

TECHNICAL AND PRICE PROPOSAL

Janitorial Services — Federal Medical Facility

In Response To (Mock): Solicitation No. 36CXXX-26-Q-XXXX (SAMPLE)
Issuing Agency (Mock): Department of Veterans Affairs — Network Contracting Office

[XX]

Place of Performance (Mock): [VA Medical Center], [City, State]

Submitted By:

Your Company Name Here

[Street Address] • [City, State ZIP]

UEI: [UEI Number] • CAGE: [CAGE Code] • [Phone] • [Email]

Date Prepared: July 3, 2026

Total Proposed Price (Hypothetical): **\$69,000.00**

PORTFOLIO DEMONSTRATION — MOCK GOVERNMENT PROPOSAL. This document is a fictionalized proposal created exclusively for portfolio, educational, and demonstration purposes. It illustrates the author's experience preparing proposal responses for federal janitorial service opportunities. It is not an actual proposal submitted to the United States Government and does not reproduce any confidential, proprietary, or client-specific proposal materials. All company information is represented by placeholders; all pricing is hypothetical and developed from publicly available historical contract award information.

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1. Cover Letter

July 3, 2026

[Contracting Officer]
Department of Veterans Affairs (Mock)
Network Contracting Office [XX]
[Address]
[City, State ZIP]

**RE: Mock Solicitation No. 36CXXX-26-Q-XXXX — Janitorial Services, [VA Medical Center]
(PORTFOLIO EXAMPLE)**

Dear [Contracting Officer]:

Your Company Name Here is pleased to submit this quotation in response to the referenced solicitation for janitorial services at [VA Medical Center]. We have read the solicitation in its entirety, including the Performance Work Statement (PWS), the applicable wage determination, and all amendments, and we take no exceptions to the terms and conditions of the solicitation.

This proposal demonstrates three things. First, we understand the requirement: our technical approach maps directly to every task and frequency in the PWS, and our staffing estimate is derived from the facility's actual cleanable square footage rather than assumption. Second, we can perform it: our workforce, equipment, quality control system, and management structure are described in the sections that follow, and each is sized to this facility. Third, we will sustain performance for the full period of performance: our quality control, retention, and communication practices are designed for the life of the contract, not just the transition.

Our quotation remains firm for 90 calendar days from the date specified for receipt of offers. [Authorized Representative Name], [Title], is authorized to negotiate on behalf of Your Company Name Here and to bind the company contractually.

Respectfully,

[Authorized Representative Name]
[Title]
Your Company Name Here

2. Executive Summary

Your Company Name Here proposes complete janitorial services at [VA Medical Center] in full accordance with the Performance Work Statement, the Service Contract Labor Standards, and all applicable federal, state, and local requirements, for a total hypothetical price of **\$69,000.00** for the base period.

What the Government receives:

- **Full PWS compliance.** Daily cleaning, restroom sanitation, trash removal and recycling, high-touch surface disinfection, floor maintenance, carpet cleaning, window cleaning, and all periodic tasks at the frequencies specified — verified by a documented Quality Control (QC) program aligned to the Government's Quality Assurance Surveillance Plan (QASP).

- **A trained, badged, dedicated workforce** led by an on-site [Site Supervisor] and managed by a [Project Manager] with authority to act for the company.
- **A zero-disruption transition** that reaches full performance on day one of the period of performance.
- **Evidence-based pricing.** Our price was developed from documented research of publicly available historical contract awards for this requirement (Section 17 and Appendix A), the current wage determination, and industry-standard production rates.

Why Your Company Name Here: [Insert discriminators — e.g., certified socioeconomic status, local workforce within commuting distance of the facility, ownership involvement in daily operations, healthcare cleaning experience]. Our operating principle is simple: perform the work as specified, inspect our own work before the Government does, and correct deficiencies before they become findings.

3. Company Overview

Element	Detail
Legal Business Name	Your Company Name Here
Business Structure	[Corporation / LLC / Other]
Year Established	[Year]
UEI / CAGE Code	[UEI Number] / [CAGE Code]
Primary NAICS	561720 — Janitorial Services (Size Standard: \$22.0M)
Size / Socioeconomic Status	[Small Business; SDVOSB / VOSB / 8(a) / HUBZone / WOSB as applicable]
SAM Registration	Active — [Expiration Date]
Insurance	Workers' Compensation: Statutory; General Liability: \$2,000,000 Aggregate; Automobile Liability: \$1,000,000

Your Company Name Here is a [description — e.g., veteran-owned janitorial services firm headquartered in [City, State]] providing custodial, floor care, and specialty cleaning services to federal and commercial clients. Core service lines include routine and periodic janitorial services for office, medical, and industrial facilities; hard-floor maintenance programs; carpet care; window and glass cleaning, including high-access work; and disinfection services supporting infection prevention in healthcare environments.

4. Capabilities Statement

Your Company Name Here maintains the workforce, equipment, management systems, and institutional cleaning experience required to perform sustained janitorial operations in large, occupied, high-standard facilities. Our capability is demonstrated not by a list of services but by longevity: clients in demanding institutional and secure commercial environments have retained our services continuously for periods exceeding a decade — the strongest evidence a buyer can have that quality does not degrade after transition.

4.1 Core Competencies

- Routine custodial operations for large institutional campuses and multi-tenant commercial facilities
- Restroom sanitation and high-touch surface disinfection programs
- Hard-floor care (strip/refinish, burnishing, machine scrubbing) and carpet maintenance
- Window and glass cleaning, including entryway and high-access glass
- Trash removal, recycling program support, and waste-stream segregation
- Detail cleaning in occupied office environments with minimal disruption
- Performance in secure commercial environments requiring background-checked, badged personnel and strict conduct standards

4.2 Representative Commercial Experience

The engagements below describe actual long-term commercial janitorial work. Client identities are intentionally withheld; see the confidentiality note at the end of this section.

- **Well-Known University (Indiana).** Provided comprehensive janitorial services for a well-known university in the State of Indiana for **more than 10 years**. Services included routine custodial operations, restroom sanitation, floor care, trash removal, high-touch surface disinfection, window cleaning, and general facility maintenance across an active campus environment. A decade-plus of continuous retention on a facility that operates year-round reflects consistent inspection results and dependable staffing through seasonal surges, special events, and academic calendar demands.
- **Major Financial Institution (Chicago, Illinois).** Provided commercial janitorial and facility cleaning services for a major financial institution located in Chicago, Illinois for **more than 10 years**. Responsibilities included daily custodial services, common area cleaning, office sanitation, floor maintenance, window cleaning, and maintaining professional standards in secure commercial environments — including personnel vetting, access control compliance, and conduct standards directly comparable to those required on federal installations.
- **Major Financial Institution (Michigan).** Provided janitorial and commercial cleaning services for a major financial institution in the State of Michigan for **more than 7 years**. Services included routine building maintenance, restroom cleaning, floor care, window cleaning, waste removal, and detailed cleaning in occupied office environments where work is performed around ongoing business operations without disruption.

4.3 What This Experience Demonstrates

- **Longevity.** Two engagements exceeding ten years and one exceeding seven — commercial clients do not retain janitorial contractors that long unless quality holds, invoices are clean, and problems get fixed without escalation.
- **Institutional scale.** University campus and financial-institution facilities present the same challenges as a federal medical campus: multiple buildings, mixed flooring, high public traffic, and zero tolerance for appearance failures.
- **Secure-environment discipline.** Financial institutions impose vetting, badging, escort, and conduct requirements that translate directly to VA and DoD facility access standards.
- **Consistency of service.** Sustained daily performance — not a strong first quarter — is the standard these clients enforced and the standard the Government's QASP measures.

Confidentiality Statement: Certain client identities have been intentionally withheld to protect confidential commercial relationships. The experience described above represents actual long-term commercial janitorial work but has been anonymized for portfolio purposes. Client names, references, and verification contacts can be provided in an actual submission subject to appropriate handling.

5. Understanding of the Performance Work Statement

Your Company Name Here understands that the Government requires a contractor to furnish all management, supervision, labor, materials, supplies, transportation, and equipment necessary to perform janitorial services at [VA Medical Center], comprising approximately [Square Footage] of cleanable space across [Number] buildings, in accordance with the PWS. We understand the requirement to include, at minimum:

Service Category	Representative Tasks	Frequency (per PWS)
Daily Cleaning	Empty trash/recycling; sweep, dust mop, damp mop hard floors; vacuum carpet; spot-clean; dust horizontal surfaces	Daily
Restroom Sanitation	Clean and disinfect fixtures, partitions, floors; replenish consumables; de-scale as required	Daily
High-Touch Disinfection	Door handles, handrails, elevator buttons, switches, shared equipment — EPA-registered disinfectants with correct dwell time	Daily
Floor Maintenance	Burnish/buff resilient flooring; machine scrub; periodic strip and refinish	[Weekly / Monthly / Quarterly]
Carpet Cleaning	Interim encapsulation; periodic hot water extraction; spot removal	[Quarterly / Semi-Annual]
Window Cleaning	Interior and exterior glass, frames, sills, entryway glass	[Semi-Annual]
Periodic Tasks	High dusting, vent cleaning, wall spot-cleaning, entrance mat service	[As Specified]

We further understand that: performance occurs in an occupied, operational healthcare facility, and work must be scheduled to minimize disruption to patient care; all contractor personnel must satisfy VA security, badging, and identity-verification requirements before unescorted work; infection prevention policies apply to methods and chemicals used in patient care areas; the Service Contract Labor Standards apply, and all service employees will be paid no less than the rates and health-and-welfare benefits of the incorporated wage determination; and the Government will evaluate performance under its QASP while the contractor retains responsibility for quality through its own QC plan.

6. Technical Approach

Our technical approach rests on four elements: trained people, documented procedures, the right equipment, and verification.

6.1 Work Planning and Scheduling

- Within 10 calendar days of award, we submit a master cleaning schedule mapping every PWS task and frequency to specific crews, shifts, and areas.
- Daily route sheets assign each custodial technician a defined area and task sequence; route sheets double as QC checklists.
- Periodic work (floor care, carpet extraction, window cleaning, high dusting) is projected on a 12-month calendar submitted to the Contracting Officer's Representative (COR) and updated monthly.
- Work requiring area closures, after-hours access, or escorts is coordinated with the COR at least two weeks in advance.

6.2 Cleaning Methodology

- **Standard work instructions.** Every recurring task has a written procedure specifying method, chemical, dilution, dwell time, tools, and PPE, consistent with manufacturer instructions, CDC/EPA guidance, and industry standards (ISSA cleaning times; APPA custodial standards).
- **Color-coded microfiber system** prevents cross-contamination between restroom, food service, and general office areas.
- **Disinfection protocol.** EPA-registered disinfectants applied to high-touch surfaces with labeled dwell times; frequencies increase at COR direction during elevated illness periods.
- **Restroom sanitation** follows a top-down, clean-to-dirty sequence ending with floors; bowl cleaners handled per Safety Data Sheet (SDS) with dedicated PPE.
- **Floor care program** matched to each flooring type with documented maintenance cycles that protect the Government's flooring assets over the life of the contract.

6.3 Performance Measurement

We perform to the standards in the PWS and measure ourselves against them before the Government does. Section 9 details inspection types, frequencies, and corrective-action timelines keyed to the QASP's surveillance methods.

7. Staffing Plan

Position	Qty	Role	Availability
[Project Manager]	1	Single point of contact; performance, QC, invoicing, personnel	On-call; responds within 2 hours during duty hours
[Site Supervisor]	1	Working supervisor; daily crew direction, inspections, training, COR coordination	On site each service day
Custodial Technicians	2	Task performance per daily route sheets	Day shift, Monday–Friday
Floor Care Technicians	2	Periodic hard-floor and carpet work	Scheduled cycles
Relief / Float Personnel	1	Absence coverage — no gap in daily service	As needed

Basis of estimate. Staffing is calculated from PWS square footage, space types, and task frequencies using ISSA 612 Cleaning Times and company production rates, yielding approximately 8 productive

labor hours per service day. All service employees are paid at or above the incorporated wage determination rates with required health and welfare benefits — the foundation of retention and consistent service quality.

Training. Personnel complete new-hire orientation (facility rules, security, badge use, conduct), task certification before independent assignment, OSHA Hazard Communication training (29 CFR 1910.1200) initially and annually, bloodborne pathogens training (29 CFR 1910.1030) where applicable, and infection-prevention training for healthcare environments. Training records are maintained and available to the COR on request.

8. Transition Plan

Our phase-in achieves full performance on day one of the period of performance with no service interruption.

Milestone	Timeframe	Actions
Post-Award Kickoff	Within 3 business days of award	Meet CO/COR; confirm access, badging, keys, storage; submit insurance certificates and required documents
Personnel Actions	Within 10 calendar days of award	Complete hiring, background checks, badging packets; interview incumbent staff if applicable
Site Familiarization	Within 10 calendar days of award	Joint walk-through with COR; validate space inventory and floor types; photograph baseline conditions
Equipment & Supplies	No later than 5 calendar days before performance start	Stage equipment; stock consumables; verify janitor closet assignments
Training & Certification	Complete prior to performance start	Complete orientation and task certification for all personnel
Schedule Submission	No later than 5 calendar days before performance start	Deliver master cleaning schedule and periodic calendar to COR
Full Performance	Day One of Performance	All routes staffed and executing; QC inspections begin immediately

Transition risk controls: overlap staffing during week one, daily on-site presence of the [Project Manager] for the first 30 days, and a daily status call with the COR until both parties agree steady state has been reached.

9. Quality Control Plan

Our QC plan makes quality the contractor's job — the Government's QASP should confirm performance, not discover failure.

Inspection Type	Performed By	Frequency	Documentation
Route Self-Check	Custodial Technician	Every shift	Signed route sheet
Supervisor Inspection	[Site Supervisor]	100% of critical areas daily; 20–25% of remaining spaces weekly	Checklist, pass/fail per standard

Inspection Type	Performed By	Frequency	Documentation
Management Audit	[Project Manager]	Monthly, entire facility	Audit report with trend analysis
Joint Inspection	PM + COR	Monthly, or as the COR requests	Joint report, signed by both parties

Corrective action. Deficiencies correctable on the spot are fixed the same shift. Recurring or systemic deficiencies receive a written corrective action report identifying root cause (training, staffing, equipment, or procedure), the corrective measure, and a verification date; target closure is 24 to 48 hours. Customer complaints are logged, acknowledged to the COR within four business hours, corrected within 24 hours, and tracked to closure. A monthly quality summary provides the COR inspection results, deficiencies, corrective actions, and trends.

10. Safety Plan

- **Regulatory compliance:** all work performed under OSHA 29 CFR 1910 (General Industry), applicable 29 CFR 1926 provisions for elevated work, and facility-specific safety directives.
- **Hazard Communication:** SDS access maintained on site for every chemical in use; secondary containers labeled; annual training documented.
- **Personal Protective Equipment (PPE):** company-furnished and task-specific — gloves, eye protection, non-slip footwear — per the standard work instruction and SDS.
- **Public protection:** wet-floor signage for all mopping and scrubbing; barricades during floor machine operation; cord management; areas beneath any elevated work roped off and monitored.
- **Chemical safety:** no mixing of chemicals; dilution-control dispensing; incompatible chemicals stored separately; janitor closets locked.
- **Bloodborne pathogens:** exposure control plan in place; trained personnel; spill kits available; regulated waste handled per facility policy.
- **Incident reporting:** accidents, injuries, and near-misses reported to the COR immediately, with a written root-cause report within 24 hours.

11. Environmental Stewardship

- Preference for Green Seal GS-37, EPA Safer Choice, or equivalently certified cleaning chemicals wherever the PWS permits; EPA-registered disinfectants where disinfection is specified.
- Metered dilution control reduces chemical consumption, packaging waste, and worker exposure.
- Collection and segregation supporting the facility's recycling program (paper, cardboard, plastics, metals) per facility policy.
- Microfiber cleaning reduces water and chemical use; HEPA-filtration vacuums improve indoor air quality.
- Concentrates and bulk dispensing preferred over ready-to-use products where permitted.

12. Equipment and Supplies

Category	Representative Equipment	Notes
Vacuums	HEPA-filtration uprights and backpacks	[CRI-certified where required]
Hard Floor	Auto-scrubbers, swing machines, burnishers	Sized to facility corridors and open areas
Carpet Care	Hot water extractors, encapsulation machines	Per periodic schedule
Restroom	Color-coded microfiber systems, dilution stations	Cross-contamination control
Window / Glass	Squeegee kits, water-fed poles, [lifts/ladders as required]	High-access work per Safety Plan
Waste	Tilt trucks, barrel dollies, liners	Recycling-segregated

All equipment is commercial grade, maintained per manufacturer schedules, inspected before use, and repaired or replaced at no cost to the Government, with backup units available within 24 hours. Consumables are furnished per the solicitation's assignment of responsibility and managed with par-level inventory so outages never interrupt service.

13. Key Personnel

Name	Position	Experience	Qualifications
[Project Manager Name]	Project Manager	[X] years managing janitorial/facility services contracts of similar size	[e.g., ISSA CIMS, OSHA 30]
[Site Supervisor Name]	Site Supervisor	[X] years supervising custodial operations	[e.g., floor care certification, OSHA 10]
[Quality Manager Name]	Quality Control Manager	[X] years in service quality management	[Relevant certification]

The [Project Manager] holds full authority to act for Your Company Name Here in day-to-day performance and responds to the CO/COR within two hours during duty hours, with an after-hours emergency contact provided at award. Resumes are available upon request.

14. Risk Management

Risk	L	I	Mitigation
Staffing shortfall / absenteeism	M	M	Cross-trained float personnel; over-hire pool; documented call-out procedure with same-shift backfill
Transition delay (badging, access)	M	H	Early badging packet submission; kickoff within 3 business days of award; escorted-work contingency
Key personnel loss	L	M	Identified successors; 30-day advance notice and CO approval for substitutions
Equipment failure	L	M	Preventive maintenance; backup units within 24 hours; vendor service agreements
Supply chain disruption	L	M	Par-level inventory with two-week buffer; multiple approved suppliers
Quality degradation over time	M	H	Trend analysis in monthly audits; retraining triggers; supervisor accountability
Safety incident	L	H	Section 10 controls; incident review with corrective action

Risks are reviewed monthly by the [Project Manager]; new risks and mitigation status are reported to the COR in the monthly summary. (L = Likelihood, I = Impact.)

15. Contract Management

- **Authority and accountability.** The [Project Manager] owns performance, reporting, invoicing, and personnel actions, with direct reach-back to [Company Officer] for resourcing decisions within one business day.
- **Deliverables management.** A deliverables register tracks every contract deliverable (schedules, reports, certificates, training records) with due dates and submission status.
- **Invoicing.** Invoices submitted per the contract through the designated electronic invoicing system, itemized per CLIN, following COR acceptance of the period's services.
- **Labor compliance.** Wage determination compliance verified each payroll; certified records retained and available for review.
- **Limitations on subcontracting.** [State self-performance percentage.] Where a set-aside applies, Your Company Name Here will comply with 13 CFR 125.6 and any agency-specific certificate of compliance.
- **Modification discipline.** Scope changes performed only on written direction of the Contracting Officer; personnel are trained to route any Government request that alters scope, schedule, or price to the CO through the PM.

16. Past Performance Discussion

Your Company Name Here's record of relevant past performance consists of long-term commercial engagements with large institutional clients. Consistent with the Confidentiality Statement in Section 4, client identities are withheld; references and verification contacts are available upon request, subject to appropriate handling.

#	Client (Anonymized)	Location	Duration	Scope of Services
1	Confidential University — major higher-education institution	Indiana	10+ years	Comprehensive custodial and facility maintenance: classrooms, administrative offices, restrooms, common areas, floor care, trash removal, high-touch surface disinfection, window cleaning
2	Confidential Financial Institution — large banking facility	Chicago, Illinois	10+ years	Daily janitorial services: secure office environments, lobbies, conference rooms, restrooms, carpet care, hard-floor maintenance, window cleaning
3	Confidential Financial Institution	Michigan	7+ years	Commercial janitorial and maintenance services: routine cleaning, sanitation, floor maintenance, waste removal, periodic specialty cleaning in occupied office environments

Relevance. Each engagement parallels the demands of a federal facility: multiple building and space types, high daily traffic, work performed in occupied space around ongoing operations, and — in the financial-institution engagements — personnel vetting and access-control requirements directly comparable to federal badging standards. Retention beyond ten years on two of the three engagements is itself the performance record: commercial clients re-compete janitorial services regularly, and an incumbent keeps the work only by keeping the standard.

17. Historical Contract Research

Before pricing this mock requirement, the author researched publicly available award data on USAspending.gov for the predecessor service contract at the subject facility type. The full data summary appears in **Appendix A**. Key findings and what they mean for strategy:

- **The requirement has an award history.** A predecessor firm-fixed-price service contract was awarded in 2018 under NAICS 561720 (PSC S201, Housekeeping/Custodial-Janitorial) as a service-disabled veteran-owned small business (SDVOSB) set-aside, following negotiated quotation procedures.
- **Competition was real.** Six offers were received — this is not a one-bidder market. Price discipline and a complete, compliant package decide awards in this range.
- **Base-year pricing anchored below \$50,000.** The base year obligated \$49,933; the first option year was exercised at \$51,431, an escalation of approximately 3.0 percent — a useful benchmark for option-year escalation expectations.
- **The five-year ceiling was approximately \$265,000,** averaging roughly \$53,000 per year across the base and all options.
- **Public award records indicate the contract concluded before all option periods were exercised.** A 2021 modification deobligated \$25,715.50 — almost exactly one half of the option-year value, i.e., one service cycle — and the period of performance ended after option year one, with three option years unexercised. The lesson for an offeror is that option exercise is earned through performance and responsiveness, not guaranteed by award.
- **Distance may matter.** The prior awardee was headquartered several hours from the place of performance. A contractor with local presence can credibly discriminate on responsiveness, re-service turnaround, and schedule flexibility.

These findings shaped both the technical emphasis of this mock proposal (responsiveness, quality control, and communication — the failure points suggested by the award history) and the pricing strategy in Section 18.

18. Pricing Narrative

Total proposed price (hypothetical): \$69,000.00 for the base period, structured as shown in **Appendix B**. The price was developed bottom-up and cross-checked top-down:

- **Bottom-up build.** Productive labor hours were estimated from the facility's cleanable square footage and PWS frequencies using industry-standard production rates, then priced at the wage determination's required hourly rate plus health and welfare, payroll burden, supplies and consumables (estimated as a percentage of labor), equipment depreciation, insurance, overhead, and margin.
- **Top-down cross-check.** The 2018 base-year award of \$49,933, escalated at approximately 4 percent annually for eight years of Service Contract Act wage-determination growth and general cost inflation, projects a current-year competitive range of roughly \$66,000–\$70,000. The proposed \$69,000.00 sits inside that range — competitive without buying the work at a price that cannot sustain performance.
- **Escalation discipline.** The historical option-year escalation of ~3 percent informs option pricing in a multi-year structure; the FAR 52.222-43 price-adjustment clause covers wage-determination increases only, so non-labor escalation (insurance, fuel, supplies) must be built into each option year's rate at proposal time.

Historical pricing was considered as one factor in developing a competitive and reasonable hypothetical price for this portfolio example.

19. Compliance Statement

Your Company Name Here certifies that:

- It has read and understands all terms, conditions, and requirements of the solicitation, including the PWS, the incorporated wage determination, and all amendments, and will comply with them in full.
- Its quotation conforms to all instructions to offerors, including format, page limits, and submission requirements.
- It is registered and active in SAM.gov and will maintain registration throughout performance.
- All representations and certifications in SAM.gov and in the proposal are current, accurate, and complete.
- It will comply with all applicable FAR and agency-supplement provisions incorporated by reference or full text, the Service Contract Labor Standards, OSHA regulations, EPA requirements, and all applicable federal, state, and local laws.
- Where a socioeconomic set-aside applies, it holds the required certification and will comply with the limitations on subcontracting at 13 CFR 125.6, including any agency-specific certificate submitted as a standalone document.

Signed: _____ Date: _____

[Authorized Representative Name], [Title], Your Company Name Here **(SAMPLE — NOT FOR**

SUBMISSION)

20. Assumptions

- The Government will provide water, electricity, and janitor closet/storage space at no cost to the contractor, per [PWS reference].
- Square footage and space inventory stated in the solicitation are materially accurate; material differences discovered post-award will be addressed with the Contracting Officer.
- Contractor personnel badging will be completed within 10 business days of submission of complete vetting packets.
- Normal duty-hour access will be available for daily services; after-hours work requires COR approval per the PWS.
- Your Company Name Here takes no exceptions to the terms and conditions of the solicitation.

21. Conclusion

This mock proposal demonstrates a complete, compliant, evaluator-first response to a federal janitorial services requirement: a technical approach mapped task-for-task to the PWS, a staffing plan derived from production rates rather than assumption, a quality control system that finds deficiencies before the Government's inspectors do, and a price grounded in documented historical award research. Performance is measured every shift, on every route sheet, for the full period of performance.

Appendix A — Historical Contract Research (Public USAspending.gov Data)

Market research summary compiled from publicly available USAspending.gov award records.

The predecessor requirement was competed and awarded as follows. The awardee's identity is omitted from this portfolio document; all figures are public procurement data.

A.1 Award Profile

Element	Public Record
Contract Number	36C25718C0122 (definitive contract)
Source Solicitation	36C25718Q0589
Awarding Office	Department of Veterans Affairs, Network Contracting Office 17
Awardee	[Withheld in portfolio version — SDVOSB, headquartered out of the local area]
NAICS / PSC	561720 (Janitorial Services) / S201 (Housekeeping — Custodial-Janitorial)
Contract Type	Firm-Fixed-Price
Set-Aside	SDVOSB set-aside; negotiated quotation procedures
Offers Received	6
Original Structure	Base year + 4 option years; potential value \$265,101.10

A.2 Transaction History

Action	Date	Obligation	Cumulative	Observation
Initial award (base year)	Jun 2018	\$49,933.00	\$49,933.00	Base POP Jul 2018 – Jun 2019
Mod P00001 — exercise Option Year 1	Jun 2019	\$51,431.00	\$101,364.00	≈ 3.0% escalation over base year
Mod P00002 — deobligation	Feb 2021	-\$25,715.50	\$75,648.50	Exactly half of OY1 value (one service cycle); POP end rolled back to Jun 2020; Options 2–4 unexercised

A.3 Analytical Observations

- **Pricing trend:** \$49,933 (2018) → \$51,431 (2019); escalating the 2019 price at ~3.5–4% annually for wage-determination and cost growth projects a current-year competitive range of approximately \$66,000–\$70,000.
- **Per-cycle economics:** the deobligated amount (\$25,715.50) equals one of two annual service cycles, indicating the Government priced and tracked the requirement on a per-cycle basis.
- **Procurement pattern:** SDVOSB set-aside, FFP, simplified/negotiated procedures, six offers — a competitive small-business market where compliance completeness and price reasonableness decide the award.

- **Funding observation:** single funding office (the awarding VA network contracting office); no sub-awards were reported on the prime contract, indicating full self-performance.
- **Option-exercise lesson:** public records show the contract concluded with three option years unexercised; an offeror should treat responsiveness and documented quality as the best insurance that options are exercised.

Appendix B — Pricing Schedule (Hypothetical)

Hypothetical pricing structure for the base period; see Section 18 for methodology.

CLIN	Description	Qty	Unit	Unit Price	Extended Price
0001	Recurring janitorial services — daily cleaning, restroom sanitation, trash/recycling, high-touch disinfection, dusting	12	MO	\$4,915.00	\$58,980.00
0002	Periodic floor maintenance — strip/refinish, machine scrub, carpet extraction (semi-annual cycles)	2	EA	\$3,260.00	\$6,520.00
0003	Window cleaning — interior/exterior glass, frames, sills (semi-annual cycles)	2	EA	\$1,750.00	\$3,500.00
TOTAL PROPOSED PRICE — BASE PERIOD (HYPOTHETICAL)					\$69,000.00

Unit prices are flat rates inclusive of all labor, supervision, materials, supplies, equipment, transportation, insurance, overhead, and profit. Wage determination compliance (base rate plus health and welfare) is embedded in the labor component of each CLIN. See Section 18 for the pricing methodology and historical cross-check.

Appendix C — Sample Government Forms (Mock)

SAMPLE — MOCK RESPONSE — PORTFOLIO EXAMPLE
The forms below are illustrative reproductions of offeror-completed blocks, populated entirely with placeholders. They are not official government submissions.

C.1 Standard Form 1449 — Offeror-Completed Blocks (SAMPLE)

On a commercial solicitation, the offeror completes Blocks 12, 17, 23, 24, and 30 of the SF 1449. A mock completion is shown below.

Block	Field	Mock Entry
12	Discount Terms	[Net 30 / None offered]
17a	Contractor/Offeror	Your Company Name Here, [Street Address], [City, State ZIP] — UEI: [UEI Number]; CAGE: [CAGE Code]; Phone: [Phone]
17b	Remittance different?	[Unchecked — remittance same as Block 17a]
23	Total Award Amount	\$69,000.00 (HYPOTHETICAL — PORTFOLIO EXAMPLE)
24	Offer includes	Signed SF 1449; all amendments acknowledged; technical and price volumes as instructed
30a–c	Signature of Offeror	[Authorized Representative Name], [Title] — SIGNED (SAMPLE — NOT FOR SUBMISSION) — [Date]

C.2 Limitations on Subcontracting — Certificate of Compliance (SAMPLE)

Set-aside solicitations commonly require a signed certificate of compliance with the limitations on subcontracting (e.g., 13 CFR 125.6; VA solicitations require the agency certificate as a standalone document). A mock completion follows.

MOCK RESPONSE — PORTFOLIO EXAMPLE

I hereby certify that if awarded the contract, Your Company Name Here will comply with the limitations on subcontracting specified in this clause and in the resultant contract. In the case of a contract for services, the concern will not pay more than 50% of the amount paid by the Government to it to firms that are not similarly situated. I further certify that I am authorized to execute this certification on behalf of Your Company Name Here.

Printed Name of Signee: [Authorized Representative Name]

Printed Title of Signee: [Title]

Signature: (SAMPLE — NOT FOR SUBMISSION)

Date: [Date]

Company Name and Address: Your Company Name Here, [Street Address], [City, State ZIP]

C.3 Amendment Acknowledgment (SAMPLE)

Amendment No.	Date	Acknowledged By
[0001]	[Date]	[Authorized Representative Name] — SAMPLE
[0002]	[Date]	[Authorized Representative Name] — SAMPLE

End of mock proposal. All placeholders must be replaced, and all SAMPLE markings removed, only in the context of preparing a genuine submission from a real offeror — which this document is not.