

This checklist is not part of the prequalification application but merely a tool to assist in the preparation of the application.

The Respondent should provide as much detailed information it believes would be helpful in determining whether it should be prequalified to bid and/or submit proposals for general cleaning and janitorial services.

i.e. Contract(s) - Provide detail scope of complexity of services performed, explain how you responded to emergencies, how you adjusted during the pandemic and any other details that highlight your performance. Provide examples of each situation.

Personnel – Provide detailed explanation of how personnel without an initial janitorial background transitioned to a career in janitorial services. How did they obtain the necessary training?

Staffing – If no full-time staff were utilized in a contract, explain in detail how you were able to provide coverage. How would you provide 24-hour coverage? How would you respond to emergencies?

No incomplete prequalification packages will be considered.

Submission Requirements:

Checklist

A complete Response consists of the following items:

ATTACHMENT A – AGREEMENT ON TERMS OF DISCUSSION

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The Respondent shall submit the “*Agreement on Terms of Discussion*”, signed by an authorized representative of the Respondent. The Agreement is included as Attachment A and shall be submitted without any alterations or deviations. Any Respondent who fails to sign and submit the Port Authority’s “*Agreement on Terms of Discussion*” will not have its Response reviewed.

ATTACHMENT B

The outline below is provided to the Respondent for the sole purpose in aiding in preparing your response to Section 4 (B) of this *Request for Prequalification Information*. Respondents are encouraged to submit additional pagesand/or information as necessary in their Response.

Pre-Certification

- A copy of the Respondent’s letter of pre-certification from the Port Authority as a Small Business Enterprise in the Janitorial Maintenance (JMSBE) category. ☐

Name and Address of the Respondent

If the Respondent is a corporation,

- a copy of its Certificate of Incorporation with a written declaration signed bythe Secretary of the Corporation with the official seal affixed thereto, stating ~~that~~ the copy furnished is a true copy of the Certificate of Incorporation as ofthe submission date of this *Request for Prequalification Information*. ☐

Contact Information

- Name, ☐
- title, ☐
- telephone number and ☐
- email address of person to contact for clarification of any information submitted or if further information is required. ☐

Listing of Commercial/Industrial Cleaning Contracts

A listing of commercial/industrial cleaning contracts detailing the following:

- a minimum of three (3) and maximum of ten (10) commercial/industrial cleaning contracts ☐

listed in the order of highest to lowest annual dollar value, which were performed within the past three (3) years by the Respondent or are currently being performed by the Respondent

- include, for each contract submitted, the names and ☐
- addresses of the owners; ☐
- the locations, ☐
- the types and sizes of the facilities where the work was performed ☐
- the duration of each of the contracts submitted, including the ☐
- commencement dates, ☐
- expiration or termination dates and ☐
- dates of any option periods ☐
- the annual dollar value and ☐
- total dollar value of each contract ☐
- the annual staff hours of full and part-time labor expended, including ☐
- the number of staff utilized in the performance of the contract¹ ☐
- a summary of the types of work performed ☐
- reduction in costs, if any, proposed and implemented by the Respondent ☐
- the names, ☐
- addresses, ☐
- telephone numbers and ☐
- email address(es) of the owners' representatives, or if the Respondent was a subcontractor the prime contractor or the owner, or operator of the facility familiar with the work that may also be contacted as references. The Authority may request copies of any of these contracts. ☐

A statement of work on hand:

- showing the contract dollar value, ☐

¹ The term "full-time employee" herein and throughout shall mean a contractor's employee who is paid on a straight time hourly basis (non-overtime, non-premium time basis) working on such compensation basis for a minimum of thirty (30) hours during a seven (7) day consecutive period continually (including vacation, sick leave, etc.) throughout each contract year.

- entity with whom the Respondent is working, ☐
- description of the work, ☐
- annual contract dollar value, ☐
- location by city and state, ☐
- current percentage of completion, ☐
- contract duration, ☐
- expected date of completion and the ☐
- name of the individual most familiar with the Respondent's work on each of these matters. ☐

A statement of anticipated work:

- from bids/proposals that have been submitted by or on behalf of Respondent, ☐
- expected to be awarded showing the contract dollar value, ☐
- entity with whom the Respondent is bidding/proposing, ☐
- description of the work, ☐
- annual contract dollar value, ☐
- location by city and state, and ☐
- contract duration. ☐

A statement indicating the key personnel:

- such as managers, supervisors, and lead persons employed by the Respondent, that are anticipated to be responsible for work awarded pursuant to this *Request for Prequalification Information*, ☐
- their length of service with the organization, ☐
- the function of each person on any Port Authority contract which might be awarded, ☐
- and a summary of the relevant experience of each person listed. ☐
- Include resumes for each, or biographies outlining their relevant experience and specific Areas of expertise as they relate to this *Request for Prequalification Information*. ☐
- Respondent shall also submit a statement of the total number of full-time (minimum 30 hours/week) employees currently employed by the Respondent ☐

- and the number employed in each of the last three (3) years. ☐

A statement describing policies and procedures:

- Respondent's scheduling procedures; ☐
- the Respondent's employee training programs; ☐
- safety programs; ☐
- recruitment practices; ☐
- background checks; and ☐
- policies on providing adequate wages health and supplemental benefits and incentives to employees to ensure a quality workforce; ☐
- worker turnover history, including ☐
- any worker retention programs, and ☐
- the Respondent's policy on maintaining insurance, such as liability, auto and Workers' Compensation. ☐

The Respondent's Quality Assurance Plan:

- Including inspection and reporting procedures, which allows the Respondent to monitor (on an ongoing basis) and improve the quality of cleaning and cleaning related services provided by the Respondent. ☐
- If software or a commercially available system is used in conjunction with the Quality Assurance Plan, information about the system used must be provided, including name of such software or system. ☐

Any other information the Respondent believes would be helpful in determining whether it should be prequalified to bid and/or submit proposals for general cleaning and janitorial services.

ATTACHMENT C – ATTESTATION OF ACKNOWLEDGEMENT AND VERIFICATION

The Respondent shall submit the "*Attestation of Acknowledgement and Verification*", signed by an authorized representative of the Respondent. The Attestation is included as Attachment C and shall be submitted without any alterations or deviations. Any Respondent who fails to sign and submit the Port Authority's "*Attestation of Acknowledgement and Verification*" will not have its Response reviewed. ☐