



## EVALUATION COMMITTEE SCORE SHEET

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

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