

April 20, 2022

Ms. Trenae Lambkin
Business Administrator/Board Secretary
Franklin Lakes School District
490 Pulis Avenue
Franklin Lakes, NJ 07417

Dear Ms. Lambkin:

Edvocate School Support Solutions is pleased to present our proposal for providing the district with request for proposal (RFP) process management for custodial and management services as well as optional contract monitoring services.

We provide a complete turnkey process to guide you through the requirements of utilizing the request for proposal process.

Our focus and core business are K-12 schools. Understanding the culture and politics of public schools, we know how to provide solutions for meaningful and measurable program improvements. Our position is to be advocates for the best interest of the districts we serve.

We look forward to discussing our proposal with you. We are enthusiastic about helping the district and are eager to begin as soon as you give us the go-ahead.

Sincerely,



Bill Gerichter
President

Proposal for

Franklin Lakes School District

**For Consulting Services for
RFP Process Management and
Optional Contract Monitoring
of the District's Custodial and Management
Services Operations by**



April 20, 2022

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A. Plan to Assist Franklin Lakes School District

1. Highlights

Edvocate proposes to assist the district in exploring competitive proposals for custodial and management services by providing request for proposal (RFP) process management. Once the contract is awarded the Board can then decide if they also wish to have Edvocate provide ongoing contract monitoring to ensure contract compliance from the management company. In doing so we will provide:

- Experienced staff on-site, to gather data, conduct interviews, perform site audits, and assess operations.
- The management of the entire process from RFP development to contract implementation to on-going monitoring.

2. Managing the RFP Process

We ascertain the district's needs and expectations it has for its custodial program. We then develop specifications and a scope of work that define the services required by the district as well as a request for a proposal package that meets all requirements of 18A:18A-1 et seq 4.1 through 4.5 for usage of competitive contracting. The District has the option of requesting to use competitive contracting (RFP process) from the DCA. We successfully provided this option and it was approved by the DCA for Wyckoff, West Windsor–Plainsboro Regional, the Pittsgrove Consortium, Winslow, Bridgewater-Raritan Regional, Bernards, Roxbury, Montville, Glen Rock, Fairlawn, Mahwah and many other districts. The RFP will detail the scope of work and contain controls that define a responsible proposer as well as the evaluation criteria that are aligned with the needs of the district. Our integrated approach ensures the contract is awarded to the custodial services management company (CSMC) that best meets the evaluation criteria.

We will provide the following specific tasks and deliverables:

1. If needed, we provide you with a letter to send to the DCA requesting the use of competitive contracting instead of bidding.
2. Determine what the needs, concerns and expectations are of the users of the program and formulate them into deliverables, then into measurable goals and objectives for the RFP and specifications.
3. Develop and write the custodial service RFP specifications tailored to the District's needs and expectations. Included in this RFP will be a contract, written by Edvocate, for the management company to provide the services while protecting the interests of the District.
4. Meet with appropriate members of administration to review and finalize the RFP.
5. Encourage competition by soliciting CSMCs to propose.
6. Attend and help the District in administration of the pre-proposal conference for the RFP.
7. Assist the District in responding to questions from the CSMC arising from the pre-proposal conference.
8. Analyze and compare all proposals, then provide a written report to the District.
9. Work with administration in forming a District evaluation committee to evaluate the proposals and make a recommendation to the School Board. We work with the committee during the process.
10. Assist the District with the selection process of a potential CSMC's site manager by conducting interviews alongside District administration and working with the Evaluation Committee.
11. Write the required report, that the Evaluation Committee must provide, of the results of their evaluation.
12. Utilizing our draft contract, finalize a contract with the successful proposer ensuring what is in the RFP, and the CSMC's proposal is incorporated into the contract and approved by the District.
13. We will make up to six visits to the District to meet to discuss then finalize the RFP, attend the pre-proposal conference and report on the analysis of the proposals, work with the Evaluation Committee, interview potential CSMC's site managers and finalize the contract.
14. Unlimited support via telephone and/or email.

3. Summary of the RFP Process



4. Timeline for RFP for Custodial Management Services - The following is a proposed preliminary timeline of events based upon the district's needs. Assuming a July 1st startup date for the CSMC:

April 2022	•The District retains the services of Edvocate.
April 2022	•The District provides Edvocate with a copy of the DCA approval letter approving competitive contracting.
April 2022	•Board passes resolution authorizing the use of competitive contracting process (required under law).
May 2022	•First draft of RFP delivered to administration.
May 2022	•RFP finalized and approved by administration.
May 2022	•RFP issued and advertised.
May 2022	•Pre-proposal conference and site survey of school district by prospective CSMCs.
June 2022	•Proposals due for custodial services.
June 2022	•RFP evaluation committee selects CSMC based upon evaluation criteria and site manager interviews, then makes recommendation to Board.
June 2022	•Finalize contract with CSMC.
June 2022	•School Board approves CSMC contract.
July 1, 2022	•Services Begin...contract start date.

5. Optional Comprehensive On-Going Contract Monitoring and Compliance *(does not occur unless the Board decides to move forward):*

After the contract is awarded and services begin, monitoring and compliance of your Custodial service contract will ensure the continued year-after-year attainment of satisfactory levels of service. Monitoring provides accountability that the CSMC will perform their services in a manner that will consistently improve, and which is in the best interest of the district. Our goal through monitoring is to ensure the success of the program and generate quantifiable improvements by working with the district and the CSMC.



In providing this service, we will provide the following specific tasks and deliverables:

1. Our team will perform an inspection of all school buildings to establish a baseline quality level. We will then perform inspections of all school buildings two times a year. We estimate each inspection will take at least 1 day. The items we inspect are as follows:

Halls – Floors	Heating Grids/Grills	Clock in System Utilized
Halls – Walls	Stairwells	Emergency Generator Logs
Classrooms – Floors	Light Bulbs	Boiler Logs
Classrooms – Furniture	Adequate Stock of Supplies	All Fire Extinguishers Checked
Classrooms – Dusting	(Custodial consumable supplies, light bulbs, & ceiling tiles)	Task Schedules Posted on Carts
Classrooms – Walls	Grounds – Cleanliness	Restroom Check List
Bathrooms – Floors	Grounds – Upkeep	Custodial QA Utilized
Bathrooms – Surfaces	Walk Off Mats	Work Order System
Entrance Ways	Bathroom Fixtures Working	Cust. Closets Organized & Clean
Offices	Bathroom Dispensers	Dust Mops Clean
High Dusting	Uniforms	Filters Changed
Gyms	Safety Shoes	Light Fixtures Maintained
Locker Rooms	MSDS Sheets	Ceiling Tiles Maintained
Library/Media Center	Emergency Procedures	Unit Ventilators Clean
Cafeteria – Floors	Utilities Main Shut Off	Playground Mulched up to 8”
Cafeteria – Cleanliness	Custodial Toolkits	Background Checks
Interior Glass	Key Logs	Summer Cleaning Plan
Boiler Rooms		No. Staff/FTE’s

2. Should there be a change in CSMCs, we will provide transition/start-up services for the newly implemented custodial and management services contract to include the following:
 - a. We monitor the start-up and discuss and resolve issues that arise. To do this, we facilitate and attend four on-site weekly meetings for one month prior to start-up, then facilitate and attend four to six weekly on-site meetings for thirty to sixty days after start-up.
 - b. Provide the CSMC with the following and ensure they are properly filled out and completed during and after the start-up period:
 - i. Task Schedules format which detail, in 15-minute increments, what a custodian's daily work schedule is.
 - ii. Employee Roster format detailing the contractual requirements of wages, black seal licensing, background checks, etc.
 - iii. Summer Cleaning format plan for each school detailed by room number.
 - iv. Startup Plan format covering the period of time from 30 days prior to the start of the contract to 60 days after the start of the contract.
 - v. Guide the CSMC's through Snow Removal Plans
 - vi. Equipment Log format detailing the balance of the equipment budget, the location of the equipment, cost, condition etc.
 - vii. Overtime Log format to track the usage of overtime throughout the year.
 - viii. Be available to attend emergency meetings within 24 hours of notification.
3. After each inspection, we prepare a written report, Common Goals and Inspection Report (detailing the attainment of the previous Common Goals) and establish upcoming Common Goals. Detail the inspection results and the history of the previous scores.
4. We will work with Administration to improve the CSMC's performance by establishing clear measurable performance and achievement goals. We then arrange and facilitate three goal-setting Common Goals meetings every year, with administration and the CSMC. At these meetings we review the Inspection Report, status of the previous goals and objectives, then discuss and agree upon the upcoming goals and objectives for the CSMC. We then monitor the CSMC for the attainment of those goals and objectives. This, along with the inspections, ensures continual improvement in the CSMC's performance.
5. Continually audit the CSMC, to ensure they are in compliance with minimum wages, staffing, benefit levels, employee background checks and black seal licenses.
6. Annually reconcile the CSMC's contractual obligations for wages paid vs. their certified payroll.
7. Annually reconcile the CSMC's contractual obligation for OT paid vs. actual.
8. Maintain the Equipment Budget Pool which tracks approved equipment purchased against the monies in the Equipment Budget Pool.
9. Advocate may periodically do unannounced inspections at night throughout the year.
10. Each year, determine what the needs, concerns and expectations are of the users of the program.
11. Advocate's staff will be onsite up to six times per year for the monitoring of your Custodial services.
12. Provide unlimited support via telephone and/or email.

6. Staffing

For the RFP Process, Advocate proposes to have Bill Gerichter, Ginny Eilinger, Elexis Scannella or Colleen Jobs on-site. We will provide the following site visits and support:

- Initially up to one day on site, we will meet with administration to review the goals and objectives the district has for the RFP and specifications, then visit the schools to observe the program and perform a baseline inspection.
- An additional four to six days on-site assisting the district during the pre-proposal conference, the CSMC's site visitation, meeting with district administration in discussing the analysis of the proposals,

meeting with the Evaluation Committee, selection of the CSMC, contract negotiation and selection of the management company and CSMC's site director.

- In total we will be on-site a total of up to five or six days, plus an additional six days working off-site.
- We will provide unlimited support via phone or email.

For optional contract monitoring we will provide the following site visits and support:

- One day on-site to meet with administration to establish goals and objectives for the program.
- An additional three or four on-site visits per year, including the formal inspections of all school buildings, bi-annual assessment of operational performance objectives of the program by the CSMC and attend and facilitate the Common Goals meetings with the district and the CSMC.
- We will provide unlimited support via phone and/or email.

B. Professional Fees

1. Fees for Managing the RFP Process

Edvocate's fee for managing the RFP process is \$10,375. Fees are inclusive of all expenses.

- 2. Fee for Optional On-Going Contract Monitoring:** Edvocate's fee for on-going contract monitoring is \$13,200 annually divided in twelve monthly payments of \$1,100. Payment of the fees, for contract monitoring, will be payable monthly for the duration of our contract. Additional site visits, requested by the district, beyond the six on site days will be charged to the district at the rate of \$475.00 per day, including all expenses. The contract term is one year with an option to renew for an additional four one-year terms subject to School Board approval. Fees are inclusive of all expenses.

C. Data Needed for Preparing the RFP

The following is a list of the data we will need to do the RFP. Please provide the information as a hard copy and electronically.

- a. A copy of your bid for custodial services.
- b. A list of district buildings (instruction and support), their function, grade levels, enrollment per building, number of faculty and staff per building, gross square footage, heat type (gas/oil/electric), air conditioned, and a list of acreage by site.
- c. A list of custodial, maintenance and grounds staff by position, table of organization, number of daily and annual hours worked by position, assigned shift, assigned school.
- d. A list of equipment (scrubbers, burnishers, etc.) at each school.
- e. If the staff is unionized which local represents them.
- f. Any other information that is unique or specific to your district that you believe would be helpful for the analysis.

D. Company Information

1. Profile of Edvocate School Support Solutions

Edvocate was founded in 2005 with the purpose of helping school districts improve their food service, custodial, maintenance and grounds programs. Collectively, the staff of Edvocate has over 100 years of experience in helping school districts improve and manage their support service departments (facilities and food). The company was founded to support school districts in their primary mission of enhancing the learning environment by providing solutions in the improvement and management of their support services.

There have been only four options available to district administration seeking to assess and improve the efficiency and effectiveness, or explore outsourcing of the non-instructional support services:

1. Retain or ask an outsourcing management company to do a study of a given department. These companies tend to be strongly pro-outsourced solutions. They have a stake in the outcome of their study. As such, these studies lead to outsourcing recommendations.
2. Hire a retired department administrator that has experience to do a study. These consultants tend to be strongly pro-internal/self op solutions. They may ignore the benefits available to them through outsourced options.
3. Hire a large consulting/accounting firm to do an analysis of the efficiency of the department. They lack operational experience in the departments. Their strength is in putting data and comparing statistics. Their studies tend to contain a lot of tables and numbers, yet are short on practical application. Because of their lack of operations experience, they tend to make recommendations that are unrealistic in the real world and difficult to implement.
4. If the department is already contracted, there has only been one option available, until now, to access a support department that has been outsourced.... that is to have another outsourcing company evaluate the incumbent company. That has not proven to be very effective as the other company has a vested interest in the outcome.

Edvocate provides school districts with an alternative. We are advocates for that which is best for the district. We are equally supportive of the internal-self op and the external-outsourced solutions for improvement as the needs dictate which one is beneficial for the district. We have no financial stake in the outcome. We have years of experience in designing programs and assessing operating costs for client service operations. We make recommendations that are carefully developed specifically for you based upon K-12 best practices and the practical realities that school districts face.

Edvocate's staff has conducted seminars or done training/consulting with the following organizations:

- National/State School Board Association
- American Association of School Administrators
- New Jersey Association of School Administrators
- Atlantic, Bergen and Mercer County Business Officials
- School Food Service Association
- Association of School Business Officials

2. The Management Team

The team has over 100 years of experience in school food and facilities services. Over their careers, the staff of Edvocate have performed studies and prepared RFP/IFB's for school support services operations in many school districts. These studies involved an analysis of the department operation and the design of enhancement and/or improvements to those operations. Their extensive experience working for outsourcing companies like Marriott, Aramark, GCA, Sodexo and Chartwells have given them the inside knowledge to effectively monitor outsourced contracts for school districts and provide IFB/RFP process management services for their contracted food and/or facilities operations. Edvocate's staff becomes your district's advocate watching out for what is best for your district.

Bill Gerichter - President

Bill has extensive experience in designing, structuring and implementing improvement in school districts food and facilities programs. Bill was with Marriott School Services and Sodexo for 20 years where as senior vice president he helped school districts improve their food service, custodial, maintenance and grounds programs. He has worked with over 400 school districts nationwide in his career, ranging from large (100,000 plus students) to small (1,000 students) and from urban to suburban and rural. Bill's experience with management companies allows him to structure the most favorable contract and program terms for your school district.

Ginny Eilinger – Vice President

Ginny has over 30 years of business experience including 4 years working in the facility management industry. Her K-12 and Higher Education facilities experience began working as a Northeast Regional Administrator responsible for human resources, training and development and the startup of custodial, maintenance & grounds contracts for GCA Services Group. Expanding out to facilities management, Ginny managed the following school districts; Wanaque School District (GCA) and Glen Rock School District (Aramark). With Edvocate, Ginny monitors the custodial and/or facility programs throughout New Jersey and with her knowledge of the inner workings of management companies, operations, client relations and employee motivation make her a great asset to Edvocate.

Sean Walsh – Senior Consultant

Sean brings to our team over 30 years management experience in the food service and restaurant industries. After spending 15 years managing high volume restaurants, Sean has spent the last 17 years in the K-12 sector as a director, resident district manager and district manager with Chartwells. Understanding all aspects of the K-12 business, Sean's strength is both student and client satisfaction. He most recently managed the food service programs in Woodbridge and Edison, two large school districts in New Jersey. With Edvocate, Sean will be monitoring the food service programs of school districts throughout New Jersey.

Colleen Jobs - Consultant

Colleen joins our team with over 16 years of administrative experience including 8 years in K-12 facilities management services as a Service Response Manager for Aramark Education Services. She brings a strong customer service background, attention to detail and working experience in custodial operations. Colleen's knowledge of facilities operations will be an asset to achieve success with Edvocate's clients custodial, maintenance and grounds programs. "I am looking forward to assisting my Edvocate clients to achieve success with their custodial and/or facilities programs."

Elexis Scannella - Consultant

Elexis brings 5 years of administrative experience – two of which she spent working for Aramark at two full service facilities accounts for K-12 school districts. During her first role as administrative assistant with Aramark she was promoted in less than a years' time to Office Manager of a startup account. She is a highly-motivated young professional who has exceeded expectations. Her attention to detail, and head on problem solving makes her a valuable asset to our team.

Robert Del Prete - Inspector

Rob brings to Edvocate over forty years of K-12 custodial, maintenance and grounds experience. He started out in 1975 in the Jersey City School District and recently retired as Executive Director of Facilities. As such Rob was responsible for the entire facilities department operations. " I look forward to inspecting buildings and holding management companies accountable with a keen eye for detail, drawing upon my experience and Edvocate's systems to improve the overall cleaning quality of schools". Rob will strive to assist our clients to achieve success with their custodial or facilities programs.

3. Advocate School Support Solutions References

Food Service Department Assessment

Camden City Public Schools

Camden, NJ
Enrollment: 10,000

East Brunswick School District

East Brunswick, NJ
Enrollment: 8,276

Morris School District

Morris, NJ
Enrollment: 4,600

Neshaminy School District

Langhorne, PA
Enrollment: 8,054

New Brunswick Public Schools

New Brunswick, NJ
Enrollment: 6,813

Newton Public Schools

Newton, MA
Enrollment: 12,000

Rochester City School District

Rochester, NY
Enrollment: 34,000

Food Services RFP Process

Barneget Township School District

Barneget, NJ
Enrollment: 3,213

Camden City Public Schools

Camden, NJ
Enrollment: 10,000

Chicago Public Schools

Chicago, IL
Enrollment: 408,000

Hamilton Township School District

Hamilton, NJ
Enrollment: 13,015

Hopewell Valley Regional School District

Pennington, NJ
Enrollment: 4,047

Jefferson Township School District

Lake Hopatcong, NJ
Enrollment: 3,385

Magnolia School District

Magnolia, NJ
Enrollment: 506

Merchantville Public Schools

Merchantville, NJ
Enrollment: 391



Food Services RFP Process (continued)

Monroe Township School District

Monroe, NJ
Enrollment: 6,039

Montclair Public Schools

Montclair, NJ
Enrollment: 6,606

Newton Public Schools

Newton, MA
Enrollment: 12,000

Neshaminy School District

Langhorne, PA
Enrollment: 8,054

Rochester City School District

Rochester, NY
Enrollment: 34,000

Roxbury School District

Succasunna, NJ
Enrollment: 4,417

South River School District

South River, NJ
Enrollment: 2,220

Spotswood School District

Spotswood, NJ
Enrollment: 2,619

Stafford Township School District

Manahawkin, NJ
Enrollment: 2,619

Tinton Falls School District

Tinton Falls, NJ
Enrollment: 1,419

Wanaque Borough School District

Wanaque, NJ
Enrollment: 972

West Windsor-Plainsboro Regional

West Windsor, NJ
Enrollment: 9,815

Food Services RFP Process & Contract Monitoring

Belleville School District

Belleville, NJ
Enrollment: 4,456

Bergenfield School District

Bergenfield, NJ
Enrollment: 3,700

Food Services RFP Process & Contract

Monitoring (continued)

Bernards Township School District

Basking Ridge, NJ
Enrollment: 5,672

Deerfield Township School District

Rosenhayn, NJ
Enrollment: 403

East Brunswick School District

East Brunswick, NJ
Enrollment: 8,276

Elmwood Park School District

Elmwood Park, NJ
Enrollment: 2,509

Fair Lawn School District

Fair Lawn, NJ
Enrollment: 4,773

Glassboro School District

Glassboro, NJ
Enrollment: 2,300

Holmdel Township School District

Holmdel, NJ
Enrollment: 3,564

Lakewood School District

Lakewood, NJ
Enrollment: 5,600

Manville School District

Manville, NJ
Enrollment: 1,317

Middletown Township School District

Leonardo, NJ
Enrollment: 10,316

Morris School District

Morris, NJ
Enrollment: 4,600

Neptune Township School District

Neptune, NJ
Enrollment: 4,432

New Brunswick School District

New Brunswick, NJ
Enrollment: 9,500

Old Bridge School District

Old Bridge, NJ
Enrollment: 8,649

Piscataway Township School District

Piscataway, NJ
Enrollment: 7,060

Pittsgrove Township School District

Pittsgrove, NJ
Enrollment: 1,847

Food Services RFP Process & Contract

Monitoring (continued)

Robbinsville Public Schools

Robbinsville, NJ
Enrollment: 3,151

Teaneck Public School District

Teaneck, NJ
Enrollment: 4,143

Westfield Public Schools

Westfield, NJ
Enrollment: 6,149

Custodial and/or Facilities Department

Assessment

Allendale Public School District

Allendale, NJ
Enrollment: 992

Canterbury Public Schools

Canterbury, CT
Enrollment: 547

East Brunswick School District

East Brunswick, NJ
Enrollment: 8,276

Holmdel Township School District

Holmdel, NJ
Enrollment: 3,564

Hopewell Valley Regional School District

Pennington, NJ
Enrollment: 4,047

Middletown Township School District

Leonardo, NJ
Enrollment: 10,316

Neptune Township School District

Neptune, NJ
Enrollment: 4,432

New Brunswick Public Schools

New Brunswick, NJ
Enrollment: 6,813

Roxbury Township School District

Succasunna, NJ
Enrollment: 4,417

Teaneck Public School District

Teaneck, NJ
Enrollment: 4,143

Custodial and/or Facilities Outsourced Program

Modeling

Bergenfield School District

Bergenfield, NJ
Enrollment: 3,754

Cresskill School District

Cresskill, NJ
Enrollment: 1,668

Custodial and/or Facilities Outsourced Program

Modeling (continued)

Dumont Public Schools

Dumont, NJ
Enrollment: 2,700

Franklin Township School District

Franklin Township, NJ
Enrollment: 7,700

Freehold Regional School District

Englishtown, NJ
Enrollment: 11,648

Madison Public Schools

Madison, NJ
Enrollment: 2,400

Montvale School District

Montvale, NJ
Enrollment: 1,090

Paramus School District

Paramus, NJ
Enrollment: 4,200

Ramsey School District

Ramsey, NJ
Enrollment: 3,097

River Dell Regional School District

River Edge, NJ
Enrollment: 1,668

River Edge School District

River Edge, NJ
Enrollment: 1,150

Saddle Brook School District

Saddle Brook, NJ
Enrollment: 1,676

Washington Township School District

Sewell, NJ
Enrollment: 8,422

West Essex Regional School District

North Caldwell, NJ
Enrollment: 1,650

Woodland Park School District

Woodland Park, NJ
Enrollment: 1,114

Custodial and/or Facilities Outsourced Program

Modeling & RFB/RFP Process

Bound Brook Borough School District

Bound Brook, NJ
Enrollment: 1,500

Branchburg School District

Branchburg, NJ
Enrollment: 1,825

Custodial and/or Facilities Outsourced Program

Modeling & RFB/RFP Process (continued)

Clearview Regional School District

Mullica Hill, NJ
Enrollment: 2,481

Kinnelon School District

Kinnelon, NJ
Enrollment: 2,208

Kingsway Regional School District

Woolwich Township, NJ
Enrollment: 2,221

Marlboro Township School District

Marlboro, NJ
Enrollment: 6,150

Matawan-Aberdeen Regional School District

Aberdeen, NJ
Enrollment: 3,801

Monroe Township School District

Monroe, NJ
Enrollment: 6,039

Parsippany-Troy Hills School District

Parsippany, NJ
Enrollment: 7,371

Providence School Department

Providence, RI
Enrollment: 28,741

Somerset County Vocational School District

Bridgewater, NJ
Enrollment: 656

Somerset Hills School District

Bernardsville, NJ
Enrollment: 2,097

Ventnor City Public School District

Ventnor City, NJ
Enrollment: 1,005

Woodcliff Lake School District

Woodcliff Lake, NJ
Enrollment: 850

Custodial and/or Facilities Outsourced Program

Modeling, RFB/RFP Process & Contract

Monitoring

Bernards Township School District

Basking Ridge, NJ
Enrollment: 5,672

Bridgewater-Raritan Regional School District

Bridgewater, NJ
Enrollment: 9,110

Commercial Township School District

Port Norris, NJ
Enrollment: 673

Custodial and/or Facilities Outsourced Program
Modeling, RFB Process & Contract Monitoring
(continued)

East Brunswick School District

East Brunswick, NJ
Enrollment: 8,276

Fair Lawn School District

Fair Lawn, NJ
Enrollment: 4,773

Glen Rock Public Schools

Glen Rock, NJ
Enrollment: 2,482

Haddonfield School District

Haddonfield, NJ
Enrollment: 2,407

Highland Park School District

Highland Park, NJ
Enrollment: 1,547

Hillsdale Public Schools

Hillsdale, NJ
Enrollment: 1,439

Lakewood School District

Lakewood, NJ
Enrollment: 5,800

Mahwah Township School District

Mahwah, NJ
Enrollment: 3,500

Montvale School District

Montvale, NJ
Enrollment: 4,231

Montville Township School District

Pine Brook, NJ
Enrollment: 4,273

Old Bridge School District

Old Bridge, NJ
Enrollment: 8,649

Pennsville School District

Pennsville, NJ
Enrollment: 1,979

Plumsted School District

Plumsted, NJ
Enrollment: 1,451

Point Pleasant School District

Point Pleasant, NJ
Enrollment: 2,760

Ridgewood Public Schools

Ridgewood, NJ
Enrollment: 5,588

Ringwood School District

Ringwood, NJ
Enrollment: 1,200

Robbinsville School District

Robbinsville, NJ
Enrollment: 3,151

Roxbury Township School District

Succasunna, NJ
Enrollment: 4,417

Rutherford Township School District

Rutherford, NJ
Enrollment: 2,485

Teaneck Public School District

Teaneck, NJ
Enrollment: 4,143

Wanaque Borough Public School District

Wanaque, NJ
Enrollment: 972

West Windsor-Plainsboro Regional School District

West Windsor, NJ
Enrollment: 9,669

Winslow Public Schools

Winslow, NJ
Enrollment: 6,019

Wyckoff Public Schools

Wyckoff, NJ
Enrollment: 2,400

Custodial RFP Process, Contract Monitoring & Shared Service Structuring

The Pittsgrove Consortium

(A consortium of 8 school districts & 1 charter network)
Pittsgrove, NJ
Combined Enrollment: 7,152

Glen Rock and North Haledon School District

(A consortium of 2 school districts)
Glen Rock, NJ
Combined Enrollment: 3,200

Landscaping, Grounds & Athletic Field Maintenance RFB Process

Montville Township School District

Pine Brook, NJ
Enrollment: 4,273

Neptune Township School District

Neptune, NJ
Enrollment: 4,432

Ridgewood Public Schools

Ridgewood, NJ
Enrollment: 5,588

4. What Clients Say About Us



"Prior to developing the request for proposals for our custodial services and food services, Edvocate developed different outsourcing scenarios and associated costs for us for each service. This modeling, especially the budget impact analysis, helped us decide which direction for us to take prior to writing the RFP and specifications. The RFP process was thorough and complete. They also provided an excellent assessment of our food service and maintenance and grounds operations. Because of their expertise in designing different scenarios, costs, specifications and the contract we decided to retain them for on-going contract monitoring of the custodial and food service contractors. They were professional, knowledgeable and comprehensive in their process. If a district was considering outsourcing services, I would recommend they utilize the services of Edvocate."

- **Mr. Bernardo Giuliana, Business Administrator; East Brunswick Public Schools, NJ**

"We had issues with our custodial management company in staffing, management, and holding their staff accountable so we called Edvocate. They rewrote our request for proposal, ran the process and we implemented their contract. We then brought Edvocate in to monitor our contract with the new custodial management company and they implemented systems, processes and procedures to ensure contract compliance and clean schools. I can tell you that having Edvocate ensures the operation and oversight of a successful custodial program".

- **Mr. Joseph Marra, Business Administrator; Old Bridge Township School District, NJ**

"Before deciding if our district should outsource custodial services Edvocate developed various custodial outsourcing scenarios and associated costs for us. This modeling, especially the budget impact analysis, helped us decide which direction to take and how to accomplish the task. With Edvocate's expert help and guidance, and their extremely detailed bid specifications the bid process was thorough, complete, and easily accomplished. Edvocate's demonstrated knowledge and expertise in this field made the decision to retain them for on-going monitoring of the terms and conditions of the contract an easy one to make as well. I would strongly recommend using Edvocate's services to any school district contemplating the outsourcing of their custodial services."

- **Ms. Patricia Salvati, Business Administrator; Wyckoff Public Schools, NJ**

"We originally brought Edvocate in to manage our food services RFB process ten years ago. They did a great job in managing the process and negotiating a very favorable contract for us with the food service management company. Because of that we hired them to provide on-going contract monitoring of our food service program. Now ten years later they continue to provide a high level of service that address our needs and helps us deal with issues that arise. Working with the contracted food service company student, staff, and parent satisfaction have increased. We look forward to continuing our relationship with Edvocate School Support Solutions"

- **Mr. Michael Petrizzo, Business Administrator; Holmdel Township Public Schools, NJ**

"Originally, our facilities contractor was not performing to our satisfaction. Edvocate inspected our schools reviewed our specifications and contract. They determined what was in the contract and what needed to be changed to deliver the services to our satisfaction. They restructured the contract within the current price structure and was able to get the contractor to provide more management oversight and higher staff wages thereby improving services. We were so satisfied we retained their service for on-going contract monitoring and just renewed their contract for another year, this is our second renewal with them."

- **Ms. Tyra McCoy-Boyle, Business Administrator; Winslow Township Public Schools, NJ**

"As a high performing school district that achieves excellence in its academic programs, we demand that our contractors achieve excellence in the services they provide to our district. Edvocate worked with us to develop a comprehensive request for proposals (RFP) that meets our requirements. Edvocate then works with our contracted custodial management company to ensure they achieve and maintain excellence in the custodial services they provide. Based on its on-site review of the district, Edvocate recommends to the contractor specific areas of improvement, sets goals relative to the recommendations, and then measures the results. Because of the excellent services provided, the Glen Rock Board of Education has renewed the monitoring contract with Edvocate for another year and we look forward to continuing this successful ten year partnership."

- **Mr. Michael Rinderknecht, Business Administrator; Glen Rock Public Schools, NJ**

E. Summary

It has been our good fortune to provide our services to many school districts. Our training and experience have brought our group into team with many school district support services best practices. Additionally, we also bring our knowledge and experience of the ins and outs of the inner workings of custodial service management companies. Our experiences and training ensure that the needs and expectations for your custodial program will be met. We will bring this experience and knowledge to the Franklin Lakes School District to help you to improve your custodial program. Our focus is to provide honest, unbiased assistance and recommendations that will allow the district to make fact-based decisions that meet your needs.

Advocate is prepared to begin work immediately upon notification of our selection by the District. We look forward to discussing our proposal with you.