



April 15, 2025

Tom Reed  
Kootenai County Sheriff's Office  
2451 W. Dakota Ave.  
Hayden, ID 83854

Dear Tom:

Thank you for the opportunity to present the *Vanguard Cleaning Systems* proposal for the commercial cleaning of Kootenai County Sheriff's Office.

I appreciate the time you took to speak with me about your cleaning requirements and to show me around your facility. After listening to your requirements and seeing your facility, I am confident that Vanguard can provide you with very high-quality professional cleaning services to meet your expectations, including:

- A comprehensive service schedule that addresses all required cleaning on a regular cycle, including such often-neglected areas as high and low dusting, dusting partitions, wiping down window ledges and spot-cleaning interior glass and washroom and lunchroom walls;
- Improved cleaning and sanitation of restrooms and eating areas, including thorough cleaning of counters and sinks, wiping down microwave ovens, vacuuming lunchroom chairs, and cleaning and disinfecting lunchroom tables;
- Reliable and attentive customer service to address your current and ongoing cleaning requirements;
- Insured and bonded cleaners;
- Our cleaners are professionally trained to maintain and protect your building and investment;
- Attention to the unique requirements of your office environment, such as the use of Micro-fiber cleaning technology to eliminate cross contamination.

We appreciate your interest in Vanguard and we look forward to a long and beneficial relationship.

Sincerely,

Bryce Withers

Regional Director  
[bwithers@vanguardcleaning.com](mailto:bwithers@vanguardcleaning.com)  
Office: 509-922-1499  
Fax: 509-922-1384  
Cell #: 509-480-8331



## BENEFITS OF CONTRACTING VANGUARD

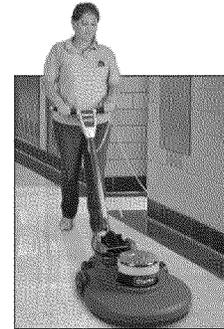
*Our commitment to Kootenai County Sheriff's Office*

### ATTENTIVE AND FRIENDLY CUSTOMER SERVICE

All clients have a Customer Service Manager available during business hours to discuss any issues or requests.

### HIGHLY TRAINED AND EXPERIENCED CLEANERS

Vanguard provides extensive in-classroom and hands on training for all of our providers.



### ENGLISH SPEAKING

Your main contact will always speak English so that we can communicate effectively with you and your company.

### FLEXIBLE SCHEDULES

Our providers are flexible. We are able to design a cleaning program that fits either into or around your unique business operation hours.

### 24 HOUR ACCESS

All providers and crew supervisors carry cell phones for emergency access and to communicate effectively with you.

### PAPER AND SOAP SUPPLIES

Upon request, you can easily set up supply orders with your Customer Service Representative or Account Manager.

### BENEFITS OF THE VANGUARD CLEANING SYSTEM

- ✓ We have over 9,000 commercial accounts in the nation
- ✓ We are covered by a \$11,000,000 liability insurance policy and \$1,000,000 bonding policy
- ✓ Vanguard has been operating since 1984



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**KOOTENAI COUNTY SHERIFF'S OFFICE**  
**2451 W. DAKOTA AVE.**  
**HAYDEN, ID83854**

**AREAS TO BE SERVICED 3 X WEEK**

**SERVICES PERFORMED AT MULTIPLE LOCATIONS:**

**NORTH CAMPUS – 3 X WEEK M, W, F**  
**SAR OFFICE – 2 X WEEK TUES & THURSDAY**  
**OEM OFFICE – 3 X WEEK TUES, THURS, FRI**  
**911 OFFICE – 2 X WEEK TUES & THURSDAY**  
**JAIL CAMPUS – 3 X WEEK M,W,F**

**ENTRANCE AREAS & ENTRY DOOR GLASS,**  
**OUTSIDE GARBAGE CANS,**  
**RECEPTION / LOBBY AREAS,**  
**HALLWAYS & STAIRWAYS,**  
**PRIVATE OFFICES,**  
**CONFERENCE ROOMS,**  
**TRAINING ROOMS,**  
**SHOP / MAINTENANCE AREAS,**  
**KITCHEN / BREAKROOMS,**  
**RESTROOMS**

**ALL WORK TO BE PERFORMED DURING DAYTIME WORKING HOURS**

**WE PAY ATTENTION TO DETAIL!**



## VANGUARD CLEANING SYSTEMS SERVICES SCHEDULE

KOOTENAI COUNTY SHERIFF'S OFFICE		TASK FREQUENCY:				
		Each Visit	Week	Month	Quarterly	Annually
<b>Area to be cleaned</b>						
<b>Entrances/ Lobby</b>						
1	Dust mop & or Sweep the resilient floors & spot mop to remove spills and stains.	X				
2	Pick up garbage and debris such as paper, cartons, etc. (Return found items to account contact).	X				
3	Empty trash cans remove waste to designated area.	X				
4	Clean and polish metal ornaments.	X				
5	Clean metal doors and aluminum surfaces.	X				
6	Remove accumulated mud and/or sand from thresholds.	X				
7	Vacuum carpets & protective carpets. (Not to include any plastic chair mats)	X				
8	Remove marks on walls, doors and entrance glass.	X				
9	Wash both sides of doors and glass partitions.	X				
10	Damp mop resilient floors. (Not to include any plastic chair mats)	X				
<b>Area to be cleaned</b>		Each Visit	Week	Month	Quarterly	Annually
<b>Stairwells</b>						
1	Check for and keep free of debris	X				
2	Remove marks on walls, doors and frames		X			
3	Sweep & or Vacuum the steps and the landings	X				
4	Clean steps, risers and landings	X				
5	Clean handrails with a damp cloth		X			
6	Wash stairs, landings and handrails		X			



## VANGUARD CLEANING SYSTEMS SERVICES SCHEDULE

		TASK FREQUENCY				
		Each Visit	Week	Month	Quarterly	Annually
<b>KOOTENAI COUNTY SHERIFF'S OFFICE</b>						
<b>Area to be cleaned</b>						
<b>General Office Area</b>						
1	Dust furniture, chairs, credenzas, tables, and cabinets. (Personal items will not be moved.)	X				
2	Dust computer screens and other office equipment per client instructions. Do not use liquid on screens.					
3	Empty waste containers and remove trash to the designated area (Client is responsible for liners which can be purchased through Vanguard).	X				
4	Spot clean the garbage containers to remove spills, dirt and stains as needed.	X				
5	Vacuum carpeted areas including floor mats.	X				
6	Sweep & or dust mop ceramic and resilient floor areas and spot clean to remove spills and stains. Remove gum & shoe marks as needed.	X				
7	Return chairs, furniture, and waste containers to proper positions.	X				
8	Lock designated office doors upon completion of cleaning.	X				
9	Disinfect all door handles, knobs, push plates, fixtures & light switches		X			
10	Clean and remove debris from metal entrance thresholds.		X			
11	Remove spots from carpeted areas. (Any mark/spot the size of a quarter or less is included in spot removal.)					
12	Clean and sanitize telephones cradles and receivers.					



## VANGUARD CLEANING SYSTEMS SERVICES SCHEDULE

KOOTENAI COUNTY SHERIFF'S OFFICE Area to be cleaned		TASK FREQUENCY				
		Each Visit	Week	Month	Quarterly	Annually
<b>General Office Area Cont'</b>						
14	Damp mop the ceramic and resilient floors. Roll floor mats up and clean underneath. Remove marks and smudges from shoes. (We do not put floor mats back down on wet floors)..... (Not to include any plastic chair mats).	X				
15	Dust low reaching areas including chair rungs, windowsills, & other low to reach items. (Low to reach is considered anything below standard eye level/desk level, such as light fixture bases that sit on the ground)			X		
16	Dust high reach areas including shelves, ledges, vents, moldings, tops of partitions, picture frames, air-intake grilles, air diffusers, extinguishers & emergency lights, and grills. (High to reach is considered anything above standard eye level, but can still be reached when standing on the ground)			X		
17	Dust blinds.			X		
18	Remove cobwebs.			X		
19	Clean baseboards, carpet edges and corners. Remove dust and dirt build up.			X		
20	Vacuum upholstered furniture.			X		
21	*Top Scrub, and seal any flooring made of vinyl tiles, linoleum and VCT. Apply 3 coats of finish.					
22	*Spray and Buff VCT/ Laminated flooring.					
23	*Steam clean and extract dirt and stains from carpet.					
Area to be cleaned		Each Visit	Week	Month	Quarterly	Annually
<b>Janitorial Closets</b>						
1	Clean and organize janitor closet, keeping neat & orderly & free of debris.	X				
2	Empty and remove garbage to designated area.	X				
3	Wipe down and disinfect the equipment.	X				
4	Clean sinks and remove stains and hard water build up.		X			
5	Sweep and Damp mop resilient flooring.		X			

\*LINE ITEMS IN RED DENOTED WITH A STAR IS AN OFFERED OPTIONAL SPECIAL SERVICE THAT IS NOT ALREADY INCLUDED IN YOUR MONTHLY, BUT RECOMMENDED



## VANGUARD CLEANING SYSTEMS SERVICES SCHEDULE

<b>KOOTENAI COUNTY SHERIFF'S OFFICE</b>		<b>TASK FREQUENCY</b>				
<b>Area to be cleaned</b>		<b>Each Visit</b>	<b>Week</b>	<b>Month</b>	<b>Quarterly</b>	<b>Annually</b>
<b>Lunchroom/ Kitchen</b>						
1	Wipe and disinfect chairs, exterior and interior of microwaves, counters, tables and sinks. Remove stains and calcium build up.	X				
2	Sweep & or Dust mop Floors.	X				
3	Pick up garbage and debris such as paper, cartons, etc. (Return found items to account contact).	X				
5	Rinse and clean drinking coffee machines and coffee pots.	X				
6	Damp mop with germicidal disinfectant the ceramic and resilient floors. Roll floor mats up & clean underneath. Remove marks & smudges from shoes. (Not to include any plastic chair mats)	X				
7	Empty and clean trash cans, and change bags as necessary. Remove splashes and stains from walls.	X				
8	Remove marks on walls, door frames, & the exterior of the fridge.	X				
9	Spot wash doors and glass partitions.	X				
10	Dust and wipe windowsills.		X			
11	Spot clean the exterior of the vending machines including dusting the tops.		X			
12	Clean the surface of air-intake grilles, air diffusers, and extinguishers			X		
13	*Clean the interior of the refrigerators to remove spills and stains.					
14	*Scrub, neutralize and seal any flooring made of vinyl tiles, linoleum and VCT. Apply 3 coats of finish.					
15	*Spray and Buff VCT/ Laminated flooring.					

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## **VANGUARD CLEANING SYSTEMS SERVICES SCHEDULE**

<b>KOOTENAI COUNTY SHERIFF'S OFFICE</b>		<i>Must always use cloths designated just for washrooms.</i>				
		<b>TASK FREQUENCY</b>				
<b>Area to be cleaned</b>		<b>Each Visit</b>	<b>Week</b>	<b>Month</b>	<b>Quarterly</b>	<b>Annually</b>
<b>Restrooms</b>						
1	Inspect room for cleanliness; clean and pick up debris as necessary.	X				
2	Clean, disinfect, & remove stains from toilets, urinals, sinks, showers, vanity tables, mirrors and other accessories.	X				
3	Wash and polish plumbing and fittings.	X				
4	Clean & remove marks on walls, doors, door jams, metal plates on doors, and partition walls.	X				
5	Restock toilet paper, paper towels, hand soap, and other supplies.	X				
6	Wash and disinfect floor.	X				
7	Empty trash cans and sanitary-napkin receptacles.	X				
8	Clean and disinfect trash cans and sanitary-napkin receptacles.	X				
9	Report to contact any leaks or broken fixtures.	X				
10	Remove graffiti.	X				
11	Return any left behind items to contact.	X				
12	Remove any trace of rust on chrome.	X				
13	Wash base of walls adjacent to toilets and urinals.	X				
14	Make sure there is water in the floor drain 'P-Trap'		X			
15	Clean the air-intake grilles on the ceiling.			X		



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**\*OPTIONAL SERVICES AVAILABLE UPON REQUEST:**

Strip and refinish with wax: \$

Top Scrub & Recoat: \$

Spray & Buff : \$

Carpet shampoo: \$

Windows: \$

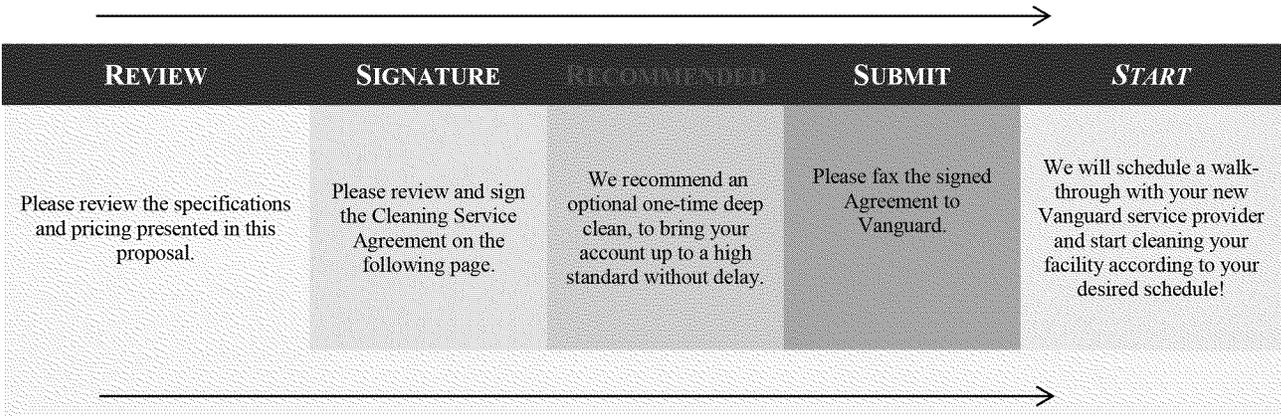
Deep-cleaning: \$



**PRICING AND SPECIFICATIONS**

CUSTOMER	SPECIFICATIONS	
Kootenai County Sheriff's Office 2451 W. Dakota Ave. Hayden, ID 83854	<b>PRICE</b>	<b>\$6,595.00 Per Month</b>
	<b>FREQUENCY</b>	<b>3 X Week</b>
	<b>START TIME</b>	<b>8:00 AM</b>

*To get started with Vanguard Cleaning:*





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## VANGUARD CLEANING SYSTEMS | CLEANING SERVICE AGREEMENT

The undersigned hereby accepts the proposal of VANGUARD CLEANING SYSTEMS to supply janitorial services for your premises located at:

**Kootenai County Sheriff's Office  
2451 W. Dakota Ave.  
Hayden, ID 83854**

with the following terms:

1. Beginning \_\_\_\_\_ Vanguard Cleaning Systems of Northwest will arrange for delivery of the professional commercial cleaning services described on the preceding "Areas to be Serviced" and "Service Schedule" in the evenings, after 6pm, **3 X Week at a monthly cost of \$6,595.00.** Carpet Shampoo, Stripping and Waxing of tiled areas, Scrubbing and Recoating with wax, and Window Cleaning services are available upon request at an additional charge.
2. Client accepts that the services to be provided under the Service Schedule will be delegated by Company to an independently-owned Vanguard Cleaning Systems franchisee. Client agrees to inform Company if dissatisfied with the Service Provider or the services so any appropriate corrections can be made.
3. The contract price under "Pricing and Specifications" on the Service Schedule is applicable for one year from the date of this Agreement for the services identified on, and to be delivered at the intervals provided in, the Service Schedule. The price is subject to adjustment based upon substantial changes in occupancy or cleaning requirements. Either Client or Company can cancel this Agreement by giving 30 days advance written notice of cancellation to the other party. Any modification to this Agreement must be in writing and signed by Client and Company. This agreement automatically extends for additional 1 year periods unless Client or Company gives 30 days advance notice of cancellation during a period. Cleaning equipment and supplies are included in the price, except for toiletries, liners and paper supplies, which can be purchased through Company. Please see attached price list.
4. Client will be invoiced each month for that month's service, with payment due by the 5th of the following month. Payments not received by the 10<sup>th</sup> of the month in which they are due are delinquent and subject to a service charge. Company can suspend services pending receipt of late payments without liability. The contract price excludes any use tax, tax on sales, services or supplies, or other such tax, which are payable by Client. Client will reimburse Company for any taxes paid by Company on Client's behalf.
5. Services are not provided on New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless separate arrangements are made for an additional charge. The contract price is not pro-rated or reduced for non-performance of scheduled services on the noted holidays.
6. Client will deliver to Company with a signed copy of this Agreement one set of keys for the Service Provider, which will be returned to Client if this Agreement is cancelled. Client understands that Service Provider cannot make an agreement on Company's behalf.
7. Pre-Cleaning service charge: \_\_\_\_\_ N/A

**ACCEPTED:**

\_\_\_\_\_  
**Kootenai County Sheriff's Office**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date Signed**

**Bryce Withers**  
\_\_\_\_\_  
**Vanguard Cleaning Systems**

**Regional Director**  
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date Signed**

## VANGUARD SPECIAL SERVICES OVERVIEW

The following services are available to our customers upon request at an additional charge.

### HARD SURFACE FLOORS

Hard surface finished floors are maintained through a scheduled maintenance program incorporating the following elements:

**Strip and Refinishing:** removal of all old floor finish (stripping), thorough cleaning and rinsing of the bare floor surface, and reapplication of several coats of new floor finish to protect the floor from damage and optimize appearance.

**Scrub and Recoat:** Periodic interim maintenance involving removal of top layer of floor finish, thorough cleaning of the floor, and reapplication of finish. Performance of Scrub and Recoat jobs extends the useful life of the floor finish, saving money by reducing the frequency of more costly Strip and Refinish jobs. Also, Scrubbing and Recoating is the environmentally responsible alternative to Stripping and Refinishing, as it minimizes the need for harmful stripping chemicals.

**Spray Buffing or High Speed Burnishing:** Restores shine to finished floors to keep them looking their best. Depending on the traffic and requirements of the facility, Buffing or Burnishing may be performed anywhere from quarterly (low traffic areas) to monthly (typical office building lobbies and hallways) or more frequently (hospitals, supermarkets and other retail environments).

### CARPET CLEANING

Periodically carpet cleaning is advisable to extend the carpet life and keep it looking great. Vanguard franchisees can provide your facility with several carpet cleaning options.

**Extraction:** Hot water with cleaning solution is sprayed onto the carpets, agitated into the carpet fibers, and vacuumed out.

**Shampoo:** In buildings where it is not possible to avoid walking on the carpets for 5-6 hours, shampooing allows for quicker drying of the carpet than extraction. .

**Bonnet cleaning:** This is an interim maintenance method that is often utilized for high traffic areas to keep the appearance clean in between more intensive cleanings.

**Dry methods:** May be best for carpets that are more prone to moisture damage or that have round-the-clock foot traffic.



#### Other Services...

- Window Washing
- Power Washing
- Periodic Deep Cleaning
- Pre-Cleaning

