

EVALUATION REPORT OF FACILITY MAINTENANCE VENDORS

WEST LONG BRANCH SCHOOL DISTRICT

PREPARED BY COREY J. LOWELL, SFO
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

JUNE 16, 2023

AS PER N.J.S.A. 18A:18A-4.5(d)

The purchasing agent or counsel or school business administrator shall evaluate all proposals only in accordance with the methodology described in the request for proposals. After proposals have been evaluated, the purchasing agent or counsel or school business administrator shall prepare a report evaluating and recommending the award of a contract or contracts. The report shall list the names of all potential vendors who submitted a proposal and shall summarize the proposals of each vendor. The report shall rank vendors in order of evaluation, shall recommend the selection of a vendor or vendors, as appropriate, for a contract, shall be clear in the reasons why the vendor or vendors have been selected among others considered, and shall detail the terms, conditions, scope of services, fees, and other matters to be incorporated into a contract. The report shall be made available to the public at least 48 hours prior to the awarding of the contract, or when made available to the board of education, whichever is sooner.

CRITERIA

Proposals were evaluated by considering the following factors:

- Proposers must describe their on-site organization and off-site support for this assignment. Proposers must describe how they plan to manage and develop their staff at West Long Branch as well as examples of ongoing management practices and advancement opportunities provided in other school districts similar to West Long Branch.
- Proposers must include their ability to serve the District's custodial function. Information should include staffing charts, full-time to part-time staffing ratios, square feet cleaned per hour/shift, and work schedules. A list of all equipment and chemicals to be used should be disclosed. Proposals will be evaluated on projected work schedules, inspection schedules, training schedules, personnel development, management development programs, inventory control, and safety inspection programs. The associated forms for each of these programs should also be included. The resumes of the key on-site supervisory staff associated with the custodial function should be included with the proposal.
- Proposals must describe their company's objectives, programs, and systems for corrective maintenance, preventive maintenance, long-range planning, project work, employee productivity, procurement practices, and energy conservation. Preference will be given to proposals that provide the following submissions:
 - Preventive maintenance reports and schedules for District-owned equipment. Proposers should provide sample preventive maintenance reports.
 - A suggested preventive maintenance plan for the West Long Branch School District.
 - System tracking of work requests. Based on experience in other school districts, or organizations with the similar size and complexity as the West Long Branch School District, the submission should demonstrate the percentage of requests completed within 30 days of submittal, 60 days of submittal, and 90 days of submittal. The Proposer should also provide their standard for completion of these work requests.
 - Explanation of Proposer's plan for "green" initiatives. West Long Branch School District's current green initiative consists of the following: recycling of paper, glass, plastic, cardboard, and fluorescent light bulbs; composting, when available; use of green products for cleaning and the treatment of grounds with eco-friendly chemicals.
- Proposers must demonstrate a commitment to customer service and communication with the District. Proposer should submit quarterly reports detailing employee/employer performance and employee/employer relations. Proposer must demonstrate the ability to adapt to the needs of the District and the Community. Proposers are required to submit a representative sampling of client school districts currently being served. If the organization does not have school district clients, then a list of public or private entities of similar size and complexity as the West Long Branch School District should be included. The proposal should identify the individual in each of the client organizations that can be called to assess the Proposer's performance.
- Preference will be given to Proposers that have the appropriate experience, financial strength/stability, and resources—both human and financial—to provide the services being proposed. Proposers are required to provide financial information that consists of annual reports and certified financial statements for the two most recent years.

- Proposers shall be prepared to present to the Board or a Board committee their ability to perform the services detailed in the specifications and speak directly to the criteria contained herein.

SUMMARY OF PROPOSALS

SJ Industries

The two-year contract price far exceeded the budgetary expectation. Experience in NJ schools is not extensive.

Aramark

Experience in NJ schools as well as higher education was evident. The District has many years of experience with Aramark as the incumbent. The presentation to the Board committee went well, but managerial support was not evident. The presenter stated that they rely solely on districts to report managerial issues.

Pritchard Industries

Experience in NJ schools and private industry is extensive. The list of other Pritchard clients in the area was impressive. The presentation to the Board committee was well-received. Price was most attractive to the committee, as well as the practice of periodic check-ins on the district's services by upper-level management.

CONCLUSION

The proposal from and presentation by Pritchard was comprehensive. The team who presented to the Board committee made their commitment to customer service evident. Therefore, price and other factors considered, I am recommending the Board award a contract to Pritchard to provide facility maintenance services for the period July 1, 2023 to June 30, 2025 as per the terms in the RFP and proposal on file with this report.