



Reviewing Costing Workbooks:

Janitorial:

Kt Info:

- ☐ Does the Monthly Janitorial have the service frequency per year
- ☐ Are the periodical services listed, and they say either Yes or No if they are included in monthly charge as stated in SOW
- ☐ Does the periodical services have the service frequency per year based on SOW

Pay & Benefits:

- ☐ Are each of the job titles listed and all the other benefits listed out with percentages? Can't just say "Other Benefits"

Overhead & Margin:

- ☐ Is the overhead 20% and Margin 6%? If not, do they have the worksheet done or an additional sheet explaining how they calculated their overhead.

Supplies:

- ☐ Do all the supplies have the name, size/amount in it and unit price

Equipment:

- ☐ Does it list all the equipment and chart is completed

Subcontractors:

- ☐ Are they using and the chart completed fully

Transportation:

- ☐ Did they select the vehicle type of typical that pulls the GSA per mile rate or did they pick non typical and complete the whole chart of information to determine the price per mile?

Monthly Janitorial:

- ☐ Does the number of hours and staff seem reasonable for the SOW that is completed monthly
- ☐ Does the times of year match the SOW
- ☐ Do the number of supplies used per month seem reasonable for the SOW per month
- ☐ Do the prices seem comparable to the price agreement with the state from places such as Grainger
- ☐ Does the number of miles traveled seem reasonable from the contractor's company and service hours per year match the times they are servicing the location per the SOW

Periodical Services:

- ☐ Does the periodical services separate out each service based on the SOW
- ☐ Do the times per year the service is completed match the SOW
- ☐ Does the number of hours and staff seem reasonable for the SOW that is completed
- ☐ Does supplies and equipment seem reasonable for the SOW and square footage

Exceptional/Emergency/Day Porter:

- ☐ Are the exceptional and emergency services information completed and day porter if in SOW

Summary Pricing:

- ☐ Does the monthly cost match the monthly cost on the Monthly Janitorial tab
- ☐ Does the price per service match the periodical services cost on the periodical services tab

Price Approval:

- ☐ Do all the prices on the price approval match the prices on the summary price tab