



## CAPITAL BUILDING SERVICES, INC.

6083 Arlington Blvd., Falls Church, Virginia 22044

TEL: (703) 241-8900 FAX: (703) 534-6216

August 22, 2022

Jennifer Dinges  
Police Administrative Coordinator  
Office of the Chief Police  
301 Center St. S  
Vienna, VA 22180

Re: Town of Vienna Police Station Custodial Services

Dear Ms. Dinges,

It was a pleasure meeting you. On behalf of Capital, we would like to take this opportunity to express our deepest appreciation in your interest in our services.

With over 43 years of experience, Capital has the in-depth knowledge to exceed the demand and expectations described in this request. Our goals are to provide you with a consistently clean building, to eliminate the burden and responsibility in this area from the Town of Vienna's shoulders, and deliver quality of work that is equal to the dollar expended.

Some of our current clients include Fairfax Water, Fairfax County, the American Red Cross, Neighborhood Health, USCIS Headquarters, Town of Vienna Town Hall, and our newly added Town of Vienna Property Yard.

We are pleased to provide the following quote per your request based on our conversation of the current needs of the facility. If the quote is approved, I will send over our Service Agreement to be signed.

Please do not hesitate to contact me at 703-241-8900 if you have any questions or concern. We look 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

## PROPOSAL

<b>Date:</b> 08/22/2022	<b>Client:</b> Vienna Police Department <b>Re:</b> Custodial Services <b>Attn:</b> Jennifer Dinges 215 Center Street S. Vienna, VA 22180
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### Capital Building Services, Inc. will provide the following:

- (2) cleaners, (5) days/week, (5) hrs. each
- Effective as early as October 1, 2022 (Official start date TBD. Client must provide at least 1 week notice before start date)

### Scope of Work:

- 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, buff floors 1x/mo and 2x/mo during winter, refill paper and soap dispensers

#### Site specifics:

- Community Room- trash will be left outside
- Secure sites or offices that are locked will leave trash outside door
- Rm 109: Remove trash, dust, vacuum 2x/wk, kitchen area cleaned 1x/mo (Vienna staff will maintain during the month)
- Breakroom: Clean 1x/mo (Vienna staff will maintain during the month). No refrigerator cleaning
- Rooms 142, 126: 129 No cleaning required
- Rm 121 Security Vestibule: 1x/mo sweep, mop, clean restroom
- Stairs: Mop and sweep 1x/week
- Locker Rooms: Clean showers 2x/mo. Sweep, mop, clean urinals and toilets everyday.

Note: Change over occurs between 5:00pm-7:00pm

- Fitness Room: Clean water fountain, floors cleaned 1x/mo
- Rm 011: 1 room inside that needs to be cleaned
- Rooms 208, 216, 215, and 223-225: Trash only. Vienna staff will take care of vacuum, sweeping, and mopping
- Rooms 216, 217, 219: Vacuum 1x/wk, take out trash every day
- Rm 115 Patrol Equipment: No cleaning required
- No cleaning required in garage area

- 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

### Additional Services Available Upon Request (Price determined by type of service request and assessment) :

- Mold Remediation
- VIP/White Glove Service
- Handyman Services

### Recommendations:

- Adding wall guards under hand dryers to prevent staining and mold growth

**CONFIDENTIAL: Do not disclose**

### Cost Proposal

Description	QTY	Unit	Unit Price	Estimated Total Cost
Evening Cleaning Services	12	MO	\$ 4,373.20	\$ 52,478.40
Pricing Includes: Taxes, Equipment, Labor Burden, Overhead, & Profit				

Additional Services Upon Request		
Description	Unit	Unit Price
COVID Cleaning (Business Hours)	Per Hour/Per Cleaner	\$95.00
COVID Cleaning (After Hours)	Per Hour/Per Cleaner	\$108.00
Emergency Services	Per Hour/Per Cleaner	\$40.00
Special Events Porter Service	Per Hour/Per Cleaner	\$35.00
Pricing Includes: Taxes, Labor, Supplies, and Equipment		

#### 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  \_\_\_\_\_

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.