

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

1. List of Proposers:

- Campus Services
- Pritchard
- ABM

2. List of Evaluation Committee Members:

- Darren Harris
- Doug McGarry
- Joseph Giambri
- Heather Mayhew
- Frank Maurer

Evaluation Committee Report

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

| DEERFIELD COST COMPARISON OVER 3 YEARS | | | | | | | |
|---|---|-------------------------------------|--------------|-------------|---------------|------------|--------------|
| | | Campus Services | | Pritchard | | ABM | |
| Description | Details | Percent | Total Charge | Percent | Total Charges | Percent | Total Charge |
| Custodial | Charge for Employee Wages | | \$217,443.20 | | \$218,400.00 | | \$218,588.45 |
| | Charge for Health Care Benefits | 6% | \$12,086.45 | 0% | \$0.00 | 5% | \$10,160.11 |
| | Charge for Other Fringe Benefits | 2% | \$4,850.49 | 0% | \$0.00 | 1% | \$1,172.85 |
| | Charge for Payroll Taxes | 18% | \$39,837.57 | 19% | \$40,513.20 | 13% | \$27,817.98 |
| Consultant Recom'd FTE's | No. of FTEs (1 FTE=2080 Hrs. per Yr.) - | 2.00 | | 2.00 | | 2.00 | |
| Cnslt. Recom'd Wage Rate | Avg. Hrly. Wage Rate (Excl. Benes. & Taxes) - | \$17.00 | | \$17.50 | | \$17.52 | |
| Custodial Overtime | Charge for Employee Wages | | \$9,800.63 | | \$9,843.75 | | \$9,852.24 |
| | Charge for Payroll Taxes | 20% | \$1,972.54 | 19% | \$1,826.02 | 13% | \$1,253.82 |
| Required Hours | Number of Annual Hours | 125 | | 375 | | 375 | |
| Cnslt. Recom'd Wage Rate | Avg. Wage Rate Excl. Benefits & Taxes | \$25.50 | | \$26.25 | | \$26.27 | |
| Custodial - Head/Leads | Charge for Employee Wages | | \$121,513.60 | | \$121,680.00 | | \$122,152.37 |
| | Charge for Health Care Benefits | 5% | \$6,070.05 | 0% | \$0.00 | 5% | \$5,677.71 |
| | Charge for Other Fringe Benefits | 2% | \$2,425.24 | 0% | \$0.00 | 1% | \$655.42 |
| | Charge for Payroll Taxes | 18% | \$21,883.92 | 19% | \$22,571.64 | 13% | \$15,545.34 |
| Consultant Recom'd FTE's | No. of FTEs (1 FTE=2080 Hrs. per Yr.) - | 1.00 | | 1.00 | | 1.00 | |
| Cnslt. Recom'd Wage Rate | Avg. Hrly. Wage Rate (Excl. Benes. & Taxes) - | \$19.00 | | \$19.50 | | \$19.58 | |
| Custodial Heads/Lead Overtime | Charge for Employee Wages | | \$2,190.75 | | \$2,193.75 | | \$2,202.27 |
| | Charge for Payroll Taxes | 19% | \$416.33 | 19% | \$406.94 | 13% | \$280.26 |
| Required Hours | Number of Annual Hours | 25 | | 75 | | 75 | |
| Cnslt. Recom'd Wage Rate | Avg. Wage Rate Excl. Benefits & Taxes | \$28.50 | | \$29.25 | | \$29.36 | |
| General Manager | Charge for Employee Wages | | \$16,971.83 | | \$16,384.73 | | \$17,096.54 |
| | Charge for Health Care Benefits | 5% | \$848.61 | 0% | \$0.00 | 17% | \$2,960.85 |
| | Charge for Other Fringe Benefits | 2% | \$339.43 | 0% | \$0.00 | 3% | \$512.90 |
| | Charge for Payroll Taxes | 19% | \$3,224.81 | 19% | \$3,039.37 | 11% | \$1,960.03 |
| Consultant Recom'd FTE's | No. of FTEs (1 FTE=2080 Hrs. per Yr.) - | 1.00 | | 0.0469 | | 0.0469 | |
| Cnslt. Recom'd Wage Rate | Avg. Hrly. Wage Rate (Excl. Benes. & Taxes) - | \$56.73 | | \$58.02 | | \$58.45 | |
| Custodial Evening Supervisor/s | Charge for Employee Wages | | \$34,347.30 | | \$33,253.20 | | \$33,613.54 |
| | Charge for Health Care Benefits | 5% | \$1,717.67 | 23% | \$7,500.00 | 17% | \$5,821.33 |
| | Charge for Other Fringe Benefits | 2% | \$687.05 | 0% | \$0.00 | 3% | \$1,008.41 |
| | Charge for Payroll Taxes | 19% | \$6,527.14 | 19% | \$6,168.47 | 11% | \$3,853.62 |
| Consultant Recom'd FTE's | No. of FTEs (1 FTE=2080 Hrs. per Yr.) - | 1.00 | | 0.1875 | | 0.1875 | |
| Cnslt. Recom'd Wage Rate | Avg. Hrly. Wage Rate (Excl. Benes. & Taxes) - | \$27.88 | | \$29.36 | | \$28.73 | |
| Clerical | Charge for Employee Wages | | \$6,506.18 | | \$6,435.00 | | \$6,373.82 |
| | Charge for Health Care Benefits | 5% | \$325.33 | 117% | \$7,500.00 | 17% | \$1,103.84 |
| | Charge for Other Fringe Benefits | 2% | \$130.11 | 0% | \$0.00 | 3% | \$191.21 |
| | Charge for Payroll Taxes | 19% | \$1,236.35 | 19% | \$1,193.69 | 11% | \$730.73 |
| Consultant Recom'd FTE's | No. of FTEs (1 FTE=2080 Hrs. per Yr.) - | 1.00 | | 0.1875 | | 0.1875 | |
| Cnslt. Recom'd Wage Rate | Avg. Hrly. Wage Rate (Excl. Benes. & Taxes) - | \$21.15 | | \$29.36 | | \$29.36 | |
| Black Seal Wage Stipend for Lead/Head and Regular Custodians | Charge for Employee Wages | | \$18,720.00 | | \$18,720.00 | | \$12,480.00 |
| | Charge for Payroll Taxes | 19% | \$3,646.46 | 19% | \$3,472.56 | 13% | \$1,636.35 |
| No. of Black Seals - 3.00 FTEs | | | | | | | |
| Hourly Wage Stipend Rate - \$1.00 Excl. Benefits & Taxes | | | | | | | |
| Contractor Start Up Charges – attach detail breakdown | | | | | | | |
| Years total amount amortized over: | 5 | Input Total Start Up Charges Amount | \$1,048.80 | \$629.28 | \$0.00 | \$0.00 | \$0.00 |
| Contractor Equipment Budget/Pool = \$5,000 | | | | | | | |
| Years total amount amortized over: | 5 | Total Equip. Budget Pool Amount | \$5,000 | \$3,000.00 | \$5,000 | \$3,000.00 | \$5,000 |
| Contractor Charge for Computerized Quality Assurance System | | | \$0.00 | | \$0.00 | | \$3,090.90 |
| Contractor Charge for Office and or Warehouse Rent | | | \$0.00 | | \$0.00 | | \$0.00 |
| Contractor Charge for Required Office Equipment | | | \$720.00 | | \$4,500.00 | | \$0.00 |
| Contractor Charge for Cleaning, Paper & Plastic Supplies | | | \$17,618.89 | | \$40,236.96 | | \$44,199.21 |
| Contractor Charge for Other Supplies & On-Going Operating Costs | | | \$0.00 | | \$0.00 | | \$0.00 |
| Enter Cost Per Employee = | | Input Cost for Employee | \$1,075.18 | \$10,583.80 | \$571.24 | \$5,623.18 | \$3,208.00 |
| Contractor Management Fee | | 3.9% | \$23,825.44 | 3.0% | \$18,318.37 | 4.0% | \$25,140.28 |
| District Charge for Office/Warehouse Rent & Contract Admin. | | | \$12,939.07 | | \$12,939.07 | | \$12,939.07 |
| District Charge for Contract Monitoring | | | \$8,980.88 | | \$8,980.88 | | \$8,980.88 |
| Total Contract Charge Over Three Years | | | \$614,016.38 | | \$614,700.76 | | \$633,631.07 |

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): <ul style="list-style-type: none"> • 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 General Manager/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. On- site Supervisor(s): <ul style="list-style-type: none"> • Should have at least one year experience in managing a comparable sized public school district. • 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 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: <ul style="list-style-type: none"> • 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 |

Evaluation Committee Report

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 Services | Pritchard | ABM | Campus Services | Pritchard | ABM |
| Program Price: | 15% | 25.00 | 20.00 | 15.00 | 3.75 | 3.00 | 2.25 |
| Contractor's capability and record of performance: | 12% | 25.00 | 24.00 | 24.00 | 3.00 | 2.88 | 2.88 |
| On-Site Management: | 25% | 25.00 | 18.50 | 18.00 | 6.25 | 4.63 | 4.50 |
| Staffing Viability | 24% | 22.50 | 20.00 | 18.00 | 5.40 | 4.80 | 4.32 |
| Contractor's Proposed Program: | 10% | 25.00 | 21.00 | 20.00 | 2.50 | 2.10 | 2.00 |
| Contractor's Start Up/Transition Plan: | 14% | 25.00 | 22.00 | 22.00 | 3.50 | 3.08 | 3.08 |
| TOTALS | 100% | 147.50 | 125.50 | 117.00 | 24.40 | 20.49 | 19.03 |

6. Scoring Summary

- Campus Services: 24.40 Points** – Campus Services had the lowest Program Price, earning first place. Contractor's Capability and Record of Performance was based on the school districts served and references, ranking them first place. For On-Site Management, Campus Services' team ranked first. The proposed staffing, wages and benefits provided caused their proposal to be the most advantageous to the District, earning first in terms of Staffing Viability. Campus Services also ranked first in the Contractor's Proposed Program and the Contractor's Startup/Transition Plan because they demonstrated they had the systems, procedures and corporate support to achieve program success.
- Pritchard: 20.49 Points** - Pritchard had the second lowest Program Price. The school districts served, and references had them tied for second place for Contractor's Capability and Record of Performance. Pritchard's On-Site Management team ranked second. Pritchard also ranked second in Staffing Viability and Contractor's Proposed Program. Pritchard tied for second place for their Contractor's Startup/Transition Plan.
- ABM: 19.03 Points** - ABM had the third lowest Program Price. The school districts served, and references had them tied for second place for Contractor's Capability and Record of Performance. ABM's On-Site Management team ranked third. ABM also ranked third in Staffing Viability and Contractor's Proposed Program. ABM tied for second place for their Contractor's Startup/Transition Plan.

7. Recommendation of the Deerfield Township 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 Campus Services proposal is most advantageous for the Deerfield School District.