

APPENDIX B - PROPOSAL FORM
**006-21 FACILITIES JANITORIAL SERVICES – OPEN MARKET FOR DOWNTOWN,
SERVICE CENTERS AND OTHER SITES**

PROPOSER INFORMATION:

PROPOSER NAME: _____
BUSINESS ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE: _____
FAX: _____
EMAIL OF CONTACT: _____
WEBSITE: _____

QUOTATION OF RATES

Maximum score for criterion is: 50 Points

The Proposer shall provide a firm-fixed price quote for all Work in this Solicitation by completing the enclosed Proposal Workbook. The prices shall include all profit, taxes, benefits, travel, and all other overhead items.

Please note, the prices quoted by the Proposer on the Proposal Form must be firm-fixed prices, not estimates. Any modifications, exceptions, or objections contained within the Proposal form may subject the Proposal to disqualification.

Description of Services – 006-21 Facilities Janitorial Services - Open Market for Downtown, Service Centers and Other Sites	Total One (1) Year Proposal Price
Total One (1) Year Proposal Price – Transfer total from Appendix B – Proposal Workbook	\$

**PROFESSIONAL EXPERIENCE, LOCATION, AND AVAILABILITY OF RESPONDENTS
STAFF**

Maximum score for this criterion: 20 Points

The Proposer shall provide one resume of for the Account Manager available to work on the JEA engagement.

Education and Experience: Maximum points for this criterion: 10 points. At a minimum, the resume shall present the employee's name, title, years of service with the company, applicable professional registrations, education and work experience.

Availability, Response Time, and Account Management: Maximum points for this criterion: 10 points

In addition to the Education and Experience detailed above, the Proposer shall also submit a verifiable local business address for the Account Manager, their availability, and their expected average Response time to JEA.

Proposer may provide this information in its own format to be attached to Appendix B – Proposal Form.

CLEANING INDUSTRY MANAGEMENT STANDARDS CERTIFICATION (CIMS)

Maximum score for this criterion: 5 Points

The Proposer must supply a copy of their CIMS certification. Proposers who have a current CIMS certification will receive five points. Proposers that do not have the certification will receive zero points.

CIMS Certification shall be attached to Appendix B – Proposal Form.

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QUALITY METRICS

Maximum score for this criterion: 25 Points

The Proposer shall submit a written “Quality Plan” addressing, at a minimum, the following elements for JEA, and how it specifically applies to the following needs of JEA:

- Coverage, Adequacy and Frequency of Inspection
 - How will the Proposer determine if the specified Service Levels are being met across all sites?
 - What will be inspected?
 - Who will complete the inspections?
 - What will be the frequency of inspections?
 - What will be the coverage (Frequency of all sites receiving inspections)?
- Frequency and Delivery of Metric Reporting
 - What Quality Metrics will be tracked?
 - How often will reporting be provided to JEA?
 - How will the data be made available to JEA?
 - How will the reporting be delivered? Electronically or via hard copy?
- Follow Up Action Plan for Failed Inspections
 - Please propose a “Follow Up Action Plan” for any failed inspections.

Proposer may provide this information in its own format to be attached to Appendix B – Proposal Form.

Proposers's Certification

By submitting this Proposal, the Proposer certifies (1) that the Proposer has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Proposer, and (3) that the Proposer is legally authorized to do business and maintains an active status, in the State of Florida. The Company certifies that its recent, current, and projected workload will not interfere with the Proposer's ability to Work in a professional, diligent and timely manner.

The Proposer certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Proposer shall immediately notify JEA of status change.

Please initial below:

____ (Initials) I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public “as-is”.

We have received addenda _____ through _____

Signature of Authorize Officer of Proposer or Agent

Date

Printed Name & Title

Phone Number