

Haddonfield School District Evaluation Committee Report for the Custodial & Management Services RFP

1. List of Proposers:

- Campus Services
- Aramark
- Pritchard
- S.J. Services
- HES
- Talarico
- Empire

2. List of Evaluation Committee Members:

- Michael A. Catalano
- Ken Lambert
- Tim McFerren
- Barb Nobel

Evaluation Committee Report

3. Cost of Proposals (Ranked from lowest to highest five-year price):

HADDONFIELD COST COMPARISON OVER 5 YEARS															
		Campus Services		Aramark		Pritchard		S.J. Services		HES		Talarico		Empire	
Description	Details	Percent	Total Charges	Percent	Total Charges	Percent	Total Charges	Percent	Total Charges	Percent	Total Charges	Percent	Total Charges	Percent	Total Charges
Custodial	Charge for Employee Wages		\$3,571,044.46		\$4,077,441.89		\$4,489,456.43		\$4,526,620.80		\$4,534,545.25		\$4,507,484.80		\$4,558,195.20
	Charge for Health Care Benefits	3%	\$107,131.30	9%	\$355,301.32	5%	\$204,946.43	0%	\$0.00	2%	\$86,634.40	12%	\$549,755.99	11%	\$487,852.00
	Charge for Other Fringe Benefits	2%	\$64,344.96	7%	\$288,478.37	0%	\$0.00	3%	\$119,525.00	3%	\$147,031.87	5%	\$224,981.68	6%	\$255,749.93
	Charge for Payroll Taxes	21%	\$763,846.38	10%	\$394,406.52	18%	\$823,815.26	19%	\$882,687.00	17%	\$790,371.24	11%	\$510,112.04	17%	\$760,509.00
Consultant Rec'd	of FTEs (1 FTE=2080 Hrs. per Yr.) -	19.50		23.00		23.00		23.00		23.00		23.00		23.00	
Cnslt. Recom'd	ly. Wage Rate (Excl. Benes. & Taxes) -	\$13.91		\$17.05		\$18.77		\$18.92		\$18.96		\$18.84		\$19.06	
Custodial Overtime	Charge for Employee Wages		\$301,372.89		\$291,745.06		\$321,225.11		\$323,884.26		\$324,451.26		\$322,515.06		\$326,143.44
	Charge for Payroll Taxes	21%	\$64,463.68	10%	\$28,220.18	18%	\$58,944.81	19%	\$63,155.00	18%	\$56,778.98	11%	\$36,502.43	14%	\$45,062.58
Required Hours	Number of Annual Hours	11,410		11,410		11,410		11,410		11,410		11,410		11,410	
Cnslt. Recom'd	Wage Rate Excl. Benefits & Taxes	\$20.87		\$25.57		\$28.15		\$28.39		\$28.44		\$28.27		\$28.58	
Custodial - Head/Leads	Charge for Employee Wages		\$1,245,068.63		\$797,241.72		\$847,698.61		\$849,638.40		\$856,212.27		\$850,220.80		\$640,848.00
	Charge for Health Care Benefits	3%	\$37,352.03	9%	\$73,016.33	4%	\$35,642.86	0%	\$0.00	2%	\$13,644.75	5%	\$42,291.69	12%	\$73,960.00
	Charge for Other Fringe Benefits	2%	\$24,901.41	7%	\$57,640.17	0%	\$0.00	3%	\$26,995.00	3%	\$25,686.37	5%	\$42,429.96	7%	\$43,007.31
	Charge for Payroll Taxes	21%	\$266,320.17	9%	\$75,725.03	18%	\$155,552.69	19%	\$165,676.00	17%	\$149,237.78	11%	\$97,580.40	18%	\$114,720.00
Consultant Rec'd	of FTEs (1 FTE=2080 Hrs. per Yr.) -	6.00		4.00		4.00		4.00		4.00		4.00		3.00	
Cnslt. Recom'd	ly. Wage Rate (Excl. Benes. & Taxes) -	\$15.76		\$19.16		\$20.38		\$20.42		\$20.58		\$20.44		\$20.54	
Custodial Heads/Lead Overtime	Charge for Employee Wages		\$74,823.85		\$71,866.74		\$76,415.14		\$76,590.00		\$77,182.60		\$76,642.50		\$77,025.00
	Charge for Payroll Taxes	21%	\$16,004.82	9%	\$6,826.17	18%	\$14,022.18	19%	\$14,932.00	18%	\$13,506.95	11%	\$8,797.41	17%	\$13,002.50
Required Hours	Number of Annual Hours	2,500		2,500		2,500		2,500		2,500		2,500		2,500	
Cnslt. Recom'd	Wage Rate Excl. Benefits & Taxes	\$23.64		\$28.75		\$30.57		\$30.64		\$30.87		\$30.66		\$30.81	
General Manager	Charge for Employee Wages		\$368,010.28		\$374,909.93		\$374,840.63		\$355,680.00		\$433,288.47		\$361,088.00		\$356,824.00
	Charge for Health Care Benefits	3%	\$11,040.29	30%	\$112,472.37	12%	\$45,000.00	0%	\$0.00	9%	\$37,372.63	12%	\$42,291.69	11%	\$39,007.15
	Charge for Other Fringe Benefits	2%	\$7,360.20	6%	\$23,619.33	0%	\$0.00	4%	\$12,995.00	12%	\$51,455.06	5%	\$18,017.18	6%	\$20,601.36
	Charge for Payroll Taxes	21%	\$78,717.39	9%	\$34,213.03	18%	\$68,783.26	19%	\$69,355.00	17%	\$75,525.20	12%	\$42,711.63	17%	\$60,204.78
Consultant Rec'd	of FTEs (1 FTE=2080 Hrs. per Yr.) -	1.00		1.00		1.00		1.00		1.00		1.00		1.00	
Cnslt. Recom'd	ly. Wage Rate (Excl. Benes. & Taxes) -	\$32.21		\$36.05		\$36.04		\$34.20		\$41.66		\$34.72		\$34.31	
Custodial Evening Supervisor/s	Charge for Employee Wages		\$240,529.60		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$213,408.00
	Charge for Health Care Benefits	3%	\$7,215.90	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	11%	\$23,236.95
	Charge for Other Fringe Benefits	2%	\$4,810.59	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	6%	\$12,775.39
	Charge for Payroll Taxes	21%	\$51,449.26	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	19%	\$40,542.00
Consultant Rec'd	of FTEs (1 FTE=2080 Hrs. per Yr.) -	1.00		0.00		0.00		0.00		0.00		0.00		1.00	
Cnslt. Recom'd	ly. Wage Rate (Excl. Benes. & Taxes) -	\$18.27		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$20.52	
Clerical	Charge for Employee Wages		\$0.00		\$281,164.58		\$281,104.11		\$268,840.00		\$274,325.91		\$276,078.40		\$272,272.00
	Charge for Health Care Benefits	0%	\$0.00	9%	\$24,460.47	3%	\$8,910.71	0%	\$0.00	14%	\$37,372.63	15%	\$42,291.69	11%	\$29,578.12
	Charge for Other Fringe Benefits	0%	\$0.00	6%	\$17,713.37	0%	\$0.00	4%	\$9,794.00	7%	\$18,957.13	5%	\$13,776.13	6%	\$15,867.04
	Charge for Payroll Taxes	0%	\$0.00	9%	\$24,665.03	18%	\$51,582.60	19%	\$52,421.00	17%	\$47,814.97	11%	\$31,685.21	17%	\$45,360.16
Consultant Rec'd	of FTEs (1 FTE=2080 Hrs. per Yr.) -	0.00		1.00		1.00		1.00		1.00		1.00		1.00	
Cnslt. Recom'd	ly. Wage Rate (Excl. Benes. & Taxes) -	\$0.00		\$27.04		\$27.03		\$25.85		\$26.38		\$26.55		\$26.18	
Contractor Start Up Charges – attach detail breakdown															
Years total amo	5 Years		\$18,500	\$18,499.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,720	\$57,720.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractor Equi	=	\$60,000													
Years total amo	5	Total Equip. Budget Pool Amount	\$60,000	\$60,000.00	\$60,000	\$60,000.00	\$60,000	\$60,000.00	\$60,000	\$60,000.00	\$60,000	\$60,000.00	\$60,000	\$60,000.00	\$60,000.00
Contractor Charge for Computerized Quality Assurance System			\$0.00		\$1,327.28		\$2,550.00		\$5,000.00		\$0.00		\$19,440.00		\$17,500.00
Contractor Charge for Office and or Warehouse Rent			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$183,000.00
Contractor Charge for Required Office Equipment			\$800.00		\$28,960.27		\$8,500.00		\$15,000.00		\$27,081.61		\$20,645.00		\$27,200.00
Contractor Charge for Supplies & On-Going Operating Costs			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Enter Cost Per I	Input Cost for Em	\$766.38	\$105,376.98	\$1,743.12	\$252,751.96	\$576.25	\$83,556.55	\$2,228.80	\$323,176.00	\$610.00	\$88,450.00	\$1,778.54	\$257,887.72	\$500.00	\$72,500.00
Contractor Management Fee		4.9%	\$394,224.65	3.3%	\$264,545.80	2.6%	\$220,345.05	3.8%	\$325,000.00	5.0%	\$444,580.96	3.6%	\$320,252.39	4.1%	\$384,850.00
District Charge for Contract Monitoring			\$89,676.00		\$89,676.00		\$89,676.00		\$89,676.00		\$89,676.00		\$89,676.00		\$89,676.00
Total Contract Charge Over Five Years			\$7,974,385.41		\$8,108,388.94		\$8,322,568.42		\$8,636,640.46		\$8,818,904.29		\$8,865,155.80		\$9,360,477.91

Evaluation Committee Report

4. Evaluation Criteria - The following was the criteria used by the committee in evaluating the proposals:

The Criteria Used in Evaluating Proposals <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>	Weighting Factor	Points
1. Program Price: What is the price of the program proposed and its impact upon the District's operating budgets? Are the charges detailed in the proposal form realistic; i.e., Health care costs, payroll taxes, management fee, etc.	15%	1 to 5
2. Contractor's financial viability, strength, capability and record of performance: Considers the Contractor's capability and experience as measured by financial statements, performance record, litigation, years in the industry, number of public school districts served and references.	12%	1 to 5
3. On-Site Management: Considers the references; proposal resumes, face to face interviews and any other method to discover the capabilities and skill level of the on-site management. At a minimum the proposed candidate must demonstrate the following: On- site Manager(s): - Should have at least two years' experience in managing a comparable sized public school district. - Should have four years' experience in the custodial management industry. - Must have a high school diploma or GED equivalent diploma. - Must be in the process of obtaining or have a Black Seal License by 7-1-2025. - For public safety requirements and in case of an emergency, the Contractor On-site Manager/must be fluent in English and able to effectively communicate with the District's staff, fire, police and the public in the respective buildings by being able to read, write, speak and understand English. Daytime custodians must also be capable of communicating effectively both in-person as well as via email. On- site Supervisor(s): - Should have at least one year experience in managing a comparable sized educational institution. - Should have a high school diploma or GED equivalent diploma. - Must be in the process of obtaining or have a Black Seal License by 7-1-2025. - For public safety requirements and in case of an emergency, the Contractor on-site supervisor/s must be fluent in English and able to effectively communicate with the District's staff, fire, police and the public in the respective buildings by being able to read, write, speak and understand English. Daytime custodians must also be capable of communicating effectively both in-person as well as via email.	25%	1 to 5
4. Staffing Viability: Considers whether proposed wages and staffing levels are sufficient to recruit and maintain a stable workforce by the proposed wage rates to the following: - The current outsourced average wage rates and wages as detailed in Exhibit 6 wage rates. - The Consultant's Recommended Staffing, Wage Rates and Salaries as detailed in Exhibit 7. - Are benefits and paid time off provided/offered and employee contribution to insurance premiums and copays/deductibles sufficient to recruit and maintain a stable workforce? - Is the number of proposed custodial, management and clerical staff sufficient to meet the Scope of Work in this RFP? - Can the Contractor meet the black seal requirement?	24%	1 to 5
5. Contractor's Proposed Program: Are the Proposer's program, systems, training, and procedures for custodial and management services thorough and comprehensive to meet the scope of work?	10%	1 to 5
6. Contractor's Start Up/Transition Plan: Is the Proposer's start-up plan customized to the needs of the District? Is the plan detailed from pre- planning (30 days prior to the start of the contract) through the start of the contract and the first three months to September 30, 2025? Did it detail the additional management and resources they shall be providing as well as the startup task, any requirements for the District, implementation date, estimated completion date, and who is responsible (name and title)? Did the plan have 100 or more different (not repetitive) tasks listed covering the startup activities in implementation, management, HR, custodial and training? Was it submitted in Excel format or a Gantt chart?	14%	1 to 5

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5. Scoring: The following are the actual and weighted points for each proposer:

TOTALS															
CRITERIA	Weighing Percent	Points Awarded (1 to 5)							Weighted Points						
		Campus Svs	Aramark	Pritchard	S.J. Services	HES	Talarico	Empire	Campus Svs	Aramark	Pritchard	S.J. Services	HES	Talarico	Empire
Program Price:	15%	20.00	18.00	16.00	14.00	3.00	2.50	2.00	3.00	2.70	2.40	2.10	1.80	1.50	0.30
Contractor's capability and record of	12%	11.00	14.00	17.00	13.00	9.50	11.00	9.50	1.32	1.68	2.04	1.56	0.90	1.08	1.14
On-Site Management:	25%	12.50	11.50	19.00	12.50	12.50	12.50	11.50	3.13	2.88	4.75	3.13	2.63	2.63	2.88
Staffing Viability	24%	9.00	17.50	18.00	16.00	17.00	15.00	13.00	2.16	4.20	4.32	3.84	3.12	3.12	3.12
Contractor's Proposed Program:	10%	11.00	15.50	17.50	13.00	13.00	12.50	12.50	1.10	1.55	1.75	1.30	0.90	1.05	1.25
Contractor's Start Up/Transition Plan:	14%	10.50	14.00	18.00	9.00	11.50	10.50	9.00	1.47	1.96	2.52	1.26	1.33	1.19	1.26
TOTALS	100%	74.00	90.50	105.50	77.50	66.50	64.00	57.50	12.18	14.97	17.78	13.19	10.68	10.57	9.95

6. Scoring Summary

- Pritchard: 17.78 Points** – Pritchard ranked third for Program Price because they had the third lowest five-year price. Contractor's Capability and Record of Performance was based on the references provided as well as financial stability and was worthy of first place. For On-Site Management, Pritchard's proposed candidate stood out as being the strongest, earning first place. The proposed staffing, wages and benefits provided caused their proposal to be in first place for Staffing Viability. Pritchard was ranked in first place for Contractor's Proposed Program. They also ranked first for Contractor's Startup/Transition Plan because they demonstrated that they had the systems, procedures and corporate support to achieve success through the life of the contract.
- Aramark: 14.97 Points** - Aramark had the second lowest price, ranking them second. The school districts served, and references had them placed second for Contractor's Capability and Record of Performance. Aramark's proposed candidate ranked for fourth amongst the companies for On-Site Management. Aramark also scored second for Staffing Viability, Contractors Proposed Program and Start Up/Transition Plan.
- SJ Services: 13.19 Points** - SJ Services had the fourth lowest five-year contract price and was ranked fourth for pricing. Their list of school districts served, and references ranked third regarding Contractor's Capability and Record of Performance. In reviewing their proposed candidate's resume, they tied for second for On-Site Management. SJ Services ranked third in Staffing Viability and Contractor's Proposed Program. Their Start Up/Transition Plan tied for fifth place.
- Campus Services: 12.18 Points** - Campus Services had the lowest price which earned first place ranking for Program price. Their references were good enough to place forth for Contractor's Capability and Record of Performance. In reviewing the resume of Campus Services' proposed candidate, they were tied for second place for On-Site Management. Campus Services received fifth place score for Staffing Viability. They received fifth place for Contractor's Proposed Program. They ranked third for their Startup Plan/Transition Plan.
- HES: 10.68 Points** - HES had the fifth highest price which earned them the fifth place ranking for Program price. They scored in seventh place for Contractor's Capability and Record of Performance. In reviewing the resume of HES's proposed candidate, they were tied for third place for On-Site Management. HES tied for fourth place for Staffing Viability. They scored in seventh place for their Contractor's Proposed Program. HES scored in fourth place for their Startup Plan/Transition Plan.
- Talarico: 10.57 Points** - Talarico had the sixth highest price which earned them the sixth place ranking for Program price. They tied for sixth place for Contractor's Capability and Record of Performance. In reviewing the resume of Talarico's proposed candidate, they were tied for third for On-Site Management. Talarico received the fourth place score for Staffing Viability. For their Contractor's Proposed Program they were ranked sixth. They ranked in sixth place for their Startup Plan/Transition Plan.

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- g. **Empire: 9.95 Points** - Empire had the highest price which earned them the seventh place ranking for Program price. They scored in fifth place for Contractor's Capability and Record of Performance. In reviewing the resume of Empire's proposed candidate, they were tied for fourth for On-Site Management. Empire received the fourth place score for Staffing Viability and for their Contractor's Proposed Program. They ranked in fifth place for their Startup Plan/Transition Plan.

7. Recommendation of the Haddonfield School District's Custodial RFP Evaluation Committee:

- Upon review of the proposals submitted and based upon the RFP evaluation criteria, the committee concludes that the Pritchard proposal is most advantageous for the Haddonfield School District.