



## CONTRACTOR BID SUBMITTAL FORMAT

			Comment
<b>Contractor's Name:</b>			
<b>Contact Person:</b>			
<b>Phone #:</b>			
<b>Date Submitted:</b>			
<b>Job Description:</b>	<b>Phase II Marie Gabrielle Restaurant</b> <b>Owner: Rolex International Center II &amp; III, LLC</b> <b>2728 N. Harwood, Dallas, Texas 75201</b>		
<b>Frequency</b>	<b>Job Function</b>	Monthly	Square foot
	Cleaning expenses are based the actual cleaning schedule and not the square feet for this tenant.		
2 days per week	Detail schedule of duties for the weekly services  Tuesday and Thursday		
Quarterly	Specialty schedule of services		
	Labor services: billing rate covers payroll tax, uniforms, pagers, & administrative cost		

**Important Notes;**

- 1.) Pricing must include all labor, insurance, supervision, cleaning supplies, equipments, restroom supplies, such as paper goods, hand soap, & trash liners.
- 2.) All applicable district, state, city or country taxes will be included to the monthly invoices.
- 3.) Should a Federal Minimum Wage Increase occur, proportionate increase will apply to all hourly wage personnel under contract.



### Cleaning Specifications and Frequency Schedule

<b>Services</b>	Daily	MO	Quart.	Bi-monthly	Annually
Sweep Floor	X				
Buff Floor	X				
Wipe Down Counters as needed	X				
Mop floor	X				
Wipe down tables	X				
Clean Bar	X				
Clean Behind Serving Area	X				
Wax Floors				X	
Clean/Spot clean inside glass	X				
Wash inside glass		X			
Dust "Potato Chips"			X		
Wipe/wash down serving lights			X		
Remove high dust from pipes			X		
Dry strip floor- apply two coats of wax and buff			X		
*Provide crew to clean garden area- parties					
*Provide crew to clean after garden parties					



**Harwood International**