**Jim Machay July 7, 2017**

Chief Engineer

**Ct. Yard**

1200 Busse Rd.

Elmhurst, IL.

**Email:** **james.machay@whitelodging.com**

Dear Mr. Machay:

Thank you very much for interest in the services we provide to the hospitality industry. We are pleased to present you this proposal for the cleaning of your VTAC units. If you have any questions regarding my proposal, please do not hesitate to call me.



***Why choose* Renue Systems *for your deep cleaning needs?***

* We are the leading provider of comprehensive deep cleaning services exclusively to the hospitality industry – we have proudly serviced thousands of hotels over our 30 year history
* We are the only company that has been a North America approved vendor of **Avendra** since its formation
* Expertly trained, certified and uniformed employees that specialize in working in the hotel environment – no micromanaging of our team by your team is needed
* Proprietary equipment and chemicals, well-tested methodologies and significant ongoing R&D to provide top results
* Extremely responsive scheduling and highly flexible payment plans to meet your changing needs – we work when it is convenient to you and on a 24/7 basis
* Easy to understand and transparent pricing – and all our work is 100% guaranteed to your satisfaction

##### *Project details and cost for cleaning of VTAC units*

*Units to be cleaned in place and not removed from closet*

* *Shut off wall thermostat.*
* *Turn off circuit breaker in room or have engineering confirm power is shut off to unit.*
* *Remove front access panels, if possible, to expose front facing internals of unit.*
* *Cover any control or circuit boards with plastic to protect against them getting accidently wet during the cleaning process.*
* *All exposed catch pans and room facing coils will be cleaned using a low pressure spray and Simply Green cleaning solution. We will do our best not to allow water to drain to exterior of the building.*
* *If filters are provided by the property, we will change each one out as we do our service.*
* *Clean any debris around the unit within the closet or cabinet. Clean and vacuum vent in door/access panel and all surrounding areas in and around base of unit.*
* *Engineering to turn power on to unit.*
* *The unit will be tested to insure that it is operating properly.*
* *Property management to inspect random units to confirm the quality of the cleaning.*

***Cost…………………………………………………………………….. $34.00 per unit***

**PLEASE NOTE:**

*\*The unit will not be disassembled or removed from the wall sleeve (closet). We can discuss removal and cleaning of the units, if requested, for an additional charge.*

*\*48 hour cancellation notice required or a 15% cancellation fee will be charged.*

*\*Renue Systems requires a $375.00 minimum service call charge per visit. This is NOT in addition to any scheduled work.*

*\*Hotel will provide access to guestrooms in a contiguous fashion to Renue System technicians during scheduled cleaning.*

*\*Hotel to provide complimentary parking during any scheduled work or cost for that will be billed back to the hotel.*

*\*Pricing does NOT include any biocide tablets. We can add this option for a small cost but please inform us of your desire beforehand.*

**We will be glad to afford you payment terms to work within your budget**

**APPROVED VENDOR**

 

*Please complete this service agreement, sign it and return it to your local Renue Systems service provider.*

**Scope of Service:**

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Payment Terms:**

The sum of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the agreed upon price for the services rendered with payment to made as follows:

\_\_\_\_\_\_\_\_\_\_\_\_ payments each for $\_\_\_\_\_\_\_\_\_\_\_ according to the following schedule:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check here if your property will be paying by P-Card \_\_\_ or check \_\_\_

*Card #* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Card type* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Exp. date* \_\_\_\_\_\_\_\_\_\_

*3 Digit Security Code (back of card)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*We reserve the right to charge a credit card fee for a project paid by credit card exceeding $10,000*

**Acceptance of Service Agreement**

The above pricing, specifications, terms and conditions are satisfactory and you are hereby authorized to commence the work as specified.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.O. # (if needed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_