

The project manager will conduct periodic quality sessions with individual project teams. Using the results of QC inspections and trend analyses as guides, each session will identify potential remedies/improvements. The project manager will maintain a log of suggested changes and will evaluate/develop implementation plans. As appropriate, prospective changes will be presented to the client before action is initiated.

The project manager will conduct monthly quality sessions with project personnel. In these meetings, the project manager will review the performance of the past month from a quality perspective. Areas where weaknesses have been discovered will be discussed. Together, the staff will determine the root cause for the circumstance and the steps to be taken to change procedures, routes, equipment and methods.

ATM encourages employee suggestions that result in measurable cost savings to the project and ultimately to the client.

Internal Information

Printed and downloaded copies of this document are not controlled.

Any copies should be used for reference only, and are not to be distributed without prior permission of ATM, Inc.

**Appendix B - Minimum Qualification Form
049-16 JANITORIAL SERVICES - OPEN MARKET**

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED PROPOSER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION/TECHNICAL SPECIFICATION.

THE PROPOSER MUST COMPLETE THE PROPOSER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE PROPOSER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

PLEASE SUBMIT THE ORIGINAL AND THREE (3) COPIES AND ONE (1) CD OF THIS FORM AND ANY REQUESTED ADDITIONAL DOCUMENTATION WITH THE BID SUBMISSION.

BIDDER INFORMATION

COMPANY NAME: Advanced Technology Management, Inc

BUSINESS ADDRESS: 8672 Philips Hwy

CITY, STATE, ZIP CODE: Jacksonville, FL 32256

TELEPHONE: 904-398-9600

FAX: 904-398-9001

E-MAIL: atm@atminfor.com

PRINT NAME OF AUTHORIZED REPRESENTATIVE: Young Kim

SIGNATURE OF AUTHORIZED REPRESENTATIVE: 

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: Young Kim / President

MINIMUM QUALIFICATIONS:

- Bidder must have successfully completed one (1) similar Janitorial / Custodial Services contract in the last five (5) years, ending December 31, 2015.
 - A similar contract is defined as providing janitorial services for a company with janitorial / cleaning requirements totaling 300,000 square feet or greater of cleanable space, with at least three (3) locations each with separate physical addresses.

Please provide the reference information requested below pertaining to this contract.