Office Cleaning Bid Kit — sample preview

Kit 1.0.0 · Model 1.1.0 · Current review candidate. Sales remain closed pending release acceptance.

Start Here excerpt

Excerpt 1 of 5 · 01-start-here.pdf · Text layout adapted for this preview.

Start Here

MopMargin Office Cleaning Bid Kit · version 1.0.0 · model 1.1.0

A practical path from walkthrough notes to a reviewable recurring-office-cleaning quote. The examples are sample teaching data, not recommended wages, production rates, or local market prices.

The five-step path

1. Walk the site

Use the fillable or print walkthrough to capture areas, access, frequency, fixtures, supplies, first-clean work, and exclusions. Resolve missing answers with the customer.

2. Time the work

Use Task Timing for observed active person-minutes. In the workbook, enter either simple cleaning person-hours or included Task Schedule rows. Two workers working 1.5 hours each equal 3 person-hours.

3. Price the full month

Enter your own wage or loaded rate, non-cleaning paid time, direct costs, overhead, contingency, and target operating margin. Check that Cost Model says READY. Do not treat an empty cell as zero.

4. Draft the customer proposal

Copy only scope, schedule, customer responsibilities, exclusions, price, and start conditions into the proposal. Keep wage, burden, overhead, and margin inside your private workbook.

5. Review actual results

After the first month, enter actual visits, paid time, and costs. Record missed scope or changed conditions before reusing the estimate.

Keep a clean master

Unzip the kit into a private business folder. Preserve the blank master, create a dated working copy for each bid, and retain the walkthrough, estimate and proposal as sent. The two businesses in the sample are made up; do not substitute their sample assumptions for observations from your site.

Field guide excerpt

Excerpt 2 of 5 · 02-bidding-field-guide.pdf · Text layout adapted for this preview.

2. Walkthrough evidence

Walk by area and task. Record the task, quantity and unit, service frequency, observed condition, access note, and whether it is included. Use the walkthrough pack as a working record. Ask who supplies chemicals, liners, paper goods, tools, electricity, water, and storage.

Make a separate list of initial condition and restoration work. Dust buildup, floor stripping, carpet extraction, high work, and post-construction cleanup can change the first visit substantially. A maintenance estimate should not quietly absorb that work.

For each exclusion, use plain words a customer can understand. “Interior glass at reachable height included; exterior glass and high access excluded” is clearer than “glass as needed.” Make each frequency measurable: per visit, weekly, monthly, or a specified calendar schedule.

Check before moving on

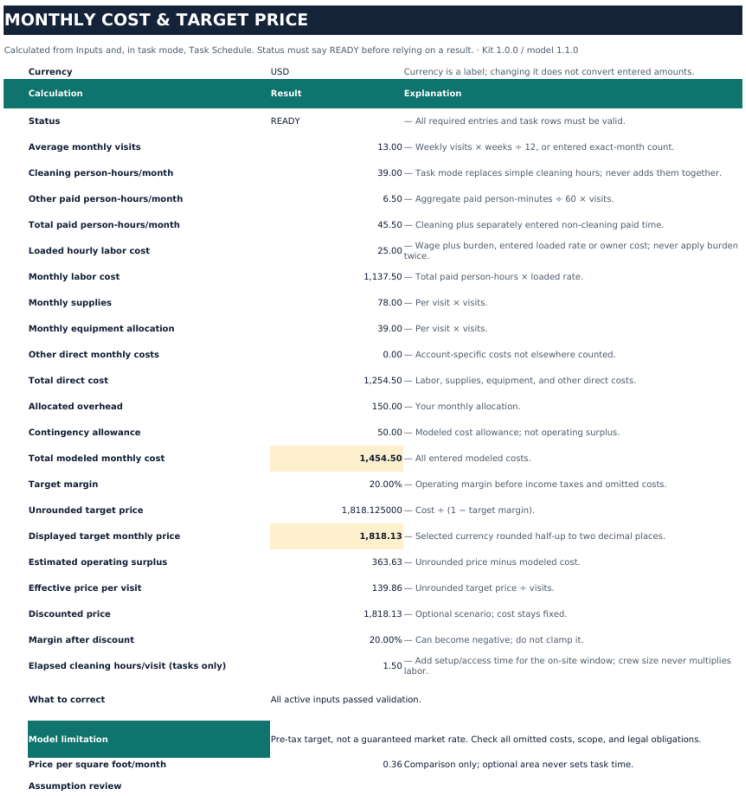
- Are gross and included areas distinguished?
- Have access, supplies, first-clean work and unanswered questions been confirmed?

Worked workbook: Cost Model

Excerpt 3 of 5 · 06-bid-workbook-sample-company.xlsx · Text layout adapted for this preview.

Actual worked workbook print page

Cedar Quay Cleaning Co. and Alder Quay Design Studio are made-up names. Rates and task times are sample assumptions, not recommendations.



MONTHLY COST & TARGET PRICE

Calculated from Inputs and, in task mode, Task Schedule. Status must say READY before relying on a result. · Kit 1.0.0 / model 1.1.0

Currency	USD		Currency is a label; changing it does not convert entered amounts.
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, entered loaded rate or owner cost; 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**	— Selected currency 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 (tasks only)		1.50	— Add setup/access time for the on-site window; crew size never multiplies labor.
What to correct	All active inputs passed validation.		
Model limitation	Pre-tax target, not a guaranteed market rate. Check all omitted costs, scope, and legal obligations.		
Price per square foot/month		0.36	Comparison only; optional area never sets task time.
Assumption review			

Sample output	Value
Average monthly visits	13
Paid person-hours	45.5
Modeled monthly cost	US$1,454.50
Target at 20% margin	US$1,818.125 unrounded; US$1,818.13 displayed

Walkthrough print excerpt

Excerpt 4 of 5 · 04-office-walkthrough-print.pdf · Text layout adapted for this preview.

Office walkthrough

Record facts and unresolved questions before estimating · Page 1 of 5

Paper worksheet: write clearly on the ruled lines; attach a dated continuation sheet for longer notes. Keep alarm codes and private security details in your protected records.

Customer / site and address

Walkthrough date, contact and role

Visits per week, service weeks, days and access window

Closures / holiday rule and equal-month or actual-month billing

Customer-facing sample proposal excerpt

Excerpt 5 of 5 · 12-proposal-sample-company.docx · Text layout adapted for this preview.

Excerpt: customer identity, included scope and price. The full proposal also states schedule, supplies, billing, exclusions and start conditions.

Office cleaning proposal

Sample completed example for learning

Prepared for	Alder Quay Design Studio — made-up company
Site	Sample office; no real street address
Prepared by	Cedar Quay Cleaning Co. — made-up company
Reference	office-three-visits-v1 · teaching example

Scope and frequency

Location / included quantity	Included work	Frequency
Office waste: 12 bins	Empty and reline the 12 counted bins, including any restroom bins within that count.	Each visit
Open office: 24 workstations	Wipe clear, accessible workstation surfaces.	Each visit
Restrooms: 8 fixtures	Clean fixtures and touchpoints; restroom floors are included in Hard floors below.	Each visit
Break room: 1 room	Clean accessible surfaces; break-room floor is included in Hard floors below.	Each visit
Carpet: 4000 sq ft	Vacuum the included carpet areas.	Each visit
Hard floors: 1000 sq ft	Clean included hard floors, including restroom and break-room floors.	Each visit
Whole included office	Final check and secure under the agreed closing procedure.	Each visit

Monthly price

US$1,818.13 per month for the listed recurring scope. Sample inputs only. Illustrative billing: invoice at the start of each service month, due within 30 calendar days. Confirm these terms and applicable taxes in the final agreement; no tax treatment is asserted by this example.