



Buswell & Bennett

COMMERCIAL BUILDING CLEANING

WBP_Clubhouse

You'll like our busy B Service

February 22, 2012

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

(703) 279-6556

FAX (703) 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 Clubhouse
Manhattan Place & Park Tower Drive
Vienna, Virginia

SERVICE:

Days Serviced: Non pool season (Monthly). During pool season (Weekly)

WORK STANDARDS:

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

PERSONNEL:

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 for one (1) year 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 this service as specified will be \$80.00 per month ~~non pool season~~ ~~and \$346.00 during pool season.~~

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 1/2 % per month (18% per annum) service And late charge.

\$5.00/quarter

SUBMITTED BY:

Robert Buswell
Sales Manager
Buswell and Bennett

ACCEPTED BY:

37 Stairwell
[Signature]

Title:

Treasurer / Westbriar Plaza

Date:

3/15/12

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 The Westbriar Plaza We propose to furnish all the labor, equipment, supplies to clean the 1 clubhouse (except disposable items, i.e. trash liners, hand soap and paper products, etc).

AREAS TO BE SERVICED:

Foyer and Hallway:

- 1) Sweep foyer and hallway. Each Service
- 2) Mop foyer and hallway. Each Service
- 3) Clean water fountains. Each Service
- 4) Clean entrance glass. Each Service
- 5) Dust ledges up to 7 feet high. Each Service

Kitchenette:

- 1) Sweep kitchenette. Each Service
- 2) Mop kitchenette. Each Service
- 3) Clean countertops. Each Service
- 4) Clean sink. Each Service
- 5) Clean exterior of refrigerator
- 6) Dust ledges up to 7 feet high. Each Service

Workout Room:

- 1) Sweep workout room. Each Service
- 2) Mop workout room. Each Service
- 3) Clean windows and mirrors up to 7 feet high. Each Service
- 4) Dust ledges up to 7 feet high. Each Service

Great Room:

- 1) Sweep great room. Each Service
- 2) Mop great room. Each Service
- 3) Clean windows and mirrors up to 7 feet high. Each Service
- 4) Dust ledges up to 7 feet high. Each Service



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Restrooms:

- 1) Toilet will be washed with disinfectant.
- 2) Mirrors will be wiped clean.
- 3) Floors will be swept and wet mopped with disinfectant.
- 4) Wastebaskets and other receptacles shall be emptied.
- 5) Plastic liners will be changed.

Replenish hand soap, toilet paper and paper towels from **management** stock