



## CAPITAL BUILDING SERVICES, INC.

6083 Arlington Boulevard, Falls Church, Virginia 22044

Telephone: (703) 241-8900 | Fax: (703) 534-6216

[www.capitalbuildingservicesinc.com](http://www.capitalbuildingservicesinc.com)

June 6, 2022

Jeff Tufano  
Town of Vienna Department of Public Works  
127 Center St. S.  
Vienna, VA 22180

Re: North Side Property Yard Custodial Service

Dear Mr. Tufano,

We appreciate your consideration in reviewing our Cost Proposal for North Side Property Yard located at 600 Mill St. NE, Vienna, VA 22180.

Capital strives to provide competitive pricing for our clients and also provide a fair living wage for our employees. This goes hand and in hand with delivering continuous, reliable, and quality services. We have included a cost breakdown that we hope will assist with understanding with how the funds are being distributed and provide transparency between our company and the Town of Vienna.

It has been a pleasure working with you and the Town of Vienna and we hope to be able to continue working with you in the near future. If you have any questions, please do not hesitate to contact me at 703-241-8900. Looking forward to hearing from you soon.

Sincerely,

Michel Izquieta  
Contract Manager



# CAPITAL BUILDING SERVICES | INC.

Proudly Serving DMV Since 1979

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Falls Church, VA 22044

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Fax: (703) 534-6216

<b>Date:</b> 06/02/2022	<b>Client: Town of Vienna Dept. of Public Works, Operations Division</b> <b>Re: North Side Property Yard Custodial Service</b> <b>Attn: Jeff Tufano</b> 600 Mill St NE Vienna, VA 22180
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**Capital Building Services, Inc. will provide the following:**

- (2) cleaners, (5) days/week, (5) hrs. each, after closing
- Effective as early as July 1, 2022 - July 30, 2023 (Official start date TBD)

**Custodial Service Scope of Work:**

- Capital will provide services that are tailored to the specific needs of the client. The following are services that will be provided but are not limited to: Vacuum, dusting, mopping, removing trash, cleaning and sanitizing common areas, clean and polish mirrors, cleaning and disinfecting restrooms, refill paper and soap dispensers

**Strip and Wax Scope of Work:**

- Strip and wax 2x per year VCT flooring and deep cleaning 3 tile bathrooms.
- Services outside the Scope of Work shall be requested in writing and may be an additional cost.

**Paper Products and Supplies**

- Town of Vienna will provide all paper products and cleaning supplies necessary to perform scope of work for evening cleaning services
- Capital will provide all necessary supplies and equipment to strip and wax floor and deep clean bathrooms

Description	QTY	Unit	Unit Price	Estimated Total Cost
Evening Cleaning Services	12	MO	\$ 3,933.49	\$ 47,201.91
Strip and Wax	2	Per Service	\$4,500.00	\$ 9,000.00
Pricing Includes: Taxes, Equipment, Labor Burden, Overhead, & Profit				

Note: CONFIDENTIAL: Do not disclose. This estimate is not a contract or bill. It is an approximation of the total price to complete the work stated above based upon initial inspection and project requirements. Actual cost may change once all project elements are finalized, negotiated, and/or additional services are required. Prior to any changes of cost, client will be notified. Estimate valid for 30 days.

**Please sign and return one copy. Thank You.**

Your acceptance of this proposal does not constitute a Service Agreement between us, but an agreement of the cost and services that will be provided. Capital will generate a Service Agreement which will list the terms agreed upon on this proposal. Services will commence once a completed and signed Service Agreement is returned an official start date has been agreed upon by both parties.

Capital carries Automobile CSL, Workers Compensation, General Liability, Products Liability, and Pollution Insurance. Certificate of Insurance are available upon request.

Accepted \_\_\_\_\_  
DATE

\_\_\_\_\_  
ORGANIZATION

By \_\_\_\_\_  
AUTHORIZED SIGNATURE

**Please sign and return to:**

Capital Building Services, Inc.  
6083 Arlington Blvd  
Falls Church, VA 20166

By Michel Ezquerra

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## Property Yard Vienna

600 Mill St. NE, Vienna, VA 22180

### Cost Breakdown

July 2022-June 2023

Nightly Custodial Services

<u>Description</u>	<u># Clnrs</u>	<u># Hours</u>	<u>Days/Wk</u>	<u>Wks/Yr</u>	<u>Wage</u>	<u>Total Lbr</u>	<u>Lbr Burdn</u>	<u>Total</u>
Weeknights	2	5	5	52	\$ 13.85	\$ 36,010.00	\$ 5,761.60	\$ 41,771.60

Labor	\$ 41,771.60
Supply	\$ -
Equipment	\$ 417.72
Overhead	\$ 2,924.01
Profit	\$ 2,088.58
Annual Total	\$ 47,201.91
Monthly Total	\$ 3,933.49

#### Abbreviation Key

Clnrs	Number of Cleaners
Wk Spvr	Working Supervisor
DayPrtrs	Dayporters
Utility	Utility Cleaers
Restrm	Restroom Cleaners
# Hours	Hours per Day
Wage	Hourly Pay Wage
Days/Wk	Days worked a week
Wks/Yr	Weeks a Year
Total Lbr	Total Labor Cost
Lbr Burdn	FICA, FUTA, State Unemployment, ACA

## Confidential Information

The information that is highlighted in the Color =  is considered corporate intellectual property. The information are formulas that Capital uses to calculate bid information and these formulas are unique to Capital and their business purposes.