

**Report
Evaluation and Recommendation of an Award
for the
Custodial and Black Seal Operator Services Contract
for the Period
July 1, 2015 to June 30, 2021**

Dated: May 22, 2015

This report is being prepared in accordance with the requirements of competitive contracting under the “Public School Contracts Law,” N.J.S.A. 18A:18A-4.1 *et seq.*, for reasons explained herein.

The School Business Administrator for the Board of Education of the Township of Delran in the County of Burlington, New Jersey with the assistance of the School District’s special counsel undertook the solicitation of proposals for the custodial and black seal operator services contract. The requirement for these services was outlined in the Board of Education’s request for proposals (RFP) entitled, “Custodial and Black Seal Operator Services,” which will be referred to in this report as the “Program.”

The solicitation was done in conformance with the competitive contracting process, pursuant to N.J.S.A. 18A:18A-4.1 *et seq.* The Board of Education obtained the approval of the New Jersey Department of Community Affairs’ Division of Local Governmental Services in a letter dated March 30, 2015 to conduct the Program’s procurement through the competitive contracting process.

Request for proposals were advertised in the “Burlington County Times” on April 15, 2015 and were also included on the School District’s website. On April 22, 2015, a pre-proposal conference was held at 10:00 a.m. at the School District’s Support Services Office, 22 Hartford Road, New Jersey for all prospective respondents. Representatives from the three companies that submitted responses to the RFP attended this meeting.

Proposals were received at 10:00 a.m. on May 5, 2015 in the office of the School Business Administrator. Proposals were received from the following companies: Blue Stripes Property Management, Inc., Plainfield, New Jersey (“Blue Stripes”), Pritchard Industries, Florham Park, New Jersey (“Pritchard”), and T.U.C.S. Cleaning Services, Inc., Orange, New Jersey (“TUCS”).

The Board of Education established the following six criteria for the review of the proposals and to award the proposal to the entity that best met the requirements of these criteria and the weight assigned to each:

I. Management Criteria (5%)

Respondents must describe their on-site organization and off-site support for this assignment. The on-site personnel should have knowledge and experience in working with a

school district that is the same approximate size and complexity as the Delran Township School District. A description of the Respondent's off-site support for this assignment should also be provided.

II. Criteria for Custodial Operations (25%)

Respondents must include their ability to serve the School 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 used to be used should be disclosed. Proposals will be evaluated on project 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.

III. Quality of Proposal (10%)

Proposals will be evaluated on their clarity and responsiveness to the request for proposal. The ability of a proposal to address the various aspects of the School District's requirements for custodial and black seal licensed employees will be carefully reviewed and evaluated. A respondent's use of supplies, chemicals, and equipment and the quality of each will also be considered.

IV. Performance Record Criteria (20%)

Respondents are required to submit a representative sampling of client school districts currently being served. If a respondent does not have school district clients, then a list of public or private entities of similar size and complexity as the Delran Township 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.

V. Cost Criteria (30%)

Respondents will be required to provide a base price for the first and second year of their contracts. Separate pricing for black seal licensed personnel will be required as well.

VI. Financial Stability and Strength Criteria (10%)

Preference will be given to respondents that have the appropriate experience, financial strength/stability, and resources—both human and financial—to provide the services being proposed. Respondents are required to provide financial information that consists of annual reports and certified financial statements for the two most recent years. Respondents are also required to provide a bid bond for 10% of its base bid for the first year of the proposal price. Consent of surety is also required to be included with the proposal. The bid bond and consent of surety must be issued by a New Jersey licensed insurance company.

Based on these six criteria, each of the proposals received the following ratings:

<u>Criteria</u>	<u>Maximum Points Allowed</u>	<u>TUCS</u>	<u>Pritchard</u>	<u>Blue Stripes</u>
Management	05	05	05	01
Custodial Operations	25	23	20	15
Quality of Proposal	10	10	08	01
Performance Record	20	20	18	15
Cost	30	30	10	15
Financial Stability	<u>10</u>	<u>10</u>	<u>10</u>	<u>01</u>
Totals	<u>100</u>	<u>98</u>	<u>71</u>	<u>48</u>

Since the “Cost” criteria was the most heavily weighted of the six, the three respondents provided the following contract prices for fiscal year’s 2015/2016 and 2106/2017 in their respective responses:

<u>Company</u>	<u>Fiscal Year 2015/16 Contract Price</u>	<u>Fiscal Year 2016/17 Contract Price</u>
TUCS	\$779,857.48	\$799,346.17
Blue Stripes	795,900.00	811,870.00
Pritchard	894,033.87	911,914.55

Aside from being the most cost-competitive proposal, the TUCS’s response was also the most comprehensive of the three proposals based on the evaluative criteria. Similarly, the Pritchard proposal was also comprehensive and met with the requirements of the RFP, but its two year proposed costs were the highest of the three proposals, which is the reason why it received only 10 of the 30 points allowed for the “Cost” criteria. The Blue Stripes’ proposal was generally not responsive to the RFP; it did not, for example, discuss its management, custodial operations, or financial stability—thus the reason for its low rating.

While the RFP only requested pricing for the first two years of a five year agreement for the Program, a price increase will be permitted in the third, fourth, and fifth year of the contract, provided that (i) TUCS’s increase does not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed, and (ii) the terms and conditions of TUCS’s contract remain substantially the same.

The TUCS proposal received only 23 of 25 points allowed under the “Custodial Operations” category because it failed to specify the “Enviro-Solution”—the chemical products specified in the RFP. The TUCS specified “Ecolab” chemical products in its response. The RFP, however, permits the Board of Education to consider a “brand name or equivalent,” provided the substitute meets with the requirements of the RFP. After a meeting was held between TUCS’s chief executive officer and its regional vice president and Delran School District officials—i.e., school business administrator, facilities director, and special counsel—

TUCS's use of the "Ecolab" chemical products were deemed an "equivalent" substitute by the school officials.

Finally, TUCS's proposal included the appropriate signed documents required in the RFP—e.g., bid bond, consent of surety, affirmative action certificate, New Jersey Business Certificate, certificate of insurance, just to name a few. All of TUCS's documentation met with the requirements of the RFP.

For the reasons outlined in this report, a five year contract is being recommended to TUCS for the contract period July 1, 2015 to June 30, 2021, based on its proposal submitted May 5, 2015. This recommendation will be made to the Board of Education at its regular meeting of June 1, 2015 scheduled to occur in the cafeteria of the Delran High School, 50 Hartford Road, Delran, NJ at 7:30 p.m. A copy of the TUCS proposal is available for public inspection in the office of the School Business Administrator, 52 Hartford Road, Administration Building, Delran, New Jersey during normal business hours. That office's phone number is 856-461-6800.

This report was prepared by Ronald J. Ianoale, McManimon, Scotland & Baumann, LLC, in his capacity as special counsel to the Board of Education of the Township of Delran. All inquiries about the report or the procurement procedures outlined herein can be made to him at 973-622-1800 or rji@msbnj.com.