial clean (first day of clean) undergoes an impact clean to bring the cleanliness standards of facility up to our standards. This clean usually takes three times longer than the standard time to service the account.
- ✓ *Enviro Total Clean* is then placed on a thirty (30) day rotating schedule and will be performed the first day or clean of each month thereafter. This technique prevents build-up of any dust or bacteria throughout your facility.

ENVIRO TOTAL CLEAN

To be performed on initial day of service and first day or clean of each additional month of agreement.

General Office Areas:

- ☐ Thoroughly hand dust and wipe clean with Enviro Solutions Spray and Wipe cleaner using micro-fiber towel on all furniture, file cabinets, shelves, fixtures, picture frames, and all other high or low dusting areas.
- ☐ Dust all baseboards with Hepa filtered vacuum.
- ☐ Vacuum or brush all upholstered furniture.
- ☐ High dust lighting and ventilating ducts.
- ☐ Low dust all corners and edges.
- ☐ Clean door jambs.

Restrooms:

- ☐ Dust and clean walls. Wash tiled walls and partitions.
- ☐ High dust wall, light fixtures and ventilation grilles.

Passenger Elevators:

- ☐ Wipe clean all incandescent cab lamps.
- ☐ Wipe clean entire cab ceiling.

Service Elevators:

- ☐ Thoroughly clean all interior and exterior metal and painted surfaces of cab walls, doors, and frames.

Store Rooms/Janitors' Closets:

- ☐ Damp mop all floors in store rooms. Deodorize and disinfect as required.
- ☐ High dust all exposed pipes, ducts, ventilating diffusers and grilles.

Additional Requests:

- ☐ Example: Clean/disinfect inside of refrigerator
- ☐
- ☐
- ☐

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OUR STAFF

We have a dedicated staff that enjoys working at Enviroclean USA and participating in our programs that benefit our global society. All of our employees participate in:

- Thirty (30) day training program educating them on conservation, team cleaning, blood-borne pathogens, hazardous waste, safety, equipment and product knowledge, customer service, and other various techniques utilized in daily procedures
- National background screens
- Wearing company logoed uniforms for easy identification
- Insured, Bonded and Trusted

OUR CHEMICALS

Enviroclean USA has chosen to use the safest and most beneficial products for the environment and your employees on the market. All of the chemicals including disinfectants, restroom cleaners, heavy duty cleaners, glass cleaners, carpet cleaning solutions, etc all meet Green Seal Certification which is a non-profit organization that awards certification to products that safeguard the environment. Our full product line of chemicals that will be used in your facility along with their corresponding MSDS sheets will be supplied upon request and will be located in janitorial closets or storage areas.



LEED SPECIFICATIONS



Specification for Cleaning Chemicals, Paper Products, Hand Soaps, Cleaning Equipment, Dispensing System, and Procedures

Cleaning Chemicals

Cleaning Products meet the following standards for the appropriate category (see attached chemical list)

- ✓ Green Seal GS-37, for general purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.

Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet the following standards for the appropriate category:

- ✓ Green Seal GS-40, for industrial and institutional floor care products.

Paper Products

Disposable janitorial paper products and trash bags meet the minimum requirements of the following programs for the applicable product category (see attached product list)

- ✓ U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
- ✓ Green Seal GS-09, for paper towels and napkins.
- ✓ Green Seal GS-01, for tissue paper.
- ✓ Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

LEED SPECIFICATIONS



Hand Soaps

Hand soaps meet one of the following standards:

- ✓ No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e. food service and health care requirements).
- ✓ Green Seal GS-41, for industrial and institutional hand cleaners.

Cleaning Equipment

Janitorial equipment shall aid in reducing the building contaminants and minimize environmental impact by complying with the following requirements:

- ✓ Vacuum cleaners are certified by the Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level less than 70dBA.
- ✓ Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- ✓ Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, are equipped with vacuums, guards and/or other devices for capturing fine particulates and operate with a sound level of less than 70dBA.
- ✓ Propane-powered floor equipment have high efficiency, low emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.

LEED SPECIFICATIONS



- ✓ Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids.
- ✓ Battery-powered equipment equipped with environmentally preferable gel batteries.
- ✓ Powered equipment ergonomically designed to minimize vibration, noise and user fatigue.
- ✓ Equipment designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

We keep a log for all powered cleaning equipment showing date of equipment purchase and all repairs and maintenance activities, including vendor specification sheets for each type of equipment in use.

Dispensing System

Chemicals are mixed using a dispensing system that meets the following list of criteria:

- ✓ Safe, spill-tight, permanently integrated head and bottle
- ✓ Backflow prevention
- ✓ Portable dispensing
- ✓ Duo flow rate dispensing (high-flow for buckets; low flow for bottles)
- ✓ Ergonomically designed handle
- ✓ Accurate dilution rates that can be verified

100% recyclable container Floor finish should be provided in plastic bladders which are contained inside a corrugated outer box made with a minimum of 25% recycled material.

SAMPLE'S CLEANING SCHEDULE

ENVIRO DAILY CLEAN

***Items highlighted in yellow are part of our "Cleaning for Health" program that helps promote a healthier and safer work environment for our customers to increase productivity, decrease absenteeism and boost employee satisfaction!

Entrance Lobbies/Common Areas/Stairwells/Hallways/Break rooms:

- ☐ Sweep entrance up to ten (10) feet from doors.
- ☐ Vacuum entryway mats at every entrance
- ☐ Vacuum and spot clean carpet in high traffic areas.
- ☐ Wipe and polish all metal surfaces within hand reach.
- ☐ Empty and clean trash receptacles.
- ☐ Empty and clean recycling receptacles.
- ☐ Clean glass in entrance area.
- ☐ Clean directory glass, and spot clean lobby glass.
- ☐ Clean thresholds.
- ☐ Spot clean handrail glass, handrails, doors and walls.
- ☐ Dust mop and damp mop all hard surface floors.
- ☐ Damp mop tile using Green Seal cleaner only.
- ☐ Police all service stairwells.

General Office Areas:

- ☐ Vacuum all carpeted areas.
- ☐ Sweep or dust all exposed concrete, vinyl, asphalt, rubber and similar types of flooring. Pick up spillage as needed.
- ☐ Damp mop and thoroughly clean vinyl flooring with Green Seal cleaner.
- ☐ Sanitize all desk areas, including phone receivers.
- ☐ Remove all gum and foreign matter in sight.
- ☐ Empty and clean all waste receptacles and replace plastic liners. Remove waste material to building trash bin.
- ☐ Empty and clean all recycling receptacles, transport to recycling bins.
- ☐ Clean all glass furniture tops.
- ☐ Check all high and low ledges, shelves, bookcases, credenzas, file cabinets, tables, pictures, etc., and clean if necessary.
- ☐ Disinfect and wash clean all water fountains and water coolers in tenant areas; including but not limited to cabinets, stainless steel, small and large appliances (microwaves, refrigerators).
- ☐ Clean all doors.

ENVIRO DAILY CLEAN

Passenger Elevators:

- ☐ Spot clean all walls inside of cabs.
- ☐ Spot clean interior stainless steel surface of forward cab walls and doors.
- ☐ Spot clean outside painted and chrome surfaces of all elevator doors and frames.
- ☐ Spot clean carpeted back wall of cabs as required.
- ☐ Spot clean elevator cab floor carpeting.
- ☐ Vacuum thoroughly all cab floor carpeting. Edge all carpeting thoroughly.
- ☐ Clean and polish all elevator tracks.

Service Elevators:

- ☐ Spot clean all painted and metal surfaces of the interior or both cabs and all exterior doors and frames.
- ☐ Thoroughly clean dirt and debris from grooves in both cab and landing door tracks.
- ☐ Sweep and scrub flooring of cabs.

Loading Dock/Trash Area/Service Entrance:

- ☐ Spot clean all exterior glass at building entrances, including glass and mirrors on columns.
- ☐ Lift knaps on all entry walk-off mats with a heavy bristle brush and vacuum.
- ☐ Empty all waste receptacles and remove trash to designated trash area.
- ☐ Empty all recycling receptacles and transport to designated area.
- ☐ Empty exterior waste cans and cigarette receptacles.

Store Room/Janitors' Closets:

- ☐ Remove trash from area.
- ☐ Maintain an orderly arrangement of all janitorial supplies and paper products in the storage rooms and janitorial closets.
- ☐ Maintain an orderly arrangement of all equipment stored in these areas such as mops, buckets, brooms, vacuum cleaners, scrubbers, etc.
- ☐ Clean and disinfect service sinks.
- ☐ Sweep and damp mop service sink closet floors. Deodorize and disinfect as required.
- ☐ Sweep store room floors.
- ☐ Turn all lights off at end of shift.

ENVIRO DAILY CLEAN

Restrooms:

- ☐ Wash all floors with Green Seal germicidal disinfectant and remove all spots and stains, including tile baseboards.
- ☐ Wash and polish all mirrors and bright work.
- ☐ Wash and wipe dry all plumbing fixtures.
- ☐ Wash and disinfect all toilet seats, both sides.
- ☐ Scour, wash and disinfect all basins, bowls and urinals.
- ☐ Empty paper towel trash receptacles and dispose in building trash receptacle. Replace trash liners.
- ☐ Empty all recycling bins and transport to central location.
- ☐ Fill soap dispensers and paper towel dispensers.
- ☐ Fill toilet tissue, seat covers and sanitary napkin dispensers.
- ☐ Empty and clean sanitary napkin disposal receptacles.
- ☐ Clean and wash receptacles and dispensers.
- ☐ Remove fingerprints and spots from walls.
- ☐ Remove all unauthorized marks and writing from walls, partitions, etc.
- ☐ Report all maintenance problems to building manager (dripping faucets, broken fixture handles, etc.)

Additional Requests:

- ☐ Turn all lights off at end of shift.

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ENVIRO WEEKLY CLEAN

Entrance Lobbies/Common Areas/Stairwells/Hallways/Break rooms:

- ☐ Dust and spot clean walls and baseboards.
- ☐ Clean door jambs.

General Office Areas:

- ☐ Disinfect and thoroughly clean all telephones.
- ☐ Wipe clean all bright work.
- ☐ Thoroughly vacuum and spot clean all carpeted areas wall to wall.
- ☐ Remove fingerprints from all painted surfaces near light switches, entrance doors, etc.

Passenger Elevators:

- ☐ Thoroughly clean entire interior stainless steel surfaces of all doors and frames and outside painted and chrome surfaces of all doors and frames.

Service Elevators:

- ☐ Thoroughly clean all interior and exterior metal and painted surfaces of cab walls, doors, and frames.

Restrooms:

- ☐ Pour water down floor drains

Store Rooms/Janitors' Closets:

- ☐ Damp mop all floors in store rooms. Deodorize and disinfect as required.
- ☐ High dust all exposed pipes, ducts, ventilating diffusers and grilles.

Additional Requests:

- ☐ Turn all lights off at end of shift.

ENVIRO TOTAL CLEAN

To be performed on initial day of service and first day or clean of each additional month of agreement

General Office Areas:

- ☐ Thoroughly hand dust and wipe clean with Enviro Solutions Spray and Wipe cleaner using micro-fiber towel on all furniture, file cabinets, shelves, fixtures, picture frames, and all other high or low dusting areas.
- ☐ Dust all baseboards with Hepa filtered vacuum.
- ☐ Vacuum or brush all upholstered furniture.
- ☐ High dust lighting and ventilating ducts.
- ☐ Low dust all corners and edges.
- ☐ Clean door jambs.

Restrooms:

- ☐ Dust and clean walls. Wash tiled walls and partitions.
- ☐ High dust wall, light fixtures and ventilation grilles.

Passenger Elevators:

- ☐ Wipe clean all cab lamps.
- ☐ Wipe clean entire cab ceiling.

Service Elevators:

- ☐ Thoroughly clean all interior and exterior metal and painted surfaces of cab walls, doors, and frames.

Store Rooms/Janitors' Closets:

- ☐ Damp mop all floors in store rooms. Deodorize and disinfect as required.
- ☐ High dust all exposed pipes, ducts, ventilating diffusers and grilles.

Additional Requests:

- ☐ Turn all lights off at end of shift.

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SAMPLE'S PRICING AGREEMENT

5 Visits per Week	00.00
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Additional Services, Upon Request

Recycling: all paper, plastic, aluminum, etc. from facilities	00.00
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Carpet Extraction (Recommended 2 times per year)	00.00
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Vinyl Tile Strip and Wax (Recommended 2 times per year)	00.00
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Air Ducts Serviced and Cleaned (Recommended 1 time per year)	00.00
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Light Bulb Changing/Conversion to Fluorescent	00.00
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Paper Products, Soap and Air Fresheners, Upon Request

100% recycled, Green Seal Certified

Will be invoiced separately based on usage, prices are subject to change

Toilet Tissue (96 count)/Case	68.00
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White C-Fold/Case	38.00
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Toilet Seat Covers/Pack	8.00
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Time Mist Air Fresheners/Can	7.00
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Environmental Hand Soap/Free Dispenser System	12.50
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24 x 24 Can Liners/1000 count/Case	45.00
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24 x 33 Can Liners/1000 count/Case	50.00
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40 x 48 Can Liners/250 Count/Case	60.00
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Sanitary Napkin Dispenser Bags	35.00
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SAMPLE'S MAINTENANCE AGREEMENT

This Agreement, dated _____, 2009, is made between **Enviroclean USA (Service Provider)** and **Sample (Client)**. Both **Enviroclean USA** and **Sample** agree that **Enviroclean USA** will begin service on _____, 2009, with the following terms and conditions.

1. **Client** agrees to contract **Enviroclean USA** to perform cleaning services 5 days per week.
2. **Enviroclean USA** will provide all chemicals, equipment, labor and supervision to service facility.
3. **Enviroclean USA/Client** will provide all restroom paper products, hand soap, and trashcan liners, air freshener and invoice Client separately.
4. **CLIENT** agrees to verbally notify **ENVIROCLEAN USA** of any non-performance prior to written notification.
5. **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, agents, or representatives of **ENVIROCLEAN USA**.
6. This agreement is for a term of one (1) year. The agreement will be automatically renewed 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 anniversary date. 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 fifteen (15) days to cure, to the reasonable satisfaction of the terminating party. If satisfaction is not achieved at the end of the fifteenth (15) day, the terminating party shall notify the non-terminating party in writing of failure to cure, and the agreement shall terminate fifteen (15) days from date of said notice. All written notices must be timely and via certified mail.
7. Terms: Invoices are sent out on the 1st of each month, with current payment due by the 15th of that month, delinquent by the 10th of the following month.
8. **ENVIROCLEAN USA** annually observes the following federally recognized holidays: New Year's Day, President's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

Signature Page

IN WITNESS WHEREOF, the Parties hereto have set their hands
this _____ day of _____, 2009.

Enviroclean USA
PO BOX 18768
Atlanta, GA 31126
678-206-3370 P
678-264-2124 F

X _____
Jerry Thomas, CEO

Sample
Contact Name
Address 1
Address 2
Address 3
Phone
Fax
Email

x _____
Signature
X _____
Print Name
X _____
Title

***Please sign and Initial pages 11-18 and fax 678-264-2124 or scan/email
sales@envirocleanusa.org. We look forward to a long business relationship!