

## ATTACHMENT A

### RFP 21916 Custodial Services

#### PROPOSAL RESPONSE REQUIRED FORMAT

Proposers must submit, in accordance with Section 1: Instructions to Proposers, the following information in the same order as presented in the RFP Section 2: Proposal Requirements. Each item must be fully addressed as to how proposer intends to comply with the requirements listed in this section. Any additional examples of forms, reports, and historical documents may be included in your proposal submission.

Proposers must attend the Mandatory Site Visit as described in Section 2: Proposal Requirements. Proposals submitted by proposers who were not in attendance at the site visit will be rejected.

#### Proposal Checklist

ITEM	SUBMITTED
<b>Mandatory Site Visit</b>	Wednesday June 12, 2013 at 8:30 am
<b>Experience</b>	At least 5 years preferable
<b>References</b>	Minimum of 4 professional references
<b>Operations</b> <ul style="list-style-type: none"> <li>• Employee Hiring, Training, Development &amp; Existing Staff Retention</li> <li>• Employee Drug Testing</li> <li>• Background Checks &amp; Fingerprinting</li> <li>• Equipment</li> <li>• Quality Assurance</li> <li>• Stable Workforce</li> </ul>	
<b>Environmental Preferability</b> <ul style="list-style-type: none"> <li>• Mandatory/Desirable characteristics</li> <li>• Chemical Cleaning Product Categories</li> <li>• Chemical Requirements</li> <li>• Proposer's Company Environmental Policies</li> <li>• Equipment Requirements</li> <li>• Employee Training</li> <li>• Recycling, Disposal, and Spill Cleanup</li> <li>• Recycling and Compost Services</li> </ul>	
<b>Proposer Certification</b>	One with original signature
<b>Pricing Proposal</b>	Submitted separately and includes completed Exhibit E