

Janitorial RFP**Stacy Escobar**

RFP- Request for Proposal; focus is to compare; is well understood and helps in evaluating factors before finalizing choices

SCORECARD TEMPLATE

Ratings 1-5; 1 Being the Lowest, 5 Being the Highest

Company submitted	Rating	Notes
Adherence to RFP Instructions		
Completeness	4	
Overall Quality	4	
Level of Professionalism	4	
Overall Response	4	Made contact and confirmed receipt
Labeled according to RFP instr.	5	
Company Information		
Contact Information	3	Email included
Project Understanding		
Ease of Comprehension of RFP	5	Specified per cleaning/ per day to include holiday provisions
Prices Stated for Each Building	5	
Pricing		
Proposed Cleaning Fee Concise	5	
Proposed Cleaning Fee Amounts	3	Higher than other proposal, but other proposal unclear
Total Rating out of 50	42	

Janitorial RFP**Teresa Zamora/ TessaLynn's Cleaning Service**

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Ratings 1-5; 1 Being the Lowest, 5 Being the Highest

Company submitted	Rating	Notes
Adherence to RFP Instructions		
Completeness	4	
Overall Quality	3	Hard to view, dark and picture cut off
Level of Professionalism	3	Hard to view, dark and picture cut off
Overall Response	5	Made Contact and Confirmed Receipt; Reference provided/ not required or requested
Labeled according to RFP instr.	5	
Company Information		
Contact Information	5	Address, Phone, Email included
Project Understanding		
Ease of Comprehension of RFP	2	Not detailed enough; Questions on Seniors and CC Combined; Hours per week/pricing Two buildings combined (Seniors/ CC); Charged is not rented at CC?, Exceeds maximum
Prices Stated for Each Building	3	amount? See below
Pricing		
		Unsure of max/cap; \$12.50 @ 18 hrs is \$225 wk/\$900.00 , \$12.50 @25 hrs is \$312.50 wk/\$1250.00 Monthly; \$1250.00 exceeds \$900.00 monthly amount notated. \$900 a max amount/cap? Even if there are additional cleanings as rented for the CC?, 2 hours a day for the CC always to be charged, even if left dirtier than other times/rented? Still paying for cleanings if
Proposed Cleaning Fee Concise	3	not rented during the month at the CC?
Proposed Cleaning Fee Amounts		Unclear to make correct decision; possibly lower, but what does it include? Questioning could 3 modify already opened and reviewed results.
Total Rating out of 50	36	