

**REQUEST FOR PROPOSAL 2018 JANITORIAL SERVICES DISTRICT ATTORNEY'S
OFFICE, 22ND JD (RESTROOMS/ALL OFFICE SPACE)
RFP# 18-01**

PURPOSE

The purpose of this Request of Proposal (RFP) is to obtain competitive proposals from qualified parties who are interested in Janitorial Services for the District Attorney's Office, 22nd JD located on the second floor of the Justice Center for all office space and restrooms.

PART ONE: SCOPE OF SERVICES

The District Attorney's Office for the 22nd Judicial District (hereinafter "Administration" or "Office") is soliciting RFP's for janitorial services for its office space in the Justice Center to be delivered pursuant to the aforementioned schedule. The successful bidder shall be prepared to perform each task as stated according to the work schedule, scope of work, specifications, contractor responsibilities, safety requirements and special conditions without prodding or reminders by the Administration. The successful bidder shall provide all labor, materials and equipment necessary to perform the work required. The Justice Center will supply user consumables. All work must be done during the office's normal hours of operation and delivered on Tuesday, Wednesday and Friday of each week between the hours of 1:30 pm and 4:00 pm. Deep cleaning shall be performed quarterly. The cleaning schedule may be adjusted for holidays not to exceed three days of service per week. The requirements and conditions that must be met, **for each day of cleaning**, are listed below:

Definition of Work:

1. Sweeping/vacuuming – shall be accomplished with a brush, broom or chemically treated dry mop and a sweeping compound to minimize airborne dust and bacteria or vacuuming until it is free of all dust, dirt, grit, lint and debris, including corners, edges, and under furniture.
2. Damp Mopping – shall be accomplished with an appropriate stain removal agent, hot water and detergent. The smallest amount of water possible shall be used to perform this work. A floor is considered properly damp mopped when all dirt, dust, marks, film, streaks, debris and standing water has been removed.
3. Empty Trash Receptacles – empty and return to their appropriate locations all wastebaskets, cigarette ash receptacles and other trash containers for each area and building. Remove all litter, cans, papers, containers and other items marked "TRASH". All obviously soiled or torn trash receptacle liners shall be replaced in such a manner as to present a neat, uniform appearance. Vendor shall use disposable cloths and detergent solution or cream cleanser and scrub pads to remove stains and soil from the interior and exterior of trash receptacles.
4. Clean and Disinfect Fixtures – Apply germicidal disinfectant solution to all surfaces of washbasins, toilets, urinals, showers, and adjacent surfaces. Vendor shall use clean cloths (except inside toilet bowls and urinals where Vendor shall use bowl mops) to remove soil from all surfaces of these fixtures and adjacent surfaces. Vendor shall use cream cleanser and scrub pads to remove soil not removed by the cloths and germicidal disinfectant solution. Vendor shall use dry cloths to dry metal surfaces of faucets, handles, valves, etc. The cloths used in cleaning and disinfecting toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures.
5. Disinfect all Surfaces – Vendor shall use damp cloths, squeegees and germicidal disinfectant solution from a spray bottles or pump-up sprayers to damp wipe and disinfect all surfaces or furniture, fixtures, walls, partitions, doors, etc.
6. Refill Dispensers – Vendor shall check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, etc. Vendor shall wipe surfaces adjacent to hand soap dispensers to remove spillage and leakage.

Definition of Work: (continued)

7. Cleaning of restrooms – cleaning shall include de-scale toilets and urinals, refill dispensers, disinfecting sinks, countertops, toilets, mirrors. Mopping floors. Refilling soap dispensers, toilet paper and roll towel dispensers. Replacing urinal odor screens, sanitary napkin trash bags. Polishing and maintaining all chrome, stainless steel hardware in restrooms. All cleaning supplies to be provided by vendor. Paper products shall be supplied by the Justice Center/St. Tammany Parish Government. i.e.: toilet paper, roll towels, garbage bags, sanitary napkin trash bags, hand soap for specific soap dispensers, urinal screens. Vendor shall supply all equipment, mops, mop buckets, brooms, sponges/wipes, cleaning chemicals. Vendor shall use acid-type bowl cleaner and nylon bowl mops to remove scale, scum, mineral deposits, rust stains, etc., from the insides of the toilet bowls and urinals.
8. Dust Building Surfaces – Vendor shall use dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc., from the surfaces of ledges, heater convectors, window sills, fire extinguishers, counter tops, walls, door frames and sills, ceiling mounted fans, fixtures, partitions, rails, blinds and other types of fixtures and surfaces which are not considered to be furniture surfaces or specialty equipment such test equipment, computers, typewriters, calculators, etc., below 9 feet from the floor surface. Vendor shall dust up to a height of 15 feet from the floor surfaces at the interior and exterior of exterior entry areas and canopies. Vendor shall accomplish dusting by the removal of soil from the area – not by moving it from one surface to another.
9. Dust Furniture Surfaces – Vendor shall use dusting tools, treated cloths or vacuum with dusting attachments to remove all dust, lint, litter, soil, etc., from the surfaces of chairs, telephones, lamps, tables, cabinets, shelves and other types of furniture and surfaces which are not considered building surfaces or building fixtures. Papers, typewriters, calculators, computers, staplers and other similar desk items are not to be disturbed. Vendor shall accomplish dusting by removing soil from the area – not by moving it from one surface to another.
10. Spray Buff – Vendor shall dust mop and damp mop the floor surface in preparation for spray buffing. Vendor shall use single-disc floor machines, buffing pads and spray bottles with spray buffing solution to restore a uniform glass and protective finish to resilient tile or terrazzo floors, which are finished with a floor finish. The spray buff solution shall be a premixed solution formulated as a companion product to finish already on the floor. Vendor shall dust mop the floor surface after spray buffing. Vendor shall remove all spray buff solution from the baseboards, furniture, trash receptacles, etc.
11. High Dusting – The Vendor shall remove all dust, spider webs, litter, etc., from all fixtures and surfaces from the top of the floor up to the ceiling that are visible from the floor surface below or adjacent floor levels, balconies, stairs, etc. This includes exposed surfaces of lights, grilles, light fixtures, pipes, sprinkler system cables, ledges, walls ceiling, vents, etc. Vendor shall accomplish high dusting by using treated dust cloths, treated dusting tools and tank vacuums with crevice tools, brush attachments and wall attachments.
12. Strip and Refinish Floors –As part of deep cleaning, Vendor shall completely remove all nonpermanent floor finish from resilient tile or terrazzo floors and from baseboards and furniture and partition legs and bases. Apply a minimum of two coats of floor seal and three coats of floor finish. Vendor shall use single disc floor machines, stripping pads, putty knives, abrasive pads, mops, mop buckets and wringers, floor finish remover and rust remover to remove all removable marks, heel marks, scuff marks, rust stains, gum and other types of stains and soil. Vendor shall use manual scrubbing devices in areas inaccessible to the floor machine. Vendor shall use a wet/dry vacuum to pick up stripping solution except in areas where its use is not practical. Vendor shall rinse thoroughly with clean water all floor surfaces to which floor finish remover has been applied. When a wet/dry tank vacuum is used, Vendor shall rinse the area at least once after the floor finish remover has been picked up with the wet/dry tank vacuum. When a wet/dry vacuum is not used, Vendor shall rinse the floor at least twice. After the floor finish has been removed.

Definition of Work: (continued)

Vendor shall use a fine strand rayon mop to apply at least two coats of floor seal and three coats of floor finish. Vendor shall apply no finish within 1" of baseboards and fixed furniture sitting directly on the floor surface. Vendor shall remove all floor seal, floor finish stripper and stripping slurry from baseboards, furniture and other such areas. After the finish has dried, the reflectance shall be uniform and no streaks, swirls, etc., shall be visible.

General Conditions:

Days / Hours of work

1. The specified janitorial services hours for all cleaning (except deep cleaning) are from 1:30 to 4:00.
2. **All regular cleaning work is to be started and completed during normal operating hours for the office: 1:30pm to 4:00pm.** The work schedule and any variations are to be approved by the Office.
3. Quarterly Deep Cleaning is to be scheduled after work hours with the Office.

General Specifications

1. The work covered in this specification includes furnishing all labor, equipment, cleaning supplies and supervision necessary for complete janitorial services.
2. The janitorial task and frequency schedule indicates the minimum acceptable cleaning frequencies.
3. The Vendor will employ only personnel who are trained and proficient in performing janitorial services, using modern equipment, methods, and techniques. All janitorial personnel shall present a neat, clean and well groomed appearance and wear a company logo shirt.
4. The Vendor's employees shall not utilize any Parish telephones, office equipment or furnishings.
5. The Vendor shall provide the Justice Center/Facilities Management and the Office, and keep current, a list of names and addresses of all employees. Vendor agrees to perform background checks on all personnel before hiring and will not hire anyone with a criminal record unless approved by the Justice Center/St. Tammany Parish Government. Any tampering, mishandling, harassment of any Parish owned equipment or staff within the buildings will result in employee's immediate termination.
6. The Vendor agrees to dispose of any and all toxic substances used in the premises in accordance with Federal, State and local Statutes and Regulations and further agrees to indemnify the Justice Center/St. Tammany Parish Government from any liability resulting there from.
7. The Administration and the Justice Center/St. Tammany Parish Government must approve any employee given keys or card access to the Buildings. Vendor shall be responsible for re-keying locks or cores if lost or stolen.
8. Any conditions in the facility that may require repair shall be reported to the Justice Center/Parish. For example, dripping faucets, damaged walls, burned out lights, etc.
9. Any damaged caused to the building or furnishing shall be the responsibility of the Vendor. The Justice Center/Parish shall repair said damage and back charge the Vendor for the costs.

Supervision and Contract Administration

1. The winning Vendor shall provide a detailed cleaning checklist for each location in accordance with the scope of service. This shall be completed by the Vendor and signed by his/her designated supervisor, ensuring that all required tasks are completed. This check list should be submitted to Office after each visit.

Supplies

1. The Justice Center/Parish will provide hand soap for dispensers; paper products (roll paper towels, c-fold paper towels, toilet paper, trash can liners and trash bags).
2. It will be the responsibility of the Vendor to contact the Justice Center/Parish in a timely manner for the delivery of the above mentioned products as determined by Facilities Management.

Equipment

1. All power and hand equipment will be furnished by the Vendor. The Vendor shall be responsible for keeping all equipment and tools in good repair. The Vendor is solely responsible for equipment and tools stored on the property.

Location: District Attorney's Office, 22nd JD, 2nd Floor, Justice Center – All Office Space and restrooms
701 N. Columbia St., Covington

Cleaning Areas: Office Space (*Approximately 27,832 square feet including approximately 677 square feet of Restroom Cleaning)

Cleaning schedule: Three (3) days a week, Preference given to Tuesdays, Wednesday and Fridays unless Holiday during that week than a preapproved schedule. Deep cleaning quarterly **beginning with first service provided under contract.**

Hours of cleaning: Regular cleaning on or after 1:30 p.m. and completed on or before 4:00 p.m. Any cleaning required outside these hours must have prior approval from the Office.

Restroom and Breakroom Cleaning:

Cleaning of 5 restrooms and the breakroom inside the Office three days per week.

Restroom cleaning shall include de-scale toilets and urinals, refill dispensers, disinfecting sinks, countertops, toilets, mirrors. Mopping floors. Refilling soap dispensers, toilet paper and roll towel dispensers. Replacing urinal odor screens, sanitary napkin trash bags. Polishing and maintaining all chrome, stainless steel hardware in restrooms. All cleaning supplies to be provided by vendor. Paper products shall be supplied by Justice Center/St. Tammany Parish Government. i.e.: toilet paper, roll towels, garbage bags, sanitary napkin trash bags, hand soap for specific soap dispensers, urinal screens. Sanitary napkin holder supplies may be refilled and purchased by vendor. i.e. (sanitary napkins/tampons). Vendor shall keep any revenue made from these units.

Breakroom cleaning shall include cleaning and mopping floors, disinfecting all counters, tables, sinks and food areas. Polishing and maintaining all chrome, and stainless steel hardware.

Vendor shall supply all equipment, including but not limited to mops, mop buckets, brooms, sponges/wipes, cleaning chemicals. One designated storage closet will be provided for storage of these supplies.

Deep Restroom Cleaning:

Deep cleaning of tile/grout floors in all restrooms (5). Wiping down all vertical walls and supports,

removing any hard water stains from sinks, toilets and water stains from faucets and toilet hardware.
Cleaning of return air vents.

Office Cleaning:

Sweeping & Damp Mopping all floors or vacuuming all carpets as appropriate. Locked Offices are not to be entered at any time and Vendor is relieved of responsibility of cleaning all locked spaces. The Office may request cleaning of locked areas under Office supervision.

Trash removal

All trash, including changing of trash bags from restrooms, the break room and all office or general space trashcans shall be taken out each cleaning day to a central collection point at the loading dock and/or directly to the trash compactor as directed by the Justice Center Building Manager. All trash bags shall be provided by the Justice Center/St. Tammany Parish Government.

TERM OF CONTRACT

The term of the contract will be from the date the purchase order is issued by the Office through December 31 that same year with the option of two (2) one year renewals if the Office and Contractor agree. A notice of intent to renew would be issued in writing by the Office.

PART TWO: PROPOSALS

CONTENTS OF PROPOSAL

The proposal **MUST** include all the following information:

- A. At least five (5) references from your current cliental of similar services. Include company name, contact name, phone number, and a description of the services performed.
- B. Your businesses qualifications including years in business and current status with the Secretary of State.
- C. Staffing profile (amount of available full-time, part-time, or temporary staff) and staff experience to provide the level and type of service specified in the proposal. Please provide an organizational chart of the local staff and their qualifications.
- D. A list of vendor owned equipment needed for the type of service specified in the proposal.
- E. Proposal sheet

PART THREE: SELECTION CRITERIA

All responses to the proposal will be evaluated according to the following criteria and corresponding rating system. The proposals will be evaluated on the basis of written materials provided. Sufficient information must be included in the proposal to assure the correct rating. Incomplete or incorrect information may result in a lower evaluation or proposal rejection.

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the Office, which will determine the proposal most advantageous to the Office, taking into consideration price and the other evaluation factors set forth in the RFP.

The Office will rate proposals on a variety on the criteria as indicated below:

<u>Points</u>	<u>Evaluation Criteria</u>
25pts	Experiences and qualifications
25pts	Staffing / Personnel
25pts	Equipment
15pts	References
10pts	Cost

All proposals will be scored and ranked with the highest rated firm awarded the contract. Office, if deemed necessary, reserves the right to interview the highest rated firms in order to negotiate the contract price. In the event a negotiated price cannot be reached, the Office will interview the second highest ranked firm.

PART FOUR: PROPOSAL SUBMISSION, QUESTIONS AND GENERAL INFO

PROPOSAL SUBMISSION & QUESTIONS

Responses to this RFP must be received **no later than close of business Thursday, December 6, 2018.**

The Office will give no consideration to date of postmark or other such representations in considering the promptness of mailed Proposals. Mailed Proposals received after the date and time specified above will not be considered.

Questions should be sent **via e-mail only** to jconley@22da.com. Responses will be issued no later than 48 hours prior to RFP due date and time.

The deadline for all questions/clarifications will be no later 2 working days in advance.

Any question/clarification received after this date and time will not be provided a response.

Responses to this RFP should be hand-delivered or certified mailed to:

**District Attorney's Office, 22nd J.D.
Second Floor, Justice Center
Attention: Jennifer Conley
701 N. Columbia Street
Mandeville, LA 70433**

A minimum of 2 copies of the proposal should be submitted in sealed envelopes or package and identified on the outside as:

- Name and address of consultant.
- RFP #18-01
- Plainly mark the exact words: "District Attorney's Office Cleaning Proposal"

If Proposal is mailed, the Proposal must be packaged in a sealed envelope or package separate from the mailing envelope with the notation, "Proposal Enclosed" on the face.

The consultant shall agree to provide, if selected, the following:

- Certification from an insurance company licensed to do business in Louisiana that the company is able to obtain and maintain all the insurance coverage required under the Justice Center/Parish Standard Contract and under state regulations.
- Required Affidavit(s) as provided by the Office and Justice Center/St. Tammany Parish.
- Required Hold Harmless Agreement as provided by Justice Center/ St. Tammany Parish.

General Information:

1. Waiver of Administrative Informalities – Professional Services Contracts

The Office reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

2. Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by Office to award a contract. The Office reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the Office's best interest.

3. Withdrawal of Proposal

A proposer/respondent may withdraw a proposal that has been submitted and received up to twenty four (24) hours prior to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer/respondent must be submitted to the District Attorney's Office, Attention Jennifer Conley, 22nd J.D., Justice Center Second Floor, 701 N. Columbia Street, Covington, LA 70433.

4. Subcontracting Information

The Office shall have a single Prime-Contractor as the result of any contract negotiation, and that Prime-Contractor shall be responsible for all deliverables referenced in the RFP and proposal. This general requirement notwithstanding, contractors may enter into Sub-Contract arrangements, subject to the same terms, however the Respondent Prime-Contractor should acknowledge in their proposal total responsibility for the entire contract.

If the proposer/respondent intends to subcontract for portions of the work, the proposer/respondent should include the name(s), address(es) and specific designations of the tasks to be performed by the Sub-Contractor(s). Information and performance required of the proposer/respondent under the terms of this RFP is also required for each Sub-Contractor. Unless provided for in the contract with the Office, the Prime-Contractor shall not contract with any other party for furnishing any of the work or services herein contracted for without the express written approval of the Office.

The Office encourages the use of State-certified Disadvantaged Business Enterprises (DBEs). Respondents proposing to subcontract with Disadvantaged Business Enterprises, will be required to report information about the work performed by the DBE firm(s).

5. Ownership of Proposal

All materials submitted in response to this request become the property of the Office. Selection or rejection of a proposal does not affect this right.

6. Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and shall be handled in accordance with the Louisiana Public

Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

7. Cost of Preparing Proposals

The Office is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer/respondent in responding to this RFP are entirely the responsibility of the proposer/respondent, and shall not be reimbursed in any manner by the Office.

8. Records and Reports

Electronic and paper copies shall be submitted for all data, maps, models, and reports.

9. Errors and Omissions in Proposal

The Office shall not be liable for any errors in proposals. The Office reserves the right to make corrections or amendments to the RFP due to errors identified in proposals by the Office or the proposer/respondent. The Office, at its option, has the right to request clarification or additional information from the proposer/respondents; if requested, such information shall be provided within seven (7) days of request.

10. Contract Award and Execution

The Office reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. The Office reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer/respondent shall become part of any contract initiated by the Office.

The selected proposer/respondent shall be expected to enter into a contract which is basically the same as the sample contract included as an Attachment to this RFP. In no event shall a proposer/respondent submit its own standard contract terms and conditions as a response to this RFP. The proposer/respondent should submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. Negotiations may begin with the announcement of the selected proposer/respondent.

If the selected proposer/respondent fails to sign the final contract within ten (10) working days of delivery of it, the Office may elect to cancel the award and award the contract to the next-highest-ranked proposer/respondent.

11. Code of Ethics

Proposers are responsible for determining that there shall be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

12. Insurance and Bonding Requirements

The Provider shall secure and maintain at its expense such insurance that will protect it and the Office of the District Attorney 22nd Judicial District from claims for bodily injury, death or property damage as well as from claims under the Workers' Compensation Acts which may arise from the performance of services under this agreement. All certificates of insurance shall be furnished to the Office of the District Attorney 22nd Judicial District and shall provide that insurance shall not be canceled without thirty (30) days prior notice of cancellation given to the Office of the District Attorney 22nd Judicial District, in writing, on all of the required coverage. Where possible, all policies and notices should name the Provider and the Office of the District Attorney 22nd Judicial District. The Provider shall make its policies available for review and examination by the Office of the District Attorney 22nd Judicial District as may be reasonably requested.

All policies must provide for and certificates of insurance must indicate the following:

- Waiver of Subrogation: The Provider's insurers will have no right of recovery or subrogation against the Office of the District Attorney 22nd Judicial District, it being the intention of the parties that all insurance policy(ies) so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance. Policy endorsements required for all coverages.
- Additional Insured: The Office of the District Attorney 22nd Judicial District shall be named as additional named insured with respect to general liability and automobile liability. Policy endorsements required.
- Hold Harmless: Provider's liability insurers shall evidence their cognizance of the Hold Harmless and Indemnification in favor of the Office of the District Attorney 22nd Judicial District by referencing same on the face of the Certificate(s) of Insurance.
- Payment of Premiums: The insurance companies issuing the policy or policies shall have no recourse against the Office of the District Attorney 22nd Judicial District for payment of any premiums or for assessments under any form of policy.
- Deductibles: Any and all deductibles and/or self-insured retentions in the described insurance policies shall be assumed by and be at the sole risk of the Provider and shall be indicated on the Certificate of Insurance. Deductibles and/or self-insured retentions exceeding \$100,000 must be approved through the Office of the District Attorney 22nd Judicial District. The Office of the District Attorney 22nd Judicial District may require Provider to produce evidence of verifiable financial ability to

satisfy its deductibles and/or self-insured retentions; however, the Office of the District Attorney 22nd Judicial District assumes no liability or obligation as a result of its examination, acceptance, or rejection of said information presented. The Office of the District Attorney 22nd Judicial District shall have the sole discretion to accept or reject deductibles and/or self-insured retentions exceeding \$100,000 as it deems appropriate.

- Project Reference: The project(s) and location(s) shall be referenced in the comment or description of operations section of the Certificate of Insurance (Project ##-###, or Bid # if applicable, Type of Work, Location).

Provider shall provide at its own expense, proof of the following insurance coverage required by the contract to the Office of the District Attorney 22nd Judicial District by insurance companies authorized to do business in the State of Louisiana.

Commercial General Liability insurance with a Combined Single Limit for bodily injury and property damage of at least \$1,000,000 per Occurrence/\$2,000,000 General Aggregate/Products-Completed Operations. The insurance shall provide for and the certificate(s) of insurance shall indicate the following coverages:

- a) Premises - operations;
- b) Broad form contractual liability;
- c) Products and completed operations;
- d) Personal Injury;
- e) Broad form property damage;
- f) Explosion and collapse.

Business Automobile Liability insurance with a Combined Single Limit of \$1,000,000 per Occurrence for bodily injury and property damage, and shall include coverage for the following:

- a) Any automobiles; or
- b) Owned automobiles; and
- c) Hired automobiles;
- d) Non-owned automobiles;
- e) Uninsured motorist

Workers' Compensation/Employers Liability Insurance: workers' compensation coverage as required by State law; employers' liability limits shall be a minimum of \$1,000,000 each accident, \$1,000,000 each disease, \$1,000,000 disease policy aggregate and shall include USL&H Act, Jones Act and/or Maritime Employers Liability (MEL) when water activities are

expected to be performed in connection with this project. **Coverage for owners, officers and/or partners in any way engaged in the Project shall be included in the policy and a statement of such shall be made by the insuring producer on the face of the certificate.**

Janitorial Services Bond: Provider shall secure and maintain at its expense a Janitorial Services Bond, covering all employees, part-time and full-time, from fraudulent and dishonest acts in a minimum amount of \$50,000.00.

Certificates of Insurance shall be issued as follows:

**Office of the District Attorney 22nd Judicial District
701 N Columbia Street
Covington, LA 70434**

To avoid contract processing delays, be certain the project name/number is included on all correspondence including Certificates of Insurance.

SAMPLE SCORING MATRIX
2018 JANITORIAL SERVICES DISTRICT ATTORNEY'S OFFICE, 22ND J.D.

RFP # - 18-01

Evaluators Name

Firm/Business Name

CRITERIA	POSSIBLE POINTS	ASSIGNED POINTS	COMMENTS
Experience and qualifications	25 pts		
Staff / Personnel	25 pts		
Equipment	25 pts		
References	15 pts		
Cost	10 pts		

VENDOR'S TOTAL 100pts

Signature of Evaluator: _____

Date: _____

PROPOSAL SHEET
2018 JANITORIAL SERVICES DISTRICT ATTORNEY'S OFFICE, 22ND J.D.

RFP # 18-01

Facility	Address	Approx. Total Sq. Footage	Cleaning Cost per Month
District Attorney's Office, 22 nd J.D. Office space and Restrooms	701 N. Columbia St.	27,382	\$

Signature

Print Name

Title

Date

Company Name

Company Address

City

State

Zip

Telephone #

Fax #