

Scope of Work

Request for Proposal

DCS will project manage the entire process of shopping the janitorial marketplace for your cleaning contract. With our in-depth risk assessment report you will have the data needed to make your selection of janitorial contractor.

1. Complete client interview to clarify project objectives, key operational elements and special instructions.
2. Assist client in selecting contractors to bid
3. Complete a proposed timeline for the project.
4. Complete detailed site tours to assess requirements for specifications and building service details.
5. Confirm back with client for clarification/comments from observations.
6. Write a "state-of-the-art" *Request for Proposal* document, including;
 - a. up-to-date cleaning specifications with performance-based elements
 - b. green cleaning requirements
 - c. cleaning for health requirements
 - d. An accurate summary of cleaning area (provided by client)
 - e. Janitorial contractual terms and conditions with building specific requirements
 - f. Ongoing service evaluation requirements requiring a "self managed contractor".
 - g. Language defining specific cleaning standards/tasks to be delivered
 - h. Full disclosure of all costs with Excel pricing spreadsheet.
 - i. A technical proposal, which will be used to rank proposing companies
 - j. contractor safety and security requirements
7. Assist with the conducting of site tours of Contractors
8. After receiving copies of the proposals DCS will score the technical proposals and assimilate all data including pricing in our risk assessment reporting format. This would include key information such as wage rates, labor hours supply and equipment costs etc. DCS's market intelligence of the bidding companies is brought to bear in the overall assessment and report made to the client.
9. Conduct, with the client interviews of short listed companies [optional]
10. Follow up assessment and fact finding subsequent to interviews.
11. Negotiate on behalf of client if requested

Note: A visual examination and clarification of cleanable square footage with confirmation of existing records is completed, actual measuring of building areas if required is outside this scope of work.