Continental

PRINTABLE TEMPLATE

Facility services vendor hiring kit

Work through the steps in order. Give every bidder the same scope and site data, check insurance before comparing prices, and keep this sheet with the contract file.

Property _____ **Address** _____

Prepared by _____ **Date** _____

1-2. Scope and site data

- ☐ Building type: _____ Cleanable square feet: _____
- ☐ Floors: _____ Restrooms: _____ Breakrooms: _____
- ☐ Building open and close times: _____
- ☐ Tenant hours: _____
- ☐ Crew access, keys and alarm procedure: _____
- ☐ Who supplies paper, liners and soap: _____
- ☐ Periodic work on its own lines (floors, high dusting, other): _____
- ☐ Scope task list attached? Yes / No

3. Invited vendors and references

	VENDOR	CONTACT	WALKTHROUGH DATE	REFERENCES CALLED
☐				
☐				
☐				
☐				

Reference questions

- ☐ How long has the vendor served your building? _____
- ☐ How quickly is missed work fixed? _____
- ☐ How often does the supervisor walk the site? _____
- ☐ How are staffing changes handled? _____
- ☐ Would you hire them again? _____

5. License and insurance checks

	CHECK	VENDOR A	VENDOR B	VENDOR C
☐	Certificate of insurance received			
☐	Endorsement pages received (additional insured, waiver)			
☐	Limits match the RFP list			
☐	Workers' compensation evidence			
☐	Contractor's license status checked, if one applies (date)			

6. Bid comparison

	ITEM	VENDOR A	VENDOR B	VENDOR C
☐	Visits per week			
☐	Staffing hours per visit			
☐	Periodic work included			
☐	Supplies included			
☐	Supervision and inspections			
☐	Items missing from the scope			
☐	Monthly total			

7. Contract and SLA checklist

- ☐ Final task list attached as an exhibit
- ☐ Service days, hours and holidays written in
- ☐ Change and one-time request process
- ☐ Who supplies what
- ☐ Insurance requirements attached as an exhibit
- ☐ Inspection scoring, service call answer times and rework periods
- ☐ Remedies when the work falls short
- ☐ Notice period and start date

8. Changeover plan

	TASK	OWNER	DUE DATE	DONE
☐	Notice given to the current vendor			
☐	Final walkthrough with the new vendor			
☐	Keys, badges and alarm codes handed over			
☐	Tenants told who to contact			
☐	Week-one walkthrough			
☐	30-day review			

Notes