

ILLUSTRATIVE SAMPLE - NOT FOR SUBMISSION

Technical & Management Proposal

Federal Office Building Janitorial Services

Solicitation	DEMO-2026-001
Offeror	Acme Facility Services LLC (fictional)
Prepared with	GovBidAgent proposal workflow
Date	September 2026

This sample demonstrates the structure and level of detail a GovBidAgent user can prepare after analyzing a solicitation. All company names, pricing, past performance, and solicitation details below are fictional and are shown only for product demonstration.

1. Executive Summary

Acme Facility Services LLC proposes a controlled, inspection-driven janitorial program for the Federal Office Building. Our approach is designed around reliable staffing, documented quality control, rapid issue correction, and clear communication with the Contracting Officer's Representative (COR).

We will provide all required labor, supervision, equipment, supplies, and management necessary to perform daily, weekly, monthly, and periodic cleaning tasks. The proposed team uses zone assignments, supervisor verification, and measurable quality checks to reduce missed tasks and maintain consistent facility conditions.

Key Commitments

- Full staffing coverage before the start of each scheduled shift.
- Site supervisor responsible for daily quality verification and COR coordination.
- Documented inspection checklist aligned to solicitation performance standards.
- Corrective action initiated the same shift for deficiencies that can be resolved immediately.
- Backup personnel maintained for absences and surge requirements.

2. Understanding of the Requirement

The requirement is not simply to provide cleaning labor; it is to maintain an occupied federal facility at a predictable standard while minimizing disruption to employees and visitors. Successful performance depends on dependable staffing, task sequencing, supply control, safety, security awareness, and documented quality assurance.

Representative Requirement Matrix

Requirement	Response Approach	Evidence / Owner
Daily restroom service	Zone checklist + supervisor verification	Daily inspection log / Site Supervisor
Trash and recycling	Scheduled route with end-of-shift sweep	Route checklist / Lead Custodian
Periodic floor care	Calendar-based preventive schedule	Monthly floor-care log
Quality control	Random inspections + deficiency tracking	QC report / Project Manager

3. Technical Approach

3.1 Transition and Start-Up

Within five business days after notice to proceed, the Project Manager will confirm staffing assignments, access requirements, cleaning zones, supply staging locations, inspection standards, and the initial performance calendar. A pre-performance walkthrough will be used to validate facility conditions and identify any site-specific constraints.

3.2 Daily Operations

- 1. **Shift start:** supervisor verifies attendance, equipment readiness, and priority notices.
- 2. **Zone execution:** custodians complete assigned tasks using standardized checklists.
- 3. **Quality verification:** supervisor inspects a rotating sample of high-risk and high-visibility areas.
- 4. **Correction:** deficiencies are corrected during the same shift when practicable and documented.
- 5. **Closeout:** supervisor records exceptions, supply needs, and follow-up items.

3.3 Staffing Plan

Role	Qty.	Primary Responsibility
Project Manager	1	Contract oversight, COR communication, performance review
Site Supervisor	1	Shift supervision, inspection, corrective action
Lead Custodian	1	Route coordination, supplies, backup supervision
Custodians	6	Routine and periodic janitorial services
Relief/Backup	2 on-call	Absence and surge coverage

3.4 Safety and Security

Personnel will follow applicable facility access rules, chemical labeling and SDS requirements, slip-and-fall prevention practices, and site-specific safety procedures. Any incident, access concern, or observed facility hazard will be reported through the designated chain of communication.

4. Management & Quality Control

Quality will be managed as a repeatable process rather than an end-of-month inspection. The Site Supervisor will complete daily spot checks, the Project Manager will perform weekly trend reviews, and recurring deficiencies will trigger a documented corrective-action review.

Quality Control Cycle

- 1. Inspect against the solicitation-derived checklist.
- 2. Record pass/fail results and objective notes.
- 3. Correct immediate deficiencies.
- 4. Identify repeat patterns by location, shift, or task.
- 5. Adjust staffing, training, sequence, or frequency as necessary.
- 6. Report material issues to the COR in accordance with contract requirements.

5. Past Performance - Illustrative Format

Important: the examples below are fictional placeholders. A real proposal must use verified customer references and facts supplied by the contractor.

Customer	Scope	Value	Relevance
Example Municipal Complex	110,000 SF janitorial services	\$420,000/yr	Occupied public facility, multi-zone cleaning
Example Operations Center	24/7 custodial + periodic floor care	\$315,000/yr	Secure access, continuity staffing

6. Pricing Summary - Illustrative Only

CLIN	Description	Illustrative Amount	
0001	Base Year Janitorial Services	\$486,000	
0002	Periodic / Special Services Allowance	\$32,000	
	Total Illustrative Base-Year Price	\$518,000	

Pricing above is fictional. GovBidAgent can organize pricing research and proposal content, but final prices must be reviewed and approved by the contractor.

7. Assumptions, Exceptions & Final Review

- Performance schedule and exact staffing hours will be reconciled to the final solicitation and amendments.
- Government-furnished access credentials and building-specific onboarding are assumed where stated by the solicitation.
- No exception is taken unless explicitly identified in the final proposal.
- All certifications, representations, pricing, customer references, and commitment language require human verification before submission.

Submission Readiness Checklist

Item	Status	
Latest amendment reviewed	Human verification required	
Technical response complete	Draft complete	
Pricing approved	Human approval required	
Past performance facts verified	Human verification required	
Required forms/signatures	Confirm against solicitation	
Submission method/deadline	Confirm against official source	

What GovBidAgent contributed in this example

Requirement organization, source-grounded analysis structure, proposal section drafting, pursuit coordination, quality-control checklist structure, pricing-workflow organization, and submission-readiness packaging. The contractor remains responsible for factual accuracy, final pricing, commitments, signatures, and submission.

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