

**BOARD OF EDUCATION**  
**The School District of South Orange and Maplewood**  
**525 Academy Street, Maplewood, NJ 07040**

Steve Gardberg  
Asst. Business Administrator

(973) 762-5600 x1806  
fax (973) 378-8680

**MEMORANDUM**

To: Cheryl Schneider, Business Administrator  
From: Steve Gardberg, Asst. Business Administrator  
Date: May 10, 2013  
Re: Request for Proposals (RFP) Custodial Services 2013-14

**- Evaluation & Recommendation -**

**Background:**

The current Custodial Services contract with Aramark expires June 30, 2013. Aramark, after winning the one (1) year RFP bid for the 2011-12 school year, was renewed for the 2012-13 school year. The South Orange-Maplewood School District determined it was in the best interest of the school district to advertise for Custodial Services for the 2013-14 school year.

**Procurement Method:**

Pursuant to 18A:18A-1 et seq. and 40A:11-4.5, the Business Administrator previously received permission from the Department of Local Government Services to utilize Competitive Contracting instead of Competitive Bidding for the management and staffing of the District's Custodial Services. Therefore, this was not a bid, but rather a Request for Proposal (RFP). As such, the District shall award the contract to the Contractor whose proposal is determined to be the most advantageous, price and other factors considered.

**Request For Proposals (RFP):**

The Custodial Services RFP was advertised on March 28, 2013, and four (4) Contractors received and reviewed our Specifications. On April 4, a facility 'walk-through' site survey tour of Columbia High School was held to acquaint the four (4) Contractors in attendance.

**Proposal Opening:**

Four (4) proposals were submitted and opened on April 23, 2013, with the following bids:

<b>Contractor</b>	<b>Base Bid</b>
ABM Industries	\$4,515,875
Aramark Education Facilities Services	\$3,229,337
Pritchard Industries	\$3,388,290
Temco Facility Services	\$3,387,000

**RFP Evaluation Method:**

In accordance with the methodology in 18A:18A-4.4b and contained within the RFP, an interview format and score sheet were used with all prospective Contractors. Questions were taken directly from the specification requirements, footnoted and constructed to enable the District to ascertain if the Contractors possessed all or some of the required competencies/skills. The questions had a predetermined ranking system related to the answer responses to ensure the process was fair and consistent. The five (5) criteria that were considered in evaluating the proposals are as detailed in the following table, weighted based upon importance to the District. The points awarded ranged from 1 to 5 in .50 increments, with 5 being the highest.

A. Program Price	
B. Capability and Record of Performance	
C. On-Site Manager and Management Team	
D. Proposed Program	
E. Start-Up/Transition Plan	

**Evaluation Committee:**

A panel of five (5) District staff members, representing a cross section of all Custodial Services stake holders, to serve on the Evaluation Committee:

- Elementary level was represented by an Assistant Principal
- Secondary level was represented by an Assistant Principal
- Property Services was represented by the Director and Assistant Director
- Business Office was represented by the Assistant Business Administrator

**Evaluation of Proposals:**

On April 29, the Evaluation Committee interviewed each of the four (4) Contractors that submitted proposals as above. Questions were asked and responses were graded in each of the sections (A through E) of the Evaluation Criteria. Score sheets were completed by each committee member after each interview, then collected, sequestered and tabulated by the Assistant Business Administrator. As per the RFP Specification, after points were awarded by the evaluators, a weighting factor was applied, and thus a total score derived. Each of the Contractors met our specifications. The results, in order of overall performance, are as follows.

<b>Contractor</b>	<b>Total Weighted Avg. Score</b>
1. Temco	4.53
2. Pritchard	4.18
3. Aramark	3.89
4. ABM	3.80

**Recommendation:**

It is the Evaluation Committee's recommendation to the Board of Education to approve Temco as the Custodial Services contract provider to the South Orange-Maplewood School District. Temco was the highest-scoring Contractor in the Evaluation Committee's interview and vetting process, having the highest scores on all five criteria. Regarding Program Price, even though Aramark's bid was lowest, committee members generally thought it was unrealistically low.

The committee's overall impression of Temco was its commitment to training, setting high expectations and inspecting. Also, the proposed management candidate was the strongest among all the candidates. He exhibited a sense of leadership; has managed in the District, minimizing the learning curve; and as a Certified Educational Facility manager, provides a wealth of technical knowledge. An additional support that the District looks forward to benefiting from is Temco's Regional Safety manager, who is a former instructor in Emergency management at the national level.

The Custodial Services contract that Temco proposes for \$3,387,000 for the 2013-14 school year includes the cleaning of the District's fourteen (14) buildings as well as providing the custodial staff benefits, materials, equipment and consumables as specified and required for the tasks. The RFP Specification and the Service Employees International Union (SEIU) Local 32BJ contract stipulate that the current custodial staff have first right of refusal to employment positions with the new contractor.