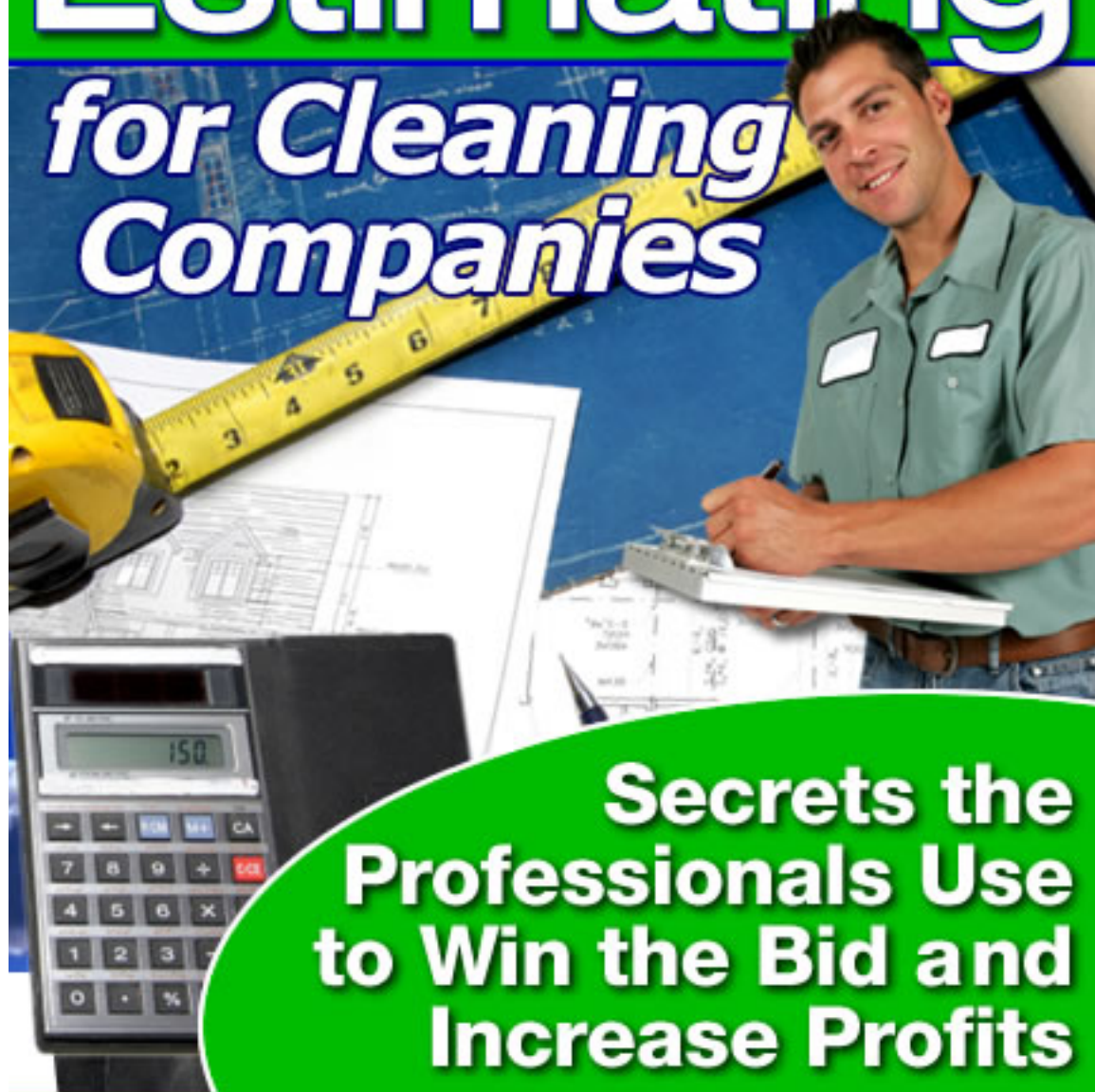


Bidding & Estimating

for Cleaning Companies



**Secrets the
Professionals Use
to Win the Bid and
Increase Profits**

The **Janitorial**
Store

www.TheJanitorialStore.com

Bidding & Estimating for Cleaning Companies

Secrets the Professionals Use to Win the Bid and Increase Profits

By Steve and Jean Hanson, The Janitorial Store™



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About the Authors



Steve and Jean Hanson are Co-Founders of TheJanitorialStore.com, an online community of cleaning business owners that provide education, training and resources to the commercial cleaning industry. They have also owned two successful cleaning companies in the past 25 years. The first was located in Boise, Idaho and sold in 2001 and the most recent was located in Brainerd, Minnesota and was sold in 2009.

The Janitorial Store™ is a vibrant community for those who want to build a more profitable and successful business. The discussion forum is packed with extremely helpful, real world advice and tips straight from successful cleaning business owners. The site provides members with all the tools and resources needed to achieve their dream of running a successful cleaning business -- without having to learn it all the hard way.

Why not have the profitable cleaning business you've been dreaming of? You can struggle, or succeed. The decision is obvious... [Join Us Now!](#)

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"Please don't copy this Ebook or give it away! If you have colleagues who might be interested in this Ebook, please refer them to the website, www.TheJanitorialStore.com so they can purchase their own copy or join as a member to receive a free copy. Thank you!!"

Steve and Jean Hanson

The Janitorial Store™
www.TheJanitorialStore.com

P.S. Sign up for Trash Talk: Cleaning Tip of the Week email newsletter by entering your email address in the sign up box on the web site. With your subscription you'll receive the FREE Ebook, 7 Steps to Starting a Successful Cleaning Business. PLUS, every week you'll be eligible to receive a free one year membership to TheJanitorialStore.com! If you're already a member, you can win an additional year of membership. Just check each issue to see if you're this week's winner!

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Bidding and Estimating: Introduction

You've done the marketing and research, and even managed to get a meeting with the decision-maker. Now you have the opportunity to submit a proposal on a new cleaning account. So how do you prepare yourself for a building walk-through and putting together a winning proposal?

The entire bidding and estimating process has an enormous impact on the success of your cleaning company, especially for those just getting started in the industry. Too many new cleaning company owners worry that they'll price too high and not get the account, so the temptation is to price low to ensure they'll win the proposal. But this can be a dangerous situation because you may not be allowing for enough profit, which will quickly become apparent. Remember, winning the bid for a cleaning contract doesn't necessarily mean that you have to be the lowest priced, so it pays to do your homework and present the best proposal possible, offering both value to your customer and profit for your business.

The trick is to communicate well with the building owner or manager in order to create a set of standard expectations and specifications for the job. That way, the proposal you make will cater precisely to what your prospective client wants and expects, and will justify your proposal price.

If you're looking for a cookie cutter formula for bidding and estimating, you won't find it here. No two jobs are the same no matter how you slice it. There are just too many variables to consider, which we'll get into a bit later. Besides, if there were cookie cutter formulas for bidding and estimating, how in the world would you differentiate yourself from the competition? Every cleaning company is unique and every proposal is unique. Make your company stand out from the competition by following the proven steps outlined in this Ebook and you'll find yourself becoming a pro at bidding and winning the account!

Commercial Bidding and Estimating

There are many different types of commercial buildings that you can bid on. Many small cleaning companies start out with targeting office buildings as their niche. Other types of commercial buildings you may think about targeting include:

Office Buildings	Construction Cleanup	Grocery Stores
Convenience Stores	Hospitals and Clinics	Casinos
Banks	Manufacturing Facilities	Retailers
Bars and Restaurants	Medical Offices	Park Facilities
Schools and Universities	Distribution Centers	Amusement Parks
Movie Theaters	Dental Offices	Visitor Centers
Special Education Centers	Convention Centers	Golf Courses
Day Care Centers	Nursing Homes	Car Dealerships
Apartment Buildings	Civic Centers	Automotive Centers
Military	Labs	Retirement Communities
Federal, State, Local Government	Sports Facilities	Hotels & Motels

For purposes of this Ebook, we will be using office buildings in our examples.

How Do I Know What to Charge?

This is the million dollar question to which, unfortunately, there is no easy answer. There are just too many variables to consider. Depending on the type of facility you're bidding on, the square foot rate, or hourly rate you charge will vary (office building, educational, medical, industrial, retail, etc.). And depending on where you are located and the size of the building, you may price a building serviced 5 days per week anywhere from \$.05 to \$.21 per square foot. Typically, the larger the building the lower the square foot price. For example, if you're bidding on an 8,000 sq ft building, you may be able to get \$.16 per sq ft, whereas if you're bidding on a 100,000 sq ft building you may only be able to get \$.07 per sq ft. And when the 2009 recession affected change in the industry, pricing became even more unpredictable.

Pricing also varies depending on a number of other factors such as frequency of service (twice a month, once a week, five times a week), specifications (what quality standards is the client looking for), style of building (Class A, B or C), location, number of occupants, and more. Prices vary around the country so do some research to see if you can find out what other contractors are charging in your area. There are no statistics available for pricing by city or state so it's up to you to do the research and determine what you need to charge to make a profit for your business.

If you're bidding on a smaller sized building serviced less than 5 days a week, it's usually better to estimate your time by work loading the location and then multiply by your hourly rate. You'll need to decide what hourly rate you can make a profit with, and that will depend on your location and your expenses. If you price your services too low, then it will be difficult for you to make a profit.

If you price your services too high, then you take a chance on losing out on contracts to a lower bidder. Most commercial cleaning contractors charge between \$20 and \$40 per hour, however large commercial contractors bidding on very large buildings may charge as low as \$12 to \$15 per hour due to large volume contracts and added profit they're able to make from project work.

What is the Difference Between Class A, Class B and Class C Office Buildings?

If you clean commercial office buildings, you need to know the difference between Class A, Class B, and Class C buildings. Why? Because when you bid on office buildings, you'll most likely charge more per square foot for a Class A office than you will for a Class B or C office.

Property managers and owners of Class A office buildings usually have very high standards of cleanliness. They may also have specialized cleaning needs. Because of this you'll be able to charge more for their cleaning services, and perhaps offer additional cleaning services that may not be needed in a Class B or C office building.

Class A buildings have high-end finishes such as hard wood moldings like maple and cherry; 6 panel solid wood doors; countertops and flooring made from corian or natural stone such as granite and marble; sinks and faucets made of corian, china, and gold.

Class A buildings also have high quality carpet or carpet tile, windows and doors. The building exterior will have an upscale design and look, and you'll see more angles and architectural details. You'll also see natural stone, granite, stamped concrete, fountains, high-end lighting and landscaping.

Class B buildings may have some of the same surfaces as a Class A office building, but a lesser grade. You will see a mix of hard woods, wood flat panel doors, Formica countertops, ceramic tile, porcelain sinks and toilets.

Design and look are not at the level of the Class A building. You'll see more medium grade carpet or carpet tile. You'll see fewer angles and architectural details on the buildings. Exterior and landscaping features will include regular concrete walks, and plants surrounded by bark or stone.

Class C buildings use lower cost materials, Formica countertops, VCT or sheet vinyl floors, vinyl baseboards, and lower grade carpet. The design will be basic with the use of lower grade windows and hollow core doors. You'll also see very few angles and architectural details on Class C buildings.

How to Prepare for an RFP (Request for Proposal)

Most cleaning companies market their services in hope of setting an appointment to meet with the prospective client, perform a site inspection and then submit a cleaning proposal based on a list of specifications (tasks to be performed) and site inspection. However, many customers with larger accounts issue an RFP, or Request for Proposal. Private sector RFP's may send out invitations to different contractors, or they may post it on the Internet.

Government bids are often done this way, and the cleaning contractor must fill out an application to be put on the bidder's list. Then if a bid comes up in your area, you'll be contacted either through postal mail or e-mail. Here are a few tips for preparing for an RFP:

- Read the instructions carefully. They will have strict guidelines and if you don't follow them to the letter, then you might lose the job due to a formality. After all, if you can't follow the written instructions for the RFP, then they may feel you can't be relied upon to do a good job at cleaning their account.
- Arrive early for the walk-through. You don't want to be the last one to arrive, or worse yet, you certainly don't want to be late! If you can be the first one there, you might get the opportunity to make conversation with the person conducting the meeting. See if you can find out how much influence this person has in the decision-making process.
- Dress appropriately (see the next section for appropriate dress).
- Ask relevant questions during the walk-through, but be careful not to bad-mouth the current contractor. Also don't waste time by asking questions that are already answered in your RFP packet.

- Review your proposal making sure that all instructions have been followed. Return your bid proposal before the deadline with the appropriate number of copies. Don't wait until the last minute and don't attempt to turn in your proposal late.

Here are online resources for government RFP's:

<http://www.findrfp.com/>

<http://www.bidnet.com/>

<http://www.planetbids.com/>

Obtaining Government Contracts

Did you know that the United States Government has contracts with small businesses worth over \$1 trillion a year? They are the single largest "customer" for the janitorial industry. Add state and local government contracts to this and you have huge potential to add to your client base. Before you start the application process, you need to understand how getting a government contract works. As with most government decisions, winning a janitorial contract requires going through bureaucracy involving very specific procedures and requirements. Learn the steps in order to get a government contract. You may find that your business is not eligible for government contracts or that you don't even want to try.

To obtain federal government contracts, you first need to register with the Central Contractor Registration (CCR), which is basically a database the government creates that collects, validates, stores, and disseminates data necessary to award contracts to businesses. To do this, you need what is called a DUNS number, which is a unique number assigned to your business to identify you. If you do not have one, you can get one at <http://fedgov.dnb.com/webform>. You will also need your Tax Identification Number (TIN), Taxpayer Name, Electronic Funds Transfer (EFT) information, and statistical information about your business. To register, go to <https://www.bpn.gov/ccr/default.aspx> where you can also get answers to specific questions. As you can see, this is already a tedious and meticulous process, but a necessary one.

The next thing to do depends on your specific company makeup. If your company has 51% or more ownership by someone who is "socially or economically disadvantaged" or woman-owned, you need to register as "disadvantaged" or Sec. 8(a) certified. Many government contracts are awarded specifically to those companies who meet these criteria. You can find more information at the Small Business Administration (www.sba.com) on how to register for this status.

Another thing you can do is apply for a government grant. This is not a very common occurrence in this industry, but is not unheard of. For example, if your company hires the mentally-challenged individuals or ex-convicts, there may be some help to be found. Here is a link to an article on our site about grants that you may find helpful.

You can also sign up for PRO-NET, which is basically a listing from which government contracting officers choose vendors to meet their needs. PRO-NET is a free service offered through the SBA website at <http://pro-net.sba.gov/>. It is integrated with the CCR, therefore has access to the information you have already submitted when you registered. Believe it or not, they actually made this easy for you!

Another SBA-sponsored program is called The HUBzone Empowerment Contracting Program. The intent of this program is to provide federal contracting opportunities for businesses located in distressed areas. As long as you meet the specified criteria, this program maintains a list of preferred vendors from which Federal agencies choose their contractors. Again, the SBA website tells you how to obtain this status for qualified applicants. As you can see, the SBA is a valuable resource in your efforts to obtain government contracts.

Procuring government contracts typically involves three techniques: the Invitation For Bid (IFB's), Request For Proposal (RFP's), and for small jobs, simply oral solicitation.

The IFB and RFP are very similar, in that they are part of a sealed-bid process where contracts are awarded to the chosen bidder. IFB's include the specifications of the particular contract and instructions on how to prepare the bid. The conditions of the contract, payment schedule, and the date and time of the bid opening are also included. Oftentimes with smaller contracts, the government is simply seeking the lowest cost. This is primarily the difference between an IFB and an RFP. An IFB is looking for the lowest cost as long as the minimum criteria are met. The sealed bids are then opened in public at the designated time stated in the IFB. The particular facts of each bid are read aloud and recorded. The company with the lowest bid will then be awarded the contract.

The RFP is very similar in nature. Again, the specifications are clearly spelled out, as are the conditions, payment schedules, and dates and time of the bid opening. The difference is an RFP is not necessarily asking for the lowest bid, but rather the BEST VALUE. What this means is that while the basic needs of a contract may be met, there are differences that can make one bid a better choice over another. For example, one bid may include certain periodic work, such as floor work, carpet extraction, furniture cleaning, etc. that may not be in the bid specifications, but when included in the proposal they become a more cost-effective compared to having the same work done as an extra. Another consideration may be certain technologies or management/administrative functions that one company may have over another. In other words, there is some discretion involved as to being awarded a contract through an RFP. An RFP oftentimes allows a bidder to incorporate their goals and business strategies into their proposal, thereby giving the procurer additional information to make their decision with. The same process remains, where the sealed bids are opened at a designated place and time and contracts are awarded based on the above criteria.

Lastly, small contracts may be awarded by what is known as oral solicitation. The same criteria are in effect as in IFB's and RFP's—namely the specifications, terms, dates, etc., but they are used to streamline the decision-making process. Obviously you must be comfortable and competent with oral presentations, and be able to quickly think on your feet. You may also be asked to provide an oral presentation in conjunction with an IFB or RFP, but this is good thing as it means you are in the running for the contract!

As you can see, obtaining government contracts involves a lot of work and a lot of bureaucratic red tape. While the decision-making process is usually far more informal in the private sector, government contracts demand a lot of exacting work. The profit margins are typically lower than in the private sector, but on the flip side, the contract lengths are set and longer in duration, as well as the fact you will get paid on a regular schedule. Just keep these facts in mind when you decide to pursue government contracts, and take advantage of resources such as the SBA. Most of all, do your homework!

As with many business opportunities, there are multiple sources of information. The process is not the same as in the private sector. In the private sector, most contracts have a 30-day cancellation policy, so there are endless opportunities to get new business. Most government contracts, however, are set in terms of their length. This means you don't pursue these contracts in the same manner, but rather you wait for the IFB or RFP to be issued and go through the process we talked about earlier.

One way to find IFB's and RFP's is through online search services. For a fee, these services will search for open bids based upon the information given them. These services are useful in that they will provide information on federal, state, and local IFB's and RFP's. Consider them like one stop shopping! Of course, the downside is that they charge a monthly fee for this service, so you need to determine for yourself if they are worth it. Without specifying particular sites, simply Google "government bids" or something similar, and you will find several choices. You might want to research specific sites on the Internet to make sure they are reputable.

For federal contracts, The U.S. General Service Administration (GSA) operates what is known as the GSA Schedule Program. This program establishes long term contracts with commercial companies, where government agencies can be assured they are getting the highest quality goods and services for the best price. It provides a level playing field for small businesses, and also establishes you as a reputable vendor. Being on the GSA Schedule can be used as a marketing tool as well, establishing your company as being trustworthy. Go the www.gsa.gov or the SBA website for more information.

Another source of leads you can try is the website for Federal Business Opportunities, or FedBizOpps. Here is where federal agencies publish their needs for goods and services, and when and how vendors need to respond. There is no need to qualify or even sign up to use this site. All you need to do is go to www.fbo.gov and look through the site.

A good site to help you get started is www.business.gov, which is the official business link to the federal government. Along with the SBA, they will provide you with lots of information and resources you can use to get going. The Internet is a valuable tool to research obtaining government contracts, and these are just a few places to start. On the state level, try going to your state's official website. Each state will vary, but typically there is information available about bidding on state contracts. The process is generally the same, involving IFB's and RFP's. As mentioned previously, there are online services available to help with this. This applies for local government bids as well. You can always check each community's county and municipal website to search as well, or at least get contact information to call.

You need to determine for yourself whether you want to seek government contracts. They are not for everyone. There is a lot of red tape and leg work to do, but if you are ambitious and capable, you can indeed profit. Between federal, state, and local government, there is a huge market for janitorial services.

The Walk-Through: How to Do a Site Inspection

If you want to bid accurately, then you need to do a complete site inspection with the prospective client. You don't want to "wing it" or do a quick walk-through without taking notes and measurements, and then discover you under-bid and can't make a profit.

You'll also want to see the condition of the building in order to determine what you'll need to charge for the initial cleaning. If the building needs to be brought up to higher standards of cleanliness then you'll need to charge extra for this service. You may choose to charge a one-time fee for the initial clean or spread the cost out over a couple of months. Either way, inform the prospect of this when presenting your proposal to them.

Be Prepared for the Site Inspection

Dress appropriately for the building walk-through. If your appearance is sloppy and you show up in worn out jeans, a sloppy shirt, and ratty shoes you'll probably lose the bid before you even get started. A suit may be acceptable for any size of account but is necessary if you are performing a site inspection with a Mega account of 100,000 to 500,000+ square feet and government buildings.

Dressing professionally in slacks and a dress shirt for medium size accounts of 30,000 to 100,000 square feet should be acceptable. Slacks with a shirt with your company logo should be appropriate for small accounts of 2,500 to 30,000 square feet and micro accounts of 2,500 and less square feet.

Pay attention to your personal grooming as well. Are you freshly showered, hair combed and is your breath fresh? Are your hands clean and nails groomed? Do you smell like cigarette smoke? Many people take offense if they detect cigarette smoke lingering around you, and they just might take you out of contention for the bid.

Your personal presentation. You want to project confidence when greeting your potential client. You don't want to greet them with a wet noodle handshake, eyes looking downward, and stumbling over your words. Having good communication skills is important -- you need to be able to build rapport with your prospective customers. This goes a long ways towards inspiring confidence in your ability to handle the job. One way for you to build rapport is to do research on the company and person you will be meeting with. People will not do business with someone who is not confident in their presentation and ability to convey that they provide a superior cleaning service.

Think about what you're going to say before you blurt out something you'll regret later. For example, you don't want to make negative comments about the current cleaning service, even if the prospect makes comments about the service. Rather than saying something like, "this restroom is filthy", you might say something like, "I see some areas that can be improved upon". Then let them know you'd like to work with them to bring the building up to their standards of cleanliness.

Be prepared for the walk through. Bring a bid walk-through worksheet, measurement/supplies work sheet, a list of specifications (if they have not sent you one) and measuring wheel so you can make notes and record measurements.

When walking through the building, consider the following:

1. Cleanliness of the building. What is the existing level of cleanliness? Is the quality of cleaning acceptable to the prospective client? Or are they looking for a new cleaning contractor because the quality of cleaning is below their expectations? Your proposal will depend on the prospect's expectations.

You may also need to charge a "First-Time Cleaning Charge". This is typically an hourly rate you'll apply to the first-time cleaning to get the building up to standard. If there is excessive dust and soil build-up then extra time will need to be taken and you should charge separately for this service.

2. Square Footage. When determining your price, you'll need to know the cleanable square footage of the location so you can estimate your production rates accurately. If your square footage is off, your time estimates will be wrong.

It is best to measure the square footage yourself, rather than taking someone's word for it, as their numbers may not be accurate. You'll also need to know the square footage by type of flooring (carpet, ceramic tile, VCT tile, marble, etc.). Those items will be listed separately as special services offered per service.

It is also important to understand square footage terminology:

Gross Square Footage or Building Footprint -- measuring the outside walls. This is not the most accurate measurement because it includes non-cleanable square footage.

Net Cleanable Square Footage -- this is the most accurate measurement because it includes only the areas you'll be cleaning. To estimate net cleanable square footage you'd measure the inside dimensions of the areas, minus wall square footage and areas you won't be cleaning.

Net Rentable Square Footage -- this only includes rentable space, not public areas (or common areas). You may be asked to bid common areas separately.

Typically, the higher the square footage, the lower the price per square foot. For example, your square foot price on a 50,000 square foot building may be lower than your square foot price on a 10,000 square foot building.

To measure a room, multiply the width times the length. For example, a room that is 20 feet wide by 40 feet long is a total of 800 square feet. Add up all your measurements to get the total square footage of the building. Also add up total carpeted square footage and other floor surface square footage.

You'll need this information to estimate production rates for vacuuming, sweeping, and mopping. You may also need this information to give prices for carpet cleaning and hard floor care services such as stripping and waxing, burnishing, and buffing.

If possible, ask to do your measuring when the walk through is complete. This way, the property owner or manager doesn't have to waste their time waiting for you to measure. (We will be discussing how to measure a building in more detail in an upcoming section of this Ebook.)

3. **Number of Occupants and Public Foot Traffic.** The more people that work and visit the building, the more time you'll need to clean. Ask your prospect if they have an idea of how many people occupy and visit the building each day.
4. **Building Layout.** Is the building one story, or is it multiple levels with stairwells and elevators? The layout is also an important consideration. Some buildings may have dozens of cubicles completely filling the floor space that will impede your movement through the building, while others might have more open floor space and wide aisles.
5. **Number of Restrooms, Kitchen Areas and Fixtures.** Inspect the restrooms carefully, noting how many fixtures in each (toilets, urinals, sinks). Also note the supplies being used - type of hand towels (multi-fold, roll towels), toilet paper (single rolls, extra large rolls), soap (boxed, foam, gallon). You'll need this information to estimate your production rates for cleaning and stocking the restrooms. You'll also need it if you're asked to provide restroom supplies. In kitchen and coffee centers, note the sinks, drinking fountains, appliances, and type of paper towels used. Also make note of what the sinks are made of - stainless steel or porcelain, etc.

When the walk through is complete, check your notes to make sure all your questions have been answered, and then set up a time to return and present your proposal. Be sure you have all the contact information you need from your prospect to complete your proposal. Following these procedures for site inspections will give you all the information you'll need to make an accurate and thorough proposal.

Questions to Ask

At the pre-site inspection meeting, gather information from the prospective client by asking a series of questions. Also take advantage of this time to get to know your prospective client and start building a relationship.

If you are touring the site with a group of cleaning contractors, make notes of any questions you have, but wait until the site inspection is finished to ask them because they may get answered during the tour.

Here are some important questions to ask at the pre-site inspection meeting:

- Why are you putting the contract out for bid? Perhaps they are required to put the cleaning out to bid once per year. Or maybe they're not happy with the current contractor. Or it could be that they need to cut costs and are looking for someone that will offer a lower price.

If the latter is the case, then this should be a big red flag for you. Prospective clients

that are just looking for the lowest bidder don't usually make for the best customers for your cleaning business.

- What are your current concerns with the cleaning of your location? This question will help you determine if they have issues with the current cleaning company. It will also allow you to tell them how you'll be able to solve their problems.

When talking about the current contractor, don't talk badly about them. If the prospective client you're talking with hired the current contractor, then they'll feel as if you're criticizing their poor judgment!

- What is your budget for this project? Many cleaning contractors don't feel comfortable asking this question but it is a valid one that many people are willing to share, and it will be helpful to you when deciding on a price.
- Do you have a list of cleaning specifications? If they do, ask for a copy. If they don't, have your own list that you can customize to their needs while reviewing it with them.
- Here are some additional questions to ask:
 - o What are your expectations for this service?
 - o What is it you'd like to see accomplished?
 - o Can you help me understand that a little better?
 - o How do you see this happening?
 - o How does that process work right now?
 - o What are your thoughts?
 - o Who else is involved in this decision?
 - o What has changed since we last talked?
 - o What is your current cleaning company doing to ensure the quality of work being performed?
 - o What is the one thing you would like to improve about your cleaning service?
 - o What is the frequency of cleaning (once a week, five times a week)?
 - o What is your timetable? When are you looking to make a change?
 - o Do you have the amount of cleanable square feet?
 - o Do you have the amount of carpeted square feet and hard floor surface square feet? (You will need this information if bidding on floor care)
 - o Do you have a recycling program?
 - o Do you have an alarm system?
 - o Are there specific hours that the cleaning company is allowed to be in the building?

- o What other items should we discuss?
- o What do you see as the next action steps?

Take the guesswork out of the bidding process and get the information you need to make an accurate and competitive proposal.

Bid Walk-Through Worksheet

Use this form to gather information about the prospect and the service they need.

Bid Walk-Through Worksheet

Client: _____ Date: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

Time service can begin: _____ a.m. _____ p.m.

Time service needs to be completed by: _____ a.m. _____ p.m.

	M	T	W	T	F	Sat	Sun
Days of Service:	☐	☐	☐	☐	☐	☐	☐

Number of people working in office: _____ Number of visitors per day: _____

Areas not cleaned: _____

Current cleaning service: In-House ☐ Contractor ☐

Contractor is responsible for emptying recycling containers: Yes ☐ No ☐

Contractor is responsible for emptying shedder containers: Yes ☐ No ☐

Contractor is responsible for restrooms supplies: Yes ☐ No ☐ Give quote ☐

Additional Services:

Window Washing:

Interior Offices Frequency: _____

Inside Perimeter Frequency: _____

Outside Perimeter Frequency: _____

Carpet Cleaning Frequency: _____

Carpet Spotting Frequency: _____

Frequency: _____

Frequency: _____

Frequency: _____

Frequency: _____

Frequency: _____

Frequency: _____

Frequency: _____

Frequency: _____

Frequency: _____

Frequency: _____

This image shows a full page of primary-ruled paper. It features multiple sets of horizontal lines, each set consisting of three lines: a solid top line, a dashed middle line, and a solid bottom line. These sets are repeated down the entire page, providing a template for handwriting practice. The margins are consistent throughout.

Measurement / Supplies Worksheet

Client: _____ Date: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

Form filled out by: _____

Supplies used at location:

Type of Hand Towel used: Description:

Multi-Fold: White ☐ Natural ☐ _____

C-Fold: White ☐ Natural ☐ _____

Single Fold: White ☐ Natural ☐ _____

Center Pull: White ☐ Natural ☐ _____

Roll Towel: White ☐ Natural ☐ _____

Kitchen Roll Towel: White ☐ Natural ☐ _____

Toilet Paper: _____

Hand Soap: _____

Facial Tissue: _____

Toilet Seat Covers: _____

Tampon/Pad: _____

Waxed paper liners: _____

Air Fresheners: _____

Other: _____

Number of trash cans in building:

Small: _____ Gallon size _____

Medium: _____ Gallon size _____

Large: _____ Gallon size _____

Can liners:

Large: Low density _____ High density _____ Size _____x_____ Gallons _____
 Medium: Low density _____ High density _____ Size _____x_____ Gallons _____
 Small: Low density _____ High density _____ Size _____x_____ Gallons _____

Men's Restroom 1: Measurement: _____x_____ Sq.ft. _____ Floor type: _____
 Number of fixtures: Toilets: _____ Urinals: _____ Sinks: _____ Mirrors: _____
 Number of partitions: _____ Number of showers: _____
 Sinks made of: Stainless steel: _____ Porcelain: _____ Other: _____
 Number of dispensers: _____ Type: HT _____ Soap _____ Air freshener _____ TP _____

Men's Restroom 2: Measurement: _____x_____ Sq.ft. _____ Floor type: _____
 Number of fixtures: Toilets: _____ Urinals: _____ Sinks: _____ Mirrors: _____
 Number of partitions: _____ Number of showers: _____
 Sinks made of: Stainless steel: _____ Porcelain: _____ Other: _____
 Number of dispensers: _____ Type: HT _____ Soap _____ Air freshener _____ TP _____

Men's Restroom 3: Measurement: _____x_____ Sq.ft. _____ Floor type: _____
 Number of fixtures: Toilets: _____ Urinals: _____ Sinks: _____ Mirrors: _____
 Number of partitions: _____ Number of showers: _____
 Sinks made of: Stainless steel: _____ Porcelain: _____ Other: _____
 Number of dispensers: _____ Type: HT _____ Soap _____ Air freshener _____ TP _____

Men's Restroom 4: Measurement: _____x_____ Sq.ft. _____ Floor type: _____
 Number of fixtures: Toilets: _____ Urinals: _____ Sinks: _____ Mirrors: _____
 Number of partitions: _____ Number of showers: _____
 Sinks made of: Stainless steel: _____ Porcelain: _____ Other: _____
 Number of dispensers: _____ Type: HT _____ Soap _____ Air freshener _____ TP _____

Women's Restroom 1: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Number of fixtures: Toilets: ____ Urinals: ____ Sinks: ____ Mirrors: ____
 Number of partitions: ____ Number of showers: ____
 Sinks made of: Stainless steel: ____ Porcelain: ____ Other: ____
 Number of dispensers: ____ Type: HT ____ Soap ____ Air freshener ____ TP ____

Women's Restroom 2: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Number of fixtures: Toilets: ____ Urinals: ____ Sinks: ____ Mirrors: ____
 Number of partitions: ____ Number of showers: ____
 Sinks made of: Stainless steel: ____ Porcelain: ____ Other: ____
 Number of dispensers: ____ Type: HT ____ Soap ____ Air freshener ____ TP ____

Women's Restroom 3: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Number of fixtures: Toilets: ____ Urinals: ____ Sinks: ____ Mirrors: ____
 Number of partitions: ____ Number of showers: ____
 Sinks made of: Stainless steel: ____ Porcelain: ____ Other: ____
 Number of dispensers: ____ Type: HT ____ Soap ____ Air freshener ____ TP ____

Women's Restroom 4: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Number of fixtures: Toilets: ____ Urinals: ____ Sinks: ____ Mirrors: ____
 Number of partitions: ____ Number of showers: ____
 Sinks made of: Stainless steel: ____ Porcelain: ____ Other: ____
 Number of dispensers: ____ Type: HT ____ Soap ____ Air freshener ____ TP ____

Co-ed Restroom 1: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Number of fixtures: Toilets: ____ Urinals: ____ Sinks: ____ Mirrors: ____
 Number of partitions: ____ Number of showers: ____
 Sinks made of: Stainless steel: ____ Porcelain: ____ Other: ____
 Number of dispensers: ____ Type: HT ____ Soap ____ Air freshener ____ TP ____

Co-ed Restroom 2: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Number of fixtures: Toilets: ____ Urinals: ____ Sinks: ____ Mirrors: ____
 Number of partitions: ____ Number of showers: ____
 Sinks made of: Stainless steel: ____ Porcelain: ____ Other: ____
 Number of dispensers: ____ Type: HT ____ Soap ____ Air freshener ____ TP ____

Co-ed Restroom 3: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Number of fixtures: Toilets: ____ Urinals: ____ Sinks: ____ Mirrors: ____
 Number of partitions: ____ Number of showers: ____
 Sinks made of: Stainless steel: ____ Porcelain: ____ Other: ____
 Number of dispensers: ____ Type: HT ____ Soap ____ Air freshener ____ TP ____

Co-ed Restroom 4: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Number of fixtures: Toilets: ____ Urinals: ____ Sinks: ____ Mirrors: ____
 Number of partitions: ____ Number of showers: ____
 Sinks made of: Stainless steel: ____ Porcelain: ____ Other: ____
 Number of dispensers: ____ Type: HT ____ Soap ____ Air freshener ____ TP ____

Entrance 1: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Entrance 2: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Entrance 3: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Entrance 4: Measurement: ____x____ Sq.ft. ____ Floor type: ____

Lobby: Measurement: ____x____ Sq.ft. ____ Floor type: ____

Hallway 1: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Hallway 2: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Hallway 3: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Hallway 4: Measurement: ____x____ Sq.ft. ____ Floor type: ____

Lunch room: Measurement: ____x____ Sq.ft. ____ Floor type: ____

Number of Sinks: ____

Sinks made of: Stainless steel: ____ Porcelain: ____ Other: ____

Number of Tables: ____ Size ____x____

Number of Chairs: ____

Number of Stoves: ____ Refrigerators: ____ Microwaves: ____

Number of Floor Rugs: ____ Size ____x____

Number of dispensers: ____ Type: HT ____ Soap ____ Air freshener ____

Office 1: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Office 2: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Office 3: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Office 4: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Office 5: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Office 6: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Office 7: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Office 8: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Office 9: Measurement: ____x____ Sq.ft. ____ Floor type: ____

Office 10: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Office 11: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Office 12: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Office 13: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Office 14: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Office 15: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Conference room 1: Measurement: ____x____ Floor type: _____

Conference room 2: Measurement: ____x____ Floor type: _____

Conference room 3: Measurement: ____x____ Floor type: _____

Conference room 4: Measurement: ____x____ Floor type: _____

Utility room 1: Measurement: ____x____ Floor type: _____

Utility room 2: Measurement: ____x____ Floor type: _____

Utility room 3: Measurement: ____x____ Floor type: _____

Utility room 4: Measurement: ____x____ Floor type: _____

Stairwell 1: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Stairwell 2: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Stairwell 3: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Stairwell 4: Measurement: ____x____ Sq.ft. ____ Floor type: _____

Stairwell 1: Number of treads: ____ Risers: ____ Floor type: _____

Stairwell 2: Number of treads: ____ Risers: ____ Floor type: _____

Stairwell 3: Number of treads: ____ Risers: ____ Floor type: _____

Stairwell 4: Number of treads: ____ Risers: ____ Floor type: _____

Stairwell 1: Landing Measurement 1: ____x____ Sq.ft. ____ Floor type: _____

Landing Measurement 2: ____x____ Sq.ft. ____ Floor type: _____

Landing Measurement 3: ____x____ Sq.ft. ____ Floor type: _____

Landing Measurement 4: ____x____ Sq.ft. ____ Floor type: _____

Stairwell 2: Landing Measurement 1: ____x____ Sq.ft. ____ Floor type: ____
 Landing Measurement 2: ____x____ Sq.ft. ____ Floor type: ____
 Landing Measurement 3: ____x____ Sq.ft. ____ Floor type: ____
 Landing Measurement 4: ____x____ Sq.ft. ____ Floor type: ____

Stairwell 3: Landing Measurement 1: ____x____ Sq.ft. ____ Floor type: ____
 Landing Measurement 2: ____x____ Sq.ft. ____ Floor type: ____
 Landing Measurement 3: ____x____ Sq.ft. ____ Floor type: ____
 Landing Measurement 4: ____x____ Sq.ft. ____ Floor type: ____

Stairwell 4: Landing Measurement 1: ____x____ Sq.ft. ____ Floor type: ____
 Landing Measurement 2: ____x____ Sq.ft. ____ Floor type: ____
 Landing Measurement 3: ____x____ Sq.ft. ____ Floor type: ____
 Landing Measurement 4: ____x____ Sq.ft. ____ Floor type: ____

Elevator 1: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Elevator 2: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Elevator 3: Measurement: ____x____ Sq.ft. ____ Floor type: ____
 Elevator 4: Measurement: ____x____ Sq.ft. ____ Floor type: ____

Coffee Centers with Sinks: ____
 Number of Drinking Fountains ____

Walls:
 Painted: ____ Locations: ____
 Wall paper: ____ Locations: ____
 Tile: ____ Locations: ____

Ceiling lights:
 Number ____ size ____x____
 Type of lens: Full plastic ____ Honey comb ____

Carpet:

Use this area to list all measurements with carpeted surfaces. Total each column in the sub-total section, then add all the sub-totals for a grand total of square feet.

Ex: 4'x23'=92sq.ft.	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal:	Subtotal:	Subtotal:	Subtotal:
_____	_____	_____	_____
Grand Total of carpeted square feet: _____ square feet			

Type of cleaning:

Hot water extraction ____ Bonnet ____ Encapsulation ____ Other _____

Price per square foot: _____per sq.ft. Total price for the job: \$_____

[illegible]

_____sq.ft. _____sq.ft. _____sq.ft. _____sq.ft. _____sq.ft. _____sq.ft.

L M H L M H L M H L M H L M H L M H

_____sq.ft. _____sq.ft. _____sq.ft. _____sq.ft. _____sq.ft. _____sq.ft.

\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

[illegible]

L M H L M H L M H L M H L M H L M H

\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Interior Offices

3rd Floor

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

LMH

\$ _____

Number: 1 st floor: # ____ Size ____x____	# ____ Size ____x____
Number: 2 nd floor: # ____ Size ____x____	# ____ Size ____x____
Number: 3 rd floor: # ____ Size ____x____	# ____ Size ____x____
Number: 4 th floor: # ____ Size ____x____	# ____ Size ____x____
Number: 5 th floor: # ____ Size ____x____	# ____ Size ____x____
Number: 6 th floor: # ____ Size ____x____	# ____ Size ____x____
Number: 7 th floor: # ____ Size ____x____	# ____ Size ____x____
Number: 8 th floor: # ____ Size ____x____	# ____ Size ____x____

[illegible]

Total Building sq ft: _____
(Add carpet sq ft and hard floor sq ft for total)

Estimated productions rate: _____ Square Feet per hour

Estimated time to clean: _____ Hours per cleaning

Frequency of cleaning: 1 2 3 4 5 6 7 days per week

Price per sq ft estimate \$ _____ per month

Hourly price estimate \$ _____ per month

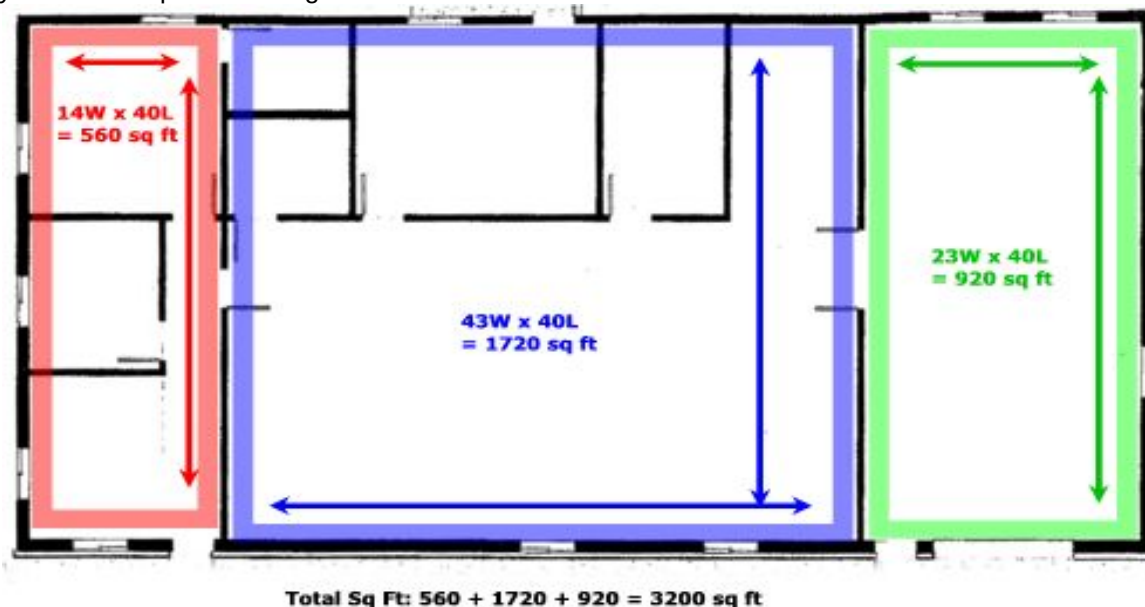
How to Measure a Building for a Cleaning Proposal

If you're in the commercial cleaning business, then one of the steps necessary in bidding a new account is to measure the building. Sometimes the customer will tell you the total square footage, but this number is not always accurate. Plus, it probably doesn't break down how many square feet there are per type of floor surface.

In order to bid accurately, you'll want to measure the building yourself. And you'll want to take it one step further and measure each type of floor surface (carpet, VCT tile, ceramic tile, concrete, marble, and so on). If they offer you the blueprints, spot check a couple areas to see if the measurements are accurate. If so, then you should be able to use their measurements.

So how do you measure a building? First, start out by using the right tool. A tape measurer is not very efficient, and a laser measurer works ok for small areas, but is not very accurate for larger areas. The best tool you can use is a measuring wheel, which you can buy at your local hardware store. With a measuring wheel, you simply place it on the floor and walk with it. Then record your number, reset the wheel to zero, and start again.

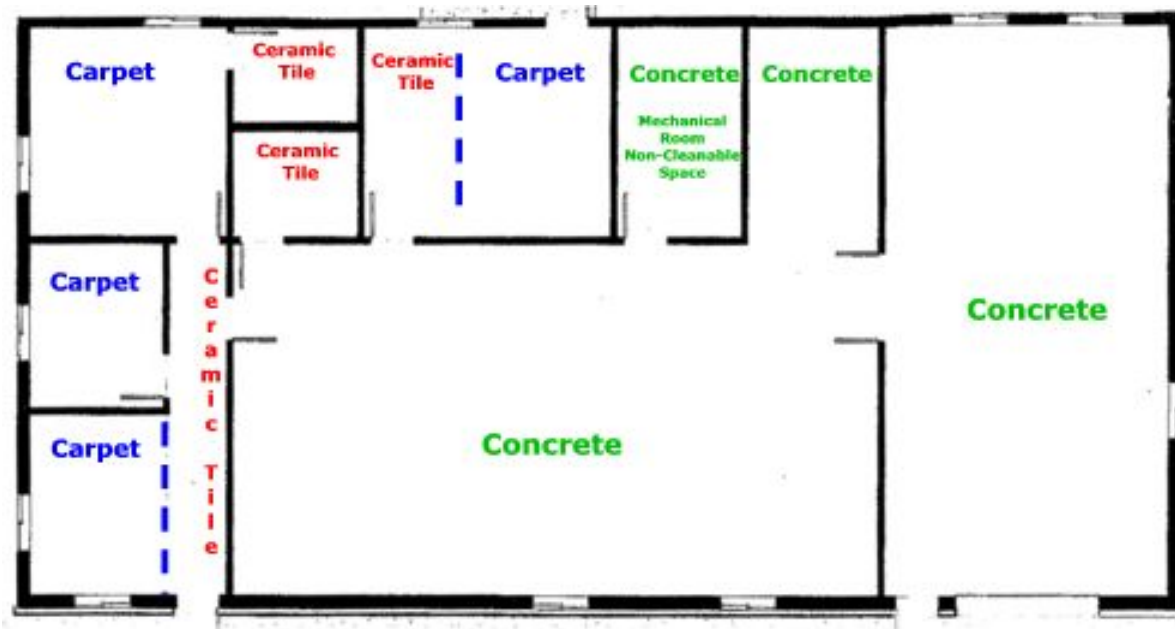
Let's look at a few examples. You've been asked to provide a proposal to perform the general cleaning on a building. Take a look at the diagram below. To measure the total square footage, you could break down the measuring of this building into the three colored areas as shown, and then add the three numbers together. In the Red Section, there is a hallway and open doorway, so you can walk from one end of the space to the other. Then measure the width of that space. Multiply the two numbers for the square footage of that area. Now move to the blue space and measure this section as shown, moving on to the green section last. Now that you have your three measurements, add them together for your total square footage.



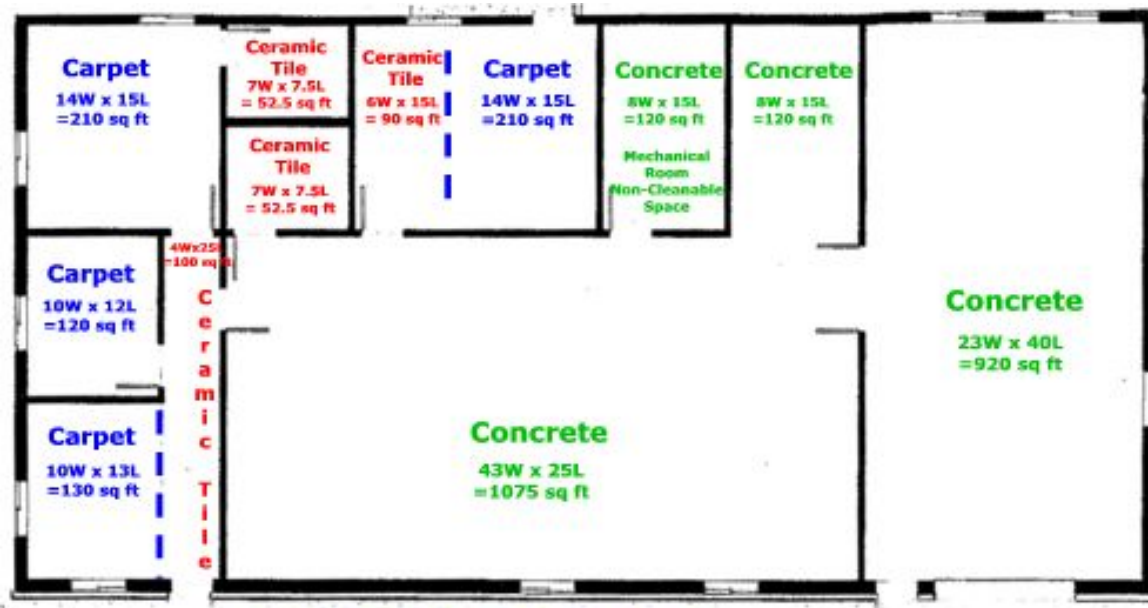
Although this will get you the total square footage of the building, it does not give you a breakdown of the rooms or the floor surface.

In the next diagram, you'll see the floor surfaces labeled by color and the rooms labeled and numbered. There are 3 types of floor surfaces: carpet, ceramic tile, and concrete. You'll want to measure each of these floor surface areas separately. Be sure to have a measurement/supplies worksheet to record your measurements and keep them separated by type of flooring. Measure each room's floor surface and record the measurement on the work sheet in the appropriate heading. By doing this you will have a detailed record of the square footage of each room and the floor surface type. This is helpful if you are giving prices on floor care or if you need to make any adjustments to frequencies of cleaning.

In the green section below is an area that says, "Mechanical Room, Non-Cleanable Space". After measuring this space, you'll need to subtract this number from your total square footage number since you won't be cleaning this area.



The next diagram has the square footage listed in each area that you've measured. Totals are listed below the floor plan. You'll see that in the blue carpeted areas, we added up the square footage of the four carpeted rooms for a total of 670 sq ft. The red ceramic tile areas have a total of 295 sq ft, and the green concrete areas add up to 2235 sq ft. In order to get the total square footage of the building, add up the total for each area as shown below in black. To get the total cleanable square footage, just subtract the non-cleanable square footage.



Carpet: 130 + 120 + 210 + 210 = 670 sq ft
Ceramic Tile: 100 + 52.5 + 52.5 + 90 = 295 sq ft
Concrete: 1075 + 120 + 120 + 920 = 2235 sq ft
Concrete: 2235 - 120 (non-cleanable) = 2115 sq ft
Total Sq Ft = 670 + 295 + 2235 = 3200
Total Cleanable Sq Ft = 670 + 295 + 2115 = 3080

11 Windows with 2 panes each (22 panes) + 2 door windows = 24 panes total

The next step is to take the measurements for each of these areas and give prices on different types of floor care. See the following examples:

Carpet Cleaning: 670 sq ft at \$.20 cents per sq ft = \$134.00 per service

Ceramic Tile (Machine Scrub): 295 sq ft at \$.25 cents per sq ft = \$73.75 per service

Concrete (Strip/Wax): 2115 sq ft at \$.35 cents per sq ft = \$740.25 per service

Concrete (Spray Buff): 2115 sq ft at \$.04 cents per sq ft = \$84.60 per service

*Note: your prices may be lower or higher than the above examples.

In your proposal, you can suggest a floor program for each of these areas. For example:

- Carpet Cleaning: twice per year
- Ceramic Tile: quarterly cleaning
- Concrete: Strip and wax once per year, monthly buffing

Did you notice in the last illustration we also added up the number of windows in the building? Now you can give prices for window washing as well. There are 11 windows total, and each window has 2 panes (19" or 1.5 feet wide x 29" or 2.4 feet high). There are 2 door window panes which are 2.5 feet wide and 3.0 feet high, for a total of 24 panes.

When bidding on window washing, it's best to give the customer one price for outside windows and another price for inside windows, as the outside windows may be cleaned more often. If there are screens on the windows you will want to charge to clean those also. For example, you could bid the windows like this:

Outside Windows: 24 panes at \$1.00 each = \$24.00 per service
Remove and clean window screens: .65 cents each = \$14.30
Suggested service: twice per year

Inside Perimeter Windows: 24 panes at \$1.00 each = \$24.00 per service
Suggested service: once per year.

Now that you've got your prices for the additional services, you can figure out your price for the general cleaning. If you estimate that it will take 1.25 hrs per service for three times per week cleaning and you charge \$25 per hour, then your monthly price will be \$406.25. ($1.25\text{hrs} \times \$25 = \$31.25$ per service) ($\$31.25 \times 3 \text{ x's/wk} = \$93.75/\text{wk}$) ($\$93.75 \times 52 \text{ wks/yr} = \$4875.00/\text{yr}$) ($4875.00 \div 12 \text{ months} = \$406.25$ per month).

Please note that the prices listed here are for illustration only. We are not suggesting that you use these prices when bidding on a commercial building of this size, as there are many variables that you must consider when deciding on prices.

It's easy to be intimidated the first few times you have to measure a commercial building, especially if it is a large building with lots of offices. But if you break it down into small steps as in the example above, the bidding process becomes much easier. And if you haven't figured it out yet, it is very profitable to bid on project work and specialty cleaning. Rather than just charging \$406.25 per month (or \$4875.00 per year) for general cleaning, you could also be charging them throughout the year for all the other services listed above. If you get them onto your suggested programs, you could potentially make an additional \$2419.05 per year.

Understanding Cleaning Production Rates

When bidding a cleaning account, labor is always the biggest expense. In order to determine your labor expense for a cleaning account you'll need to figure out how many hours it will take to get the job done.

When bidding on cleaning a building it can be helpful to use the [Bidding Calculators](#) available to members of The Janitorial Store™. You can play around with different production rates, prices per square feet, frequencies, and wage rates. This will help you to price your bid at a fair cost that will also be profitable for your cleaning business. A cleaning production rate is not foolproof, but it will give you an average time per task under normal circumstances.

No situation is ever really "normal", so it's helpful to understand different circumstances that could affect a "normal" cleaning production rate.

- **Square Footage.** Perhaps the account you're bidding on has 2500 square feet of vinyl flooring that needs to be mopped. The standard production rate for mopping is 5000 square feet per hour with a 24 oz mop head with bucket wringer, so that 2500 square feet of floor should take 1/2 hour to mop. However, you need to ask yourself some questions. Is the vinyl flooring all in one large area? Or is it broken up into two floors, with 4 restrooms, a break room, copy room, computer room, and utility room? Do you think it will still take 1/2 hour when the floors are scattered throughout the building? This may not be a "normal circumstance" so you need to take that into consideration.
- **Task Frequency.** How often are tasks being performed -- once a day, once a week, once a month? Keep in mind that by lowering the frequency of a task, you're not necessarily reducing time and expense for the customer. Emptying trash 2 days a week versus 5 days a week doesn't really save much time and will affect your production rate. If your bid calls for emptying trash in a busy office twice a week, you may find overflowing trash cans, which will slow your workers down.
- **Number of Occupants.** If you're bidding on a small office building with a few employees and very little public traffic, your production rates will probably soar. However if that same sized building has lots of employees crammed into numerous cubicles, and they get a lot of public traffic, then production rates will go down due to more people occupying the building.
- **Equipment.** If you give your employees the wrong equipment, or give them equipment that has frequent breakdowns, then your production rates will be affected. If your building has wide hallways and open areas, they'll get the job done faster with a wide area vacuum, or a backpack vacuum versus a 12" upright vacuum.
- **Area of the Country.** Buildings located in climates that have snowfall or lots of rain will have more maintenance required due to snow, salt, sand and dirt getting tracked into the building. Climates with high humidity can also affect production rates for hard floor care and carpet cleaning, as drying times are much slower.

- Customer Standards. One of the most intangible variables in regards to cleaning production rates has to do with customer standards. Is your prospective customer primarily interested in price? Then perhaps the "normal" production rates will be accurate. However, if your customer is dissatisfied with the current cleaning contractor because of poor quality service, then your production rates could be affected because you may need to perform some tasks more frequently, or add more tasks to your specifications list.

Keeping these circumstances in mind when walking through a building and bidding on a new cleaning account will help you "massage" the numbers the way they should be for this particular bid.

Other Considerations when Bidding:

1. Gross square feet vs. cleanable square feet vs. rentable square feet. Be sure to do your own measuring if at all possible.
2. Cleanable square feet = building gross square feet minus walls (usually 1.5% of gross) minus non-cleanable square feet.
3. Are you including supervision hours as part of your bid? Are you providing special tasks such as extra attention to the president's office, or non-cleaning activities such as setting up events, restocking supplies, and cleaning equipment? These tasks take extra time and must be considered when pricing your bid.

Quality Considerations:

In a study by BOMA (Building Owners and Managers Association), average cleaning production rates were compared to customer satisfaction. It should be no surprise that the higher the number of square feet cleaned per hour, the lower the customer satisfaction.

Production Rate versus Customer Satisfaction:

3766 square feet cleaned per hour -- Not Satisfied
3168 square feet cleaned per hour -- Could Be Better
3082 square feet cleaned per hour -- Satisfied
2780 square feet cleaned per hour - Very Satisfied

It's a good idea to check your own employees' production rates to see where you stand. If you see the rates per hour are too high, then you should check to see if the quality of work is up to standard. If you see that the production rates are too low, then you should see what can be done to increase productivity.

Office Cleaning Production Rates: One productivity study shows that on average, custodians are able to clean from 2975 to 3300 square feet per hour.

How to Develop Production Rates for Your Cleaning Company

When bidding on a commercial building, you may use a standard Production Cleaning Rates chart, as discussed in the previous section. However, you may find that your own cleaning company works at a slightly different rate than the standard, so it would be helpful to develop your own cleaning production rates standards for your company. There are so many variables that affect cleaning production rates, so developing your own standard may help you to bid cleaning accounts more accurately.

Here are some tips for creating a cleaning production rates standard for your company:

1. First make a list of the tasks you'll be bidding on. Perhaps your list will include emptying trash, cleaning restroom fixtures, dusting, mopping, vacuuming with a 12" upright vacuum, and vacuuming with a back pack vacuum.
2. Next, time yourself on performing each of these tasks in a building that your company cleans. If possible, test yourself in several buildings since it's likely your time will vary.
3. If you have employees, time several of your best workers on performing each of these tasks as well. If at all possible don't let them know that you're timing them. People tend to work faster than usual if they know they're being timed, and you want your numbers to be as accurate as possible.
4. Tally up all the times by task and figure out the average rate.
5. Besides checking time on individual tasks, you might want to check the average hourly production rate for cleaning a building. To do this, check your employees' time on cleaning the entire building. Take the total square footage and divide it by the time it takes them to clean. For example, if you had a 10,000 square foot building and it takes 3.5 hours to clean, then your production rate for that building is 2857 square feet per hour ($10,000 \div 3.5 = 2857$).

Check several buildings to get an idea of how your crew is doing. If there is a building that has a much lower production rate than the rest, then check into the reasons why. Perhaps there is a more detailed specifications list for this building. Or perhaps you have a worker who is not working efficiently. If this is the case, then you'll need to address any potential training problems and train that employee to work more efficiently.

Let's run through an example of how to create a production rate for tasks your employees need to perform. Perhaps you want to see how long it takes to clean a restroom with 1 sink, one urinal, and two toilets. Note: It is recommended that you tally the time for mopping and filling supplies separately.

Below are the times you tested:

Custodian #1 - 12 minutes
Custodian #2 - 13 minutes
Custodian #3 - 10 minutes
Custodian #4 - 13 minutes
Custodian #5 - 11 minutes
Custodian #6 - 11 minutes
Total Time: 70 minutes

$70 \text{ minutes} \div 6 \text{ custodians} = 11.7 \text{ minutes per restroom (excluding filling supplies and mopping).}$

Now you want to figure out how much time it took to clean each fixture. $11.7 \text{ minutes} \div 4 \text{ fixtures} = 2.9 \text{ minutes per fixture.}$

If you'd like to figure out how long it takes to mop a restroom floor, then tally up the average times, and then divide by the square feet. For example, if it takes 6 minutes on average to clean a 500 square foot floor, then take $6 \div 500 = .012$ (.012 minutes per square foot). This equals 12 minutes per 1000 square feet ($.012 \times 1000 = 12$).

If you're working on a bid that has 2500 square feet of floor that needs to be mopped, then you know it will take 30 minutes to mop the floors. ($2500 \text{ sq ft} \times .012 \text{ per sq ft} = 30$)

It's a good idea to review your rates occasionally for accuracy, and test in new buildings that your company contracts with. Creating your own production rates for your cleaning company can be a time-consuming process, but well worth the effort if it helps to win more bids.

Conversion Chart: Time Equivalents in Worker Hours

Here is a conversion chart that should help with developing production rates for your company:

Seconds = Worker Hours		Minutes = Worker Hours		Hrs/Min = Worker Hours	
1	0.0003	1	0.0167	1 hr 5 min	1.0833
2	0.0005	2	0.0333	1 hr 10 min	1.0833
3	0.0008	3	0.0500	1 hr 15 min	1.2500
4	0.0011	4	0.0667	1 hr 20 min	1.3333
5	0.0014	5	0.0833	1 hr 25 min	1.4167
6	0.0017	6	0.1000	1 hr 30 min	1.5000
7	0.0019	7	0.1167	1 hr 35 min	1.5833
8	0.0022	8	0.1333	1 hr 40 min	1.6667
9	0.0025	9	0.1500	1 hr 45 min	1.7500
10	0.0028	10	0.1667	1 hr 50 min	1.8333
15	0.0042	15	0.2500	1 hr 55 min	1.9167
20	0.0055	20	0.3333	2 hrs	2.0000
25	0.0069	25	0.4167	2 hrs 5 min	2.0833
30	0.0083	30	0.5000	2 hrs 10 min	2.1667
35	0.0097	35	0.5833	2 hrs 15 min	2.2500
40	0.0111	40	0.6667	2 hrs 20 min	2.3333
45	0.0125	45	0.7500	2 hrs 25 min	2.4167
50	0.0138	50	0.8333	2 hrs 30 min	2.5000
55	0.0153	55	0.9167	2 hrs 35 min	2.5833
60	0.0167	60	1.0000	2 hrs 40 min	2.6667

Production Cleaning Rates by State

Here is a chart that lists average cleaning production rates by state. Remember that these are averages only. It's best to develop production rates for your own company.

4,100 – 4,500 Sq Ft per Hour:

Washington	Nevada	Montana
Oregon	Idaho	North Dakota
California	Utah	South Dakota
Arizona	Colorado	Nebraska
New Mexico	Wyoming	Kansas
Oklahoma	Texas	Hawaii

3,750 – 4,000 Sq Ft per Hour:

Maryland	Pennsylvania	Connecticut
Delaware	New Jersey	Rhode Island
Washington DC	New York	Massachusetts
Vermont	New Hampshire	Maine

3,500 – 4,600 Sq Ft per Hour:

Minnesota	Missouri	Indiana
Wisconsin	Illinois	Michigan
Iowa	Kentucky	Ohio
Alaska		

3,100 – 3,200 Sq Ft per Hour:

Arkansas	Alabama	Georgia
Louisiana	Tennessee	South Carolina
Mississippi	Florida	North Carolina
Virginia	West Virginia	

How to Analyze Employee Workloads

Determining your cleaning company's production rates is just the first step in estimating time in a job. Workloading will help you to determine how many employees you'll need in a particular location. Perhaps the best way to illustrate this is by example:

XYZ Office Building is a one-story 20,000 sq ft building. It has 4 restrooms with 6 fixtures in each. There is 12,000 sq ft of carpet, 5,000 sq ft of ceramic tile, and 3,000 sq ft of VCT tile. The building is to be cleaned 5 days per week.

From this information we can estimate the following production rates:

Trash Removal (5 days per week): .12 minutes each

- 500 trash cans @ .12 minutes each = 60 minutes per day

- Note: Another way to estimate trash removal is 3 minutes per 1,000 sq ft., so 20,000 sq ft x .003 = 60 minutes.

Dusting (once per week): 5 minutes per 1,000 sq ft

- .005 x 20,000 sq ft = 100 minutes (1 hr 40 min) per service

High Dusting (once per month): 3 minutes per 1,000 sq ft

- .003 x 20,000 sq ft = 60 minutes per service

Low Dusting (once per month): 5 minutes per 1,000 sq ft

- .005 x 20,000 sq ft = 100 minutes (1 hr 40 min) per service

Restroom Cleaning (5 days per week): 2.5 minutes per fixture

- 24 fixtures x 2.5 minutes = 60 minutes per day

Breakroom Cleaning (5 days per week):

- Time estimate = 15 minutes

Sweep/Dust Mop Floors (5 days per week): 24" dust mop - 7 minutes per 1,000 sq ft
 - $.007 \times 8,000 = 60$ minutes per day

Mop Floors (5 days per week): 24 oz mop with bucket - 12 minutes per 1,000 sq ft
 - $.012 \times 8,000 = 96$ minutes (1 hr 36 minutes)

Vacuum Floors (5 days per week):
 16" Upright vacuum - 14 minutes per 1,000 sq ft
 - $.014 \times 12,000 = 168$ minutes (2hrs 48 minutes)

-or-

14" Back pack vacuum - 8 minutes per 1,000 sq ft
 - $.008 \times 12,000 = 96$ minutes (1 hr, 26 minutes)

Detail Vacuuming (once per month): 5 minutes per 1,000 sq ft
 - $.005 \times 12,000 = 60$ minutes per service

Clean 4 Entryways: 30 minutes

Totaling up the hours:

Daily Services:

Trashing - 1 hr

Restroom Cleaning - 1 hr

Breakroom - 15 minutes (.25 hr)

Sweep/Dust Mop Floors - 1 hr

Mop Floors - 1 hr 36 minutes (1.6 hrs)

Vacuum Floors with Upright - 1 hr 26 minutes (1.9 hrs)

Vacuum Floors with Backpack - 1 hr

Clean Entryways: 30 minutes (.5 hr)

Total Daily Services: 7.25 hrs per day (using an upright vacuum)

or 6.35 hrs per day (using a back pack vacuum)

Weekly Services:

Dusting - 1 hr 40 minutes (1.67 hrs)

Total Weekly Services: 1.67 hrs

Daily Average: $.334$ hr ($1.67 \div 5$ days/wk = $.334$ hr)

Monthly Services:

High Dusting - 1 hr

Low Dusting - 1 hr 40 minutes (1.67 hrs)

Detail Vacuuming - 1 hr

Total Monthly Services - 3.67 hrs

Daily Average: $.169$ hrs (3.67×12 months = 44.04 hrs/yr) ($44.04 \div 260$ work days/yr = $.169$ hrs)

Average Daily Hours:

$7.25 + .334 + .169 = 7.75$ hrs/day (using upright vacuum)

-or-

$6.35 + .334 + .169 = 6.85$ hrs/day (using backpack vacuum)

At this point you've figured out that this building will take approximately 6.85 - 7.75 hrs per day on average to clean depending on the type of vacuum you'll use. However, there are other factors that need to be considered, so before you go with these numbers give some thought to the following factors and adjust your numbers accordingly.

- Number of building occupants. You'll need to adjust your time estimates for the employees. A building with more occupants will require more time for cleaning. You might also consider the type of worker in the building. If there are people who are at their desks 8 hrs a day versus sales people who are out of the office most of the day, you'll need more time for cleaning.
- Layout of the building. Is the building tightly filled with cubicles? Or are there lots of wide open spaces? This will also affect how much time it will take to clean.
- Non-productive time. What about the time your employees spend gathering supplies, moving around the building, taking trash to the dumpster, break times, cleaning up afterwards, and putting supplies away? Be sure to include time for these activities.
- Supervisor hours. If a supervisor is needed to supervise the staff, fill in for absent employees, or perform one of the shifts on a regular basis, then you'll also want to look at the wages being paid and factor this into your estimate.

After considering the above factors, let's say you've decided that you'll use a backpack vacuum in the facility and you've padded the average time estimate by an extra 1/2 hr per day. So your total time estimate is 7.35 hrs per day ($6.85 + .5 = 7.35$) Now you know that it will take either one full-time person or two part-time people, each with about 3.7 hrs per shift, 5 days per week.

How to Estimate Your Costs (Expenses)

As we mentioned earlier, labor is your biggest expense. Most cleaning companies find that labor costs run 50 to 60% of sales. In addition to labor, you must also consider other related costs in order to determine the profit you'll make on each account. Other related costs include: federal payroll taxes, federal and state unemployment taxes, worker's compensation expense, liability insurance costs, supplies and equipment costs.

Once you've estimated your employee workloads, you can take those hours and estimate your labor costs. In the example listed above, you've estimated that the job will take approximately 7.35 hours per day, the account is cleaned 5 days per week, and you're paying an employee \$8.00 per hour. Your monthly cost of labor is \$1274.00 ($7.35\text{hrs} \times 5\text{ days/wk} \times \$8\text{ per hour} = \$294.00\text{ per week}$. $\$294 \times 52\text{ wks/yr} \div 12\text{ months/yr} = \$1274.00$).

If you employ a supervisor who will be checking on the building, then you need to estimate those hours as well. For example, if your supervisor will spend 1 hour per week in the building and he is paid \$12.00 per hour, then your supervisor cost is \$52.00 per month ($1\text{hr} \times 52\text{ wks/yr} \div 12\text{ months/yr} = \$52.00$).

Next, you'll need to estimate the employer's portion of federal employment taxes. As an employer, you need to withhold federal and state taxes from each employee's paycheck. In addition, you must also match the FICA and Medicare taxes, which is considered an employment tax expense for your business. You are required to withhold 6.2% of an employee's wages for social security taxes (FICA), and 1.45% for Medicare, for a total of 7.65%.

In the example above, your employment taxes will be \$101.44 per month. ($\$1274.00 + \$52.00 = \$1326.00$. $\$1326.00 \times .0765 = \$101.44$).

You also need to pay federal (FUTA) and state unemployment taxes (SUTA). The federal rate is .8%. Each employer is given their own tax rate for SUTA, so you'll need to sign up for an account see what your individual rate is. This rate will change each year. Using the example above, let's say your state unemployment rate is 1.2%. Your FUTA and SUTA expenses add up to \$26.52.

FUTA ($\$1326.00 \times .008 = \$10.61$)
SUTA ($\$1326.00 \times .012 = \$15.91$)
 $\$10.61 + \$15.91 = \$26.52$

Your Worker's Compensation expense can have a big impact on your labor expenses. Since each state is different, you'll need to check to see what your individual rate will be. Most states will start you out with a standard rate based on your SIC code (Standard Industrial Classification). Then, as your company gains a history, you'll receive an experience rating based on your safety record. If you have a good safety record, then it's likely that your rate will be lowered each year. But if you have a lot of Worker's Comp claims, then your rate could go up. So you can see how important having a good safety record can impact your direct expenses.

Let's assume your worker's comp rate has been set at 8%. Then your cost for this account will be \$106.08 ($\$1326.00 \times .08 = \$106.08$).

Another expense that is directly related to the cost of labor is liability insurance. Your cost is usually based on a rate per \$1000.00 of payroll. Let's assume your rate is 1%. Then your cost for this account will be \$13.26 ($\$1326.00 \times .01 = \$13.26$).

To find out the total labor costs on this example, add up the numbers.
 $1274.00 + 52.00 + 101.44 + 26.52 + 106.08 + 13.26 = \$1573.30$

So your total labor cost for this job is \$1573.30.

In order to figure out the average cost based on a percent of payroll for future proposals, add up the percentages. In this example, the total employment cost percentage is 18.65% ($7.65 + .8 + 1.2 + 8.0 + 1.0 = 18.65$).

Other expenses not related to payroll, include supplies and equipment needed to perform the job. Supplies will include cleaning chemicals and tools such as microfiber cloths, mop heads, scrub pads, brushes, and vacuum cleaner bags. Equipment may include mop buckets, vacuums, and hard floor machines.

Check with your janitorial supplier for prices on supplies and equipment. You can generally estimate that your cost of cleaning supplies will run between 1% and 5% of the total price. In order to estimate the effect your equipment has on your overall expenses, you may wish to divide the cost into a 12 month period and consider them as first-year setup costs, since these are not typically ongoing expenses.

You may incur other expenses related to starting a new account. Other expenses to consider may include: vehicle expenses such as gas, uniforms and ID badges, equipment maintenance, cell phones or pagers, and training.

Overhead is another piece of the equation that you must consider when estimating your costs. Overhead refers to the ongoing costs of operating your business (utilities, phone, internet, administrative costs, rent, etc). These are the expenses required to operate your business, but are not part of the direct costs of providing the service.

In order to determine your overhead percentage, you must analyze your expenses. When you have a history of at least one year of business, it will be easier to come up with an average percentage. You may want to discuss overhead with your accountant, as it will be different for every company.

Coming Up With Your Price

In the previous two sections, we analyzed your employee workloads to estimate the time needed to complete the job, and then we estimated our expenses.

General Cleaning

Now it's time to figure out the proposal price for this building. Here is a recap of what we already know:

- 20,000 sq ft office building
- 12,000 sq ft of carpet
- 5,000 sq ft of ceramic tile
- 3,000 sq ft of VCT tile
- Clean 5 days per week

We've estimate that the cleaning time is 7.35 hrs per day and our employment costs are \$1573.30.

Our employee's production rate is 2,721 sq ft per hour. ($20,000 \text{ sq ft} \div 7.35 \text{ hrs per day} = 2,721 \text{ sq ft per hour}$).

We estimate our supply costs to be 2% of the total price.

We estimate our overhead percentage to be 20% (remember that this number will vary by company).

We'll start estimating our bid by using a square footage price of \$.12. The following is a screen shot of our totals using TheJanitorialStore.com's bidding calculator.

Particulars	Values
1. Cleanable square footage Enter total cleanable square feet of this location (ex: 20000)	20000
2. Hours per cleaning Use the Production Cleaning Rates calculator to estimate the number of hours it will take to complete the job and enter that number here (this will automatically calculate the Production Rate below). If you already know your production rate, you can skip this step and go to Step 3.	7.35
3 Production rate (square feet per hour) Production rate = how many square feet per hour one person can clean. For example, 3500 square feet per hour. If you know your production rate, enter this number instead of entering the Hours per cleaning above (this will automatically calculate the estimated Hours per cleaning in Step 2 above)	2721.09
4. Price per square foot Enter the square foot price you would like to charge (ex: 0.09). Square foot pricing is generally for 5 days per week service and works best with buildings of at least 10,000 sq ft in size. After entering the square foot price, enter the frequency of service in Step 6. If you want to estimate the price by the hour, skip this step and go to Step 5	\$.12
5. Price per hour Enter the hourly rate you would like to charge if you do not plan on charging by the square foot. You would use an hourly rate if you are performing services less than 5 days per week and in smaller buildings of less than 10,000 sq ft.	\$
6. Frequency of service Enter the either the number of days per week, per month, or per year	
A. Days per week	5
B. Days per month	
C. Days per year	
Total monthly charges	\$ 2,400.00

7. Hourly wages

Cleaner #1 - Hourly wage	\$ 8.00
Cleaner #2 - Hourly wage	\$
Cleaner #3 - Hourly wage	\$
Cleaner #4 - Hourly wage	\$
Cleaner #5 - Hourly wage	\$
Cleaner #6 - Hourly wage	\$
Cleaner #7 - Hourly wage	\$
Cleaner #8 - Hourly wage	\$
Cleaner #9 - Hourly wage	\$
Cleaner #10 - Hourly wage	\$

8. Time on the job (per cleaning)

Enter the time on the job for each cleaner. The total time must not exceed total Hours per cleaning in Step 2.

Cleaner #1	7.35
Cleaner #2	
Cleaner #3	
Cleaner #4	
Cleaner #5	
Cleaner #6	
Cleaner #7	
Cleaner #8	
Cleaner #9	
Cleaner #10	

9. Monthly Expenses

A Labor (cleaner's wages per month)	1,274.00
B FICA and Medicare (7.65% for U.S.)	7.65 %
Enter your FICA and Medicare rate here. (ex: 7.65)	
C FUTA (Federal Unemployment - 0.8% for U.S.)	.8 %
Enter your Federal Unemployment rate here. (ex: 0.8)	
D SUTA (State Unemployment)	1.2 %
Your state sends you a state unemployment rate for your company. This is the rate to enter here. (ex: 1.5)	
E Other Employment Taxes.	%
If you live in a country outside the United States, enter your employment taxes or expenses as a percentage of payroll here.	
F Liability Insurance.	1 %
Liability insurance is usually a percentage per \$1000 of payroll. (ex: 1.0)	
G Worker's Compensation	8 %
Enter your worker's compensation rate here. (ex: 9.5)	

D SUTA (State Unemployment)	1.2 %
Your state sends you a state unemployment rate for your company. This is the rate to enter here. (ex: 1.5)	
E Other Employment Taxes.	%
If you live in a country outside the United States, enter your employment taxes or expenses as a percentage of payroll here.	
F Liability Insurance.	1 %
Liability insurance is usually a percentage per \$1000 of payroll. (ex: 1.0)	
G Worker's Compensation	8 %
Enter your worker's compensation rate here. (ex: 9.5)	
H Overhead	20 %
Ongoing costs of operating a business that do not generate a profit. (ex: phone, utilities, rent, insurance, office supplies, administrative costs, uniforms, equipment maintenance, training, etc) This rate varies by company. Enter your overhead as a percentage of gross sales.	
I Supplies	2 %
Supplies needed for this account - cleaning chemicals, mop heads, cleaning cloths, dusters, vacuum bags, etc. Supply costs for general cleaning are usually around 2 - 3% of sales	
J Equipment (monthly rental charges)	\$
K Equipment (first year equipment purchases)	\$
If you purchase equipment for this account, you may or may not want to include a calculation here since this is not typically an ongoing expense. If you enter an amount here for equipment purchases, enter the total equipment cost and the calculator will divide it into 12 monthly periods, so you can consider it a first-year start up cost, spread over the first year.	
Total monthly expenses for this location (including first year equipment purchases)	\$ 2,039.60
Total monthly expenses for this location (after first year equipment purchases)	\$ 2,039.60

	Monthly	Yearly
Income	\$ 2,400.00	\$ 28,800.00
Cost	\$ 2,039.60	\$ 24,475.20
Profit Dollars	\$ 360.40	\$ 4324.80
Profit Percent	15.02 %	15.02 %

As you can see by using this example, your monthly price is \$2,400.00 and your percent of profit is 15.02%.

Now let's play with the numbers a bit. Let's say your company's production rate (Square feet per hour) is 3500, and your hourly wage is \$9.00 per hour. Let's also change the bid price to \$.10 per sq ft. Below is the result:

Particulars	Values
1. Cleanable square footage Enter total cleanable square feet of this location (ex: 20000)	20000
2. Hours per cleaning Use the Production Cleaning Rates calculator to estimate the number of hours it will take to complete the job and enter that number here (this will automatically calculate the Production Rate below). If you already know your production rate, you can skip this step and go to Step 3.	5.71
3. Production rate (square feet per hour) Production rate = how many square feet per hour one person can clean. For example, 3500 square feet per hour. If you know your production rate, enter this number instead of entering the Hours per cleaning above (this will automatically calculate the estimated Hours per cleaning in Step 2 above)	3500
4. Price per square foot Enter the square foot price you would like to charge (ex: 0.09). Square foot pricing is generally for 5 days per week service and works best with buildings of at least 10,000 sq ft in size. After entering the square foot price, enter the frequency of service in Step 6. If you want to estimate the price by the hour, skip this step and go to Step 5	\$.10
5. Price per hour Enter the hourly rate you would like to charge if you do not plan on charging by the square foot. You would use an hourly rate if you are performing services less than 5 days per week and in smaller buildings of less than 10,000 sq ft.	\$
6. Frequency of service Enter the either the number of days per week, per month, or per year	
A. Days per week	5
B. Days per month	
C. Days per year	
Total monthly charges	\$ 2,000.00

7. Hourly wages

Cleaner #1 - Hourly wage	\$ 9.00
Cleaner #2 - Hourly wage	\$
Cleaner #3 - Hourly wage	\$
Cleaner #4 - Hourly wage	\$
Cleaner #5 - Hourly wage	\$
Cleaner #6 - Hourly wage	\$
Cleaner #7 - Hourly wage	\$
Cleaner #8 - Hourly wage	\$
Cleaner #9 - Hourly wage	\$
Cleaner #10 - Hourly wage	\$

8. Time on the job (per cleaning)

Enter the time on the job for each cleaner. The total time must not exceed total Hours per cleaning in Step 2.

Cleaner #1	5.71
Cleaner #2	
Cleaner #3	
Cleaner #4	
Cleaner #5	
Cleaner #6	
Cleaner #7	
Cleaner #8	
Cleaner #9	
Cleaner #10	

9. Monthly Expenses

A Labor (cleaner's wages per month)	1,113.45
B FICA and Medicare (7.65% for U.S.)	7.65 %
Enter your FICA and Medicare rate here. (ex: 7.65)	
C FUTA (Federal Unemployment - 0.8% for U.S.)	.8 %
Enter your Federal Unemployment rate here. (ex: 0.8)	
D SUTA (State Unemployment)	1.2 %
Your state sends you a state unemployment rate for your company. This is the rate to enter here. (ex: 1.5)	
E Other Employment Taxes.	%
If you live in a country outside the United States, enter your employment taxes or expenses as a percentage of payroll here.	
F Liability Insurance.	1 %
Liability insurance is usually a percentage per \$1000 of payroll. (ex: 1.0)	
G Worker's Compensation	8 %
Enter your worker's compensation rate here. (ex: 9.5)	

H Overhead	20 %
Ongoing costs of operating a business that do not generate a profit. (ex: phone, utilities, rent, insurance, office supplies, administrative costs, uniforms, equipment maintenance, training, etc) This rate varies by company. Enter your overhead as a percentage of gross sales.	
I Supplies	2 %
Supplies needed for this account - cleaning chemicals, mop heads, cleaning cloths, dusters, vacuum bags, etc. Supply costs for general cleaning are usually around 2 - 3% of sales	
J Equipment (monthly rental charges)	\$
K Equipment (first year equipment purchases)	\$
If you purchase equipment for this account, you may or may not want to include a calculation here since this is not typically an ongoing expense. If you enter an amount here for equipment purchases, enter the total equipment cost and the calculator will divide it into 12 monthly periods, so you can consider it a first-year start up cost, spread over the first year.	
Total monthly expenses for this location (including first year equipment purchases)	\$ 1,761.11
Total monthly expenses for this location (after first year equipment purchases)	\$ 1,761.11

	Monthly	Yearly
Income	\$ 2,000.00	\$ 24,000.00
Cost	\$ 1,761.11	\$ 21,133.32
Profit Dollars	\$ 238.89	\$ 2866.68
Profit Percent	11.94 %	11.94 %

In this example, you can see that this company was able to charge the customer \$2000.00 per month (\$400 per month less than the previous bid), and yet their profit percentage is only about 3% less.

These two examples illustrate how much of a difference your production rate and expense costs can have on the prices you charge your customer, as well your company's bottom line. So in order to get a true picture of the consequences of your bid proposal, you really need to work through these numbers.

Floor Care

Now let's complicate things further. This customer also wants bids for carpet cleaning and hard floor maintenance. You already know your square footage for each of these areas, so now you'll want to come up with a regular maintenance program and prices for these services. These prices will be bid as separate line items on your proposal.

NOTE: If you have the opportunity to bid on additional services like carpet cleaning and hard floor care, you will find that you can usually drop your price a bit for the general cleaning, because you'll be able to make up a lot of the profit with the additional services. This is attractive to prospective clients, because they'll realize a savings on the general cleaning, and the convenience of having one company performing all their cleaning services – no need for multiple contractors.

Below are sample estimates for floor care:
Carpet Cleaning (hot water extraction):

Particulars	Values
1. Cleanable square footage Enter total cleanable square feet of this location (ex: 20000)	12000
2. Hours per cleaning Use the Floor Care Production Rates calculator to estimate the number of hours it will take to complete the job and enter that number here (this will automatically calculate the Production Rate below). If you already know your production rate, you can skip this step and go to Step 3.	30.00
3. Production rate (square feet per hour) Production rate = how many square feet per hour one person can clean for a particular floor care service. For example, 500 square feet per hour. If you know your production rate, enter this number instead of entering the Hours per cleaning above (this will automatically calculate the estimated Hours per cleaning in Step 2 above)	400
4. Price per square foot Enter the square foot price you would like to charge for this service (ex: 0.35). If you want to estimate the price by the hour, skip this step and go to Step 5.	\$.15
5. Price per hour Enter the price per hour you would like to charge if you do not plan on charging by the square foot.	\$
6. Frequency of service Enter the either the number of days per week, per month, or per year	
A. Days per week	
B. Days per month	
C. Days per year (enter 1 if this is a one time service)	2
Total per service charges	\$ 1,800.00

7. Hourly wages

Cleaner #1 - Hourly wage	\$ 12.00
Cleaner #2 - Hourly wage	\$
Cleaner #3 - Hourly wage	\$
Cleaner #4 - Hourly wage	\$
Cleaner #5 - Hourly wage	\$
Cleaner #6 - Hourly wage	\$

8. Time on the job (per cleaning)

Enter the time on the job for each cleaner. The total time must not exceed total Hours per cleaning in Step 2.

Cleaner #1	30.00
Cleaner #2	
Cleaner #3	
Cleaner #4	
Cleaner #5	
Cleaner #6	

9. Expenses

- A Labor - cleaner's wages per month
(or per service if this is a one time service) \$
- B FICA and Medicare (7.65% for U.S.) %
Enter your FICA and Medicare rate here. (ex: 7.65)
- C FUTA (Federal Unemployment - 0.8% for U.S.) %
Enter your Federal Unemployment rate here. (ex: 0.8)
- D SUTA (State Unemployment) %
Your state sends you a state unemployment rate for your company.
This is the rate to enter here. (ex: 1.5)
- E Other Employment Taxes. %
If you live in a country outside the United States, enter your
employment taxes or expenses as a percentage of payroll here.
- F Worker's Compensation %
Enter your worker's compensation rate here. (ex: 9.5)
- G Overhead %
Ongoing costs of operating a business that do not generate a
profit. (ex: phone, utilities, rent, insurance, office supplies,
administrative costs, uniforms, equipment maintenance, training,
etc) This rate varies by company.
- H Supplies (chemicals, mop heads, etc) %
Enter either a percentage or dollar amount
To estimate supplies by using a percentage, take the total cost of
supplies PER SERVICE and divide by the total charge per service.
(ex: \$55 ÷ \$420 = .13 or 13% So enter 0.13 here)
- I Supplies (chemicals, mop heads, etc) \$
Enter either a percentage or dollar amount
To estimate supplies by using a dollar amount, add up the supply
costs PER SERVICE and enter here.

Total monthly expenses for this location (including first year equipment purchases)		\$	166.11
Total monthly expenses for this location (after first year equipment purchases)		\$	166.11

	Per Service Charge	Monthly	Yearly
Income	\$ 1,800.00	\$ 300.00	\$ 3,600.00
Cost	\$ 996.66	\$ 166.11	\$ 1,993.32
Profit Dollars	\$ 803.34	\$ 133.89	\$ 1606.68
Profit Percent	44.63 %	44.63 %	44.63 %

In this Carpet Cleaning example, you can see that even with charging just \$.15 cents per square foot and a low production rate of 400 sq ft per hour, your profit is still very high. Since this service is being performed twice per year, you would charge \$1800.00 per service.

(3600 ÷ 2 = 1800)

Pre-spray is \$29.00 per gallon, @ 4oz per gallon it makes 32 RTU gallons at a cost of .90 cents per gallon of RTU. @ 500 sq.ft. per gallon you will need 24 gallons of pre-spray at a cost of 21.60.

Neutralizer is \$18.63 per gallon, @16 oz per gallon it makes 8 gallons of RTU product at a cost of \$2.32 per gallon. Covering 2000 sq.ft. per gallon you will need 6 gallons for a cost of \$13.92.

Total supply cost - \$35.52

\$35.52 divided by \$1800 = .0197 %

Ceramic Tile Cleaning:

In this Ceramic Tile Cleaning example, you'll be scrubbing the ceramic tile with a slow speed machine quarterly, so you'd charge \$250.00 per service. ($1000 \div 4 = 250$)

\$250.00 per service.

Cleaner will cover 1800 sq.ft. per gallon

Will need 2.7 gallons of cleaner @ \$15.00 per gallon = \$40.5

40.5 divided by \$250 = 16% supply cost

Particulars	Values
1. Cleanable square footage Enter total cleanable square feet of this location (ex: 20000)	5000
2. Hours per cleaning Use the Floor Care Production Rates calculator to estimate the number of hours it will take to complete the job and enter that number here (this will automatically calculate the Production Rate below). If you already know your production rate, you can skip this step and go to Step 3.	2.50
3 Production rate (square feet per hour) Production rate = how many square feet per hour one person can clean for a particular floor care service. For example, 500 square feet per hour. If you know your production rate, enter this number instead of entering the Hours per cleaning above (this will automatically calculate the estimated Hours per cleaning in Step 2 above)	2000
4. Price per square foot Enter the square foot price you would like to charge for this service (ex: 0.35). If you want to estimate the price by the hour, skip this step and go to Step 5.	\$.05
5. Price per hour Enter the price per hour you would like to charge if you do not plan on charging by the square foot.	\$
6. Frequency of service Enter the either the number of days per week, per month, or per year	
A. Days per week	
B. Days per month	
C. Days per year (enter 1 if this is a one time service)	4
Total per service charges	\$ 250.00

7. Hourly wages

Cleaner #1 - Hourly wage	\$ 12.00
Cleaner #2 - Hourly wage	\$
Cleaner #3 - Hourly wage	\$
Cleaner #4 - Hourly wage	\$
Cleaner #5 - Hourly wage	\$
Cleaner #6 - Hourly wage	\$

8. Time on the job (per cleaning)

Enter the time on the job for each cleaner. The total time must not exceed total Hours per cleaning in Step 2.

Cleaner #1	2.50
Cleaner #2	
Cleaner #3	
Cleaner #4	
Cleaner #5	
Cleaner #6	

9. Expenses

- A Labor - cleaner's wages per month
(or per service if this is a one time service) \$
- B FICA and Medicare (7.65% for U.S.) %
Enter your FICA and Medicare rate here. (ex: 7.65)
- C FUTA (Federal Unemployment - 0.8% for U.S.) %
Enter your Federal Unemployment rate here. (ex: 0.8)
- D SUTA (State Unemployment) %
Your state sends you a state unemployment rate for your company.
This is the rate to enter here. (ex: 1.5)
- E Other Employment Taxes. %
If you live in a country outside the United States, enter your employment taxes or expenses as a percentage of payroll here.
- F Worker's Compensation %
Enter your worker's compensation rate here. (ex: 9.5)
- G Overhead %
Ongoing costs of operating a business that do not generate a profit. (ex: phone, utilities, rent, insurance, office supplies, administrative costs, uniforms, equipment maintenance, training, etc) This rate varies by company.
- H Supplies (chemicals, mop heads, etc) %
Enter either a percentage or dollar amount
To estimate supplies by using a percentage, take the total cost of supplies PER SERVICE and divide by the total charge per service.
(ex: \$55 ÷ \$420 = .13 or 13% So enter 0.13 here)

Total monthly expenses for this location
(including first year equipment purchases) \$ 41.76

Total monthly expenses for this location
(after first year equipment purchases) \$ 41.76

	Per Service Charge	Monthly	Yearly
Income	\$ 250.00	\$ 83.33	\$ 999.96
Cost	\$ 125.28	\$ 41.76	\$ 501.12
Profit Dollars	\$ 124.72	\$ 41.57	\$ 498.84
Profit Percent	49.89%	49.89%	49.89%

Stripping and Waxing:

In this example, you'd be stripping and waxing the VCT tile once per year for \$1050.00 per service.

Stripper - \$28.00 per gallon, @ 32 oz per gallon makes 4 gallons of RTU, covering 1500 sq.ft. per gallon you will need 2 gallons for a cost of \$14.00.

Floor finish - \$31.25 per gallon, 1st coat coverage 1500 sq.ft. = 2 gallon, coat 2,3,4 @ 2000 sq.ft. = 4.5 gallons for a total of 6.5 gallons for 4 coats = \$203.13

Total supply cost - \$217.13

\$217.13 divided by \$1,050 = 21%

Particulars	Values
1. Cleanable square footage Enter total cleanable square feet of this location (ex: 20000)	3000
2. Hours per cleaning Use the Floor Care Production Rates calculator to estimate the number of hours it will take to complete the job and enter that number here (this will automatically calculate the Production Rate below). If you already know your production rate, you can skip this step and go to Step 3.	10.00
3 Production rate (square feet per hour) Production rate = how many square feet per hour one person can clean for a particular floor care service. For example, 500 square feet per hour. If you know your production rate, enter this number instead of entering the Hours per cleaning above (this will automatically calculate the estimated Hours per cleaning in Step 2 above)	300
4. Price per square foot Enter the square foot price you would like to charge for this service (ex: 0.35). If you want to estimate the price by the hour, skip this step and go to Step 5.	\$.35
5. Price per hour Enter the price per hour you would like to charge if you do not plan on charging by the square foot.	\$
6. Frequency of service Enter the either the number of days per week, per month, or per year	
A. Days per week	
B. Days per month	
C. Days per year (enter 1 if this is a one time service)	1
Total per service charges	\$ 1,050.00

7. Hourly wages

Cleaner #1 - Hourly wage	\$ 12.00
Cleaner #2 - Hourly wage	\$
Cleaner #3 - Hourly wage	\$
Cleaner #4 - Hourly wage	\$
Cleaner #5 - Hourly wage	\$
Cleaner #6 - Hourly wage	\$

8. Time on the job (per cleaning)

Enter the time on the job for each cleaner. The total time must not exceed total Hours per cleaning in Step 2.

Cleaner #1	10.00
Cleaner #2	
Cleaner #3	
Cleaner #4	
Cleaner #5	
Cleaner #6	

9. Expenses

A Labor - cleaner's wages per month (or per service if this is a one time service)	\$ 120.00
B FICA and Medicare (7.65% for U.S.) Enter your FICA and Medicare rate here. (ex: 7.65)	7.65 %
C FUTA (Federal Unemployment - 0.8% for U.S.) Enter your Federal Unemployment rate here. (ex: 0.8)	0.8 %
D SUTA (State Unemployment) Your state sends you a state unemployment rate for your company. This is the rate to enter here. (ex: 1.5)	1.2 %
E Other Employment Taxes. If you live in a country outside the United States, enter your employment taxes or expenses as a percentage of payroll here.	%
F Worker's Compensation Enter your worker's compensation rate here. (ex: 9.5)	8 %
G Overhead Ongoing costs of operating a business that do not generate a profit. (ex: phone, utilities, rent, insurance, office supplies, administrative costs, uniforms, equipment maintenance, training, etc) This rate varies by company.	20 %
H Supplies (chemicals, mop heads, etc) Enter either a percentage or dollar amount	21 %

Total monthly expenses for this location
(including first year equipment purchases) \$ 571.68

Total monthly expenses for this location
(after first year equipment purchases) \$ 571.68

	Per Service Charge	Monthly	Yearly
Income	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
Cost	\$ 571.68	\$ 571.68	\$ 571.68
Profit Dollars	\$ 478.32	\$ 478.32	\$ 478.32
Profit Percent	45.55 %	45.55 %	45.55 %

Buffing:

In this example, you'd be spray buffing the VCT tile floor quarterly for \$120.00 per service. (480 ÷ 4 = 120) Spray buff solution \$8.38 per quart. Floor cleaner \$14.20 gallon, @2 oz per gallon, makes 64 RTU gallons or 0.22 per gallon. Total .077%.

Particulars	Values
1. Cleanable square footage Enter total cleanable square feet of this location (ex: 20000)	3000
2. Hours per cleaning Use the Floor Care Production Rates calculator to estimate the number of hours it will take to complete the job and enter that number here (this will automatically calculate the Production Rate below). If you already know your production rate, you can skip this step and go to Step 3.	1.50
3 Production rate (square feet per hour) Production rate = how many square feet per hour one person can clean for a particular floor care service. For example, 500 square feet per hour. If you know your production rate, enter this number instead of entering the Hours per cleaning above (this will automatically calculate the estimated Hours per cleaning in Step 2 above)	2000
4. Price per square foot Enter the square foot price you would like to charge for this service (ex: 0.35). If you want to estimate the price by the hour, skip this step and go to Step 5.	\$.04
5. Price per hour Enter the price per hour you would like to charge if you do not plan on charging by the square foot.	\$
6. Frequency of service Enter the either the number of days per week, per month, or per year	
A. Days per week	
B. Days per month	
C. Days per year (enter 1 if this is a one time service)	4
Total per service charges	\$ 120.00

7. Hourly wages

Cleaner #1 - Hourly wage	\$ 12.00
Cleaner #2 - Hourly wage	\$
Cleaner #3 - Hourly wage	\$
Cleaner #4 - Hourly wage	\$
Cleaner #5 - Hourly wage	\$
Cleaner #6 - Hourly wage	\$

8. Time on the job (per cleaning)

Enter the time on the job for each cleaner. The total time must not exceed total Hours per cleaning in Step 2.

Cleaner #1	1.50
Cleaner #2	
Cleaner #3	
Cleaner #4	
Cleaner #5	
Cleaner #6	

9. Expenses

- A Labor - cleaner's wages per month
(or per service if this is a one time service) \$
- B FICA and Medicare (7.65% for U.S.) %
Enter your FICA and Medicare rate here. (ex: 7.65)
- C FUTA (Federal Unemployment - 0.8% for U.S.) %
Enter your Federal Unemployment rate here. (ex: 0.8)
- D SUTA (State Unemployment) %
Your state sends you a state unemployment rate for your company.
This is the rate to enter here. (ex: 1.5)
- E Other Employment Taxes. %
If you live in a country outside the United States, enter your
employment taxes or expenses as a percentage of payroll here.
- F Worker's Compensation %
Enter your worker's compensation rate here. (ex: 9.5)
- G Overhead %
Ongoing costs of operating a business that do not generate a
profit. (ex: phone, utilities, rent, insurance, office supplies,
administrative costs, uniforms, equipment maintenance, training,
etc) This rate varies by company.
- H Supplies (chemicals, mop heads, etc) %
Enter either a percentage or dollar amount
To estimate supplies by using a percentage, take the total cost of
supplies PER SERVICE and divide by the total charge per service.
(ex: \$55 ÷ \$420 = .13 or 13% So enter 0.13 here)

Total monthly expenses for this location (including first year equipment purchases)	\$	23.46
Total monthly expenses for this location (after first year equipment purchases)	\$	23.46

	Per Service Charge	Monthly	Yearly
Income	\$ 120.00	\$ 40.00	\$ 480.00
Cost	\$ 70.38	\$ 23.46	\$ 281.52
Profit Dollars	\$ 49.62	\$ 16.54	\$ 198.48
Profit Percent	41.35%	41.35%	41.35%

As you can see, the profit potential for specialized floor care services is very high. The key to success with floor care programs is to make the bid conditional on these services being performed as outlined in your proposal. Let your potential client know that these services will be scheduled throughout the year, and if possible, involve them in the scheduling so they know in advance when to expect the services. You may find that many new clients will want their carpets cleaned at particular times during the year – spring and fall perhaps. And if their hard floors are in bad shape, they may ask that you get going on these services right away.

Putting It All Together

Now that we've run some examples, let's put our prices together to see what we come up with. First, we're going to use the last example for the general cleaning, which will bring us the lowest price per month and lowest profit percentage.

General Cleaning	\$2400.00 per month
Carpet Cleaning (twice per year)	\$1800.00 per service
Scrub Ceramic Tile (quarterly)	\$250.00 per service
Strip/Wax VCT Tile (yearly)	\$1050.00 per service
Spray Buff VCT Tile (quarterly)	\$120.00 per service

Here is how the profits break down:

General Cleaning	\$28,800.00 per year <u>24,475.20</u> costs \$4324.80 profit
Carpet Cleaning	\$3600.00 per year <u>1993.32</u> costs \$1606.68 profit
Scrub Ceramic Tile	\$999.96 per year <u>501.12</u> costs \$498.84 profit
Strip/Wax VCT	\$1050.00 per year <u>\$571.68</u> costs \$478.32 profit
Spray Buff	\$480.00 per year <u>\$281.52</u> costs \$198.48 profit
Total	34929.96 per year <u>27822.84</u> costs 7107.12 profit

As you can see, by adding the additional floor care services, you were able to lower your general cleaning cost, but in the end your profit has almost doubled.

Bidding on Restroom Supplies and Can Liners

Another way to add additional income to your cleaning business is to sell restroom supplies and trash can liners to your customers. Some of the items you can sell are toilet paper, hand towels, soap, air fresheners, toilet seat covers, sanitary supplies, and trash can liners.

Some potential clients may ask you to bid on this when submitting your cleaning proposal; however it may not occur to others that this is actually a service that you can offer.

Someone has to manage the supplies: watch for low stock, place the order, check it in, and pay the invoice. Some customers may even have to make a special trip to their local supplier or retailer to pick up the items they need. This costs additional time and money for your customer.

What if you were to include prices for all these supplies in every one of your proposals? Then you can let your customer know that you'll manage it all, saving them time and money. All you have to do is make sure you order supplies when needed and keep them stocked, which is something you're probably doing already. Then when you send out your invoice, simply add each product as a line item on the invoice.

It's likely that your potential customer may be able to buy the items themselves for less money, but when you factor in the added time needed to manage it all, they're actually saving money by having you manage it for them.

One way to save on the cost of supplies is to build a relationship with your local janitorial supplies distributor. They may offer you discounted prices if they know you'll be selling to all your customers. Then you should be able to mark up the prices anywhere from 5 to 15%.

You'll also want to check the laws in your state -- you will probably have to charge sales tax to your customers on these items, so you'll need a Sales Tax ID number from your state. Then you'll give this number to your supplier so you don't have to pay the sales tax when making re-sale purchases from them. This is because you'll be charging the sales tax to your customer (the end user).

The other great thing about this service is that it only takes a phone call. Your janitorial supplies distributor should offer free delivery to your customers.

How do you know how many cases of supplies your customer will go through in a month's time? Following is a chart listing common supplies used in commercial buildings, with average usage based on the number of occupants of a building. Remember that this only a guide and will vary depending on visitor traffic and other factors.

Supply Usage – Cases per Month

Number of Building Occupants	Standard Toilet Paper 2-ply, 500 sheets, Pk 96	Jumbo 9" Toilet Paper 1000 ft, Pk 12	Hard Roll Towels 8'x800' Pk 12	Multi-Fold Hand Towels Pk 4000	Single Fold Hand Towels Pk 4000
500	4.63	2.28	8.67	19.54	19.54
300	2.78	1.37	5.2	11.73	11.73
100	.93	.46	1.73	3.91	3.91
50	.46	.23	.87	1.95	1.95
20	.19	.09	.35	.78	.78

Number of Building Occupants	C-Fold Hand Towels Pk 2400	Bulk Hand Soap – 1 gal. Pk 4	Bag in Box Hand Soap 800ml, Pk 12	Foam Hand Soap 1200ml Pk 2
500	20.83	6.3	1.25	.325
300	12.5	3.78	.75	.195
100	4.17	1.26	.25	.065
50	2.08	.63	.125	.033
20	.83	.25	.05	.013

Number of Building Occupants	Can Liners 60 gallon Pk 1000	Can Liners 20-30 gallon Pk 500	Can Liners 15 gallon Pk 1000
500	7.5	2.07	1.65
300	4.5	1.25	.99
100	1.5	.41	.33
50	.75	.2	.17
20	.3	.083	.06

Sample Bids

When it comes time for you to submit your proposal, you might want to refer back to the examples listed here to see how we worked through each bid to come up with a price. Depending on the size of the building and frequency of cleaning, your pricing strategy will vary, so in addition to the previous example (a 20,000 square foot office building), in this section we've listed sample bids of various sized buildings.

The hourly rates and production rates listed in these examples are for illustration purposes only. Take the examples and play around with different rates or apply your own rates as a starting point for estimating your own prices.

Some of the ending profit percentages are quite high. This shows how much more profit you can add to your bottom line when offering additional services such as carpet cleaning and hard floor care. This gives you room to adjust your numbers, so you may want to play with the numbers in order to be more competitive in your proposal.

Sample Bids #1, 2 and 3 are simple examples of smaller sized office cleaning accounts for cleaning company owners who will be performing the work themselves. Cost estimates are not shown in these three examples.

Sample Bids #4, 5, 6 and 7 also illustrate employment cost estimates as well as supply cost estimates, with the profitability listed last.

Sample Bid #1

3080 sq ft office building to be cleaned ONCE PER WEEK.

When bidding on a building of any size, it's best to estimate the time it takes to perform the tasks listed on the specification sheet (benchmarking), and then multiply that time by your standard hourly rate.

If we estimated our cleaning production rate to be 2500 sq ft per hour, then it would take about 1.25 hrs per cleaning ($3080 \div 2500 = 1.23$). We'll round this up to 1.25 hrs, or 1 hr 15 minutes.

1.25 hrs x 52 weeks per year = 65 hours per year
65 hrs $\div$ 12 months = 5.4 hours per month

If you were to charge \$20.00 per hour your price would be \$108.00 per month
(5.4 hrs x \$20/hr = \$108.00)

If you were to charge \$25.00 per hour your price would be \$135.00 per month
(5.4 hrs x \$25/hr = \$135.00)

If you were to charge \$30.00 per hour your price would be \$162.00 per month
(5.4 hrs x \$30/hr = \$162.00)

NOTE: In order to determine the best price for your business, be sure to complete the process by working through the expenses you will incur for this account, and then estimate your profitability. See the Section called, How to Estimate Your Costs (Expenses) in order to see how profitable each example is before deciding on a price.

Use the following worksheet to fill in your own numbers:

Hourly Rate: _____ Production Rate: _____

_____ (Total Sq Ft) $\div$ _____ (Production Rate) = _____ (Hrs per cleaning)

_____ hrs per cleaning x _____ cleanings per week = _____ hrs per week

_____ hrs per week x 52 weeks per year = _____ hrs per year

_____ hrs per year $\div$ 12 months per year = _____ hrs per month

_____ hrs per month x \$ _____ per hr = \$ _____ per month

Sample Bid #2

3080 sq ft office building to be cleaned THREE TIMES PER WEEK.

In this example, the building will be cleaned more often. If you'll be cleaning a building more often, then your cleaning production rate usually goes up. That is because some tasks may only require once per week service (dusting, for example). On this bid, if we estimated our cleaning production rate to be 2800 sq ft per hour, then it would take about 1.1 hrs per cleaning ($3080 \div 2800 = 1.1$).

1.1 hrs x 3 days per week = 3.3 hours per week
 3.3 hours per week x 52 weeks per year = 171.6 hours per year
 171.6 hrs ÷ 12 months = 14.3 hours per month

If you were to charge \$20.00 per hr your price would be \$286.00 per month
 (14.3 hrs x \$20/hr = \$286.00)

If you were to charge \$22.00 per hr your price would be \$314.60 per month
 (14.3 hrs x \$/hr = \$314.60)

NOTE: In order to determine the best price for your business, be sure to complete the process by working through the expenses you will incur for this account, and then estimate your profitability. See the Section called, How to Estimate Your Costs (Expenses) in order to see how profitable each example is before deciding on a price.

Use the following worksheet to fill in your own numbers:

Hourly Rate: _____ Production Rate: _____
 _____ (Total Sq Ft) ÷ _____ (Production Rate) = _____ (Hrs per cleaning)
 _____ hrs per cleaning x _____ cleanings per week = _____ hrs per week
 _____ hrs per week x 52 weeks per year = _____ hrs per year
 _____ hrs per year ÷ 12 months per year = _____ hrs per month
 _____ hrs per month x \$ _____ per hr = \$ _____ per month

Sample Bid #3

3080 sq ft office building to be cleaned FIVE TIMES PER WEEK.

On this bid, if we estimated our cleaning production rate to be 3000 sq ft per hour, then it would take about 1.03 hr per cleaning ($3080 \div 3000 = 1.03$).

1.03 hrs x 5 days per week = 5.15 hours per week
 5.15 hours per week x 52 weeks per year = 267.8 hours per year
 $267.8 \text{ hrs} \div 12 \text{ months} = 22.3 \text{ hours per month}$

If you were to charge \$18.00 per hr your price would be \$401.40 per month
 ($22.3 \text{ hrs} \times \$18/\text{hr} = \$401.40$)

If you were to charge \$20.00 per hr your price would be \$446.00 per month
 ($22.3 \text{ hrs} \times \$20/\text{hr} = \$446.00$)

NOTE: In order to determine the best price for your business, be sure to complete the process by working through the expenses you will incur for this account, and then estimate your profitability. See the Section called, How to Estimate Your Costs (Expenses) in order to see how profitable each example is before deciding on a price.

Use the following worksheet to fill in your own numbers:

Hourly Rate: _____ Production Rate: _____
 _____ (Total Sq Ft) $\div$ _____ (Production Rate) = _____ (Hrs per cleaning)
 _____ hrs per cleaning x _____ cleanings per week = _____ hrs per week
 _____ hrs per week x 52 weeks per year = _____ hrs per year
 _____ hrs per year $\div$ 12 months per year = _____ hrs per month
 _____ hrs per month x \$ _____ per hr = \$ _____ per month

Sample Bid #4

5000 sq ft bank to be cleaned 5 times per week

On this bid, if we estimated our cleaning time to be 1.79 hours per service, then that would be about 38.78 hours per month. This is based on a production rate of 2800 sq ft/hr.

1.79 hrs x 5 days/wk = 8.95 hrs
 8.95 hrs x 52 weeks per year = 465.4 hours per year
 $465.4 \text{ hours per year} \div 12 \text{ months} = 38.78 \text{ hours per month}$

For this account you'll also be bidding on floor care and window washing:

Carpet Cleaning – 1072.75 sq ft ONCE PER YEAR - \$193.10

If you were to charge \$0.18 per sq ft your price would be \$193.10 per service.

(1072.75 x .18 = \$193.10)

Carpet Cleaning Costs

Employment Costs: Employee will be paid \$12.00 per hr.

Labor –\$36.00	3 hrs x \$12.00 per hour =	\$36.00
FICA and Medicare 7.65%	\$36.00 x .0765 =	\$2.75
FUTA (Federal unemployment) 0.8%	\$36.00 x .008 =	\$0.29
SUTA (State Unemployment) 2.5%	\$36.00 x .025 =	\$0.90
Liability Insurance 1.0%	\$36.00 x .01 =	\$0.36
Worker's Compensation 9.5%	\$36.00 x .095 =	<u>\$3.42</u>
Total employment costs		= \$43.72

Overhead - 20% \$193.10 x .20 = \$38.62

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, etc.) 1%

Supply Costs – 1% of service charge - \$193.10 x .01 = \$1.93

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year) -0-

Total costs for carpet cleaning = \$43.72 + \$38.72 + \$1.93 = \$84.37

Profit on carpet cleaning = \$193.10 - \$84.37 = \$108.73 (56%)

Sheet Vinyl – Strip and Wax 201.75 sq ft – Once per Year - \$150.00

The square footage for this service is so small that you'd be better off estimating your time on the job, rather than by the square foot. If you were to estimate a total of 3 hours (stripping and adding 3 to 4 coats of finish), and your hourly rate is \$50 per hour for stripping and waxing, then your price would be \$150.00 (\$50 x 3 hrs = \$150.00)

Strip and Wax Costs

Employment Costs: Employee will be paid \$12.00 per hr.

Labor - \$36.00	\$12.00 per hour x 3 hrs =	\$36.00
FICA and Medicare 7.65%	\$36.00 x .0765 =	\$2.75
FUTA (Federal unemployment) 0.8%	\$36.00 x .008 =	\$0.29
SUTA (State Unemployment) 2.5%	\$36.00 x .025 =	\$0.90
Liability Insurance 1.0%	\$36.00 x .01 =	\$0.36
Worker's Compensation 9.5%	\$36.00 x .095 =	<u>\$3.42</u>
Total employment costs		\$43.72

Overhead - 20% \$150.00 x .20 = \$30.00

Supplies and equipment:

Supplies (Supplies needed for the account, cleaning chemicals, etc.) 20%
 Supply Costs – 20% of service charge - $\$150.00 \times .20 = \$30.00$
 Equipment (monthly rental charges) -0-
 Equipment (Equipment purchases for the first year) -0-

Total costs for stripping/waxing = $\$43.72 + \$30.00 + \$30.00 = \$103.72$

Profit on stripping/waxing = $\$150.00 - \$103.72 = \$46.28$ (31 %)

Window Washing: 10 Outside window panes Twice per Year = \$35.00

9 Inside window panes Once per Year = \$15.75

If you were to charge \$1.75 per pane your price for outside windows would be \$17.50 per service ($10 \times 1.75 = \$17.50$). Twice per year price would be \$35.00 ($17.50 \times 2 = 35.00$)

Inside window price would be \$15.75 ($9 \times \$1.75 = \$15.75$)

Your total window washing price would be \$50.75 ($35.00 + 15.75 = 50.75$). Be sure to quote inside windows separately from outside windows, as some customers may want the outside windows washed more frequently than inside windows.

Window Washing Costs

Employment Costs: Employee will be paid \$12.00 per hr. You estimate the cleaning to take ½ hr for outside windows and ½ hr for inside windows.

$\$12.00 \times .5$ (½ hr) (outside windows) = $\$6.00 \times 2$ times/yr = \$12.00

$\$12.00 \times .5$ (½ hr) (inside windows) = \$6.00

Labor	$\$12.00$ per hour x 1.5 hours =	\$18.00
FICA and Medicare 7.65%	$\$18.00 \times .0765 =$	\$1.38
FUTA (Federal unemployment) 0.8%	$\$18.00 \times .008 =$	\$0.14
SUTA (State Unemployment) 2.5%	$\$18.00 \times .025 =$	\$0.45
Liability Insurance 1.0%	$\$18.00 \times .01 =$	\$0.18
Worker's Compensation 9.5%	$\$18.00 \times .095 =$	<u>\$1.71</u>
Total employment costs		= \$21.86

Overhead - 20% $\$50.75 \times .20 = \$10.15$

Supplies and equipment:

Supplies (Supplies needed for the account, cleaning chemicals, etc.)

Supply Costs – 1% of service charge - $\$50.75 \times .01 = \$0.51$

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year) -0-

Total costs for window washing = $\$21.86 + \$10.15 + \$.51 = 32.52$

Profit on window washing = $\$50.75 - \$32.52 = \$18.23$ (36 %)

Putting it All Together

Recap of Services:

General Cleaning	\$969.50 per month	\$11,634.00 per year
Carpet Cleaning	\$193.10 per service	\$193.10 per year
Sheet Vinyl Strip & Wax	\$150.00 per service	\$150.00 per year
Outside Windows	\$17.50 per service	\$35.00 per year
Inside Windows	\$15.75 per service	\$15.75 per year
Total:		\$12,027.85 per year

Recap of Employment Costs:

General Cleaning	\$470.03 per month	\$5,640.36 per year
Carpet Cleaning	\$43.72 per service	\$43.72 per year
Sheet Vinyl Strip and Wax	\$43.72 per service	\$43.72 per year
Windows	\$7.29 per service	\$21.86 per year
Total:		\$5,748.66 per year

Recap of Overhead:

General Cleaning	\$193.90 per month	\$2,326.80 per year
Carpet Cleaning	\$38.62 per service	\$38.62 per year
Sheet Vinyl Strip and Wax	\$30.00 per service	\$30.00 per year
Windows	\$3.38 per service	\$10.15 per year
Total:		\$2,405.57 per year

Recap of Supply Costs:

General Cleaning	\$29.09 per month	\$349.08 per year
Carpet Cleaning	\$1.93 per service	\$1.93 per year
Sheet Vinyl Strip and Wax	\$30.00 per service	\$30.00 per year
Windows	\$.17 per service	\$.51 per year
Total:		\$381.52

Total of Service Charges per year	\$12,027.85
Minus Total Employment Costs per year	\$5,748.66
Minus Overhead Costs per year	\$2,405.57
Minus Total Supply Costs per year	\$381.52
Equals Profit Dollars per year	\$3,492.10
Divided by Total of Service Charges per year	\$12,027.85
Equals Profit Percentage per year	29%

Sample Bid #5

7360.5 sq ft, two-story office building to be cleaned twice per week -
\$371.70 per month

If we estimated our cleaning production rate to be 3000 sq ft per hour, then it would take about 2.5 hrs per cleaning ($7360.5 \div 3000 = 2.45$).

2.45 hrs x 52 weeks per year = 127.4 hours per year
127.4 hours per year $\div$ 12 months = 10.62 hours per month

If you were to charge \$35.00 per hr your price would be \$371.70 per month
(10.62 hrs x \$35/hr = \$371.70)

Estimating Costs for Monthly Cleaning

Employment Costs: Employee will be paid \$8.00 per hr.

$\$8.00 \times 10.62\text{hrs}/\text{mo} = \$84.96$

Note: If you have a supervisor that will be spending time in the building, be sure to factor in hours for supervision.

Labor - \$84.96 per month	$10.62 \text{ hrs}/\text{mo} \times \$8.00 \text{ per hour} = \$84.96$
FICA and Medicare 7.65%	$\$84.96 \times .0765 = \$6.50$
FUTA (Federal unemployment) 0.8%	$\$84.96 \times .008 = \$0.68$
SUTA (State Unemployment) 2.5%	$\$84.96 \times .025 = \$2.12$
Liability Insurance 1.0%	$\$84.96 \times .01 = \$0.85$
Worker's Compensation 9.5%	$\$84.96 \times .095 = \$8.07$
Total employment costs = \$103.18	

Overhead - 25% $\$371.70 \times .25 = \$92.93$

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 3% of monthly charge - $\$371.20 \times .03 = \$11.14$

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total costs = $\$103.18 + \$193.90 + \$29.09 = 326.17$

For this account you'll also be bidding on floor care:

Carpet Cleaning – 6158.5 sq ft ONCE PER YEAR - \$923.78 per service

If you were to charge \$0.15 per sq ft your price would be \$923.78 per service.

($6158.5 \times .15 = \$923.78$)

Carpet Cleaning Costs

Employment Costs: Employee will be paid \$12.00 per hr and you estimate the cleaning to take 8 hours.

$$\$12.00 \times 8 \text{ hrs} = \$96.00$$

Labor -	8 hrs/mo x \$12.00 per hour = \$96.00
FICA and Medicare 7.65%	\$96.00 x .0765 = \$7.34
FUTA (Federal unemployment) 0.8%	\$96.00 x .008 = \$0.77
SUTA (State Unemployment) 2.5%	\$96.00 x .025 = \$2.40
Liability Insurance 1.0%	\$96.00 x .01 = \$0.96
Worker's Compensation 9.5%	\$96.00 x .095 = \$9.12
Total employment cost = \$116.59	

$$\text{Overhead} - 25\% \quad \$923.78 \times .25 = \$230.95$$

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

$$\text{Supply Costs} - 1\% \text{ of service charge} - \quad \$923.78 \times .01 = \$9.24$$

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year) \$2500

(divided by 12 months = \$208.33)

Total costs for carpet cleaning =

$$\$116.59 + \$230.95 + \$9.24 + \$2500.00 = \$2856.78$$

Carpet Spotting - \$25.00 per Hour (\$150.00 per year)

When billing for carpet spotting, round to the nearest ¼ hour. So if you spent 10 minutes carpet spotting charge \$6.25 (.25 hrs x 25.00 = 6.25). If you estimate the cleaning to take ½ hour per month, then your total price for the year would be 150.00.

$$.5 \text{ hr} \times 12 \text{ months} = 6 \text{ hrs}$$

$$6 \times \$25/\text{hr} = \$150.00$$

Carpet Spotting Costs

Employment Costs: Employee will be paid \$12.00 per hr. If you estimate the carpet spotting to take ½ hour per month, then your total employment and supply cost for the year for carpet spotting is \$124.32 (\$10.36 per month)

$$\$12.00 \times .5 \text{ hrs per month} = \$6.00$$

Labor - \$6.00 per month	.5 hrs/mo x \$12.00 per hour = \$6.00
FICA and Medicare 7.65%	\$6.00 x .0765 = \$0.46
FUTA (Federal unemployment) 0.8%	\$6.00 x .008 = \$0.05
SUTA (State Unemployment) 2.5%	\$6.00 x .025 = \$0.15

Liability Insurance 1.0%	$\$6.00 \times .01 =$	\$0.06
Worker's Compensation 9.5%	$\$6.00 \times .095 =$	<u>\$0.57</u>
Total employment costs =		\$ 7.29

Overhead - 25%	$\$12.50 \times .25 =$	\$3.13
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Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 5% of service charge -	$\$12.50 \times .05 =$	\$0.63
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Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total carpet spotting costs = $\$7.29 + \$3.13 + \$0.63 = \$11.05$

Anti-Static Floor – Strip and Wax 100 sq ft– ONCE PER YEAR - \$100.00 per service

You can charge more per square foot for anti-static floors. If you were to charge \$1.00 per sq ft then your price would be \$100.00 (100 sq ft x 1.00 = 100.00)

Anti-Static Floor Costs

Employment Costs: Employee will be paid \$12.00 per hour and you estimate the cleaning to take 2 hours.

Labor - \$24.00 per service	2 hrs x \$12.00 per hour =	\$24.00
FICA and Medicare 7.65%	$\$24.00 \times .0765 =$	\$1.84
FUTA (Federal unemployment) 0.8%	$\$24.00 \times .008 =$	\$0.19
SUTA (State Unemployment) 2.5%	$\$24.00 \times .025 =$	\$0.60
Liability Insurance 1.0%	$\$24.00 \times .01 =$	\$0.24
Worker's Compensation 9.5%	$\$24.00 \times .095 =$	<u>\$2.28</u>
Total employment costs =		\$29.15

Overhead - 25%	$\$100.00 \times .25 =$	\$25.00
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Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 32% of service charge -	$\$100.00 \times .32 =$	\$32.00
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Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total anti-static floor costs = $\$29.15 + \$25.00 + \$32.00 = \$86.15$

VCT Tile – Strip and Wax – 1122 sq ft EVERY 6 MONTHS - \$392.70 per service

If you were to charge \$.35 per sq ft, then your price would be \$392.70 (1122 sq ft x .35 = 392.70)

VCT Tile Strip and Wax Costs

Employment Costs: Employee will be paid \$12.00 per hour. If your production rate is 200 sq ft per hour, then it would take about 5.6 hours (1122 sq ft ÷ 200 sq ft/hr = 5.6).

Labor - \$84.96 service	5.6 hrs x \$12.00 per hour = \$67.20
FICA and Medicare 7.65%	\$67.20 x .0765 = \$5.14
FUTA (Federal unemployment) 0.8%	\$67.20 x .008 = \$0.54
SUTA (State Unemployment) 2.5%	\$67.20 x .025 = \$1.68
Liability Insurance 1.0%	\$67.20 x .01 = \$0.67
Worker's Compensation 9.5%	<u>\$67.20 x .095 = \$6.38</u>
Total employment costs = \$81.61	

Overhead - 25% \$392.70 x .25 = \$98.18

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 27% of service charge - \$392.70 x .27 = \$106.03

Equipment (rental charges) - \$35.00 per service \$35 x 2 services = \$70.00

Equipment (Equipment purchases for the first year)-0-

Total Strip and Wax supply costs =

\$81.61 + \$98.18 + \$106.03 + \$70.00 = \$355.82

VCT Tile – Buff – 1122 sq ft EVERY 3 MONTHS - \$56.10 per service

If you were to charge \$.05 per sq ft then your price would be \$56.10 (1122 sq ft x .05 = 56.10)

VCT Tile Buffing Costs

Employment Costs: Employee will be paid \$12.00 per hour. If your production rate for buffing is 1000 sq ft per hour then it will take approximately 1.12 hrs (1122 sq ft ÷ 1000 sq ft/hr = 1.12).

12.00 x 1.12 hrs = \$13.44	
Labor - \$13.44 per service	8 hrs/mo x \$12.00 per hour = \$13.44
FICA and Medicare 7.65%	\$13.44 x .0765 = \$1.03
FUTA (Federal unemployment) 0.8%	\$13.44 x .008 = \$0.11
SUTA (State Unemployment) 2.5%	\$13.44 x .025 = \$0.34
Liability Insurance 1.0%	\$13.44 x .01 = \$0.13
Worker's Compensation 9.5%	<u>\$13.44 x .095 = \$1.28</u>
Total employment costs = \$16.33	

Overhead - 25% \$56.10 x .25 = \$14.03

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 8% of service charge - $\$56.10 \times .08 = \$4.49$

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total buffing supply costs = $\$16.33 + \$14.03 + \$4.49 = \$34.85$

Putting it All Together:

Recap of Services:

General Cleaning	\$371.70 per month	\$4,460.40 per year
Carpet Cleaning	\$923.78 per service	\$923.78 per year
Carpet Spotting	\$12.50 per month	\$150.00 per year
Anti-Static Floor	\$100.00 per service	\$100.00 per year
Strip/Wax Floors	\$392.70 per service	\$785.40 per year
Buff Floors	\$56.10 per service	\$224.40 per year
Total:		\$6,623.98 per year

Recap of Employment Costs:

General Cleaning	\$103.18 per month	\$1238.16 per year
Carpet Cleaning	\$116.59 per service	\$116.59 per year
Carpet Spotting	\$7.29 per month	\$87.48 per year
Anti-Static Floor	\$29.15 per service	\$29.15 per year
Strip/Wax Floors	\$81.61 per service	\$163.22 per year
Buff Floors	\$16.33 per service	\$65.32 per year
Total:		\$1,699.92 per year

Recap of Overhead:

General Cleaning	\$92.93 per month	\$1,115.16 per year
Carpet Cleaning	\$230.95 per service	\$230.95 per year
Carpet Spotting	\$3.13 per month	\$37.56 per year
Anti-Static Floor	\$25.00 per service	\$25.00 per year
Strip/Wax Floors	\$98.18 per service	\$196.36 per year
Buff Floors	\$14.03 per service	\$56.12 per year
Total:		\$1,598.72 per year

Recap of Supply Costs:

General Cleaning	\$11.14 per month	\$133.68 per year
Carpet Cleaning	\$9.24 per service	\$9.24 per year

Carpet Cleaning 1 st year	208.33 per month	\$2500.00 (equipment)
Carpet Spotting	\$.63 per month	\$7.56 per year
Anti-Static Floor	\$32.00 per service	\$32.00 per year
Strip/Wax Floors	\$88.02 per service	\$176.03 per year
Buff Floors	\$4.49 per service	\$13.47 per year
Total including first year equipment purchase:		\$2871.98
Total:		\$371.98 per year

First Year:

Total of Service Charges per year	\$6,623.98
Minus Total Employment Costs per year	\$1,699.92
Minus Overhead per year	\$1,598.72
Minus Total Supply Costs per year	<u>\$2871.98</u>
Equals Profit Dollars per year	\$ 453.36

Profit Dollars per year	\$453.36
Divided by Total of Service Charges per year	\$6,623.98
Equals Profit Percentage per year	7 %

Thereafter:

Total of Service Charges per year	\$6,623.98
Minus Total Employment Costs per year	\$1,699.92
Minus Overhead per year	\$1,598.72
Minus Total Supply Costs per year	<u>\$371.98</u>
Equals Profit Dollars per year	\$2,953.36

Profit Dollars per year	\$2,953.36
Divided by Total of Service Charges per year	\$6,623.98
Equals Profit Percentage per year	45 %

Sample Bid #6

11,195 sq ft Single Level Office Building to be cleaned 5 days per week -
\$1,343.40 per month

We will estimate this bid by using a price per square foot. If we used \$.12 per sq ft then our monthly price would be \$1,343.40. ($11195 \times .12 = \$1,343.40$)

Estimating Costs for Monthly Cleaning

Employment Costs: Employee will be paid \$8.00 per hour. If you use a production rate of 2800 sq ft per hour, then your estimated time to clean is 4 hours.

$11,195 \text{ sq ft} \div 2800 \text{ sq ft per hr} = 4 \text{ hrs per cleaning}$

$4 \text{ hrs} \times 5 \text{ times/wk} = 20 \text{ hrs per week}$

$20 \text{ hrs} \times 52 \text{ wks/yr} = 1040 \text{ hrs/yr}$

$1040 \div 12 \text{ months} = 86.67 \text{ hrs per month}$

$86.67 \times \$8.00/\text{hr} = \$693.36 \text{ per month}$

Labor - \$693.36 per month

FICA and Medicare 7.65%

FUTA (Federal unemployment) 0.8%

SUTA (State Unemployment) 1.5%

Liability Insurance 1.0%

Worker's Compensation 9.5%

$86.67 \text{ hrs/mo} \times \$8.00 \text{ per hour} = \$693.36$

$\$693.36 \times .0765 = \$53.04$

$\$693.36 \times .008 = \$5.55$

$\$693.36 \times .015 = \$10.40$

$\$693.36 \times .01 = \$6.93$

$\$693.36 \times .095 = \$65.87$

Total employment cost = \$835.15

Overhead - 20%

$\$1,343.40 \times .20 = \$268.68$

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 3% of monthly charge - $\$1,343.40 \times .03 = \$40.30$

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year) \$450.00

(divided by 12 months = \$37.50 per month)

Total costs first year = $\$835.15 + \$268.68 + \$40.30 + \$450.00 = \$1,594.13$

Total costs thereafter = $\$835.15 + \$268.68 + \$40.30 = \$1,144.13$

For this account you'll also be bidding on floor care:

Carpet Cleaning – 9132.5 sq ft TWICE A YEAR - \$913.25 per service

If you were to charge \$.10 per sq ft your price would be \$913.25 per service

($9132.5 \times .10 = 913.25$)

Carpet Cleaning Costs

Employment Costs: Employee will be paid \$12.00 per hour. If your production rate is 900 sq ft per hour, then it would take about 10 hours to clean the carpet (9132.5 sq ft ÷ 900 sq ft/hr = 10.15).

\$12.00 x 10 hrs = \$120.00	
Labor - \$120.00 per service	10 hrs/mo x \$12.00 per hour = \$120.00
FICA and Medicare 7.65%	\$120.00 x .0765 = \$9.18
FUTA (Federal unemployment) 0.8%	\$120.00 x .008 = \$0.96
SUTA (State Unemployment) 1.5%	\$120.00 x .015 = \$1.80
Liability Insurance 1.0%	\$120.00 x .01 = \$1.20
Worker's Compensation 9.5%	<u>\$120.00 x .095 = \$11.40</u>
	Total employment cost = \$327.19

Overhead - 20% \$913.25 x .20 = \$182.65

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 3% of service charge - \$913.25 x .03 = \$27.40

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total carpet cleaning costs = \$327.19 + \$182.65 + \$27.40 = \$537.24

Strip/Wax VCT Tile – 317.5 sq ft ONCE PER YEAR - \$180.00 per service
 You may not make enough profit on a small floor size like this if you charge by the square foot. For example, if you charged \$.35 per square foot, which is a typical charge for this service, you would only make \$111.13 per service. This would barely cover your costs. Instead, you may want to estimate your time on this project and charge an hourly rate. If you estimated 3 hours and you charged \$60 per hour, you would charge \$180.00 for this service (3hrs x \$60/hr = \$180).

Strip/Wax VCT Tile Costs

Employment Costs: Employee will be paid \$12.00 per hour. If you estimate the cleaning to take 3 hours, then your total employment costs will be \$88.93.

\$12.00 x 3 hrs = \$36.00	
Labor - \$36.00 per service	3 hrs/mo x \$12.00 per hour = \$36.00
FICA and Medicare 7.65%	\$36.00 x .0765 = \$2.75
FUTA (Federal unemployment) 0.8%	\$36.00 x .008 = \$0.29
SUTA (State Unemployment) 1.5%	\$36.00 x .015 = \$0.54
Liability Insurance 1.0%	\$36.00 x .01 = \$0.36
Worker's Compensation 9.5%	<u>\$36.00 x .095 = \$3.42</u>
	Total employment cost = \$65.59

Overhead - 20% \$180.00 x .20 = \$36.00

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 21% of service charge - $\$111.13 \times .21 = \$23.34$

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total strip/wax costs = $\$65.59 + \$36.00 + \$23.34 = \$124.93$

Scrub Ceramic Tile – Twice per Year – \$191.95 per service

1745 sq ft

If you charge \$.11 per sq ft then your price will be \$191.95 per service

($1745 \times .11 = 191.95$)

Scrub Ceramic Tile Costs

Employment Costs: Employee will be paid \$12.00 per hour. If your production rate is 1000 sq ft per hour then it will take 1.75 hrs ($1745 \div 1000 = 1.75$).

$\$12.00 \times 1.75 = \$21.00$

Labor - \$21.00 per service

$1.75 \text{ hrs/mo} \times \$12.00 \text{ per hour} = \$21.00$

FICA and Medicare 7.65%

$\$21.00 \times .0765 = \$1.60$

FUTA (Federal unemployment) 0.8%

$\$21.00 \times .008 = \$0.17$

SUTA (State Unemployment) 1.5%

$\$21.00 \times .015 = \$0.32$

Liability Insurance 1.0%

$\$21.00 \times .01 = \$0.21$

Worker's Compensation 9.5%

$\$21.00 \times .095 = \$2.00$

Total employment cost = \$63.69

Overhead - 20%

$\$191.95 \times .20 = \$38.39$

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 7% of service charge - $\$191.95 \times .07 = \$13.44$

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total ceramic tile scrub costs = $\$63.69 + \$38.39 + \$13.44 = \$115.52$

Putting it All Together:

Recap of Services:

General Cleaning	\$1,343.40 per month	\$16,120.80 per year
Carpet Cleaning	\$913.25 per service	\$1,826.50 per year
Strip/Wax Floors	\$180.00 per service	\$180.00 per year
Scrub Ceramic Tile	\$191.95 per service	\$383.90 per year
Total:		\$18,511.20 per year

Recap of Employment Costs:

General Cleaning	\$835.15 per month	\$10,021.80 per year
Carpet Cleaning	\$327.19 per service	\$654.38 per year
Strip/Wax Floors	\$65.59 per service	\$65.59 per year
Scrub Ceramic Tile	\$63.69 per service	\$127.38 per year
Total:		\$10,869.15 per year

Recap of Overhead:

General Cleaning	\$268.68 per month	\$3,224.16 per year
Carpet Cleaning	\$182.65 per service	\$365.30 per year
Strip/Wax Floors	\$36.00 per service	\$36.00 per year
Scrub Ceramic Tile	\$38.39 per service	\$76.78 per year
Total:		\$3,702.24 per year

Recap of Supply Costs:

General Cleaning 1 st year	\$77.80 per month	\$1594.13 per year (equipment)
General Cleaning	\$40.30 per month	\$483.60 per year
Carpet Cleaning	\$27.40 per service	\$54.80 per year
Strip/Wax Floors	\$23.34 per service	\$23.34 per year
Scrub Ceramic Tile	\$13.44 per service	\$26.88 per year
Total including first year equipment purchase:		\$1,699.15 per year
Total:		\$588.62 per year

First Year:

Total of Service Charges per year	\$18,511.20
Minus Total Employment Costs per year	\$10,869.15
Minus Overhead per year	\$3,702.24
Minus Total Supply Costs per year	<u>\$1594.13</u>
Equals Profit Dollars per year	\$2,345.68

Profit Dollars per year	\$2,345.68
Divided by Total of Service Charges per year	\$18,511.20
Equals Profit Percentage per year	13 %

Thereafter:

Total of Service Charges per year	\$18,511.20
Minus Total Employment Costs per year	\$10,869.15
Minus Overhead per year	\$3,702.24
Minus Total Supply Costs per year	<u>\$483.60</u>
Equals Profit Dollars per year	\$3,456.21

Profit Dollars per year	\$3,456.21
Divided by Total of Service Charges per year	\$18,511.20
Equals Profit Percentage per year	19 %

Sample Bid #7

38,400 sq ft Single Level Office Building – 5 DAYS A WEEK - \$3,456.00 per month

We will estimate this bid by using a price per square foot. If we use \$.09 per sq ft then our monthly price would be \$3,456.00.

$$38400 \times .09 = 3456.00$$

Estimating Costs for Monthly Cleaning

Employment Costs: Employees will be paid \$8.00 per hour. If you use a production rate of 3900 sq ft per hour, then your estimated time to clean is 9.85 hours.

$$38,400 \text{ sq ft} \div 3,900 \text{ sq ft per hr} = 9.85 \text{ (we'll round up to 10 hours)}$$

$$10 \text{ hrs} \times 5 \text{ times/wk} = 50 \text{ hrs per week}$$

$$50 \text{ hrs} \times 52 \text{ wks/yr} = 2600 \text{ hrs per month}$$

$$2600 \div 12 \text{ months} = 216.67 \text{ hrs per month}$$

$$216.67 \times \$8.00/\text{hr} = \$1733.36 \text{ per month}$$

$$\$8.00 \times 10 \text{ hrs} = \$80.00$$

$$\text{Labor} - \$8.00 \text{ per hour}$$

$$\text{FICA and Medicare } 7.65\%$$

$$\text{FUTA (Federal unemployment) } 0.8\%$$

$$\text{SUTA (State Unemployment) } 1.5\%$$

$$\text{Liability Insurance } 1.0\%$$

$$\text{Worker's Compensation } 9.5\%$$

$$216.67 \text{ hrs/mo} \times \$8.00 \text{ per hour} = \$1733.36$$

$$\$1733.36 \times .0765 = \$132.60$$

$$\$1733.36 \times .008 = \$13.87$$

$$\$1733.36 \times .015 = \$26.00$$

$$\$1733.36 \times .01 = \$17.33$$

$$\underline{\$1733.36 \times .095 = \$164.67}$$

$$\text{Total employment cost} = \$2,087.83$$

$$\text{Overhead} - 25\%$$

$$\$3,456.00 \times .25 = \$864.00$$

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

$$\text{Supply Costs} - 3\% \text{ of service charge} - \$3,456.00 \times .03 = \$103.68$$

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year) -0-

$$\text{Total cost: } \$2,087.83 + \$864.00 + \$103.68 = \$3,055.51$$

For this account you'll also be bidding on floor care:

Carpet Cleaning – 33,830 ONCE PER YEAR - \$2706.40 per service

If you were to charge \$.08 per sq ft your price would be \$2706.40 per service

$$(33830 \times .08 = 2706.40)$$

Carpet Cleaning Costs

Employment Costs: Employee will be paid \$12.00 per hour. If your production rate is 1200 sq ft per hour, then it would take about 28 hours to clean the carpet ($33830 \div 1200 = 28$).

\$12.00 x 28 hrs = \$336.00

Labor - \$336.00 per service

FICA and Medicare 7.65%

FUTA (Federal unemployment) 0.8%

SUTA (State Unemployment) 1.5%

Liability Insurance 1.0%

Worker's Compensation 9.5%

28 hrs/mo x \$12.00 per hour = \$336.00

\$336.00 x .0765 = \$25.70

\$336.00 x .008 = \$2.69

\$336.00 x .015 = \$5.04

\$336.00 x .01 = \$3.36

\$336.00 x .095 = \$31.92

Total employment cost = \$404.71

Overhead - 25%

\$2,706.40 x .25 = \$676.60

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – .01% of service charge -

\$2706.40 x .01 = \$27.06

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total carpet cleaning costs = \$404.71 + \$676.60 + \$27.06 = \$1,108.37

Strip/Wax VCT Tile – 4038 sq ft ONCE PER YEAR - \$1,413.30 per service

If you charged \$.35 per sq ft your price would be \$1,413.30 ($4038 \times .35 = 1,413.30$)

Strip/Wax VCT Tile Costs

Employment Costs: Employee will be paid \$12.00 per hour. If your production rate is 200 sq ft per hour, then it would take 20 hours per service ($4038 \div 200 = 20.19$).

\$12.00 x 20 hrs = \$240.00

Labor - \$240.00 per service

FICA and Medicare 7.65%

FUTA (Federal unemployment) 0.8%

SUTA (State Unemployment) 1.5%

Liability Insurance 1.0%

Worker's Compensation 9.5%

20 hrs/mo x \$12.00 per hour = \$240.00

\$240.00 x .0765 = \$18.36

\$240.00 x .008 = \$1.92

\$240.00 x .015 = \$3.60

\$240.00 x .01 = \$2.40

\$240.00 x .095 = \$22.80

Total employment cost = \$289.08

Overhead – 25%

\$1,413.30 x .25 = \$353.33

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 33% of service charge -

\$1,413.30 x .33 = \$466.39

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total strip / wax costs = \$289.08 + \$353.33 + \$466.39 = \$1,108.80

Buff VCT Tile – Every 3 months – \$201.90 per service

4038 sq ft

If you charge \$.05 per sq ft then your price will be \$201.90 per service

(4038 x .05 = 201.90)

Buff VCT Tile Costs

Employment Costs: Employee will be paid \$12.00 per hour. If your production rate is 1000 sq ft per hour then it will take 4 hrs (4038 ÷ 1000 = 4).

\$12.00 x 4 = \$48.00

Labor - \$48.00 per service

4 hrs/mo x \$12.00 per hour = \$48.00

FICA and Medicare 7.65%

\$48.00 x .0765 = \$3.67

FUTA (Federal unemployment) 0.8%

\$48.00 x .008 = \$0.38

SUTA (State Unemployment) 1.5%

\$48.00 x .015 = \$0.72

Liability Insurance 1.0%

\$48.00 x .01 = \$0.48

Worker's Compensation 9.5%

\$48.00 x .095 = \$4.56

Total employment cost = \$57.81

Overhead - 25%

\$201.90 x .25 = \$50.48

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 3% of service charge -

\$201.90 x .03 = \$6.06

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total buffing costs = \$57.81 + \$50.48 + \$6.06 = \$114.35

Scrub Ceramic Tile – 532 sq ft TWICE PER YEAR – \$63.84 per service

If you charge \$.12 per sq ft then your price will be \$63.84 per service

(532 x .12 = 63.84)

Scrub Ceramic Tile Costs

Employment Costs: Employee will be paid \$12.00 per hour. If your production rate is 800 sq ft per hour then it will take about .67 hrs (532 ÷ 800 = .67).

\$12.00 x .67 = \$8.04

Labor - \$8.04 per service

.67 hrs/mo x \$12.00 per hour = \$8.04

FICA and Medicare 7.65%

\$8.04 x .0765 = \$0.62

FUTA (Federal unemployment) 0.8%

\$8.04 x .008 = \$0.06

SUTA (State Unemployment) 1.5%

\$8.04 x .015 = \$0.12

Liability Insurance 1.0%

\$8.04 x .01 = \$0.08

Worker's Compensation 9.5%

\$8.04 x .095 = \$0.76

Total employment cost = \$9.68

Overhead – 25% $\$63.84 \times .25 = \$15.96$

Supplies and equipment costs:

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Supply Costs – 11% of service charge - $\$63.84 \times .11 = \$7.02$

Equipment (monthly rental charges) -0-

Equipment (Equipment purchases for the first year)-0-

Total ceramic tile care costs = $\$9.68 + \$15.96 + \$7.02 = \$32.66$

Putting it All Together:

Recap of Services:

General Cleaning	\$3,456.00 per month	\$41,472.00 per year
Carpet Cleaning	\$2,706.40 per service	\$2,706.40 per year
Strip/Wax Floors	\$1,413.30 per service	\$1,413.30 per year
Buff VCT Tile Floors	\$201.90 per service	\$807.60 per year
Scrub Ceramic Tile	\$63.84 per service	\$127.68 per year
Total:		\$46,526.98 per year

Recap of Employment Costs:

General Cleaning	\$2,087.83 per month	\$25,053.96 per year
Carpet Cleaning	\$404.71 per service	\$404.71 per year
Strip/Wax Floors	\$289.08 per service	\$289.08 per year
Buff VCT Tile Floors	\$57.81 per service	\$231.24 per year
Scrub Ceramic Tile	\$9.68 per service	\$19.36 per year
Total:		\$25,998.35 per year

Recap of Overhead Costs:

General Cleaning	\$864.00 per month	\$10,368.00 per year
Carpet Cleaning	\$676.60 per service	\$676.60 per year
Strip/Wax Floors	\$353.33 per service	\$353.33 per year
Buff VCT Tile Floors	\$50.48 per service	\$201.92 per year
Scrub Ceramic Tile	\$15.96 per service	\$31.92 per year
Total:		\$11,631.77 per year

Recap of Supply Costs:

General Cleaning	\$103.68 per month	\$1,244.16 per year
Carpet Cleaning	\$27.06 per service	\$27.06 per service
Strip/Wax Floors	\$466.39 per service	\$466.39 per year
Buff VCT Tile Floors	\$6.06 per service	\$24.24 per year
Scrub Ceramic Tile	\$7.02 per service	\$28.08 per year

Total: \$1,789.93 per year

Total of Service Charges per year	\$46,526.98
Minus Total Employment Costs per year	\$25,998.35
Minus Total Overhead Costs per year	\$11,631.77
Minus Total Supply Costs per year	<u>\$1,789.93</u>
Equals Profit Dollars per year	\$7,106.93

Profit Dollars per year	\$7,106.93
Divided by Total of Service Charges per year	\$46,526.98
Equals Profit Percentage per year	15%

Use the following worksheet to fill in your own numbers:

Part 1 - Monthly Cleaning Charge and Cost Estimates:

Time Estimate:

Total Sq. Ft. _____ Production Rate: _____ sq. ft. per hour
 _____ (Total Sq Ft) ÷ _____ (Production Rate) = _____ (Hrs per cleaning)
 _____ hrs per cleaning x _____ times per week = _____ hrs per week
 _____ hrs per week x 52 weeks per year = _____ hrs per year
 _____ hrs per year ÷ 12 months per year = _____ hrs per month

Hourly Estimate:

Hourly Rate: \$ _____ per hour
 _____ hrs per month x \$ _____ per hr (Hourly Rate) = \$ _____ per month

Square Foot Estimate:

Square Foot Rate: \$ _____ per sq ft
 _____ (Total Sq Ft) x _____ (per sq. ft.) = \$ _____ per month

Employment Costs:

\$ _____ per hour x _____ hrs/mo = \$ _____ (employee wages per month)

FICA and Medicare Your rate 7.65%
 [Monthly wages] _____ x .0765 = \$ _____

FUTA (Federal unemployment) Your rate 0.8%
 [Monthly wages] _____ x .008 = \$ _____

SUTA (State Unemployment) Your rate ____%
 [Monthly wages] _____ x ____% = \$ _____

Liability Insurance Your rate ____%
 [Monthly wages] _____ x ____% = \$ _____

Worker's Compensation Your rate ____%
 [Monthly wages] _____ x ____% = \$ _____

Total employer costs per month \$ _____

[Employee wages per month] + [Total employer costs per month] =
[Total cost of paying employees per month]

\$ _____ + \$ _____ = \$ _____

Overhead:

Your rate _____ %

[Monthly cleaning charge] \$ _____ x _____ % = \$ _____

Cost of Supplies:

(Usually 1 – 5% of monthly charge for general cleaning)

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Total monthly cleaning charge \$ _____ x _____ % = \$ _____

Equipment (monthly rental charges) \$ _____

Equipment (Equipment purchases for the first year) \$ _____

Total supplies/equipment cost per month \$ _____

\$ _____ (cost of supplies per month) x 12 months =

\$ _____ (cost of supplies per year)

Part 2 – Additional Services:

Additional Service #1: _____

_____ (Hourly Rate) x _____ Estimated Time = \$ _____ per service

-OR-

_____ (Sq. Ft. Rate) x _____ (Number of Sq Ft) = \$ _____ per service

Number of Services Per Year: _____

\$ _____ (per service) x _____ (services per year) = \$ _____ per year

Employment Costs:

\$ _____ per hour x _____ hrs/mo = \$ _____ (employee wages per month)

FICA and Medicare Your rate 7.65%
[Monthly wages] _____ x .0765 = \$ _____

FUTA (Federal unemployment) Your rate 0.8%
[Monthly wages] _____ x .008 = \$ _____

SUTA (State Unemployment) Your rate ____%
[Monthly wages] _____ x ____% = \$ _____

Liability Insurance Your rate ____%
[Monthly wages] _____ x ____% = \$ _____

Worker's Compensation Your rate ____%
[Monthly wages] _____ x ____% = \$ _____

Total employer costs per month \$ _____

[Employee wages per month] + [Total employer costs per month] =
[Total cost of paying employees per month]

\$ _____ + \$ _____ = \$ _____

Overhead:

Your rate _____%
[Monthly cleaning charge] \$ _____ x _____% = \$ _____

Cost of Supplies:

(Usually 1 – 5% of monthly charge for general cleaning)

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Total monthly cleaning charge \$ _____ x ____ % = \$ _____

Equipment (monthly rental charges) \$ _____

Equipment (Equipment purchases for the first year) \$ _____

Total supplies/equipment cost per month \$ _____

\$ _____ (cost of supplies per month) x 12 months =

\$ _____ (cost of supplies per year)

Additional Service #2: _____

_____ (Hourly Rate) x _____ Estimated Time = \$ _____ per service

-OR-

_____ (Sq. Ft. Rate) x _____ (Number of Sq Ft) = \$ _____ per service

Number of Services Per Year: _____

\$ _____ (per service) x _____ (services per year) = \$ _____ per year

Employment Costs:

\$ _____ per hour x _____ hrs/mo = \$ _____ (employee wages per month)

FICA and Medicare Your rate 7.65%

[Monthly wages] _____ x .0765 = \$ _____

FUTA (Federal unemployment) Your rate 0.8%

[Monthly wages] _____ x .008 = \$ _____

SUTA (State Unemployment) Your rate ____%

[Monthly wages] _____ x ____% = \$ _____

Liability Insurance Your rate ____%

[Monthly wages] _____ x ____% = \$ _____

Worker's Compensation Your rate ____%

[Monthly wages] _____ x ____% = \$ _____

Total employer costs per month \$ _____

[Employee wages per month] + [Total employer costs per month] =

[Total cost of paying employees per month]

\$ _____ + \$ _____ = \$ _____

Overhead:

Your rate _____%

[Monthly cleaning charge] \$ _____ x _____% = \$ _____

Cost of Supplies:

(Usually 1 – 5% of monthly charge for general cleaning)

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Total monthly cleaning charge \$ _____ x ____% = \$ _____

Equipment (monthly rental charges) \$ _____
Equipment (Equipment purchases for the first year) \$ _____
Total supplies/equipment cost per month \$ _____

\$ _____ (cost of supplies per month) x 12 months =

\$ _____ (cost of supplies per year)

Additional Service #3: _____

_____ (Hourly Rate) x _____ Estimated Time = \$ _____ per service

-OR-

_____ (Sq. Ft. Rate) x _____ (Number of Sq Ft) = \$ _____ per service

Number of Services Per Year: _____

\$ _____ (per service) x _____ (services per year) = \$ _____ per year

Employment Costs:

\$ _____ per hour x _____ hrs/mo = \$ _____ (employee wages per month)

FICA and Medicare Your rate 7.65%
[Monthly wages] _____ x .0765 = \$ _____

FUTA (Federal unemployment) Your rate 0.8%
[Monthly wages] _____ x .008 = \$ _____

SUTA (State Unemployment) Your rate ____%
[Monthly wages] _____ x ____% = \$ _____

Liability Insurance Your rate ____%
[Monthly wages] _____ x ____% = \$ _____

Worker's Compensation Your rate ____%
[Monthly wages] _____ x ____% = \$ _____

Total employer costs per month \$ _____
[Employee wages per month] + [Total employer costs per month] =
[Total cost of paying employees per month]

\$ _____ + \$ _____ = \$ _____

Overhead:

Your rate _____%
[Monthly cleaning charge] \$ _____ x _____% = \$ _____

Cost of Supplies:

(Usually 1 – 5% of monthly charge for general cleaning)
Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Total monthly cleaning charge \$ _____ x ____% = \$ _____

Equipment (monthly rental charges) \$ _____

Equipment (Equipment purchases for the first year) \$ _____
Total supplies/equipment cost per month \$ _____

\$ _____ (cost of supplies per month) x 12 months =

\$ _____ (cost of supplies per year)

Additional Service #4: _____

_____ (Hourly Rate) x _____ Estimated Time = \$ _____ per service

-OR-

_____ (Sq. Ft. Rate) x _____ (Number of Sq Ft) = \$ _____ per service

Number of Services Per Year: _____

\$ _____ (per service) x _____ (services per year) = \$ _____ per year

Employment Costs:

\$ _____ per hour x _____ hrs/mo = \$ _____ (employee wages per month)

FICA and Medicare Your rate 7.65%
[Monthly wages] _____ x .0765 = \$ _____

FUTA (Federal unemployment) Your rate 0.8%
[Monthly wages] _____ x .008 = \$ _____

SUTA (State Unemployment) Your rate ____%
[Monthly wages] _____ x ____% = \$ _____

Liability Insurance Your rate ____%
[Monthly wages] _____ x ____% = \$ _____

Worker's Compensation Your rate ____%
[Monthly wages] _____ x ____% = \$ _____

Total employer costs per month \$ _____

[Employee wages per month] + [Total employer costs per month] =
[Total cost of paying employees per month]

\$ _____ + \$ _____ = \$ _____

Overhead:

Your rate ____%
[Monthly cleaning charge] \$ _____ x ____% = \$ _____

Cost of Supplies:

(Usually 1 – 5% of monthly charge for general cleaning)

Supplies (Supplies needed for the account, cleaning chemicals, vacuum bags, etc.)

Total monthly cleaning charge \$ _____ x ____ % = \$ _____

Equipment (monthly rental charges) \$ _____

Equipment (Equipment purchases for the first year) \$ _____

Total supplies/equipment cost per month \$ _____

\$ _____ (cost of supplies per month) x 12 months =

\$ _____ (cost of supplies per year)

Putting it All Together:

Recap of Services:

General Cleaning	\$ _____ per month	\$ _____ per year
Extra Services:		
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
Total:		\$ _____ per year

Recap of Employment Costs:

General Cleaning	\$ _____ per month	\$ _____ per year
Extra Services:		
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
Total:		\$ _____ per year

Recap of Overhead Costs:

General Cleaning	\$ _____ per month	\$ _____ per year
Extra Services:		
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
Total:		\$ _____ per year

General Cleaning	\$ _____ per month	\$ _____ per year
Extra Services:		
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
_____	\$ _____ per service	\$ _____ per year
Total:		\$ _____ per year

Profit Dollars per year \$ _____
 Divided by Total of Service Charges per year \$ _____
 Equals Profit Percentage per year _____ %

What to Include in Your Cleaning Proposal Packet

When bidding on janitorial services in a commercial setting, it is necessary to put together a "Proposal Packet" to present to your prospective client. Many small businesses seeking cleaning services do not know what to expect when receiving a proposal, or their experience has been receiving a single page proposal, which is not very impressive. When you present a nicely packaged proposal, you increase your chances of winning the bid, regardless of price. This is because you've given the impression that your proposal packet is neat and professional, so your performance on the job must be too.

Items that should be included in your proposal based on size of the account.

Mini account – 2,000 sq.ft. or less

Include a three or four page proposal with cover letter, specifications and agreement. Have a Reference page available upon request. Make your presentation in person if possible.

Small account – 2,000 – 10,000 sq. ft.

Include table of contents, cover letter, references, specifications, invoice sample, certificate of insurance, pricing page and agreement of services. Place proposal in a clear cover presentation folder with the photo of the prospects location on the front page when possible. Make your presentation in person.

Medium account – 10,000 – 75,000 sq.ft.

In a clear cover presentation folder or three ring binder (one or more) – with tabs, table of contents, cover letter, invoice sample, certificate of insurance, pricing page, agreement of services page, documentation for each item requested in RFP and references of customers with the same size location if possible. Always give an in-person presentation. Might use Power point, CD or DVD.

Large account – 75,000 - 150,000 sq.ft.

Three ring binder (one or more) – with tabs, table of contents, cover letter, documentation for each item requested in RFP, Executive summary, Proposal summary, management plan, technical proposal, work plan. Always give an in-person presentation. Might use Power point, CD or DVD.

Massive account – 150,000 - 500,000 sq.ft.

Three ring binder (one or more) – with tabs, table of contents, cover letter, documentation for each item requested in RFP, Executive summary, Proposal summary, management plan, technical proposal, work plan. Always give an in-person presentation. Might use Power point, CD or DVD.

Enormous account – 500,000 sq.ft. and more

Three ring binder (one or more) – with tabs, table of contents, cover letter, documentation for each item requested in RFP, Executive summary, Proposal summary, management plan, technical proposal, work plan. Always give an in-person presentation. Might use Power point, CD or DVD.

Review the above list of accounts to determine what you should include in your bid packet:

1. Cover page. This page should include your logo and contact information and/or a picture of the prospect's location. The heading should read something like, "Cleaning Proposal for XYZ Corporation".
2. Table of Contents. There are many pages in your packet, so having an index of the contents is helpful to the prospect.
3. Information about your business. Be creative here. Tell about your company, but in a way that shows how you are the perfect company to solve your prospect's cleaning problems. You might also include what makes your cleaning company unique, what specialty services your company provides, and bios of key people in the organization.
4. Cover letter for bid proposal. This will include a brief introductory paragraph and list of the key points included in the bid including days and times of service. If you are to provide restroom supplies and trash can liners, include that list here too. And be sure to thank them for the opportunity to submit a proposal on cleaning their building.
5. Specifications list. If the prospect provided you with a list of specifications, format them to fit in your bid packet. If they did not provide you with a list of specifications, then provide your own standard list, customized for their location. Oftentimes, the prospect doesn't know what needs to be done and the frequency of each task, so use your list to illustrate standard cleaning frequencies.
6. References. Include a list of references for the prospect to call. Include company name, contact person name, address, and phone number. Be sure to ask the people on your list if you can use them as a reference, and keep your list up to date.
7. Invoice sample. Give an example of your invoice and explain the payment terms.
8. Certificate of insurance. This is a copy of your general liability insurance. You can also have your insurance company send the customer an up to date copy.
9. Pricing page. This is a list of all prices for the services you will provide the prospect.
10. Agreement of services page. Make the agreement page a simple, one or two page document. The longer it is and the more legal jargon you use, the less likely they will be to sign the agreement -- especially in a smaller-sized account. Be sure to re-state the pricing on this page, and include the payment terms, date service begins, length of the agreement (if applicable), termination procedures, and a place for both parties to sign the document.
11. Executive summary. The purpose of the executive summary is to provide the readers with an overview of the business plan. Think of it as an introduction to your business. Therefore, your business plan's executive summary will include summaries of:
 - a description of your company, services and products provided
 - your mission statement

- your business's management
- the market and your customer
- marketing and sales
- your competition
- your business's operations
- financial projections and plans
- The executive summary will end with a summary statement; a sentence or two designed to persuade the readers of your business plan that your business is a winner.

How to write an Executive Summary

To write the executive summary of the business plan, start by following the list above and writing one to three sentences about each topic. (No more!)

If you have trouble crafting these summary sentences from scratch, review your business plan to get you going. In fact, one approach to writing the executive summary of the business plan is to take a summary sentence or two from each of the business plan sections you've already written.

Tips for Writing the Business Plan's Executive Summary

- Focus on providing a summary.
- Keep your language strong and positive.
- The executive summary should be no more than two pages long. The job of the executive summary is to present the.
- Polish your executive summary. Read it aloud. Does it flow or does it sound choppy? Once it sounds good to you, have someone else who knows nothing about your business read it and make suggestions for improvement.
- Tailor the executive summary of your business plan to your audience. If the purpose of your business plan is to entice prospects, for instance, your executive summary should focus on the benefits your business provides prospects and why the benefit is special.
- Put yourself in your readers' place... and read your executive summary again. Does this executive summary generate interest or excitement in the reader? If not, why?

12. Proposal Summary. The Proposal Summary provides a brief overview of the goals and objectives of the request. You should include the following in your summary

- Brief description of your organization
- Description of the issue or need
- Brief outline of the program or project activities and specific goals
- Indication of who would be responsible for managing the project, including potential collaborators.

- Estimate of project cost and the amount you intend to request in your proposal
- Limit to 2 pages

13. Management plan. Writing a Management Plan will help you answer questions regarding:

- How the work will be done
- Who will do the work
- What resources will be required
- How you will mitigate risks
- How you will ensure quality

When writing your business plan, the Management Plan section describes your management team and staff and how your business ownership is structured. People reading your business plan will be looking to see not only who is on your management team but how the skills of your management and staff will contribute to the bottom line.

A convenient way to organize the Management Plan section of your business plan is to break it into sections detailing your:

- Ownership Structure
- Internal Management Team
- External Management Resources
- Human Resources Needs

The Ownership Structure section describes the legal structure of your business. It may be a single sentence if your business is a sole proprietorship. If your business is a partnership or a corporation, it may be longer; you want to be sure you explain who holds what percentage of ownership in the company.

The Internal Management Team section will describe the main business management categories relevant to your business, identify who's going to have responsibility for that category, and profile that person's skills.

The basic business categories of Sales and Marketing, Administration and Production work for many small businesses. You may find that your company needs additional management categories such as Research and Development and/or Human Resources.

It's not necessary to have a different person in charge of each business management category you decide to use in your company; some key management people may fill more than one role. Identify the key management people in your business and explain what functions each team member will fill.

Along with this outline, the management plan will include complete resumes of each member of your management team (including you), and an explanation of how each person's skills will contribute to your business' success.

External Management Resources. Think of External Management Resources as your internal management team's backup. They give your business management plan credibility, list and describe all those external professional advisors that your business will use, such as accountants, bankers, lawyers, IT consultants, business consultants, and/or business coaches. These professionals provide a "web" of advice and support outside your internal management team that can be invaluable in making management decisions.

Human Resources Needs

Outline your staffing requirements in this section, including a description of the specific skills that the people working for you will have to have.

14. Technical Proposal. The technical proposal should provide a well thought out and solid technical plan for applying information to your proposed project. This section should include a description of the particular procedure that will be used to complete the project, specific plan of implementation and best practices applied.

15. Work plan. Also called a project plan, the purpose of a work plan is to organize several projects into one plan in order to project the outcome and make recommendations. It should include the project objective, list of staff required, list of equipment needed, a breakdown of the project into tasks and assignments along with a relevant schedule.

Work plans include the following elements:

- A short description of the project's objective
- A list of personnel participating in the project
- A list of all equipment to be used in the project
- A breakdown of the project into specific tasks, with indications of which tasks are dependent upon the completion of others.
- A schedule indicating when each task will be started and when it will be completed and who will perform it.
- A budget.

Once your proposal is complete, put it into a presentation folder or 3 ring binder, found at office supply stores. One choice might be to use a clear cover for medium accounts and smaller, so your cover sheet is what they see when you present them with the proposal.

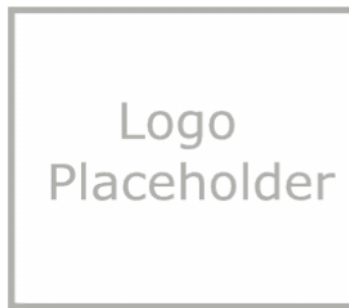
Always submit the proposal in person. Your appointment to make the presentation should have made when you did the walk-through with the prospect. If they happen to not be there at the time of the meeting, re-schedule the meeting or if that is not possible then put it into a manila envelope, addressed to your contact person and follow up the next day.

You'll be pleasantly surprised at the positive comments you'll receive when presenting a professionally designed Proposal Packet. And you'll be even happier when the contract is awarded to your cleaning company!

On the next few pages you will see an example of a proposal for a medium size account.

Medium account – 10,000 – 75,000 sq.ft.

Sample Proposal



[Your company logo or photo of prospect's location]

Cleaning Proposal **[Customer Name]**

[Customer Address]

[contact name]
[phone number]
[fax number]
[website]
[e-mail]

Table of Contents

Welcome to [company name]	Page 3
Cover Letter	Page 5
Certificate of insurance	Page 6
Invoice sample	Page 7
Specifications List	Page 8
Prices for Cleaning Services and Supplies	Page 10
Terms & Conditions	Page 11
References	Page 12

WELCOME TO [company name]

[Company name] is a full service cleaning contractor, serving [area served]. We specialize in providing professional cleaning services to commercial building owners and managers.

[Company name] will provide you with the standards of cleanliness that your building requires, at a price that makes sense. And price, while important, is only one of the factors that must be considered when choosing your cleaning contractor.

What can [Company name] do for you?

1. Provide you with a clean, safe, and healthy environment for your customers and employees.
 - Clean buildings project a first class image.
 - Clean buildings improve the longevity of the building.
 - Healthy buildings ensure a working environment free from contaminants.
 - Healthy buildings provide a safer workplace and decrease the number of worker's comp claims due to slip/fall accidents and the spread of viruses.
 - Healthy buildings reduce the amount of sick time taken by employees working in the building.
2. Improve employee morale.
 - Clean buildings are proven to increase employee productivity.
 - Employees who work in a clean building are happier – and happy employees means reduced turnover.
3. Reduce costs and increase revenue.
 - Clean buildings are less expensive to maintain.
 - Clean buildings help to increase tenant satisfaction and reduce tenant turnover.
 - Clean buildings ensure that property values will remain high because having a clean building improves the longevity of the building.

4. Offer you a full-service partnership for all your building maintenance needs.

- With our service, you'll no longer have to worry about restroom and cleaning supplies and equipment, because we manage it all for you and provide our own supplies and equipment.
- We provide quick response to your needs and offer specialized cleaning services such as carpet spotting, carpet cleaning, hard floor care, window washing, and construction clean-up.
- Our operation is fully automated. We track sales and costs of each building in order to measure productivity and efficiency. We use a computerized Telephone Timekeeping System that allows us to accurately track each employee's time and location and ensure proper coverage for each building. Our accounting system is also automated, ensuring accurate and timely billing.
- We believe our most important asset is our people – the success of our business depends on them. Our people are well-trained and well-supervised. New employees are thoroughly screened, including criminal history checks.

We believe that in order to achieve results for our customers, we need to keep our employees motivated to provide the best service available. Our employees are paid highly competitive wages; they participate in various incentive programs, and are rewarded for a job well done.

- Professional memberships. Our membership in The Janitorial Store™ and [list other associations here] demonstrates our professional commitment to quality. We are a professional firm in the business of contract cleaning and our memberships helps us to stay on top of the industry. We are kept up to date on cleaning techniques, personnel issues, ways to cut customer's expense, and much more. Our memberships give us a competitive edge so that we can bring you the quality and service that you deserve and expect.

[Date]

[Company contact name]

[Company name]

[Address]

Dear [contact name]:

Thank you for the opportunity to provide you with a proposal for cleaning your building. Your desire to find the best-qualified contractor to partner with was most apparent in our initial meeting. I believe that you have before you a proposal that will exceed your high expectations.

At [company name] we are proud to say that we do our job well and safely. We believe in achieving excellence in all that we do. We also believe in providing our customers with professional service so they can rest assured that their building is in good hands. At [company name] we guarantee that through efficient administration we will not only be competitive in terms of cost, but also will most certainly be the best-qualified contractor for the task at hand.

Thank you for the opportunity to bid on your cleaning and supply needs. If you have any questions, please don't hesitate to ask.

Sincerely,

[signature]

[company representative]

[company name]

Certificate of Insurance

Note: Certificates of Insurance will be mailed to you by our insurance company upon acceptance of this proposal

This certificate is issued as a matter of information only, and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policies listed below.

[Name and address of insurance agency]

[Name and address of insured company]

This is to certify that policies of insurance listed below have been issued to [Insured company], and are in force at this time.

Type of insurance: General Liability

Policy number: _____

Effective date: _____

Expiration date: _____

Limits of Liability:

Bodily injury \$ _____

Bodily injury \$ _____ (per occurrence)

Property damage \$ _____

[Your Company Name]
[Your Company Slogan]

Logo

SAMPLE INVOICE

Street address
CITY, STATE, ZIP
PHONE #

Invoice #[100]
Date: December 23, 2010

To:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

For:
[Project or service description]
[P.O. #]

DESCRIPTION	HOURS	RATE	AMOUNT
TOTAL			

Make all checks payable to [Your Company Name]
Total due upon receipt. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!

CLEANING SPECIFICATIONS

[Customer Name]

LOCATION:	_____	CONTACT:	_____
ADDRESS:	_____	PHONE:	_____
	_____	FAX:	_____
DATE:	_____	EMAIL:	_____

Restrooms	Times/Wk	Times/Mo	Times/Yr	Other
Empty Trash	5			
Sinks, Countertops, Toilets, Urinals (Clean, Sanitize, Polish)	5			
Glass, Mirrors, Chrome (Clean, Polish)	5			
Dispensers: Soap, Tissue, Towels (Fill, Clean, Sanitize)	5			
Partitions (Dust)	1			
Doors, Partitions (Spot Clean)	5			
Restroom Walls, Door Handles, Light Switches (Spot Clean)	5			

Break Room

Clean Sink, Countertops, Tables	5			
Wipe Outsides of Appliances, Vending Machines	5			
Straighten Chairs and Tables	5			
Clean Outside of Microwave	5			
Clean Outside of Refrigerator	5			

Floors

Resilient/Tile – (Sweep, Mop)	5			
Carpet (Vacuum)	5			
Mats (Vacuum)	5			
Detail Vacuum (Edges, Hard to Reach Areas)		1		

Windows

Interior (Wash)				
Exterior (Wash)				
Doorways (Wash)	5			
Office Glass (Spot Clean Fingerprints)	5			

Exterior

Entrance, Stairways (Sweep)	5			
Empty Trash, Ash Trays	5			

Office Areas	Times/Wk	Times/Mo	Times/Yr	Other
Trash (Empty, Replace liners as needed)	5			
Drinking Fountains (Clean, Polish, Sanitize)	5			
Dust Desk Areas, Tables, File Cabinets, Sills (Horizontal Surfaces)	1			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)		1		
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)		1		
Cleared Desks, Tables (Damp Wipe)	5			
Light Switches, Phones (Wipe, Sanitize)	1			
Push Plates, Kick Plates (Damp Wipe)	1			
Baseboards (Dust, Clean)		1		
Clean Elevators (Doors, Walls, Treads, Vacuum)				
Stairwells (Dust, Vacuum)				

Closing Checklist

Push Chairs into desks, tables	5			
Turn off designated lights	5			
Shut designated doors	5			
Lock Entrances, Exits	5			

Prices for Cleaning Services and Supplies

Service is to be provided [insert number of days per week service will be provided] five days per week after 6:00 p.m. for the investment of [insert price] per month.

Service is based on the included list of Cleaning Specifications. There will also be a first-time cleaning charge of [price] per hour to bring your location up to standards set in the specification list.

The following services can also be provided per request for the prices listed below. Recommended frequencies are also listed.

Carpet spotting (as needed)	[price] per hour
Carpet cleaning (once per year)	[price] per service
Buffing VCT tile floors (once per quarter)	[price] per service
Strip/Wax VCT tile floors (once per year)	[price] per service
Wash inside windows (once per year)	[price] per service
Wash outside windows (twice per year)	[price] per service

We can also provide you with restroom supplies and trash can liners for the prices listed below:

Toilet paper (2-ply, 500 sheets per roll)	[price] per case
Multi-fold hand towels (16 packs of 250)	[price] per case
Hand Soap (1 gallon)	[price] per gallon
Trash can liners (15 gallon, pack 1000)	[price] per case
Trash can liners (20-30 gal, pack 500)	[price] per case
Trash can liners (45 gallon, pack 100)	[price] per case

TERMS AND CONDITIONS

[Customer Name]

- ⇒ Cleaning chemicals and equipment to perform this service will be supplied by [our company name]. Restroom supplies and trash can liners will be provided by [customer name]. These items can be purchased from [our company name] for the prices listed on proposal.
- ⇒ In the event that this Agreement proves unsatisfactory, a 30-day written notice by either party may terminate it. If client terminates without 30 day written notice, client will be billed for the entire month's services.
- ⇒ Payment Terms: Invoices for cleaning services are mailed on the 20th of each month for the upcoming month of service. Terms of payment: Due Upon Receipt.

Cleaning price: [price of services] per month.

Additional services requested that are not included on the Cleaning Specifications list will be added to the monthly invoice as a separate line item. Additional services may include carpet cleaning, window washing, etc.

- ⇒ Note: [include any other notes about the proposal here]
- ⇒ Date Service Begins:

Quoted By: [owner/salesman name]
[company name]

Date:

ACCEPTANCE OF PROPOSAL

Company: _____	Company: _____
Authorized Signature: _____	Authorized Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

References

[You might also choose to show case a few of your current customers with pictures of their location, a description of the services you perform for them and how you have taken care of the challenges they have had in their location. You should have this sheet ready for when you have requests for references.]

Name and contact information of reference

Name and contact information of reference

Name and contact information of reference

Name and contact information of reference

Name and contact information of reference

Name and contact information of reference

Conclusion

Bidding and estimating cleaning jobs is not something to take lightly or to do quickly. You are in business to make a profit and in order to do that you need to break down each bid to determine what your costs are and what the bottom line will be.

The best way to learn how to bid cleaning jobs is to practice by working through the examples in this Ebook, and then working on your own bids using the blank worksheets provided. You also need to spend time researching your market to see what the prices are running in your area. Before you know it, you'll be confident in the prices you submit to your prospective clients, and will be increasing the profit in your cleaning business.

If you like the information provided in this Ebook, then we'd like to invite you to check out some of the other Ebooks and training programs we have to offer owners of cleaning businesses just like you.

DVD's - <http://www.thejanitorialstore.com/products/department64.cfm>

- How To Walk Through And Measure a Building For A Cleaning Proposal
- Office Cleaning Training Video – English
- Office Cleaning Training Video – Spanish
- Stripping & Waxing VCT Tile Floors

Ebooks - <http://www.thejanitorialstore.com/products/department75.cfm>

- Cleaning Company Policy Manual and Employee Handbook (English and Spanish)
- Home Office Procedures Manual for Cleaning Companies

The following Ebooks are Free to members – get your copy in the Download Library

- Marketing and Sales Success for Cleaning Companies
- Guide to Starting A Successful House Cleaning Business
- How to Drive Local Traffic to Your Cleaning Business Website

Training Programs - <http://www.thejanitorialstore.com/products/department3.cfm>

- Janitorial Safety Program (English and Spanish)
- Cleaning to Perfection Training Program (English and Spanish)
- Hard Floor Training Program (English and Spanish)
- Carpet Spotting Training Program (English and Spanish)
- Window Washing Training Program (English and Spanish)

Visit our websites at:

<http://www.TheJanitorialStore.com>
<http://www.MyHouseCleaningBiz.com>
<http://www.CleaningBizWebsites.com>
<http://www.CleaningBizMarketingMaterials.com>
Web TV Show – <http://www.CleaningBiz.TV>
Blog – <http://www.Cleaning-Success.com>
Blog – <http://www.HappyCleanerBlog.com>

We are always interested in hearing your comments or questions. Feel free to contact us through the website at <http://www.thejanitorialstore.com/public/departments6.cfm>.

Best Regards,

Steve and Jean Hanson

Co-Founders of The Janitorial Store™