



## FORM 12 – TECHNICAL QUALIFICATION RESPONSE FORM

**Respondent Name:** \_\_\_\_\_

**RFQ No.:** \_\_\_\_\_

This form is designed to allow respondents to clearly articulate their qualifications and technical approach in response to the requirements of this Request for Qualifications (RFQ). Please provide detailed and concise responses to each section. Ensure your responses directly correlate with the evaluation criteria outlined in Section 2.2 of the RFQ.

### 1. Qualifications and Experience (40 Points)

#### 1.1 Demonstrated Experience (15 Points):

Describe your firm's experience providing janitorial services for facilities of similar size and complexity, with a focus on government/municipal entities. Include the number of years in business, types of facilities serviced, and relevant contract examples.

#### 1.2 Management Team and Supervision (10 Points):

Provide the qualifications and experience of the proposed management team and on-site supervisors, including resumes and relevant certifications. Detail the reporting structure and lines of communication.

#### 1.3 References and Past Performance (10 Points):

List and describe at least three (3) relevant past performance examples. Include client names, contact information, project descriptions, contract values, and performance outcomes. (Use the provided Vendor Reference Form – Form 4).

#### 1.4 Financial Stability (5 Points):

Provide a brief overview of your firm's financial stability and capacity to fulfill the contract requirements. Include relevant financial documentation if requested.

### 2. Technical Approach and Understanding of Scope (40 Points)

#### 2.1 Proposed Methodology (10 Points):

Describe your proposed methodology for meeting the Scope of Work (Section 3.2), including your approach to daily, weekly, and monthly cleaning tasks.

#### 2.2 Staffing Plan (10 Points):



Detail your proposed staffing plan, including the number of staff, shifts, supervision structure, and how you will ensure adequate coverage for all facilities.

**2.3 Quality Control Plan (10 Points):**

Outline your Quality Control Plan, including inspection methods, reporting procedures, corrective action processes, and key performance indicators (KPIs).

**2.4 Training Program (5 Points):**

Describe your staff training program, including safety procedures, security protocols, chemical handling, equipment operation, and customer service.

**2.5 Environmental Approach (5 Points):**

Explain your approach to using environmentally friendly and sustainable cleaning products and practices. Include any certifications or relevant experience.

**3. Local Vendor Preference (If Applicable) (5 Points)**

**3.1** If claiming local vendor preference, describe how you meet the City's requirements and provide the necessary documentation.

**Certification:**

I certify that the information provided in this Technical Qualification Response Form is accurate and complete to the best of my knowledge.

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_