

2024-1001
Grounds Maintenance and General Facilities Maintenance Services
PROFESSIONAL PERFORMANCE ASSESSMENT

ATTACHMENT J

The following Evaluation factors will be scored utilizing both objective and subjective scoring criteria. Each category is identified as subjective, objective or a combination of both.

<u>Objective Scoring Criteria</u>	<u>Subjective Scoring Criteria</u>	<u>Yes/No Scoring Criteria</u>
5 Points = Total Applicability 4 Points = Substantial Applicability 3 Points = Average Applicability 2 Points = Limited Applicability 1 Point = Minimum Responsiveness 0 = Non-Responsive	5 Points = Excellent 4 Points = Above Average 3 Points = Average 2 Points = Below Average 1 Point = Poor 0 = Non-Responsive	5 Points = Yes 0 = No

Evaluation Factor	Points	Weighted Average	Proposer's Response
2. MANAGERIAL CAPACITY AND RELEVANT EXPERIENCE	0-5	15%	Proposer's Response - This Category will consist of both objective and subjective factors.
1	Firm Name:		
2	To aid in the evaluation of your proposal, which types of properties are you offering to perform services? Please note: you must have and maintain sufficient staff to provide the services.		Number of years the firm has performed the services as indicated in items 2A through 2C:
2A	High Rises	Yes No	
2B	Multi-Family Sites	Yes No	
2C	Scattered Sites/Single Family	Yes No	
3	Clearly detail and describe the contractor's experience and expertise for each of the types of properties (high-rises, multi-family sites, scattered sites/single family) contractor is offering to perform services. Add additional pages if needed.	Subjective	
4	This category will be used to determine the areas of expertise in which your firm can provide services to CMHA and upon which you wish to be evaluated. Please Note: Any fields left blank in this category will be considered not applicable to the proposer's firm and the proposal will be evaluated as such.		Number of years the firm has performed the services as indicated in items 4A through 4E:
4A	Routine Grounds Maintenance	Yes No	
4B	Turf Fertilization and Weed Control	Yes No	
4C	Landscaping Services	Yes No	
4D	Additional Services Noted on Additional Services Sheet	Yes No	
	Specify:		
4E	General Facilities Maintenance Noted on Additional Services Sheet	Yes No	
	Specify:		

5	<p>Comment on the contractor's specialized expertise. Clearly detail experience with the services you are proposing. Attach additional pages if needed.</p>		Subjective													
6	<p>Identify the employees who would be performing work for CMHA. If additional space is needed to provide the employee information, please attach an additional sheet to this assessment form.</p> <p>Contractor must maintain level of staffing appropriate to the number and size of properties assigned.</p>		Subjective	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #ffff00;">Name:</td></tr> <tr><td style="background-color: #ffff00;">Type of Work:</td></tr> <tr><td style="background-color: #ffff00;">Number of Years employee has worked for contractor?</td></tr> <tr><td style="background-color: #ffff00;">Description of experience (or attach resume):</td></tr> <tr><td style="background-color: #ffff00;">Name:</td></tr> <tr><td style="background-color: #ffff00;">Type of Work:</td></tr> <tr><td style="background-color: #ffff00;">Number of Years employee has worked for contractor?</td></tr> <tr><td style="background-color: #ffff00;">Description of experience (or attach resume):</td></tr> <tr><td style="background-color: #ffff00;">Name:</td></tr> <tr><td style="background-color: #ffff00;">Type of Work:</td></tr> <tr><td style="background-color: #ffff00;">Number of Years employee has worked for contractor?</td></tr> <tr><td style="background-color: #ffff00;">Description of experience (or attach resume):</td></tr> </table>	Name:	Type of Work:	Number of Years employee has worked for contractor?	Description of experience (or attach resume):	Name:	Type of Work:	Number of Years employee has worked for contractor?	Description of experience (or attach resume):	Name:	Type of Work:	Number of Years employee has worked for contractor?	Description of experience (or attach resume):
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<p>Sub Total Evaluation Factor 2. Managerial Capacity and Relevant Experience</p>		0.00	0.00	<p>Total average of evaluation score using 15% weighted average for this category</p>												

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Evaluation Factor	Points	Weighted Average	Proposer's Response
3. Management and Quality Plans	0-5	20%	Proposer's Response - This Category will consist of subjective factors.
1	Describe your plan or procedure to monitor employees and subcontractor performance to maintain quality control in completing your services in accordance with the requirements of the scope of work in this RFP. Include your plan to respond to management issues.		
2	Describe your method of scheduling services and procedures to maintain the level of service as required by the scope of work in this RFP. If you are proposing for or already have other CMHA/TPS contracts, please explain how you will service all of your contracts, including staffing, equipment, and managing. Include your method of scheduling employees and equipment.	Subjective	
3	Describe your safety plan for the protection of CMHA facilities and property and to provide a safe work environment for Contractor personnel.		
Sub Total of Evaluation Factor 3. Management and Quality Plans			Total average of evaluation score using 20% weighted average for this category

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Evaluation Factor		Points	Weighted Average	Proposer's Response
4. EQUIPMENT LISTING AND SCHEDULE		0-5	10%	Proposer's Response - This Category will consist of subjective factors.
1	Provide a listing of your current equipment in accordance with Section 1.8.1 of the RFP.		Objective	Within Tab 4A, the Proposer is to provide the Equipment Listing
	Intentionally blank			
Sub Total of Evaluation Factor 4. Equipment Listing				Total average of evaluation score using 10% weighted average for this category

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Evaluation Factor	Points	Weighted Average	Proposer's Response
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5. PAST PERFORMANCE: REFERENCES	0-5	10%	Proposer's Response - This Category will consist of both objective and subjective factors.
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Proposers should provide five references for work completed in the last five years. Any previous work for CMHA MUST be referenced. Do not list work for CMHA as more than one reference.

References shall be relevant to the type of work you are seeking to do for CMHA. Include the Owner, with contact name, phone number, and email address. Contact information must be accurate and current, or the entire Reference will receive a score of 0.

This page should be completed for each project.

Reference 1

1	Identify the individual/company for whom the work was completed.		Objective	
	Contact Name			
	Address			
	Telephone number			
	Email Address			
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)		Subjective	
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)			
5	Provide a brief description of the services performed.			
6	The Dollar amount for the work completed			
7	Describe your ability to remain on schedule.			
Sub total of evaluation factor 5. Past Performance: References				Total average of evaluation score using 10% weighted average for this category

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<p>Proposers should provide five references for work completed in the last five years. <u>Any previous work for CMHA MUST be referenced. Do not list work for CMHA as more than one reference.</u></p> <p>References shall be relevant to the type of work you are seeking to do for CMHA. Include the Owner, with contact name, phone number, and email address. Contact information must be accurate and current, or the entire Reference will receive a score of 0.</p> <p>This page should be completed for each project.</p>			
Reference 2			
1	Identify the individual/company for whom the work was completed.	Objective	
	Contact Name		
	Address		
	Telephone number		
	Email Address		
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)	Subjective	
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)		
5	Provide a brief description of the services performed.		
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Sub total of evaluation factor 5. Past Performance: References			Total average of evaluation score using 10% weighted average for this category

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References shall be relevant to the type of work you are seeking to do for CMHA. Include the Owner, with contact name, phone number, and email address. Contact information must be accurate and current, or the entire Reference will receive a score of 0.

This page should be completed for each project.

Reference 3

1	Identify the individual/company for whom the work was completed.		Objective	
	Contact Name			
	Address			
	Telephone number			
	Email Address			
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)		Subjective	
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)			
5	Provide a brief description of the services performed.			
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Reference 4			
1	Identify the individual/company for whom the work was completed.	Objective	
	Contact Name		
	Address		
	Telephone number		
	Email Address		
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)	Subjective	
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)		
5	Provide a brief description of the services performed.		
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Reference 5			
1	Identify the individual/company for whom the work was completed.	Objective	
	Contact Name		
	Address		
	Telephone number		
	Email Address		
2	Identify the type of work (Grounds Keeping, Landscaping, Additional Services)	Subjective	
4	Identify the type of property (high-rises, multi-family sites, scattered sites/single family)		
5	Provide a brief description of the services performed.		
6	The Dollar amount for the work completed		
7	Describe your ability to remain on schedule.		
Sub total of evaluation factor 5. Past Performance: References			Total average of evaluation score using 10% weighted average for this category