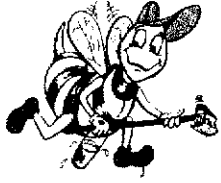


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COMMERCIAL BUILDING CLEANING
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October 31, 2012

PROPOSAL TO: Derenda Culligan
Advantage Community Management Corp.
11350 Random Hills Rd, Suite #800
Fairfax, VA 22030
(703) 279-6556 FAX (570) 227-6654

BUSWELL & BENNETT, an independent contractor, PROPOSES to provide all labor, supervision, cleaning equipment, cleaning materials, floor finishes, etc., inspection, insurance coverage, and administrative procedures required to perform the following:

AREA: Westbriar Plaza
2663, 2664, 2665 Manhattan Place & 2651, 2653 Park Tower Drive
Vienna, Virginia

SERVICE:
Days Serviced: Tuesdays & Thursdays

WORK STANDARDS:
All work performed shall be of high quality in accordance with specifications provided by Management.

PERSONAL:
All employees are carefully screened, trained and supervised and agree to abide by the rules and regulations. Police clearance provided upon request.

REGULATIONS:
BUSWELL & BENNETT operates within the terms of the Federal Wage and Hours Act as amended, all applicable Federal and local laws, rules and Regulations, and specifically Executive Order 11246 (Equal Opportunity) and the Occupational Safety and Health Act of 1970.

INSURANCE:
Certification of insurance supplied upon request.
Workman's Compensation ----- MD., VA., & D.C.
General Liability ----- \$1,000,000
Umbrella Policy ----- \$1,000,000

CONTRACT DURATION:
Contract extends until December 31, 2013 or until such time as the wages are affected by a change in the employer's social security payments, or minimum wage law, State or Federal. Upon (45) days notice in writing this contract may be renegotiated due to any of these events.



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COLLECTION OF UNPAID AND OVERDUE AMOUNTS:

In the event that any sums due hereunder shall become overdue and/or unpaid, it is understood and agreed Westbriar Plaza, HOA shall be responsible for all reasonable expenses incurred in collection of any unpaid contract balance, including reasonable attorney's fees of twenty (20) percent.

CANCELLATION:

Either party may have the right of terminating the services on thirty (30) days written notice.

HOLIDAYS/WEATHER:

We observe all Holidays recognized by the Federal Government and bill accordingly. We may postpone, make-up or reschedule service due to hazardous weather conditions, i.e. snow, ice, etc.

SALES AND USE TAX:

We, by law, must collect sales and use tax where applicable unless provided a Tax Exempt Certificate.

MANAGEMENT AGREES TO:

- 1) Provide keys for buildings and offices when necessary.
- 2) Designate an individual to whom the contractor is primarily responsible in the event of questions or problems.
- 3) Provide a water source in each building.
- 4) Provide a restroom facility for crew if necessary.
- 5) Not to solicit B&B employees for employment for a period of one year after termination.

COST:

The cost to provide these services as specified will be \$1,597.00 per month..

BILLING:

We bill through the last day of the month. Our bills are due 10 days after receipt. Any Bill overdue by thirty (30) days is subject to a 1 ½ % per month (18% per annum) service And late charge.

SUBMITTED BY:

Robert Buswell
Sales Manager
Buswell and Bennett

ACCEPTED BY:

Ina

Title: Nennin

Date: ger

Digitally signed by Ina Nenninger
DN: cn=Ina Nenninger, o=Westbriar Plaza Condo Assn, ou=President, email=inenninger@cox.net, c=US
Date: 2012.11.16 17:06:01 -05'00'

Note: This proposal will remain valid for ninety (90) days.



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CLEANING SPECIFICATIONS

GENERAL CLEANING:

The following is a detailed account of the daily duties to be performed by our staff in the hallway common areas of Westbriar Plaza. We propose to furnish all the labor, equipment, supplies to clean the 4 buildings, 2 parking garages, 13 public stairwells, 5 elevators and grounds (except disposable items, i.e. trash liners and paper products).

AREAS TO BE SERVICED:

1. Twice Weekly Services

a. Entrances

- 1) Sweep and mop exterior entranceway.
- 2) Vacuum carpets from entry to elevator door.
- 3) Dust lobby furniture, mailboxes, light fixtures, and baseboards.
- 4) Replace burned-out light bulbs as needed. ***
- 5) Clean public entry doors.
- 6) Remove litter as needed

b. Hallways

- 1) Vacuum carpets.
- 2) Replace burned-out light bulbs as needed. ***
- 3) Dust baseboards, light fixtures, exit signs.
- 4) Remove litter as needed.

c. Common Stairways

- 1) Sweep.
- 2) Clean handrails.
- 3) Replace burned-out light bulbs as needed. ***
- 4) Dust baseboards, light fixtures, exit signs.
- 5) Remove litter as needed.

d. Garage

- 1) Remove litter as needed.
- 2) Replace burned-out light bulbs as needed. ***

e. Exterior

- 1) Replace burned-out light bulbs. ***
- 2) Remove litter from building to and including street gutter.
- 3) Sweep entrance walkway.

f. Elevators

- 1) Vacuum carpet.
- 2) Clean walls, handrails, control panel and doors.
- 3) Remove litter as needed.
- 4) Replace burned-out light bulbs as needed. ***



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- g. Trash and Mechanical Rooms
 - 1) Remove litter as needed.
 - 2) Sweep.
 - 3) Replace burned-out light bulbs as needed. ***
- 2. Weekly Services
 - a. Entrances
 - 1) Clean walls (some marks may not come clean) and air vents.
 - 2) As needed spot cleaning of carpets.
 - b. Hallways
 - 1) Clean walls (some marks may not come clean) and air vents.
 - 2) As needed spot cleaning of carpets.
 - c. Common Stairways
 - 1) Mop floors as needed
 - 2) Clean exit doors.
 - d. Trash and Mechanical Rooms
 - 1) Wash / mop floors
- 3. Quarterly Services
 - a. Entrances
 - 1) Shampoo carpet. (April, July, October, January)
 - 2) Clean handrails.
 - 3) Replace burned-out light bulbs as needed ***
 - 4) Dust baseboards, light fixtures, exit signs
 - 5) Remove litter as needed.
- 4. Semi-annual Services
 - a. Hallways
 - 1) Shampoo carpet. (April and October)
- 5. Annual Services
 - a. Garage
 - 1) Thoroughly wash out garages via power washer and hoses (April) see Special Services section below.

Light Bulbs

*** The regular cleaning crew does not replace the light bulbs, rather they inform our office and a separate crew will be sent out to replace the bulbs.

Per management's request Buswell and Bennett will purchase light bulbs and a separate bill will be sent to Management for reimbursement for the bulbs.



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SPECIAL SERVICES

In April Buswell and Bennett will wash all three parking garages through the use of hoses at a cost of \$1,600.00. This charge covers our materials and labor. It roughly takes 4 workers 4 days to complete this task. $\$1,600.00 / (4\text{workers} * 32\text{hours}) = \12.50 per hour which includes gas and equipment. Please inform the residents that we will be starting at the highest point in the garage and working our way to the bottom so that they can park their car accordingly. This being said it should be the Board of Director's and or Select Community Services' responsibility to inform the residents that this service will be performed at least 48 hours in advance. Buswell and Bennett will do its best to avoid water entering any storage areas, however, Buswell and Bennett is not responsible if such an event should occur. Should the Board of Director's or Management request this service to be performed additional times it will be billed at the same rate.

Private Stairwells for the first floor units:

Buswell and Bennett will sweep out the private stairwells for the first floor units on an as requested basis for an additional charge of \$3.00 per stairwell. This being said it should be the Board of Director's and or Management's responsibility to inform the residents that this service will be performed at least 48 hours in advance giving time for the residents to remove their personal items. Buswell and Bennett will only clean the stairwells that are free of personal items due to liability issues.

HWB

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COMMERCIAL BUILDING CLEANING

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February 22, 2012

Derenda Culligan
Advantage Community Management
11350 Random Hills Road #800
Fairfax, VA 22030

Subject: Westbriar Plaza Condominiums
Sweeping of the 37 private stairwells located within the parking garages

Dear Ms. Culligan:

Thank you very much for taking the time to speak with me yesterday. It is always nice when you speak with a person for the first time and when you hang up the phone and think to yourself what a nice person that was.

You had requested that Buswell and Bennett submit a price to clean the 37 private stairwells that lead from the garage to the first floor units. Buswell and Bennett will be happy to provide this service on an as requested basis. Buswell and Bennett would basically be providing this service as an add-on meaning we are just trying to cover our time and labor for this service. For this reason we ask that Management schedule all 37 stairwells to be serviced at one time. The cost to provide this service is \$5.00 per stairwell or \$185 for all 37 private stairwells located at Westbriar Plaza.

per quarter

The one concern is that some residents store their personal belongings in those private stairwells and in some cases, up and down the stairwells. We only ask that management post a notice so that residents have the opportunity to remove their items prior to this service taking place. Should items remain in a particular stairwell it may make it impossible from a liability standpoint for us to service that individual stairwell.

Thank you for allowing Buswell and Bennett the opportunity to submit a proposal. If you require any additional information, please give me a call. Should you want us to provide this service please sign the bottom of this page and call us to schedule a time.

Sincerely,

Rob Buswell
BUSWELL AND BENNETT

Signature: _____