



CMS

Madison's Janitorial Service Leader

8505 University Green, #120

PO Box 628306

Middleton, WI 53562

(608) 664-3759

January 24, 2023

River Valley School District
Brian Krey
660 W. Daley St.
Spring Green, WI 53588

Dear Brian,

Thank you for inviting us to bid janitorial services for your facilities. CMS of Madison currently provides cleaning services to some of the most meticulous clients in the greater Madison area. Our goal is not to be the biggest, but to be the best at everything we do. We believe that this should be a partnership and want you to know that CMS can completely manage all aspects of your cleaning needs while staying highly professional.

I know a major concern you had was, "What happens in the absence of a cleaner? How am I covered?" At CMS, we are large enough that the job gets done no matter what, even if that means I need to step in and help clean. From the top down, we are all committed to putting the customer first and getting the job done correctly. There will always be human errors that we cannot control. We pride ourselves on fast response times and quick turn arounds no matter what the issue is.

CMS has over 40 years of service experience and can handle any application in the commercial and construction cleaning realm. Family owned since 1982, we currently clean manufacturing facilities, car dealerships, medical facilities, advanced science laboratories, federal entities, and multi-tenant high rises. We have seen it all and there is nothing that we are not prepared to clean.

Included with this proposal you will find information on what makes us successful, but truly it is the sole focus of putting the customer first that has made CMS of Madison the cleaning industry leader. Our employees are fully trained using our in-house training facility and our exclusive four-tier management and quality control program. Our core values are stressed daily to keep our employees on task and your buildings in perfect condition.

It was great talking with you and per our conversation, we have priced these buildings accordingly. This reflects the current labor rates and gives our management and cleaners ample time to keep your facilities looking pristine. We look forward to creating a quality, long term relationship with you and if you have any questions or concerns, please contact me at jon@cmsofmadison.com or (608) 576-4773.

Sincerely,

Jon Linley
President

CMS of Madison, Inc.

“Madison’s Cleaning Industry Leader Since 1982”

PROPOSAL and CONTRACT

Submitted to:

**Brian Krey
River Valley School District
660 W. Daley St.
Spring Green, WI 53588**

Submitted by:

**CMS OF MADISON, INC.
8505 University Green, Suite 120
P.O. Box 628306
Middleton, WI 53562**

January 27, 2023

MISSION STATEMENT:

CMS of Madison, Inc. is committed to establishing new standards in the cleaning industry by meeting and exceeding customer needs and expectations. We are dedicated to treating our employees with dignity and respect and providing jobs that help them reach their personal goals. As a company, we strive to put integrity and standards before the pursuit of growth and to be better than our competition.

NATURE OF BUSINESS

CMS of Madison, Inc. was established in 1982 and is locally owned and operated. We specialize and sell only in the Madison area. We currently service over 140 buildings throughout the Madison area. CMS of Madison, Inc. is a member of the Middleton Chamber of Commerce and has earned an A+ rating with the Better Business Bureau. The basis of our success is reflected in our mission statement.

WHAT WE OFFER

CMS of Madison, Inc. offers a wide variety of professional cleaning services that range from routine cleaning, floor stripping, waxing and maintenance, carpet cleaning, windows, etc. Our goal is to handle every aspect of your building maintenance needs so you don't have to.

Your company will be given the opportunity to select the cleaning products and equipment preferred in each building. If required, CMS of Madison, Inc. can and will make recommendations in this category. Equipment required for the complete and thorough cleaning of your building(s) will be kept on site. You can determine if any specialized equipment should be kept on site.

Security procedures are a high priority to us and are generally building specific in nature. We make it a practice to implement and follow each client's assigned security procedures. Because of our very low employee turnover rate, security procedures are easily accomplished daily.

GREENCLEANING

CMS of Madison, Inc. understands that a green cleaning program doesn't just involve using different chemicals and cleaning products. In preparation for success with LEED EB, we can establish a complete set of standard operating procedures for each building designated for green cleaning. This standard operating procedure would contain the appropriate plans for staffing, use of chemical concentrates (where applicable) and other directives for actual measurement of the cleaning standard in each building.

CMS of Madison, Inc. would also implement and utilize an effective system to manage and audit our cleaning and hard floor/carpet maintenance. If required, we can explain how our cleaning program will address vulnerable building occupants, such as those with allergies and sensitivities.

OUR MANAGEMENT AND STAFF

CMS of Madison, Inc. is available 24 hours a day, 7 days a week, 365 days a year. Our management staff is trained to be responsive and to put the customer first. Our founder and CEO, Mike Bidwell, is diligent in his commitment to excellence and customer service.

CMS is an Equal Opportunity Employer. We believe our supervisors, managers, and other employees are the basis of our success. CMS uses a four-tier management and quality control program to keep our employees on task and your building in perfect condition. This program allows people with great work ethic, aptitude and ambition to achieve growth and career opportunities within our organization. As a result, our crews are always well-staffed, and we experience very little turnover (annual average turnover is 400%). CMS is proud of its track record and the fact that 95% of all new hires come from referrals.

Staffing for new buildings will be accomplished by appointing existing CMS supervisory staff alongside newer trainees. We believe it is critically important to appoint seasoned/experienced senior staff in each new building in order to achieve the excellent service our customers have come to expect.

Our supervisory staff utilizes email via smart phone technology to communicate with our corporate office on a daily and nightly basis. CMS of Madison, Inc. also communicates with our clients by way of email unless another reporting procedure is required by our client.

All CMS of Madison, Inc. employees are required to wear company issued apparel that clearly identifies them as our employees. In addition, and if required by our customer, we can also provide our staff with a photo ID.

ORGANIZATIONAL CHART



NEW EMPLOYEE HIRING PROCEDURES

CMS of Madison, Inc. conducts a pre-employment screening to find the best qualified employees. Applicants must complete all information on the application and work history, experience and references are all confirmed. Background screening procedures include a criminal background check and verification of valid driver's license (and good driving record if using company vehicle). Once employed, employees are subject to performance evaluations every 3-6 months from the date of hire. Overall evaluation includes several levels regarding the quality of work skills and work ethics.

TRAINING AND SAFETY

The health and safety of our staff is very important to us. Many of our employees have been with us long term. New employees receive on the job training by supervisors and management teams. They are instructed in the use of products, equipment, and general safety precautions and emergency procedures. Safety Data Sheets are provided for every chemical product and are kept on site per OSHA requirements.

BUSINESS CONCEPT AND VISION

CMS of Madison, Inc. continues the practice of careful and controlled growth. We understand that too much growth, too soon, will compromise our ability to service our existing customers as well as any new customers. Historically, we have turned down, (and will continue to), new opportunities that can hinder our ability to properly service our current valued customers.

INSURANCE

CMS of Madison, Inc. is currently insured for General Liability limits of \$1,000,000. We can provide you with a Certificate of Insurance with your company as additionally insured.

CONTACT PERSON: Jon Linley President (608) 576-4773

REFERENCES:

ARTIS REIT (FORMERLY VANTA COMMERCIAL PROPERTIES)

7008 HEARTLAND TRAIL, SUITE 1600

MADISON, WI 53717

CONTACT: PAULA ACCETTURA

(608) 830-6346

[PACCETTURA@ARTISREIT.COM](mailto:PAACCETTURA@ARTISREIT.COM)

NUMEROUS ACCOUNTS THROUGH MADISON

LENGTH OF AFFILIATION: JANUARY 2014

UNIVERSITY RESEARCH PARK

510 CHARMONY DRIVE, SUITE 250

MADISON, WI 53719

CONTACT: MATT MCCONNELL

(608) 441-8000

MATTHEW.MCCONNELL@WISC.EDU

NUMEROUS ACCOUNTS THROUGH MADISON

LENGTH OF AFFILIATION: AUGUST 2014

SUBZERO

MULTIPLE LOCATIONS

LENGTH OF AFFILIATION: JULY 2013

ARROWHEAD PHARMACEUTICALS

504 S ROSA RD.

MADISON, WI 53719

CONTACT: COLLIN HAGEN

CHAGEN@ARROWHEADPHARMA.COM

NUMEROUS ACCOUNTS THROUGH MADISON

LENGTH OF AFFILIATION: NOVEMBER 2019

Custodial Tasks and Frequency

Classrooms (including music and art), Collaboration Rooms, Administrative Offices, Library, Work Rooms, Hallways, Entrances/Exits

Wastebaskets, trash cans	Empty Clean Sanitize	Daily Weekly Monthly
Water dispensers/fountains	Clean Sanitize	Daily Daily
Glass -Entrances -Doors -Interior panels and windows -Windows and screens	Clean Clean Clean Clean	Daily Daily Daily Weekly
Floors -Vinyl or linoleum -Carpet -Door mats -Exterior building entrance	Dust/wet mop Vacuum edges Vacuum Spot clean Vacuum Spot clean Clean/shampoo Clean/maintain	Daily Monthly Daily Daily Daily Daily Quarterly Daily
Desks and Chairs	Clean/sanitize	Weekly
Baseboards	Clean	Monthly
Window ledges	Clean	Weekly
Doors, jambs, knobs	Clean/sanitize	Daily
Switch plates	Clean/sanitize	Daily
Interior walls	Clean	Weekly
Blinds	Dust/clean	Monthly
Counters	Clean/sanitize	Daily
Exposed filing cabinets, bookcases, shelves	Dust/clean	Monthly
Other High-Touch Surfaces	Clean/sanitize	Daily
Ceilings -Vent diffusers -Light diffusers	Remove cobwebs Clean Clean	Monthly Monthly Monthly
Whiteboards	Clean	Weekly
Lockers and cubbies	Dust/wipe down	Bi-Weekly
Rest Rooms		
Trash and sanitary containers	Empty Clean/sanitize	Daily
Sinks and countertops	Clean	Daily

Mirrors	Clean	Daily
Toilets/urinals	Sanitize	Daily
Doorknobs, handles, locks, bright metals	Clean/sanitize	Daily
Floors	Sweep/mop	Daily
Toilet paper, paper towels soap dispensers	Stock	Daily
Cafeteria, Lounges		
Tables, chairs, countertops, sinks/dispensers	Clean/sanitize	Daily
Serving areas	Clean/sanitize	Daily
Appliances -inside -outside	Clean/sanitize Clean	Weekly
Wastebaskets, trash cans	Empty Clean Sanitize	Daily Weekly Monthly
Glass	Clean	Daily
Floors - Vinyl or linoleum	Dust/wet mop Vacuum edges	Daily Weekly
Baseboards	Clean	Bi-Weekly
Doors, jambs, knobs	Clean/sanitize	Daily
Switch plates	Clean/sanitize	Daily
Interior walls	Clean	Daily
Other High-Touch Surfaces	Clean/sanitize	Daily
Ceilings -Vent diffusers -Light diffusers	Remove cobwebs Clean Clean	Monthly Monthly Monthly
Gymnasium		
Pick up trash		Daily
Wipe off bleachers		As Needed
Floors	Sweep Dust mop/auto scrub	Daily 2x a week

PROPOSED JANITORIAL FEES OPTION 1

Building ID	Bi-Weekly Billing	Annual Billing
Proposed Fees for ONLY Janitorial Services and Floor Maintenance All Locations – Dayporters and night cleaners Includes all materials and equipment needed to perform service *Consumables provided at an additional expense **\$50 per hour billed for any work on weekends or outside contract ***Floor care and summer turnover cleaning is included	\$16,093.50	\$418,431.00

TERMS AND CONDITIONS

The duties as presented will be performed after business hours by CMS of Madison, Inc. employees. CMS of Madison, Inc. remains responsible for worker’s compensation and property damage insurance on all CMS of Madison, Inc. personnel. CMS of Madison provides all materials and equipment needed to provide janitorial service for client’s facility. Client is responsible for providing trash liners, paper products, hand soap, etc.

This Agreement shall remain in effect for a period of 3 years, with the term of service commencing on July 1, 2023 and ending on June 30, 2026. This Agreement will automatically renew for additional one-year terms upon the same terms and conditions, unless either party to this Agreement provides written notice of its desire to terminate this Agreement within 60 days of the end of the then-current term or renewal term. Termination of this Agreement prior to expiration of the term can only be predicated on uncorrected service issues within the scope of services, as set forth herein. Prior to cancellation of services by the Client, Contractor must be notified in detail in writing of the issue and provided not less than fifteen (15) days to correct the issue. If the issue is not resolved, Client shall provide a 30-day written notice of cancellation before terminating the Agreement.

This agreement restricts/prohibits Client, and its employees/representatives, from soliciting for employment any CMS of Madison employees.

Company agrees to be billed every four weeks and agrees to make payment within 10 days of each billing due date.

Contractor: CMS of Madison, Inc.
 8505 University Green; Suite 120
 PO Box 628306
 Middleton, WI 53562

 Jon Linley, President Date

Accepted by: Company Representative

 Signature

 Printed Name

 Title Date