

Serving you since 1948

# Peerless

Building Maintenance Co.

December 4, 2025

Tehama County Public Works  
9380 San Benito Avenue  
Gerber, CA 96035  
Attn: Anne Coelho

Re: Janitorial Bid

We are pleased to submit our proposal to furnish you with janitorial services for your building 9380 San Benito Avenue, Gerber CA.

Peerless pledges pride, performance and particular personnel. Peerless Building Maintenance Company offers 40+ years of experience in "making it Sparkle". We service to your requirements, scheduling to your needs and care.

Peerless has operated in the Northern California area for 35 years with a reputation of integrity based on our ability to consistently provide excellent service through well-trained supervisors, inspection and motivation of janitorial personnel. Motivating employees in a dull task is a very challenging endeavor, but it is the difference between mediocre or poor service and excellent service.

Our clients are both small and large (Department of Corrections Red Bluff, Dignity Health Buildings Red Bluff, Mechanics Bank, Red Bluff Chrysler, Dodge & Jeep, Tehama County Social Services, and Tehama County Child Support). We are capable of maintaining any size or type of office building including high-rise window cleaning. Enclosed you will find a list of our references, more will be provided at your request.

We would welcome the opportunity to show you how our 'PERSONALIZED SERVICE' will make the difference in your maintenance program. Thank you for your time and consideration. May we be of service?

Sincerely,

Matt Tuttle, Owner/Manager

Tehama County Public Works  
December 4, 2025  
Page 1

## **QUALITY CONTROL AND SUPERVISION**

Peerless Bldg. Maint. Company agrees to exercise due diligence in the supervision and regular inspection of the premises and that this Supervision will include in part:

- A. "On Site" supervisor will supervise all Peerless Maintenance personnel; will plan, schedule, organize, prepare work schedule and perform all duties necessary to accomplish specified work with maximum efficiency.
- B. Janitor's written work assignment sheets shall be posted at each location.
- C. Periodic grade reports of each assigned janitor to stimulate his interest and pride in his work.
- D. Floor waxing will be done by employees of Peerless who have no other duties but those waxing services to perform, and who thereby elevate the appearance of the floors to optimum quality and enable them to be kept in this condition by regular maintenance.
- E. A 24-hour per day on-call telephone service shall be kept and a supervisor shall be available at any time day or night to come to the serviced premises, as it is needed.
- F. Our field supervisors, as often as one time per week during the hours the janitors are at work, shall make unannounced, unscheduled inspection tours.
- G. Unannounced, unscheduled inspection tours shall be made by Peerless management at intervals sufficiently frequent to maintain the quality of all tasks performed by their employees. This is done during the daytime hours and if possible with a representative of **Tehama County Public Works**.

Tehama County Public Works

December 4, 2025

Page 2

## **PERSONNEL CAPABILITIES**

All personnel assigned by Peerless Building Maintenance Company for the performance of contract requirements shall be screened for ability and reliability in this type of work.

**CLEANERS** Will perform all cleaning activities associated with normal office building maintenance services.

**FLOOR CREW** Waxer/mopper, regularly performs waxing, mopping, and/or general floor care.

**MAINTENANCE UTILITY** Performs any maintenance service or special cleaning jobs associated with office building maintenance, such as wall washing, ceiling washing, the cleaning of light fixtures and diffusers, and other work requiring the use of a ladder.

**WORKING SUPERVISOR** Supervises all contract maintenance personnel, plans schedules, organizes and prepares work schedules, and performs all duties necessary to accomplish all specified work.

Peerless Bldg. Maint. Company employees shall be required to comply with all instruction pertaining to building regulations which are not in effect or which may be issued in the future by **Tehama County Public Works**, Peerless shall be responsible to see that all of their personnel conduct themselves in a manner which will reflect the dignity, the security and the best interest of **Tehama County Public Works**, Peerless, and themselves.

Tehama County Public Works  
December 4, 2025  
Page 3

## **CONTRACTUAL AGREEMENTS**

### **SUPPLIES AND EQUIPMENT**

We will furnish all janitorial supplies and equipment necessary to perform the above work. (This does not include restroom supplies such as hand soap, hand towels, tissue, deodorants, etc.)

### **SERVICE AND SUPERVISION**

We maintain a twenty-four hour service from our office and our regular system of inspection assures you of maximum efficiency.

### **INSURANCE AND TAXES**

All of our employees are covered by our Blanket Fidelity Bond. We pay all Federal Old Age Benefits and State Unemployment Insurance Taxes. We carry TWO MILLION DOLLARS of Public Liability and Property Damage Insurance.

Tehama County Public Works  
December 4, 2025  
Page 4

## **TERMS AND AGREEMENT**

We will do this janitorial cleaning, listed herein in an efficient and reliable manner for: TWO THOUSAND SIX HUNDRED SIXTY-ONE DOLLARS AND .20 CENTS (\$2,661.20) per month, SIX HUNDRED FOURTEEN DOLLARS AND .60 CENTS (\$614.60) per week, ONE HUNDRED TWENTY-TWO DOLLARS AND .92 CENTS (\$122.92) per day.

We appreciate the opportunity of submitting our proposal. We would be privileged to serve you, and if chosen, we will do this work to your complete satisfaction.

This agreement is to be effective from 01/01/2026 and may be canceled by either party upon issuance of a thirty day written notice. If we are accepted, our terms are net 20 days after the billing date.

**ACCEPTED AND APPROVED  
TEHAMA CO PUBLIC WORKS**

**ACCEPTED AND APPROVED  
PEERLESS BLDG MAINTENANCE**

BY \_\_\_\_\_  
Tom Provine, Interim Director

BY \_\_\_\_\_  
Matt Tuttle, Owner/Manager

Tehama County Public Works  
December 4, 2025

## **SPECIFICATIONS**

### **5 DAYS PER WEEK SERVICE (Monday Thru Friday):**

1. Remove cobwebs as they appear.
2. Feather dust all desktops, credenzas only if free of papers.
3. Feather dust all windowsills.
4. Empty all trash containers and replace liners as necessary. Take trash to dumpster and recycled paper to recycle bin.
5. Dust mop and damp mop all vinyl flooring with proper solution (no waxing), min. 1x/week full mop all hard surfaces, including shop concrete breakroom floor.
6. Sanitize all breakroom sinks and counters if clear of dishes, refrigerator handle & microwave front. Sweep floor including behind the door and under the table (2 in breakrooms, 1 in Administration, 1 in Engineering).
7. Clean and disinfect all restroom fixtures, mirrors, toilets and floors with proper cleaning and disinfecting solutions. Refill dispensers as necessary.
8. Disinfect and clean all Brite metal and mirrors in restrooms.
9. Vacuum all carpeted areas including under desks, cubicles, conference rooms, hallways, common spaces, floor mats as needed and behind doors (all OPS, Eng. & Admin).
10. Clean all glass on inside of doors – front door inside and out daily (work around taped papers).
11. Clean and disinfect all common touch areas daily such as door handles, light switches, telephones & keyboards, counters, restroom sinks, faucets, hand dryers, breakroom tables, fridge handles, microwave, copy room counters and copier keypads, conference table, conference room chairs, lobby chairs.
12. Turn on designated night lights and security, and secure the building when leaving. \*Note: Doors with deadbolts and locks must be secured, secure buildings before leaving.

### **WEEKLY SERVICE: (1 time per week)**

1. Remove smudges on all doors, door frames and light switches.
2. Damp mop all vinyl flooring with proper vinyl cleaning solution, no wax, keeping all baseboards clean. (Admin, Eng., shop & breakroom/bathroom)
3. Clean all tile and LVP floors with proper cleaning solution.
4. Do all low dusting such as chair bottoms, baseboards, windowsills, blinds.etc.

Tehama County Public Works  
December 4, 2025 - Specs Page 2

MONTHLY SERVICE: (1 time per month)

1. Do all high dusting such as door ledges, picture frames and anywhere dust can accumulate including blinds.
2. Vacuum all ceiling vents and return air grilles.
3. Spot clean walls and around doorknobs and doors.
4. Wash down cabinet fronts in breakrooms (Admin, Eng., OPS)
5. Vacuum 3 carpeted offices upstairs on the last Thursday of the month in Admin – lock IT Room, client will unlock.

BI-ANNUAL SERVICE: (2 times per year)

1. Wash all windows inside and out (Admin, OPS, Eng. Shop) \*Window coverings to be removed by customer.

ADDITIONAL SERVICES: (upon request and fees apply)

1. Steam extract specified carpeted areas.
2. Strip & wax floors.

MISCELLANEOUS:

1. Notify client if any provided supplies run low.
2. Maintain an adequate stock of toilet paper in restrooms, but do not overstock. Our satellite locations come in for supplies and need to be able to find them.
3. Regular monthly site visits by Peerless Supervisor.
4. Provide employees with a checklist of tasks for each day.
5. Communicate with client immediately if there is a no-show, substitute janitor, alarm or key issues.

November 20, 2025

Tehama County Public Works  
Attn: Ann Coelho  
9380 San Benito Avenue  
Gerber, CA 96035

Dear Ann:

As you probably are aware, the minimum wage is increasing on January 1, 2026 from \$16.50 per hour to \$16.90 per hour. Since our janitors are paid minimum wage, this has a direct impact of 2.75% on our labor cost. This cost goes directly to the bottom line. Therefore, I am asking for a 2.75% increase. Your current monthly price of \$2,590.00 will increase as of January 1, 2026 to the new price of \$2,661.20.

In closing, most of my long-term clients know we do not ask for increases ever unless the minimum wage increases or there is a change in service. In the same respect, there is never a good time for an increase. If necessary, we are willing to renegotiate the level of service provided or the frequency of service to offset the increase.

We at Peerless strive to provide the highest quality service we can and we hope to keep your valued business. Please respond to this letter by 12/20/25 by phone, mail, fax or email ([peerlessnorth@yahoo.com](mailto:peerlessnorth@yahoo.com)).

Thank you for your time and consideration.

Sincerely,

Terry Tuttle, Owner/Manager