Commercial Cleaning Proposal for the Aurora Town Public Library

Professional Results. Personal Care.

Presented to:
William Ruof & Paula
Aurora Town Public Library
550 Main St,
East Aurora, NY 14052

Presented by:
John Jerge
Founder and CEO
City of Good Maids LLC
40 Gardenville Pkwy W, Suite 137
West Seneca, NY 14224

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Cover Letter

Dear Will & Paula,

Thank you for the opportunity to provide a proposal for professional cleaning services at the Aurora Town Public Library. We appreciate your consideration and understand the importance of maintaining a clean, welcoming environment for the many individuals and families who visit the library each day.

At City of Good Maids, we specialize in dependable commercial cleaning throughout Western New York. Our focus is consistency, attention to detail, and ensuring that the spaces your visitors and staff use every day remain clean, comfortable, and well-maintained.

After reviewing your Maintenance & Cleaning Checklist and discussing the library's needs, we've prepared a proposal for three cleanings per week, designed to maintain the facility to your existing standards. Our services will cover the main library, children's area, community room, restrooms, vestibule, staff areas, and other designated spaces. Each visit will focus on essential cleaning tasks such as floors, carpets, restrooms, trash removal, and sanitizing frequently touched surfaces, while incorporating the more detailed cleaning tasks outlined in your weekly schedule.

We understand that consistency is especially important in a busy public library. Our team will follow your established checklist to ensure that cleaning responsibilities are clearly defined, important details aren't overlooked, and the facility receives the same high level of care with every visit.

We recognize that the library is an important part of the East Aurora community, serving as a place for learning, reading, and bringing people together. Our goal is to make maintaining that environment one less thing for your team to manage, so you can focus on serving the community while knowing the facility is being consistently cared for.

Thank you again for considering City of Good Maids. We would be proud to partner with the Aurora Town Public Library and help maintain a clean, comfortable, and welcoming space for everyone who walks through its doors.

Sincerely,

John Jerge
Founder & CEO
City of Good Maids

Cleaning Proposal

City of Good Maids is pleased to provide professional cleaning services for the Aurora Town Public Library, located at 550 Main Street in East Aurora, NY. Our proposed service includes three cleanings per week at a rate of $124 per cleaning, totaling $372 per week before applicable sales tax.

Our cleaning team will follow the library's Maintenance & Cleaning Checklist, focusing on maintaining a clean, sanitary, and welcoming environment for library visitors and staff. Each visit will include routine cleaning of the main library, children's area, community room, restrooms, vestibule, staff areas, and other designated spaces.

Scope of Cleaning Services

Our regular cleaning services will include:

- **Floors & Carpets:** Vacuuming carpets and rugs, sweeping or dry mopping hard floors, wet mopping, and spot-treating stains as needed.
- **Restrooms:** Thorough cleaning and sanitizing of toilets, sinks, mirrors, baby changing stations, fixtures, and high-touch surfaces, along with replenishing paper products and soap.
- **Surfaces & High-Touch Areas:** Cleaning and disinfecting desks, computer workstations, self-checkout stations, phones, door handles, counters, and other frequently touched surfaces.
- **Glass & Entryways:** Cleaning glass doors, entrance areas, and vestibules, including removing dirt, dust, and debris.
- **Trash & Recycling:** Emptying waste receptacles, replacing liners as needed, and collecting and properly disposing of trash and recycling.
- **Dusting & Furniture:** Dusting accessible surfaces, shelving, furniture, vents, and corners, along with detailed furniture cleaning and high dusting according to the library's weekly schedule.
- **Additional Scheduled Tasks:** Completing applicable weekly cleaning duties outlined in the library's checklist, including detailed vacuuming, glass cleaning, and other routine maintenance of designated interior areas.

Our team will use the library's existing checklist as a guide to ensure cleaning tasks are completed consistently and thoroughly. We will perform daily tasks during each of our three scheduled visits, and incorporate applicable weekly tasks into the regular schedule.

Service Schedule & Pricing

Service	Frequency	Price
Commercial Cleaning	3 times per week	$124 per cleaning
Total Weekly Cost	3 cleanings	$372 before tax

Services will be performed on three mutually agreed-upon days each week, at times that minimize disruption to library operations.

Our Commitment

At City of Good Maids, our goal is to provide reliable, high-quality cleaning that the Aurora Town Public Library can count on week after week. Our trained, background-checked, and insured cleaning professionals will treat the facility, its furnishings, and library materials with care while maintaining consistent cleaning standards.

We look forward to building a long-term partnership with the Aurora Town Public Library and helping maintain a clean, comfortable, and welcoming environment for the entire East Aurora community.

Why City of Good Maids?

City of Good Maids is a service-driven partner for organizations that value reliability, communication, and accountability. While many providers focus on surface-level cleaning, our approach centers on consistent execution, active oversight, and clear coordination on every visit, so your facility is held to the same standard week after week.

Proactive Communication & Responsiveness

You get direct access to ownership and management, not a call center. We coordinate access, scheduling, and site logistics before service begins, and we stay responsive if your needs change. If something needs attention between visits or falls outside the standard scope, we'd rather hear about it and make it right.

Managed Service, Not "Set and Forget"

A lot of cleaning companies send a crew, collect the check, and you never hear from them unless something goes wrong. We run things differently. We conduct quality checks on the work to ensure everything's running smoothly and the space is up to standard. We also teach our team to take their time and do things right rather than rush through. We hold our crews to very high standards, so the result is consistent from one visit to the next. And if anything's ever off, you have a direct line to us, and we'll come make it right.

Reliable, Professional Staff

All City of Good Maids team members are fully insured, professionally trained, and experienced in commercial service environments. We prioritize dependability and long-term staffing consistency across our accounts, which means the same familiar crew coming to know your space and how you like it kept.

Flexible Scheduling

We work around your operations, not the other way around. Service can be scheduled on a fixed day that suits your team, including off-hours where preferred, so cleaning is completed efficiently with minimal disruption to your workday.

Satisfaction Guaranteed

We stand behind the quality of our work. If any service concern arises, we'll address it promptly to ensure our standards are consistently met.

Testimonials

"City of Good Maids does an excellent job cleaning both Galaxy Auto Place and Gardenville Commerce Center in West Seneca. We've used several other cleaning companies in the past, but none of them come close to the level of perfection City of Good Maids offers. John, Dan, and their team are always quick to respond, reliable, and consistently deliver outstanding results. We're extremely happy with their service for both our dealership and office building and would definitely recommend them."

- Rick Bress, owner of Galaxy Auto Place and Gardenville Commerce Center

"I've used their service for residential and commercial properties, multiple times now. John and his team go above and beyond to ensure that quality work is done and the customer is taken care of. Highly recommend for all cleaning needs!"

- Giovannie Benitez, residential and commercial cleaning customer

"We love City of Good Maids! Their cleaning team is always on time, friendly, and incredibly thorough. We can finally relax and enjoy our weekends without worrying about chores. 10/10, would recommend!"

- Courtney Cox, residential cleaning customer

"Happy to partner with City of Good Maids. Great service and quality work. Highly recommend!"

- Cole Hutter, Vibe Short-Term Rental Management

"BOOK THEM! We just used them for a moving clean. Communication from start to finish was clear and kind. They did a great job. They made sure we felt comfortable with what they did and listened to any specific areas we wanted to make sure were cleaned. The price was right."

- Joe & Nicole Sedillo, residential cleaning customer

"I have tried other companies and nobody pays attention to detail and service like City of Good Maids!!! Organized, clean, it feels like a brand new house. I have regained my trust in hiring a cleaning company with them."

- Rachel, residential cleaning customer

Clean Sweep Janitorial Services, Inc.

2985 Seneca Street, West Seneca, NY 14224
Phone: 716-854-1408 Fax: 716-854-0842



Janitorial Service Proposal
Aurora Town Public Library

Clean Sweep Janitorial Services, Inc.

2985 Seneca Street, West Seneca, NY 14224
Phone: 716-854-1408 Fax: 716-854-0842

November 11, 2026

William Ruof
Senior Library Clerk
Aurora Town Public Library
550 Main St.
East Aurora, NY 14052

Dear William:

I would like to begin by expressing my sincere gratitude for allowing Clean Sweep Janitorial Services, Inc. the opportunity to bid on the cleaning requirements for the Aurora Town Public Library.

According to the specifications provided, attached to this letter you will find a list of the following schedules:

Schedule A	Capabilities
Schedule B	Overview
Schedule C	Quality Programs
Schedule D	Pricing
Schedule E	Specifications

We encourage you to compare with others in terms of cleaning quality and supportive services. We are confident that in your analysis of total programs, it will become apparent that Clean Sweep Janitorial Services, Inc. is uniquely qualified to serve the needs of your facility. Please feel free to contact me if you have any questions or concerns regarding this proposal.

Sincerely,

William T. Held Jr.

William T. Held, Jr.
President

Schedule A – Capabilities

Clean Sweep Janitorial Services, Inc. was incorporated in 1970 and has proudly served throughout Buffalo and the surrounding areas for over 55 years. We were recognized as BOMA's Janitorial Service Provider of the Year in 2009 and earned our CIMS Certification in 2010, followed by recertification with honors in CIMS Green Certification.

We are a second-generation, family-owned, and locally operated company, employing approximately 450 team members who service throughout New York State and west Pennsylvania. Our employees average 5.5 years of service, reflecting our commitment to staff retention and ensuring consistent, dependable service for our clients.

We specialize in delivering customized janitorial programs designed to meet the specific needs of facilities with a focus on quality, reliability, and cost-effective operations. We believe that building long-term relationships with satisfied clients is key to our success – achieved through transparent pricing, responsive management and a dedication to excellence.

Schedule B – Overview

Hiring processes and background checks – At Clean Sweep Janitorial, we take great pride in the quality and integrity of our janitorial staff. Each employee undergoes a thorough hiring process that includes reference checks, background screening and verification of work eligibility. We carefully select individuals with proven reliability, a strong work ethic and a commitment to maintaining clean and safe environments. In addition, all team members receive training on proper cleaning techniques, safety protocols and customer service to ensure they meet our high standards of professionalism and performance. Clean Sweep Janitorial Services, Inc., takes our pre-employment screening policies seriously. Prior to employment, initial criminal background checks are done on all employees through ADP Screening and Selection Services. Drug screening will also be conducted if requested.

Training - Upon hiring, all employees receive a training session from our Human Resource Manager. Included in this training are our Hazard Communication Program, other OSHA related subjects including Safety Data Sheets, Material Safety training, and correct handling and disposing of all chemicals. Basic safety rules are acknowledged and signed by each employee. This booklet includes lifting and carrying supplies, preventing slips and falls, general safety, equipment and cord safety, vehicle safety, workplace violence, ladder climbing and accidents and emergencies. All cleaners also receive Blood Bourne Pathogen Training and are offered free Hepatitis Shots.

Uniforms - All employees are required to have a high quality of personal hygiene. Uniform shirts or smocks are supplied to our employees. The building management usually decides uniform colors. All employees must follow a strict dress code as outlined in our employee handbook. All employees will wear necessary safety shoes, glasses and hardhats.

Schedule C- Quality Control System

Building inspections are performed by managers to evaluate the physical condition of the building in order to:

- Determine if we are performing according to specifications.
- Recommend corrective measure if the quality of the work, methods employed, or work frequencies require them.

Weekly inspections are performed by Clean Sweep Janitorial Account Manager and joint review will be held monthly or as required.

The procedure for inspection does not supersede day-to-day supervisory observations and correction of deficiencies, but supplements them.

Schedule D – Pricing

As per conversation and according to the areas shown the price to provide janitorial services at your location is as follows:

1. The daily cost to clean your site is $85.00.

2. Pricing includes all labor, cleaning chemicals and supervision. Restroom products and trash liners are to be provided by Aurora Town Public Library and stocked by Clean Sweep Janitorial.

3. Invoice terms –Net 30

Schedule E – Specifications

- Gather and dispose of trash
- Clean restrooms – sinks, toilets, urinals, floors
- Refill restroom supplies
- Vacuum carpets
- Clean stairwells

MAID U SMILE LLC

Commercial Cleaning Service Proposal

Prepared For: East Aurora Library
Prepared By: Maid U Smile LLC
Service Location: 550 Main St, East Aurora, NY
Date: November 6, 2026

Proposed Cleaning Services

Maid U Smile LLC is pleased to provide this proposal for professional cleaning services at East Aurora Library. Our goal is to maintain a clean, sanitary, and welcoming environment for library visitors and staff through consistent, reliable cleaning services.

Scope of Work

Restrooms

- Clean and sanitize two public restrooms.
- Clean and sanitize one staff restroom.
- Disinfect toilets, sinks, countertops, and fixtures.
- Clean mirrors and other accessible surfaces.
- Spot-clean restroom partitions, doors, and touchpoints.
- Sweep and mop restroom floors.
- Empty trash and replace liners as needed.

Floor Care

- Vacuum carpeted areas throughout the library.
- Clean hard-surface floors, including yellow, orange, and tan flooring.
- Vacuum and/or mop entryway vestibule floors.
- Vacuum and clean floors in non-staff areas.
- Address visible dirt and debris in high-traffic areas.

Additional Areas

- Clean floors in the staff restroom and utility area.
- Clean entryway glass as needed to remove fingerprints and visible marks.
- Maintain an overall clean and presentable appearance throughout the designated service areas.

Service Schedule

Cleaning services will be provided **three times per week**, on the following days:

- Wednesday
- Friday
- Saturday

Services will be performed at mutually agreed-upon times to minimize disruption to library operations.

Holiday Closures

Maid U Smile LLC is closed on major holidays. Cleaning services will not be performed on these holidays. Any necessary schedule adjustments will be communicated in advance.

Cleaning Investment

Service	Rate
Per Cleaning Visit	$165.00
Weekly Service (3 Visits)	$495.00
Flat Monthly Contract Rate	**$2,145.00**

Monthly Contract Rate: $2,145.00

This flat monthly rate includes three scheduled cleaning visits per week and is calculated using the annual service schedule averaged over 12 months.

The monthly contract rate remains consistent regardless of whether a particular month contains four or five service weeks, providing predictable billing throughout the year.

Pricing includes professional cleaning labor, standard cleaning equipment, and cleaning products supplied by Maid U Smile LLC. Additional services outside the agreed-upon scope will be quoted separately.

Why Choose Maid U Smile?

Maid U Smile LLC is a locally owned and operated professional cleaning company serving Western New York.

We are committed to providing dependable service, consistent cleaning standards, and clear communication. Our team consists of trained W-2 employees, and we take pride in maintaining professional cleaning practices and quality standards.

Our commitment is simple: a cleaner, healthier, and more welcoming environment for everyone who enters your facility.

Proposal Acceptance & Next Steps

If East Aurora Library wishes to proceed with the proposed cleaning services, Maid U Smile LLC will provide a formal service agreement through **DocuSign** for electronic review and signature.

We sincerely appreciate the opportunity to submit this proposal and look forward to the possibility of maintaining a clean, comfortable, and welcoming environment for East Aurora Library's staff and visitors.

Thanks so much for your consideration!
Maid U Smile LLC



"Everyone Deserves A Clean Space"

Cleaning Estimate for:
Aurora Town Public Library
Attn: William Ruof, Senior Library Clerk
East Aurora, NY 14052

FACILITY INFORMATION

Facility Type: Public Library
Approximate Square Footage: 7,500 sq. ft.
Service Frequency: Wednesday, Friday & Saturday
Service Type: Routine Commercial Maintenance Cleaning

SCOPE OF CLEANING SERVICES

1. Main Library & Public Areas
    - Vacuum accessible carpeted areas throughout the main library
    - Vacuum designated high-traffic areas.
    - Sweep and mop applicable hard-surface flooring.
    - Remove visible dirt and debris from the floors.

2. Children's Library Area
    - Vacuum accessible carpeted flooring.
    - Remove visible dirt and debris.
    - Pay particular attention to high traffic areas

3. Vestibule & Entrance
    - Vacuum or sweep accessible floors.
    - Mop hard-surface flooring as applicable.
    - Remove tracked- in dirt and debris.
    - Wipe any fingerprints off glass or windows.

4. Restroom Cleaning & Sanitization

    Three Single-Occupancy Restrooms (2 Public, and 1 Staff)

- Clean and disinfect toilets.
- Clean and sanitize sinks and faucets.
- Clean mirrors.
- Sanitize frequently touched surfaces.
- Empty restroom wastebaskets.
- Sweep and mop restroom floors
- Replenish bathroom supplies as necessary.

5. Trash & Recycling
    - Empty designated trash and recycling receptacles as needed.
    - Replace liners only when necessary.
    - Transfer waste and recycling to designated exterior collections bins.

SERVICE PRICING

Description	Rate
Wednesday Cleaning	$125.00
Friday Cleaning	$125.00
Saturday Cleaning	$125.00
Total Weekly Service	**$375.00**
Average Monthly Service	**$1500.00**

Monthly billing will be based on the actual number of completed cleaning visits. The average monthly amount is calculated using 52 weeks per year.
Applicable sales tace, if any, will be calculated separately.

SERVICE TERMS

Scheduling: Wednesday, Friday, and Saturday at mutually agreed-upon times.

Cleaning Supplies: Queen City Cleaning Inc. may utilize library-provided cleaning products and equipment or supply its own as mutually agreed.

Billing: Monthly invoicing.

Payment Terms: Net 15 days.

Scope of Work: Services are intended to supplement the library's existing part-time cleaning staff. Any additional cleaning responsibilities outside the agreed-upon scope will be quoted separately.

Service State Date: To be determined upon acceptance.

OUR COMMITMENT

Queen City Cleaning Inc., is dedicated to providing dependable, professional, and detail-oriented cleaning services.

As a locally owned business, we take pride in helping maintain clean, sanitary, and welcoming environments throughout Western New York.

We understand the important role the Aurora Town Public Library plays in the community and would be honored to contribute to maintaining a comfortable environment for its visitors and staff.

Our commitment if built Queen City Cleaning Inc. We look forward to the opportunity to work with your team.

Sincerely,

Sarah Bahl
Queen City Cleaning Inc.
Owner/Operator
716.520.2287
queencleaning716@gmail.com
www.queencleaning716.com

“ Everyone Deserves A Clean Space”