



March 26, 2025

Fort Thomas Independent Schools
28 N. Ft. Thomas Avenue
Fort Thomas, KY 41075
Attn: Jerry Wissman

RE: Cleaning Services

Jerry,

Hello, thank you for the opportunity to bid on the cleaning services for Highlands Middle and High School. In choosing First Green as a partner, you can expect to work with a company who values communication with their customers. You can always reach me by e-mail, office phone, or cell phone and expect a response right away. One of the many advantages of using First Green is that unlike many cleaning companies, First Green directly employs all cleaners rather than using sub-contractors. This allows us to train, inspect and manage the cleaning crew assigned to your building. It also ensures that proper liability and workmen's compensation insurance is in place. Below are the prices for our services:

Service – 5 Day per Week Cleaning	Monthly Cost
Highlands Middle and High School Combined	\$32,495
Highlands High School	\$20,750
Highlands Middle School	\$12,995

This monthly price includes the cost of cleaning equipment (chemicals, rags, vacuums, etc.), labor, and supervision. Fort Thomas Schools will continue to provide consumable products (toilet tissue, paper towels, trash liners, hand soap). We will keep an updated MSD folder on site in the janitorial closet.

If you have any questions on the bid or anything else, please do not hesitate to contact me. Thanks!!

Sincerely,

Matt Lyons
mattlyons@gofirstgreen.com



Monthly Cleaning Specifications – Highlands Middle and High School

Area	Frequency
<u>Classrooms/Labs/ Library/Offices</u>	
1 Empty wastebaskets, replace liners	5 x week
2 Vacuum carpeted floors	5 x week
3 Dust mop tile floors and spot mop	5 x week
4 Wet mop or auto scrub tile floors	1 x week
5 Dust desks, shelves, and window sills	5 x week
6 Wipe desks	2 x week
7 Dust overhead vents and baseboards	1 x week
<u>Lobby/Hallways/Stairwells</u>	
1 Vacuum all carpet and walk off mats	5 x week
2 Dust mop and wet mop or auto scrub tile floors	5 x week
3 Clean and disinfect water fountains	5 x week
4 Remove fingerprints from all door glass	5 x week
5 Dust tops of lockers	1 x week
6 Sweep and spot mop stairs	5 x week
7 Mop stairs	As Needed
<u>Break Rooms</u>	
1 Disinfect table tops, microwaves and counters	5 x week
2 Empty waste cans and replace liners	5 x week
3 Dust mop floors & wet mop floors with disinfectant	5 x week
4 Disinfect outside of refrigerator & vending machines	1 x week
<u>Restrooms</u>	
1 Clean and disinfect toilets, urinals, sinks, and counters	5 x week
2 Polish mirrors, chrome & stainless steel	5 x week
3 Fill all dispensers	5 x week
4 Dust mop floors & wet mop floors with disinfectant	5 x week
5 Empty wastebaskets and replace liners	5 x week
<u>Cafeteria & Gym</u>	
1 Empty wastebaskets, replace liners	5 x week
2 Dust mop and wet mop or auto scrub tile floors	5 x week