

Northvale Public School

OFFICE OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

NORTHVALE BOARD OF EDUCATION

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August 18, 2021

Northvale Board of Education
315 Ramapo Valley Road
Oakland, New Jersey 07436

Re: Evening and Summer Custodial Cleaning Services

Dear Honorable Members of the Board:

On AUGUST 16, 2021 at 10:00 am, on behalf of the Board, I accepted two (2) proposals submitted by Pritchard Industries, Inc. (hereinafter referred to as "Pritchard") and Atalian US Northeast LLC (hereinafter referred to as "Atalian") to provide evening and summer custodial and cleaning services to the Northvale Public School District (hereinafter referred to as the "District"). Pursuant to the specifications provided in the Request for Proposals (hereinafter referred to as the "RFP"), the proposals submitted must be evaluated according to predetermined criteria described in the RFP. The criteria and corresponding weights include: (1) Technical Criteria and Qualifications - Sixty Percent (60% or 60/100 points); (2) Management Criteria - Twenty Percent (20% or 20/100 points); and (3) Cost Criteria - Twenty Percent (20% or 20/100 points). As such, each proposal will be scored out of a total one hundred (100) possible points. As more fully explained below, I recommend that the Board award the contract to Pritchard.

1. Technical Criteria and Qualifications - Sixty Percent/Sixty Points

Under the Technical Criteria and Qualifications section, Pritchard's proposal receives fifty-five (55) out of a possible sixty (60) points. Pritchard's proposal is fully responsive and includes all the required forms and information requested in the RFP. Pritchard's proposal provides information regarding its quality assurance program, safety assurance program, emergency preparedness, human resources and employee training, and a technical plan to implement the cleaning services in the District. Pritchard's proposal also provides various certifications if the District's contact person, evidencing the

ability to assist the District with various needs related to Pritchard's services. The proposal establishes that Pritchard currently provides custodial services to approximately thirty (30) public and private educational institutions in New Jersey, including the District. It should be noted that the District is currently satisfied with the work being performed by Pritchard. The proposal also provides that Pritchard has been providing services since its inception in 1985. Further, the proposal establishes that Pritchard ensures its business practices are in compliance with the applicable regulations of the industry.

Under the Technical Criteria and Qualifications section, Atalian receives fifty (50) points out of a possible sixty (60) points. Atalian's proposal is also fully response and includes all the required forms and information requested in the RFP. Atalian's proposal includes information on the company's background and history, operating plan, transition plan for the District, training and safety programs, as well as quality assurance and "Green Cleaning." However, Atalian's current experience in the field falls behind that of Pritchard, as Atalian currently provides services to approximately eleven (11) public education institutions in the New Jersey. Atalian has been providing these services since their inception in 1968. Finally, Atalian's proposal also establishes that they abide by the applicable industry regulations.

2. Management Criteria - Twenty Percent/Twenty Points

Under the Management Criteria, Pritchard receives twenty (20) out of twenty (20) points. Pritchard's proposal provides a comprehensive outline of the management and support staff that will service the proposed services. This outline includes the corporate structure, and the credentials of the senior management as well as the contact person for the District. The account would be serviced from Pritchard's Florham Park, New Jersey office. The proposal indicates that the manager will be continuously on-call in order to assist with any issues in the District. The individuals that would be assigned to the District include a contract liaison, quality control officer, engineering, mechanical and HVAC support, chemical and cleaning product support, landscaping and grounds operations, and an operations manager. The proposal establishes that these

individuals are all in-house. The proposal also provides Pritchard's employee guidelines as well a training program for all employees that will provide services. Pritchard's proposal also documents how these individuals will work together to implement a transition plan to continue services in the District in a seamless fashion. Further, the District is fully familiar with Pritchard's employees due to Pritchard's current service in the District.

Under the Management Criteria, Atalian receives seventeen (17) out of twenty (20) points. Atalian's proposal establishes that services will be administered directly by a senior vice president, director of operations and area manager that will oversee three (3) full-time employees. The account would be serviced from Atalian's Jersey City, New Jersey office. The proposal also states that the individuals assigned to the District will be supplemented by corporate support in various areas such as regulatory compliance, procurement, health and safety, and quality management. The proposal provides that employees will be available to the District for situations when problems may arise. Atalian's proposal also delineates the employee training programs provided for employees that would be assigned to the District. Based on Atalian's proposal, its employees are in-house. However, Atalian does not provide as comprehensive an outline as Pritchard in regard of experience and support services.

3. Cost Criteria - Twenty Percent/Twenty Points

Under Cost Criteria, Pritchard's proposal receives nineteen (19) out of twenty (20) points. Pritchard's proposal provided for a maximum total annual contract amount of \$199,253.53 for the first year of the contract and \$199,253.53 for the second year of the contract. This is based on a projected three (3) employees providing twenty-four (24) daily man hours for the term of the contract. Pritchard has submitted sufficient evidence to establish that it has the financial resources to meet its obligations. Pritchard's proposal is the most cost-effective when taking into consideration the maximum annual contract amount for both years of the proposed contract.

Under Cost Criteria, Atalian's proposal receives eighteen (18) out of twenty (20) points. Atalian's proposal provided for a maximum total annual contract amount of \$197,672.00 for the first year of the contract and \$203,602.00 for the second year of the contract. This is based on three (3) employees providing twenty-four (24) daily man hours, and one thousand fifty-six (1,056) hours during the summer. Atalian has also provided sufficient evidence to establish that it has the financial resources to meet its obligations.

4. Analysis

Based on the above, the proposals that were submitted should be ranked accordingly:

- 1) Pritchard - 94 out of 100 points
- 2) Atalian - 85 out of 100 points

Considering both proposals, the proposal submitted by Pritchard is most-advantageous in both cost and services rendered. Pritchard documents an extensive client list of educational institutions in New Jersey that it is currently servicing, and documentation of providing service in accordance with applicable regulations. Pritchard will also provide an extensive team to assist the District in its needs, and will ensure that all employees are well-trained in the needs of the District and all applicable laws. Furthermore, awarding the contract to Pritchard will ensure the District does not experience an interruption in services, and the District will receive continuous, satisfactory custodial services.

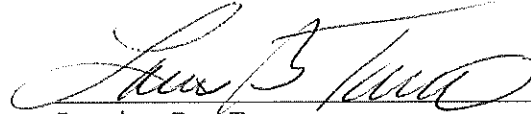
Conclusion

Given the foregoing, I recommend that the Board award a two (2) year contract for evening and custodial cleaning services to Pritchard. The contract will commence on September 1, 2021, and end on August 31, 2023. The Board will have the option to extend the contract for two (2) additional one (1) year terms. The maximum annual contract amount for the first year shall be \$199,253.53, and the maximum annual contract amount for the second year shall be \$199,253.53. The specific terms of the

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contract will be those found in the Agreement attached to the RFP and incorporated herein by reference.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Louis B. Turco", written over a horizontal line.

Louis B. Turco
Business Administrator/Board
Secretary

16-Aug-21

CUSTODIAL SERVICE BID BREAK DOWN AND COMPARISON
YEAR 1

	ATALIAN	PRITCHARD	VARIABLE
TOTAL CONTRACT AMOUNT	197,672.00	199,253.53	1,581.53
AVERAGE HOURLY WAGE RATE	16.83	16.7	0.13
OVERTIME HOURLY WAGE RATE	25.25	25.05	0.2

YEAR 2

TOTAL CONTRACT AMOUNT	203,602.00	199,253.53	4,348.47
AVERAGE HOURLY WAGE RATE	17.33	17.3	0.03
OVERTIME	26	25.95	0.05

COMBINED AVERAGE

TOTAL CONTRACT AMOUNT	401,274.00	398,507.06	2,767
AVERAGE HOURLY WAGE RATE	17.08	17	0.08
OVERTIME HOURLY WAGE RATE	25.625	25.5	0.125