

EVALUATION WORKSHEET - FOR COMPLETION BY REVIEWERS

RFP #83518

(SEE Evaluation & Selection Criteria for Reference)

Proposer # _____ Circle One: **A (Citywide)** **B (Muni Coaches)**
 Contractor Name: _____ : _____ Reviewer _____

MINIMUM REQUIREMENTS (ALL PROPOSERS):

Item	Check
1. Registered structural pest control company.....	<input type="checkbox"/>
2. One onsite supervisor with Operator's License	<input type="checkbox"/>
3. All onsite staff have Applicator certification and/or QAC.....	<input type="checkbox"/>
4. 5 years minimum experience.....	<input type="checkbox"/>
5. Four (4) verifiable references provided.....	<input type="checkbox"/>

MINIMUM REQUIREMENTS for PART A – CITYWIDE IPM PROPOSERS ONLY:

6. All onsite supervisors have Field Representative Licenses	<input type="checkbox"/>
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Minimum Requirements Met? (IF 'NO', STOP HERE)

Yes
 No

SELECTION CRITERIA

Item	Points
1. Submission Requirements (10 points) a) Organization of the document (3 pts) b) Complete and accurate information (4 pts) c) Follow RFP instructions..... (3 pts)	_____ _____ _____
2. Licenses and Certification (70 points) a) Breadth and level of licenses and certifications held (10 pts) b) EcoWise Certified IPM Services..... (30 pts) c) Firm includes at least one onsite staff member with valid Category K certifications for public health pest control. (20 points possible – allot 20 points for all MUNI proposals) d) Firm includes at least one onsite staff member with valid license for animal trapping from the Department of Fish and Game. (10 points possible – allot 210 points for all MUNI proposals))	_____ _____ _____ _____
3. Experience (50 points) a) Performance on recent contracts (30 pts) b) Experience with vector control (10 pts) c) Quality and extent of in-house IPM training program (5 pts) d) Quality and extent of in-house health & safety program... (5 pts)	_____ _____ _____ _____

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 (Cont'd)

	Item	Points
	<p>7. Fee Proposal (200 points possible) (PART A – CITYWIDE IPM BIDDERS ONLY)</p> <p>a. Emergency Services: 8 X (Lowest bid \$___/man-hr)/(\$___/man-hr bid) = . ____</p> <p>b. Short-term Services: 40 X (Lowest bid \$___/man-hr)/(\$___/man-hr bid) = ____</p> <p>c. Long-term Services: 150 X (Lowest bid \$___/man-hr)/(\$___/man-hr bid) = ____</p> <p>d. Consultation/Training Services: 2 X (Lowest bid \$___/man-hr)/(\$___/man-hr bid) = . ____</p> <p>e. Point Score = Sum of 1-4 (200 points possible)..... ____</p> <p>(PART B. – MUNI COACH PEST MANAGEMENT BIDDERS ONLY)</p> <p>a. Monthly rate submitted\$ ____</p> <p>b. Monthly rate submitted by lowest bidder in Section = ..\$ ____</p> <p>c. Point Score = (b ÷ a) X 200 (200 pts possible)</p>	
	Total Score.....(600 points)	_____
	Proposal preference of 10% for certified LBE's at the time of Award	_____
	Proposal Adjustment of 1% for Sales Tax and Business Tax	_____
	ADJUSTED FINAL SCORE	_____