



EAST BRUNSWICK PUBLIC SCHOOLS

FACILITIES  
Agenda Item: 3.

Date Prepared: 1/12/2018

Meeting Date: 3/1/2018

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**TO:** Members, Board of Education  
**FROM:** Bernardo Giuliana, SFO, School Business Administrator  
**SUBJECT:** Contract Award - Landscaping, Grounds, Tree and Brush Removal, Storm Clean-up, and Management Services (RFP No. 2018-04)

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***Summary:***

The district developed a formal request for proposal (RFP) soliciting qualified vendors to compete for Landscaping, Grounds, Tree and Brush Removal, Storm Clean-up, and Management Services (RFP Number 2018-04). The specifications were issued to twelve companies with two companies responding. The proposals were received and opened on Thursday, February 8, 2018 at 12:00 p.m.

A committee was formed to review the proposals. The committee was comprised of the School Business Administrator, Director of Financial Services, Director of Facilities Management, Foreperson of Grounds Maintenance, and an outside consultant.

Proposals were received from Down to Earth Landscaping, Inc. and On Site Landscape Management.

A pre-established set of criteria, which included the program price, the contractor's financial viability, strength, capability, and record of performance, the contractor's on-site management, staffing viability, proposed program, and start-up/transition plan formed the basis for evaluating the proposals.

Both proposals appeared to be complete, and the Committee interviewed the proposers on February 20, 2018 so that they could clarify and further explain their proposals and answer questions that the Review Committee might have.

The Committee ranked the applicants in accordance with the criteria described above. The Committee recommends that the Board of Education award a contract for Landscaping, Grounds, Tree and Brush Removal, Storm Clean-up, and Management Services to On Site Landscape Management in accordance with RFP No. 2018-04.

***Recommendation:***

That On Site Landscape Management, Millstone, NJ is awarded a contract (RFP No. 2018-04) for the period April 1, 2018 through March 31, 2019 in the amount of \$102,897.00 for landscaping and grounds services per the scope of work in the RFP. Additional services, when authorized by the district, shall be paid at the rates submitted in the RFP proposal.