



## EVALUATION COMMITTEE SCORE SHEET

PROJECT INFORMATION	
Solicitation #/Title:	Evaluator Name:
Firm Being Evaluated:	Evaluation Date:

Evaluation Criteria	Score	Comments
<b>Qualifications and Experience (30 points)</b>  Demonstrated experience (minimum 5 years required) providing janitorial services for facilities of similar size and complexity, particularly government/municipal entities. <b>(15 points)</b>  Qualifications and experience of proposed management team and on-site supervisors. <b>(10 points)</b>  References and past performance history. <b>(5 points)</b>		
<b>Technical Approach and Understanding of Scope (40 points)</b>  Proposed methodology for meeting the Scope of Work (Section 3.2), including daily, weekly, and monthly tasks. <b>(10 points)</b>  Proposed staffing plan, including number of staff, shifts, and supervision structure, demonstrating ability to service all facilities adequately. <b>(10 points)</b>  Proposed Quality Control Plan including inspection methods, reporting, and corrective action procedures. <b>(10 points)</b>  Proposed training program for staff, including safety, security, chemical handling, and customer service. <b>(5 points)</b>  Approach to using environmentally friendly/sustainable cleaning products. <b>(5 points)</b>		
<b>Price Proposal (25 points)</b>  Reasonableness and competitiveness of the proposed fixed monthly/annual pricing for each facility. <b>(20 points)</b>  Reasonableness and competitiveness of hourly rates for additional/emergency services. <b>(5 points)</b>		
<b>Local Vendor Preference (5 points)</b>  Eligibility and proper documentation submitted for the City's Local Vendor Preference Program (Section 2.10). <b>(5 points)</b>		
<b>Total Score</b>		