

FARGO BOARD OF EDUCATION MEMO #72 – 2023-24

November 28, 2023

RE: Award of Proposal – Custodial Management Solutions (CMS)

FROM: James Hand, Director of Facilities
 Jackie Gapp, Business Manager
 Dr. Rupak Gandhi, Superintendent

BOARD FOCUS: Action Required

Sealed proposals were received on November 9, 2023 for Custodial Management Solutions (CMS). The services requested include evaluating and recommending improvements to Fargo Public Schools' custodial processes analysis and recommendations for service enhancement, and implementation of new standards and training by analyzing current practices, providing data-driven recommendations for optimization, and establishing renewed standards for care, training, and quality control. Results of the analysis will be delivered and managed in a Custodial Management Solutions (CMS) database. Financial proposals include implementation costs and a 3-year software agreement, which will be paid annually and can be cancelled on an annual basis.

Of the proposals received, Hillyard Inc. met the requirements of the RFP to the fullest extent and provided the best value in implementation fees and software capabilities. One proposal was submitted with no cost to the district. However, the proposal did not include software specifications, ongoing analytics support, quality control program, architectural analytics, and noted no prior experience providing key services requested in the RFP.

Company	Implementation	Year 1 Costs	Year 2 Costs	Year 3 Costs	Total Costs
ISSA	\$175,000	\$102,000	\$102,000	\$102,000	\$481,000
Stein's Inc.	0	0	0	0	0
Hillyard, Inc.	\$61,000	\$28,000	28,000	28,000	\$145,000
Janitorial Manager	\$10,000	\$60,000	\$60,000	\$60,000	\$190,000

Company	Proposed Plan	Capabilities	Additional Info	Price	Total Score
ISSA	28	28	8	5	69
Stein's Inc.	18	17	3	30	68
Hillyard, Inc.	29	29	5	22	85
Janitorial Manager	25	28	4	20	77

Following administrative review, it is recommended that Hillyard, Inc. be awarded the contract as specified.

RECOMMENDATION: Accept the proposal from Hillyard, Inc. for approximately \$145,000 for Custodial Management Solutions (CMS) and issue purchase orders accordingly.