

The Office Cleaning Bid Book

MopMargin · public preview · fictional teaching example

Inside this preview

1. A real page from the editable worked workbook
2. The first page of the bidding field guide review copy
3. A completed customer-facing proposal sample

All prices, wages, task times, people, and sites in this preview are fictional.

Release candidate 0.9.0 is under review and is not for sale. See mopmargin.com/products/.

MONTHLY COST & TARGET PRICE

Calculated from Inputs and, in task mode, Task Schedule. Status must say READY before relying on a result.

Calculation	Result	Explanation
Status	READY	— All required entries and task rows must be valid.
Average monthly visits		13.00 — Weekly visits × weeks ÷ 12, or entered exact-month count.
Cleaning person-hours/month		39.00 — Task mode replaces simple cleaning hours; never adds them together.
Other paid person-hours/month		6.50 — Aggregate paid person-minutes ÷ 60 × visits.
Total paid person-hours/month		45.50 — Cleaning plus separately entered non-cleaning paid time.
Loaded hourly labor cost		\$25.00 — Wage plus burden or entered loaded rate; never apply burden twice.
Monthly labor cost		\$1,137.50 — Total paid person-hours × loaded rate.
Monthly supplies		\$78.00 — Per visit × visits.
Monthly equipment allocation		\$39.00 — Per visit × visits.
Other direct monthly costs		\$0.00 — Account-specific costs not elsewhere counted.
Total direct cost		\$1,254.50 — Labor, supplies, equipment, and other direct costs.
Allocated overhead		\$150.00 — Your monthly allocation.
Contingency allowance		\$50.00 — Modeled cost allowance; not operating surplus.
Total modeled monthly cost	\$1,454.50	— All entered modeled costs.
Target margin		20.00% — Operating margin before income taxes and omitted costs.
Unrounded target price		\$1,818.125000 — Cost ÷ (1 – target margin).
Displayed target monthly price	\$1,818.13	— USD rounded half-up to two decimal places.
Estimated operating surplus		\$363.63 — Unrounded price minus modeled cost.
Effective price per visit		\$139.86 — Unrounded target price ÷ visits.
Discounted price		\$1,818.13 — Optional scenario; cost stays fixed.
Margin after discount		20.00% — Can become negative; do not clamp it.
Elapsed cleaning hours/visit		1.50 — Crew size only changes elapsed time.
Model limitation	Pre-tax target, not a guaranteed market rate. Check all omitted costs, scope, and legal obligations.	

Bidding Field Guide

A working method for recurring office cleaning · review copy 0.9.0

Use this alongside the walkthrough forms and workbook. The guide explains what each input means and how to check a result. It does not supply local wage rates, task production standards, or legal rules.

Office cleaning proposal

Fictional completed example for learning

Prepared for	Example Office (fictional)
Site	Example site (fictional)
Prepared by	Example Contractor (fictional)
Date	2026-09-28

Proposed service

Recurring maintenance cleaning at the site above. This sample assumes three visits each week.

Scope and frequency

Area	Included work	Frequency
Reception	Waste collection, touchpoint wipe, routine floor care	Each visit
Workstations	Accessible surface wipe, waste collection	Each visit
Restrooms	Fixtures, touchpoints, bins, routine floor care	Each visit
Break room	Accessible surfaces, sink exterior, bins, floor care	Each visit

Schedule and responsibilities

Three visits per week; specific days and access window to be confirmed before start. Customer provides safe access, utilities, and any customer-owned consumables listed in the final agreement.

Exclusions and separate work

Initial restoration or deep cleaning, exterior glass, high access, carpet extraction, and work outside the listed areas are excluded from this fictional recurring scope unless separately agreed.

Monthly price

\$1,818.13 per month, fictional worked example only; the tax and payment terms shown in an actual proposal must be reviewed for the seller's jurisdiction.

Next step and start conditions

Confirm the final scope, schedule, supply responsibility, site access, and written service agreement before work begins. This example is not an offer to a real customer.