

**ATTACHMENT 11**  
**VENDOR QUALIFICATIONS QUESTIONNAIRE**

1. **Contact:** Name, title, telephone and email of the individual who will act as the Proposer's designated representative for purposes of this RFP
2. **Project Manager:** Describe the individual's background and experience, as well as the individual's ability and experience in conducting the services described in this RFP. List number of years providing service in Imperial County. If different, list total number of years providing janitorial service.
3. **References:** Name, address, telephone and email of four (4) clients for whom the Proposer has conducted similar services, if possible, preferably for government entities. The Court may check references listed by the Proposer. Prior work performed for the Court will be included as a Reference during evaluation.
4. **Work Plan:** An overall description of the techniques, approaches, and methods to be used in performing services. Ability to fit this work into existing obligations. Including
  - a. how often the owner, or designee, inspects buildings to ensure that cleaning is performed according to RFP requirements.
  - b. Method for handling and resolving unanticipated complications and/or delays.
  - c. Describe Proposer's ability to respond to emergency clean-up needs or burglar alarm call, resulting from unforeseen circumstances.
5. **Staffing:** For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities. Include
  - a. Quantity of staff assigned to complete daily cleaning and hours worked per staff person.
  - b. Quantity of staff assigned to complete weekly cleaning and hours worked per staff person.
6. **Method:** Many of the floors at 939 Main are made of marble. Please describe how you will clean the marble floors and walls.
7. **Equipment:** Provide a listing of the cleaning equipment you will use if awarded contract.
8. **Licenses:** Copies of the Proposer's (and any subcontractors') current business licenses, contractor's license or other credentials, professional certifications, or other credentials.