



COLBY CLAYTON
850.524.2106
1822 Barrington Road
Monticello, FL 32344
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www.tlhclean.com

PROPOSAL (CCOC)
November 23, 2021

Bi-weekly cleaning

- Vacuum surfaces
- Empty all trash and replace bags as needed
- Clean, mop, and restock bathroom
- Empty shredder
- Clean kitchen (wipe down counter, sink, tables, outside refrigerator, inside microwave, mop floor)
- Check entry area and sweep off any spider webs
- Light dusting in the office (furniture, conference rooms, spot clean light switches)

Deep Cleaning (upon request)

- Bonnet clean the carpets
- Wash interior of windows
- Change filters (provided CCOC)
- Polish door knobs and handles

All equipment, chemical, and labor will be provided by TCS, and CCOC will provide all supplies (toilet paper, paper towels, trash bags, hand soap).

Colby Clayton, Owner

CCOC Representative

References

Ben Deschner	Capital City Bank	850-402-7241
Bill Powell	TLG	850-385-6363
Becky Liner	James Madison Institute	850-386-3131

**ATTACHMENT 2
FEE SCHEDULE AND RATE**

Provide hourly rate for the services outlined in this RFQ for Janitorial Services.

SERVICE/RATE

Service Description	Rate
Bi-weekly cleaning	\$ 205/ Month
Deep cleaning	\$ 250