

Analysis of technical criteria				
Name of bidder:		Score awarded	Passing score	Comments
1. Organization and management	Scoring range	/20 points	12/20	
1.1 General organization of the company		0		
The company presents an chart of its organization	0 points 1 point 2 points 4 points			
From 1 to 2 people				
from 3 to 5 people				
from 6 to 10 people				
11 people and over				
1.2.1 Provide 1 letter of reference from a client for a contract that meets the following criteria;				
a) For an area covering 15,000m ² or more				
b) Similar nature (includes 20% office space)				
c) Similar nature (includes 20% of space in the following types of rooms: conference centre, conference room, auditorium, warehouse or laboratory)				
The company did not provide a letter of reference, or the references cannot be verified or date back to more than 10 years before the submission date of this bid.	0 points			
The company provided a letter of reference from a client and meets 1 criterion among the requirements listed in points a, b, c.	4 points			
The company provided a letter of reference from a client and meets 2 criteria among the requirements listed at points a, b, c.	6 points			
The company provided a letter of reference from a client and meets 3 criteria among the requirements listed in points a, b, c.	8 points			
Other comments:				

1.2.2 Provide 1 letter of reference from a client for a contract that meets the following criteria; a) For an area covering 15,000m² or more b) Similar nature (includes 20% office space) c) Similar nature (includes 20% of space in the following types of rooms: conference centre, conference room, auditorium, warehouse or laboratory)				
The company did not provide a letter of reference, or the references cannot be verified or date back to more than 10 years before the submission date of this bid.	0 points			
The company provided a letter of reference from a client and meets 1 criterion among the requirements listed in points a, b, c.	4 points			
The company provided a letter of reference from a client and meets 2 criteria among the requirements listed in points a, b, c.	6 points			
The company provided a letter of reference from a client and meets 3 criteria among the requirements listed in points a, b, c.	8 points			
2. Experience and performance (employees)	Scoring range	Score awarded	Passing score	
		/20 points	12/20	
2.1 Experience of the team leader assigned to this contract, we expect: name of the training received and former experience		0		
The team leader presented for this contract has less than 2 years experience as a sanitary maintenance supervisor or the CVs presented cannot be verified (the addresses and contact numbers of the businesses listed in the CV were not provided).	0 points			
The team leader presented for this contract has between 2 and 3 years experience as a sanitary maintenance supervisor	4 points			
The team leader presented for this contract has between 3 and 4 years experience as a sanitary maintenance supervisor but does not have proof of training in accordance with Appendix C of the specifications.	5 points			
The team leader presented for this contract has between 3 and 4 years experience as a sanitary maintenance supervisor and has presented at least one proof of training in accordance with Appendix C of the specifications.	6 points			
The team leader presented for this contract has more than 4 years experience as a sanitary maintenance supervisor and has presented at least one proof of training in accordance with Appendix C of the specifications.	8 points			
The team leader presented for this contract has at least 5 years experience in staff supervision and has presented proof of at least two types of training in accordance with Appendix C of the specifications.	10 points			

2.2 The bidder must provide the list of employees that will be assigned to the current contract, which must include the following information:	Scoring range			
a) Position held by the employee				
b) The number of years of experience in this position in the field of housekeeping				
c) For how many years has the employee been working for the contractor				
No list of employees was provided	0 points			
One list was provided and met one of the following points: (position held, years of experience in the position, seniority with the contractor)	2 points			
One list was provided, but is incomplete with regard to 2 of the following points: (skills, seniority, position held)	4 points			
One list was provided but is incomplete with regard to 3 of the following points: (skills, seniority, position held)	5 points			
2.3. Operational planning:				
a) Provide a structure of the team that will be assigned to the project				
b) Determine and list the number of employees (per position type) that will be assigned to the work, including the contract’s ‘Supervisor/team leader’ and/or employee.	Scoring range			
No operational planning has been proposed	0 points			
A team structure was provided, but is incomplete with regard to 2 of the following points: (position listing/nbr of work hours).	2 points			
A team structure was provided, but is incomplete with regard to 1 of the following points: (position listing/nbr of work hours).	4 points			
A team structure was provided, and is not missing any of the following points: (position listing/nbr of work hours).	5 points			

3. Health and safety	Scoring range	Score awarded	Passing score	
3.1. Description of the contractor’s current health and safety program and procedures, including training (course name(s) and number of hours per course) applicable to the workers at the work site. A company statement certifying that the work conditions of the company’s staff are in compliance with applicable laws and regulations.				
		/15 points	9/15	
		0		
The company did not provide a health and safety program or procedure.	0 points			
The company presented a health and safety program and procedures.	3 points			
<u>The company presented a health and safety program and procedures clearly outlining all the health and safety issues and a statement certifying compliance with the laws and regulations.</u>	5 points			

3.2. List of employees, specifying their names and position titles, that have successfully completed the below training in the field of health and safety and that will potentially be assigned to this prospective contract:	Scoring range			
The company did not demonstrate with certification that the employees that would be assigned to this contract have at least one valid certification.	0 points			
The company demonstrated with certification that at least six (6) employees have at least one valid certification.	2 points			
The company demonstrated with certification that at least three (3) employees have at least two different valid certifications.	3 points			
The company demonstrated with certification that at least one (1) employee has at least three different valid certifications.	5 points			
3.3 Emergency situation				
Description of the emergency response plan, internal and external, for the maintenance work to be carried out in the event of a problem (e.g.: water damage, unplanned cleaning); each individual’s responsibility, what are the means used in such situations.	Scoring range			
No plan was provided or one was provided, but with several shortcomings with regard to at least 3 essential elements.	0 points			
Plan provided, but with several shortcomings with regard to at least 2 essential elements.	2 points			
Plan provided, but with a small shortcoming with regard to at least 1 essential element.	3 points			
Plan provided covering all the essential elements.	5 points			

4. Products and equipment			Score awarded	Passing score	
4.1 List of equipment, reference guide in Appendix A, Section 3.2.1.2, including the characteristics (technical data) of the mechanical equipment and the quantities that the contractor will have to ensure all the required services set out in the specifications.		Scoring range	/10 points	6/10	
The company did not provide any information about the equipment to be used.		0 points			
The company provided a list of data sheets for the proposed equipment, but it is incomplete (missing more than 2 criteria to be able to perform the tasks identified in the mandate).		3 points			
The company provided a list of the proposed equipment and their data sheets. This list is missing one piece of equipment mentioned in the list of reference.		5 points			
4.2. List of green products that your company intends to use to ensure the services, as mentioned above, specifying the type of product (its function), the trade name and (or) the manufacturer, and include with them their material safety data sheets. The Canadian EcoLogo (Environmental Choice program) Green Seal (United States) or Ecolabel (European Union) are certifications identified as compliant.		Scoring range			
Incomplete list missing two criteria from the above list.		0 points			
Incomplete list missing one criterion from the above list.		3 points			
The list is complete, and all the products meet our eco-certification requirements.		5 points			
5. QUALITY ASSURANCE		Scoring range	Score awarded	Passing score	
a) The company’s quality assurance policy to ensure quality services			/10 points	6/10	
b) Detailed description of the Quality Assurance Program or provide a <u>copy</u> of the program currently applied by the contractor, specifying the participation of the employees.			0		
If the company is ISO 9001:2008 or 2015 certified (quality management), only provide the certificate.					
The company did not provide a quality assurance program.		0 points			
The company provided a quality assurance program, but it is incomplete (missing 2 criteria from the list).		4 points			
The company provided a quality assurance program, but it is incomplete (missing 1 criterion from the list).		6 points			
The company provided a quality assurance program that is comprehensive and complete.		8 points			
The company provided a quality assurance program that is comprehensive and complete and has ISO certification. The certificate was included in the proposal.		10 points			
Result of the technical criteria		Total:	0	52.5/75 pts	