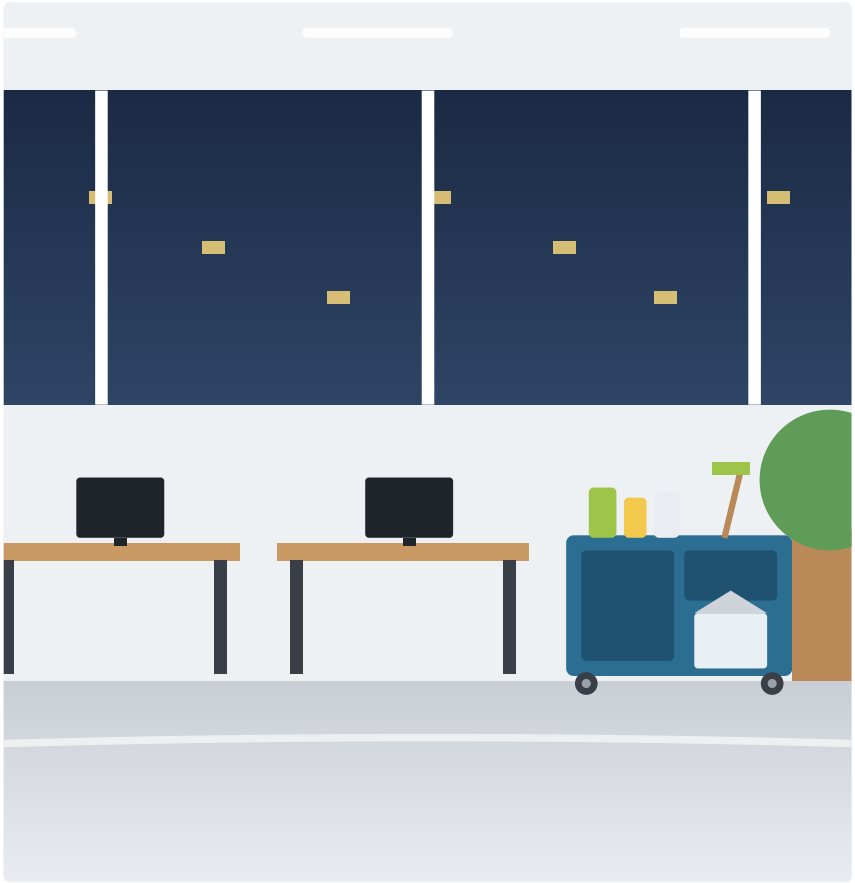
Office cleaning quote

Nightly cleaning, a day porter and periodic floor and window care for Summit Ridge Engineering's 18,500 sq ft offices.







QUOTE # BP-Q-26-1184
ISSUED Nov 12, 2026
VALID UNTIL Dec 12, 2026

CREATED BY

BrightPath Facility Services
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PREPARED FOR

Summit Ridge Engineering
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Cover letter

Dear Kevin,

Thank you for walking us through both floors on November 5. We measured every area, counted the restrooms and fixtures, and noted the problems you mentioned: kitchens that look tired by 2 pm, carpet stains in the main aisles, and restrooms that run out of soap before the end of the day.

This quote answers those three points directly. Nightly cleaning keeps the offices and restrooms right every morning. A day porter, four hours over lunch, keeps the kitchens, restrooms and meeting rooms right during the day. Quarterly carpet extraction and twice-yearly floor care take care of the wear the nightly crew cannot.

Every price is for the areas we measured, with the frequencies in the table on page 4. You will have one account manager, me, and a night supervisor who walks your floors twice a week with our checklist.

We can start on January 4, 2027, after a weekend deep clean. The price is fixed for the first year of a two-year agreement.

Sincerely,

Andrea Molina

Andrea Molina
Account Manager, BrightPath Facility Services



PREPARED BY
Andrea Molina, Account Manager

Phone: +1 303 555 0166

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Quote at a glance

One price for a year of cleaning, broken down on pages 7 and 8.

ANNUAL PRICE

$92,118.00

Year 1 of a 2-year agreement, no sales tax

AREA

18,500 sq ft

Floors 3 and 4

NIGHTLY

5 nights

Monday to Friday

DAY PORTER

4 hours

11:00 am to 3:00 pm

START

Jan 4, 2027

After a weekend deep clean

INSPECTIONS

2 a week

By the night supervisor

RESPONSE

4 hours

For any missed task

What is included

Included

- Labor, supervision and all cleaning chemicals
- Vacuums, scrubber, carts and microfiber, kept on site
- Green Seal-certified products throughout
- Restocking your paper, soap and liners every night
- Recycling and compost to the building's bins

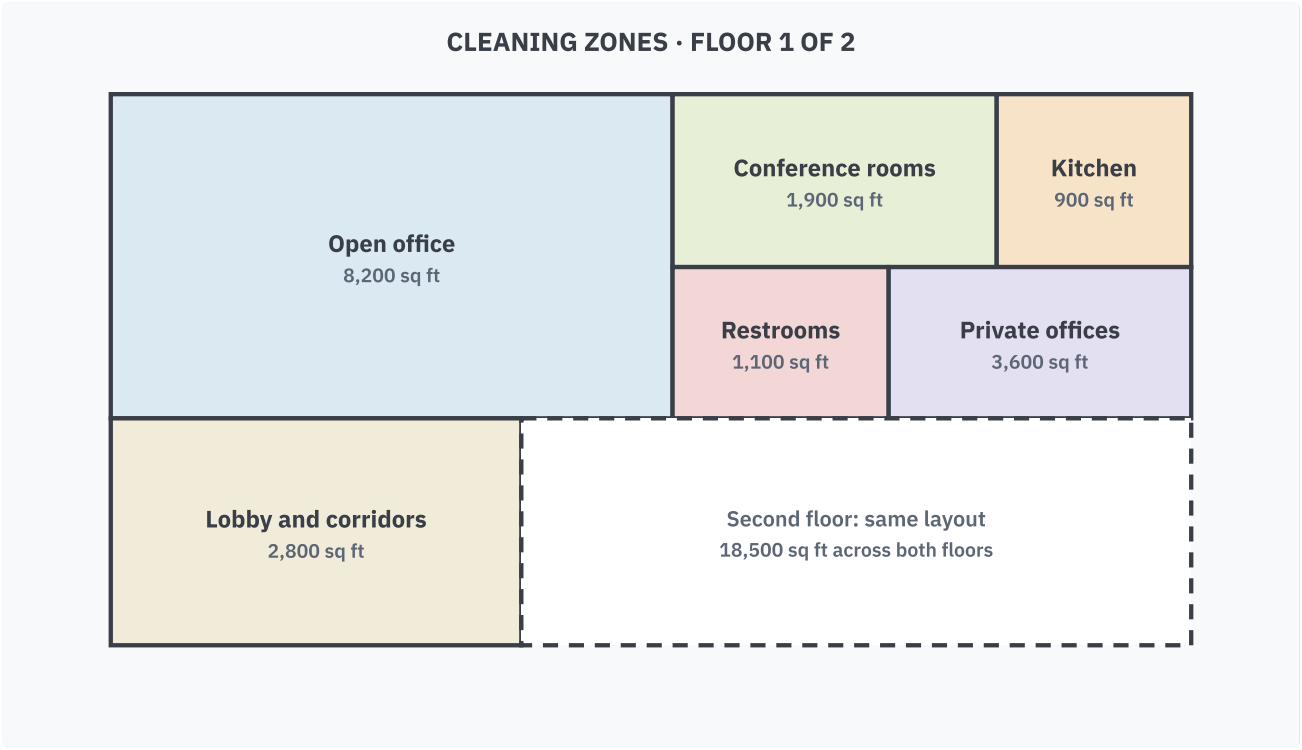
Not included

- Paper products, soap and liners: supplied by you
- Exterior windows above the ground floor
- Server room and lab, unless escorted
- Moving furniture heavier than two people can lift
- Biohazard cleanup

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Cleaning zones



Each zone gets its own frequency. Restrooms and kitchens, where germs and complaints start, are cleaned every night and checked by the day porter. Carpeted areas get extraction every quarter.

Areas and frequencies

ZONE	BOTH FLOORS	NIGHTLY	PERIODIC
Open office	8,200 sq ft	Full clean	Carpet quarterly
Private offices	3,600 sq ft	Full clean	Carpet quarterly
Conference rooms	1,900 sq ft	Full clean	Glass monthly
Restrooms, 6	1,100 sq ft	Sanitize	Grout twice a year
Kitchens, 2	900 sq ft	Full clean	Floor wax twice a year
Lobby and corridors	2,800 sq ft	Full clean	Floor wax twice a year

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Nightly checklist

What the crew does every night. The supervisor signs it off on the tablet in your copy room.

OFFICES AND MEETING ROOMS

- ☐ Empty trash and recycling, replace liners
- ☐ Dust desks that are clear, sills and ledges
- ☐ Wipe door handles, switches and phones
- ☐ Vacuum carpets and spot-clean stains
- ☐ Reset meeting room chairs and wipe tables

LOBBY AND CORRIDORS

- ☐ Clean entrance glass and reception desk
- ☐ Mop hard floors, vacuum mats
- ☐ Wipe elevator call panels

RESTROOMS

- ☐ Clean and disinfect toilets, urinals and sinks
- ☐ Clean mirrors, partitions and dispensers
- ☐ Restock paper and soap
- ☐ Mop floors with disinfectant

KITCHENS

- ☐ Clean counters, sinks and appliance fronts
- ☐ Wipe inside microwaves
- ☐ Load and run the dishwasher
- ☐ Mop floors

Periodic schedule, year 1

SERVICE	MONTHS	VISITS
Carpet extraction	Jan, Apr, Jul, Oct	4
VCT strip, seal and wax	Mar, Sep	2
Interior windows and glass	Every month	12
High dusting and vents	Feb, May, Aug, Nov	4

Periodic work is done on Saturdays so it never disturbs your team.

Your first month

How we start, so nothing is missed in week one.

○ JAN 2–3

Deep clean

Both floors, over the weekend.

○ JAN 4

First night

Supervisor on site all evening.

○ WEEK 1

Walkthrough

With you, against the checklist.

○ WEEK 2

First report

Inspection scores by zone.

○ WEEK 4

Review

Adjust tasks and times with you.

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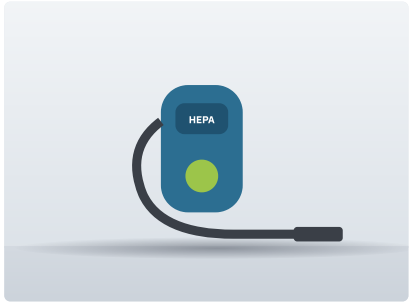
Equipment and products



Color-coded carts

Red cloths for restrooms, blue for offices, green for kitchens, so nothing crosses over.

Kept	In your janitor closet



HEPA backpack vacuums

Faster than uprights and trap 99.97% of fine dust, which matters for people with allergies.

Noise	Under 65 dB



Floor scrubber

Cleans and dries hard floors in one pass, so corridors are dry when your team arrives.

Used	Lobby, corridors, kitchens

Insured, bonded and trained

Certificates of insurance are sent to your building manager before the first night.

$2M general liability

Plus workers' compensation

Bonded staff

Background-checked, keycards logged

OSHA training

Chemical safety and bloodborne pathogens

Green Seal products

Certified, low-odor chemicals

Same crew nightly

Two regular cleaners, one backup

4-hour fix

Missed tasks redone the same day

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Price

Year 1 of a two-year agreement. Monthly services are invoiced monthly; periodic visits and the deep clean are invoiced when done.

#	ITEM	QTY	PRICE	DISC.	TAX	TOTAL
	Nightly cleaning					
1	**Nightly janitorial service, Monday to Friday** Code: NJ-5N Area: 18,500 sq ft on 2 floors Hours: 6:00 pm to 11:00 pm Discount: 3% for a 2-year term Two cleaners each night, following the checklist on page 5. 	12 months	$3,950.00	3%	0%	$45,978.00
					Subtotal: Nightly cleaning	**$45,978.00**
	Periodic services					
2	**Carpet hot-water extraction, 12,000 sq ft** Code: PC-CRP When: Quarterly, on a Saturday	4 visits	$2,900.00	–	0%	$11,600.00
3	**VCT strip, seal and wax, kitchen and corridors** Code: PC-VCT Area: 4,200 sq ft	2 visits	$1,850.00	–	0%	$3,700.00
4	**Interior windows and glass partitions** Code: PC-GLS	12 visits	$260.00	–	0%	$3,120.00
5	**High dusting, vents and light fixtures** Code: PC-HDS	4 visits	$480.00	–	0%	$1,920.00
					Subtotal: Periodic services	**$20,340.00**
	Day porter					
6	**Day porter, 4 hours a day, Monday to Friday** Code: DP-4H • Kitchen and restrooms checked every 2 hours • Conference rooms reset between meetings • Spills and deliveries handled on call	12 months	$1,950.00	–	0%	$23,400.00
					Subtotal: Day porter	**$23,400.00**

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#	ITEM	QTY	PRICE	DISC.	TAX	TOTAL
	Start-up					
7	**Initial deep clean before service starts** Code: SU-DC Both floors top to bottom over one weekend, so nightly cleaning starts from a clean baseline.	1 job	$2,400.00	–	0%	$2,400.00
					Subtotal: Start-up	**$2,400.00**

Subtotal before discounts	$93,540.00
Term discount	-$1,422.00
Subtotal (without taxes)	$92,118.00
Sales tax (janitorial services not taxed in Colorado)	$0.00
Total	**$92,118.00**

Other service levels

3 nights a week Monday, Wednesday and Friday nights, no day porter.	fine for low daily traffic, restrooms may need a midweek check	**$53,586** per year
5 nights a week Nightly cleaning without the day porter.	offices right every morning, no help during the day	**$68,718** per year
5 nights + day porter Nightly cleaning and 4 hours of porter service a day.	kitchens and restrooms right all day, meeting rooms reset between bookings	**$92,118.00** per year

How you are invoiced

Net 30 from the invoice date, by ACH or card.

50% OF TOTAL	25% OF TOTAL	22% OF TOTAL	3% OF TOTAL
$45,978.00	**$23,400.00**	**$20,340.00**	**$2,400.00**
Monthly	**Monthly**	**After each visit**	**January**
Nightly cleaning	Day porter	Periodic services	Deep clean

Total **$92,118.00**

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What our clients say

Three years in, the same two people still clean our office every night. That consistency is why we stay.

Facilities manager, Architecture firm, LoDo, 22,000 sq ft

The day porter changed how the office feels after lunch. The kitchen is never a mess anymore.

Operations director, Software company, RiNo, 15,000 sq ft

Terms

1. Term and price

1.1 Two years from January 4, 2027. Year 1 prices are fixed; year 2 prices rise by no more than 3%, with 60 days' notice.

2. Quality

2.1 A missed task reported by 10:00 am is put right by 2:00 pm the same day, at no charge.

3. Changes

3.1 Added space or services are priced at the rates in this quote. Changes take effect on the first of the next month.

4. Keys and security

4.1 Keycards are issued to named staff, logged and returned on the last day. Lost cards are replaced at our cost.

5. Ending early

5.1 Either side may end the agreement with 60 days' notice after the first 6 months. The 3% term discount is then repaid for the months used.

6. Insurance

6.1 BrightPath carries $2 million general liability and workers' compensation, and names your building on its certificate.

Accept this quote

Sign to accept this quote. We then send the two-year service agreement and book the deep clean for January 2 and 3, 2027.

SUMMIT RIDGE ENGINEERING SIGNATURE

_____

DATE

_____

FULL NAME

_____

POSITION

_____

Quote valid until Dec 12, 2026.

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