

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF ESSEX**

**RESOLUTION NO.** \_\_\_\_\_ **AUTHORITY FOR RESOLUTION:** N.J.S.A. 40:41A-38(n)

**PROPOSED BY:** COUNTY EXECUTIVE **AUTHORITY FOR ACTION:** N.J.S.A. 40:41A-36(i)

**SUBJECT:**

**DEPARTMENT OF PUBLIC WORKS, DIVISION OF BUILDINGS AND GROUNDS - CONTRACT AWARD TO PRITCHARD INDUSTRIES, LLC - TO PROVIDE JANITORIAL SERVICES FOR THE WYNONA LIPMAN FAMILY COURTS BUILDING - 5 YEAR CONTRACT (MAY 1, 2025 - APRIL 30, 2030) - AMOUNT NOT TO EXCEED \$3,799,290.12**

**WHEREAS**, the Board of County Commissioners authorized the use of the competitive contracting process to solicit proposals for the provision of Janitorial Service, (the "Services") by Resolution #2016-00235 and pursuant thereto the Office of Purchasing released a Request For Proposals (RFP) for the Services on March 11, 2025 (RFP #25-050); and

**WHEREAS**, the County has received from fourteen (14) vendors written responses to the RFP; and

**WHEREAS**, the Department of Public Works, Division of Buildings and Grounds through the Office of Purchasing, upon the review of the proposal by the review committee, proposes to enter into an agreement with Pritchard Industries, LLC., to provide the Services for a five (5) year period in the amount not to exceed \$3,799,290.12 and said agreement has been presented to the Board of County Commissioners for its approval; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds to pay such contract through December 31, 2025 with contract balances contingent on future appropriations (which certification is attached hereto); and

**WHEREAS**, the Board of County Commissioners is empowered by N.J.S.A. 40:41A-38(n) to approve, by resolution, contracts presented by the County Executive; now, therefore, be it

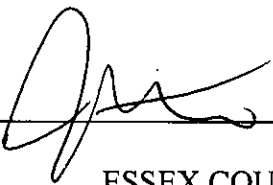
**RESOLVED**, by the Board of County Commissioners of the County of Essex as follows:

1. That the agreement between the County of Essex, and Pritchard Industries, LLC, a copy of which is attached hereto, be and hereby is approved in accordance with the provision of law.
2. That the contract is awarded in lieu of public bidding in accordance with N.J.S.A. 40A:11-4.1 et seq. (Competitive Contracting) of the Local Public Contracts Law.
3. That the Clerk of the Board of County Commissioners shall publish a notice of this competitive contracting award in accordance with the provisions of N.J.S.A. 40A: 11-4.5(g)
4. That the Clerk of the Board of County Commissioners shall forward two (2) certified copies of this resolution and executed agreement to the Office of Purchasing and one to the Department of Public Works.

ESSEX COUNTY  
BOARD OF  
COUNTY COMMISSIONERS

2025 APR 24 PM 12: 58

RECEIVED  
CLERK OF THE BOARD

Approved as to form and legality  Date \_\_\_\_\_  
**ESSEX COUNTY COUNSEL**

**RECORD OF VOTE (X=Vote N.V.=Abstention ABS=Absent)**

Moved by Commissioner \_\_\_\_\_  
 Second by Commissioner \_\_\_\_\_

Commissioner	Yes	No	N.V.	ABS	Commissioner	Yes	No	N.V.	ABS
Cooper, V.P.					Pomares, Pres.				
Gill					Richardson				
Luciano					Sebold				
Mercado					Sermans				
Murray-Thomas									

It is hereby certified that the foregoing Resolution was ( ) adopted ( ) defeated ( ) tabled by roll call vote at a \_\_\_\_\_ meeting of the Board of County Commissioners of the County of Essex, New Jersey held on \_\_\_\_\_.

Is Publication Required ( ) Yes ( ) No

Date Published \_\_\_\_\_  
 \_\_\_\_\_  
 Carlos M. Pomares, President

Pritchard Industries, LLC  
 4/16/2025

April 30, 2025  
Meeting Back-up  
Documentation for  
Resolution No. 39



**COUNTY OF ESSEX**

**DECISION MEMORANDUM**

COUNTY EXECUTIVE

**BOARD AGENDA ITEM**

COUNTY ADMINISTRATOR

**TO:** Honorable Robert Jackson  
County Administrator

**DEPARTMENT:** Public Works

**FROM:** Julius N. Coltre, MPA, OPA  
Director of Purchasing

**DIVISION:** Buildings & Grounds

**DATE:** April 16, 2025

**INTRODUCTION AND OVERVIEW:**

**TITLE:** JANITORIAL SERVICES FOR THE WYNONA LIPMAN FAMILY  
COURTS BUILDING

**SOLICITATION NUMBER:** 25-050

**SOLICITATION TYPE:** Bid: RFP: Comp. Contract: X Non-Fair & Open: Other:

**REQUESTING AGENCY:** Department of Public Works

**ADVERTISEMENT DATE:** March 11, 2025 : **OPENING DATE:** April 2, 2025

**BIDDERS(s) REJECTED:** N/A **REASON:** N/A

**NUMBER OF SUBMITTED BIDS:** Fourteen (14) Submitted Bids

**POTENTIAL BIDDERS FROM:** Advertisement: Portal: 55 Purchasing: Small Business:

**ASPIRATION GOAL ACKNOWLEDGEMENT FORM (Completed & Returned):** Yes: X No:

**CONTRACT PERIOD:** May 1, 2025- April 30, 2030

<u>Vendor:</u>	<u>Total Score:</u>
Pritchard Industries, LLC	93
Hudson Community Enterprises	92
Quality Facility Solutions	90
Loyalty Cleaning, LLC	87
GDI Services, Inc.	87
Service Master TBS	87
Apple Maintenance Services, Inc.	87
WP Cleaning Solutions, LLC	87
ABM Industry Groups, LLC	87
T.U.C.S. Cleaning Services of Hudson Valley	83
Golden, Inc.	81

APR 23 12:55

Marcus International, LLC/LN Pro Services  
Cristi Cleaning Service Corp.

78  
78

**RECOMMENDATION:**

Based upon the recommendation from The Director of Public Works which is attached hereto and after reviewing the submitted proposals, it is recommended that the Essex County Board of Commissioners award by resolution a contract to: **Pritchard Industries, LLC, 215 Ridgedale Avenue, Suite 105, Florham Park, NJ 07932.**

**REASON FOR RECOMMENDATION:**

The Department of Public Works has determined that this vendor has met the requirements from the specifications and is the highest rated vendor based on Qualifications, Approach/Implementation and Cost.

**FISCAL IMPACT:**

The amount not to exceed for the five (5) year contract is **\$3,799,290.12**. On the recommended vendors price page there was a mathematical error which they gave them a total of \$3,799,290.11. When all five (5) years were added up, the vendor was a penny less on their total which we have corrected. Per the recommendation document from Public Works, funds are available from account#**01-201-26-310-101-100**.

**ALTERNATIVE:**

There is no alternative to procure this service except to advertise & solicit bids under the "fair & open" bidding process in compliance with the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq.

**ADVERTISEMENT FOR BIDS:**

In Accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.

**ATTACHMENTS:**

- 1) Recommendation Letter from the Using Agency
- 2) Recommended Vendors Price Pages
- 3) Scoring Sheets from Department of Public Works
- 4) Memorandums of Agreement (3)
- 5) Business Registration Certificate
- 6) Affirmative Action Certificate
- 7) Political Contribution Form
- 8) Aspirational Goal Acknowledgement Form
- 9) Vendor Employee Disclosure Form

JNC: jc



#39

OFFICE OF ACCOUNTS AND CONTROL  
HALL OF RECORDS, ROOM 542  
NEWARK, NEW JERSEY 07102

**CERTIFICATION OF FUNDS**

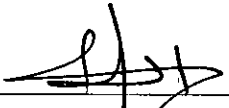
Vendor Name Pritchard Industries, LLC  
Account Name Non-Professional Services  
Account # 01-201-26-310-101-100  
Contract Period (If Applicable) 05/01/2025 04/30/2030  
Purpose of Contract To provide Janitorial Services for the Wynona Lipman Family Courts Building  
3,799,290.12 Contract Amount

**Funding**

	Temporary Budget Amount
439,123.60	Current Fund Budget Amount
	Contingent Current Year Amount
	Grant Funding
	Capital Funding
	Trust Funding
3,360,166.52	Contingent Subsequent Years

I, do hereby certify that the funding is legally appropriated per the above information for the purpose specified in the attached contract. Furthermore, it has been represented to me that the contracts have been processed in accordance with the applicable provisions of the Optional County Charter Law, the Essex County Administrative Code and the Essex County Standard Operating Policies and Procedures.

CM Date: 4/24/2025  
Cert: 1342

  
\_\_\_\_\_  
Ehab Salama  
Chief Financial Officer



**MEMORANDUM OF AGREEMENT**  
**BETWEEN**

**VENDOR**  
NAME: Pritchard Industries, LLC  
ADDRESS: 215 Ridgedale Avenue, Suite 105  
Florham Park, NJ 07932

**COUNTY**  
County of Essex County  
Hall of Records  
465 Dr. Martin Luther King Jr. Blvd.  
Newark, NJ 07102

CC#: 25-050  
DATE ADVERTISED: March 11, 2025  
DATE RECEIVED: April 2, 2025  
CONTRACT PERIOD: May 1, 2025- April 30, 2030  
BASIS OF AWARD: Highest Score based on Qualifications, Approach/Implementation & Cost  
BID TITLE: Janitorial Services for The Wynona Lipman Family Courts Building

**CONDITIONS:**

The award of this contract is subject to the approval of the Essex County Board of County Commissioners by resolution and such resolution will be prepared and presented to the Board at its regularly scheduled meeting. This contract becomes effective and binding upon adoption by resolution by the Essex County Board of County Commissioners, signature of the County Executive and attested to by Clerk of the Board.


The vendor identified above hereby agrees to comply with the terms and conditions of the bid specifications, advertisement, and vendor's proposal, as submitted by the vendor listed above, under the bid number stated above, which are incorporated herein and made part hereof, and to faithfully perform the obligations therein to furnish and deliver the good or service listed above.

**PAYMENT TERMS:**

CONTRACT PERIOD: May 1, 2025- April 30, 2030  
PROPOSED COST YEAR 1: \$658,685.43  
PROPOSED COST YEAR 2: \$743,360.41  
PROPOSED COST YEAR 3: \$770,371.46  
PROPOSED COST YEAR 4: \$802,435.06  
PROPOSED COST YEAR 5: \$824,437.76  
AMOUNT NOT TO EXCEED: \$3,799,290.12

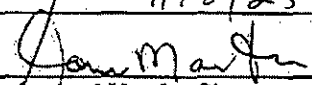
(m.o)

**ESSEX COUNTY**

DATE 4/25/25  
  
\_\_\_\_\_  
Joseph N. DiVincenzo, Jr.  
Essex County Executive

WITNESS: \_\_\_\_\_  
Clerk of the Board

**VENDOR**

DATE 4/15/25  
  
\_\_\_\_\_  
Authorized Vendor Signature

WITNESS: Alexia Santee  
\_\_\_\_\_  
Witness Signature



COUNTY OF ESSEX  
DEPARTMENT OF PUBLIC WORKS  
DIVISION OF BUILDINGS & GROUNDS  
900 BLOOMFIELD AVE  
VERONA, NJ 07044

☎ (973) 226-8500 ext. 2340  
☎ (973) 403-9572

J. PH N. DIVINCENZO, JR.  
COUNTY EXECUTIVE

Sanjeev Varghese, P.E., P.P.  
Director & County Engineer

Frank J. Pascucci  
Director Buildings & Grounds

MEMORANDUM

To: JULIUS COLTRE, DIRECTOR  
OFFICE OF PURCHASING

From: SANJEEV VARGHESE, P.E., P.P. DIRECTOR & COUNTY ENGINEER  
DEPARTMENT OF PUBLIC WORKS

Date: APRIL 14, 2025

Re: BID—CC#25-050 - JANITORIAL SERVICES FOR THE WYNONA LIPMAN FAMILY  
COURTS BUILDING

=====

Fourteen (14) Competitive Contract bids were received in the Office of Purchasing on April 2, 2025 to provide janitorial services for the Wynona Lipman Family Courts Building, Newark, N.J.

All the bid proposals were received by the Department of Public Works and reviewed and evaluated in accordance with the methodology described in the request for proposal and results of the evaluation of proposals are summarized in the attached sheet.

The proposal submitted by Pritchard Industries, LLC reflects a compliance with the implementation of the services requested in the bid specifications, therefore, the Department of Public Works recommends that the five (5) year contract be awarded to Pritchard Industries, LLC as the lowest responsive and responsible bidder. The contract will begin May 1, 2025 thru April 30, 2030 to provide a clean environment for all employees and the public utilizing the building.

The five (5) year contract will not exceed \$3,799,290.11 and will be funded by the Department of Public Works Division of Buildings and Grounds Operating Budget for the Account Number - 01-201-26-310-101-100.

encl - Bid

cc: F. Pascucci, Director, Division of Buildings & Grounds  
F. Palma, Coordinator of Maintenance Services, Division of Buildings & Grounds  
L. Samuel, Fiscal Analyst  
R. Masino, Supervising Administrative Analyst









## COUNTY OF ESSEX PURCHASING DEPARTMENT

Hall of Records, Room 335, Newark, New Jersey 07102  
973-621-5100 — 973-621-5109 (Fax)  
www.essexcountynj.org

Joseph N. DiVincenzo, Jr.  
Essex County Executive

Julius N. Coltre  
Director of Purchasing


April 8, 2025

Essex County Purchasing Agent  
Hall of Records, Room 335  
Newark, NJ 07102

Re: CC/RFP#           #25-050          

Competitive Contract/RFP for:           Janitorial Services for the Wynona Lipman Courts Building          

I hereby certify that I have reviewed the conflict of interest standards in the Local Government Ethics Law, 40A:9-22.1 et seq. and I do not have a conflict of interest with respect to the evaluation of the above referenced Competitive Contract/RFP. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization.

  
\_\_\_\_\_  
Evaluation Team Member Signature

\_\_\_\_\_  
Date Signed  
Sanjeev Varghese

\_\_\_\_\_  
Print Name  
P.E.P.P. Director & County Engineer

\_\_\_\_\_  
Title

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*Maronette A. Legge*  
Evaluation Team Member Signature

4/9/2025

Date Signed

Maronette A. Legge

Print Name

Division of Buildings & Grounds

Title

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**PROPOSAL PAGE**



**BID CONTRACT**  
**TO PROVIDE JANITORIAL SERVICES FOR THE ESSEX COUNTY WYMONA LIPMAN FAMILY**  
**COURTS BUILDING PER THE ATTACHED BID SPECIFICATIONS**

The undersigned has read and fully understands the requirements and the bid specification contained herein, and agrees to provide the above for the Essex County Department of Public Works as specified in this bid document for a period of five (5) years.

The contract period will begin after approval by the Essex County Board of County Commissioners.

Note: The County of Essex may cancel the contract with a written notice to the Vendor and with no penalty to the County of Essex.

The signature page MUST be completed and signed by authorized designee of the Company bidding for prices entered on the proposal pages.

BIDDER'S COMPANY Pritchard Industries., LLC  
NAME: \_\_\_\_\_

ADDRESS: 215 Ridgedale Ave, Suite 105, Florham Park, NJ 07932  
\_\_\_\_\_

PRINT NAME AND TITLE OF AUTHORIZED MEMBER:  
Tom Martin, VP/General Manager  
\_\_\_\_\_

SIGNATURE: *Tom Martin*  
\_\_\_\_\_

(TO BE SIGNED BY AUTHORIZED MEMBER OF FIRM)

PHONE NUMBER: 973-301-4010 CELL NUMBER: 973-418-1691  
\_\_\_\_\_

E-MAIL: tmartin@pritchardindustries.com FAX NUMBER: (973) 301-2112  
\_\_\_\_\_

\_\_\_\_\_  
NAME OF CONTACT PERSON, IF DIFFERENT FROM ABOVE

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N.J. 08648-0252

TAXPAYER NAME:  
PRITCHARD INDUSTRIES, LLC

TRADE NAME:

ADDRESS:  
147 COLUMBIA TPKE SUITE 207  
FLORHAM PARK NJ 07932-2145  
EFFECTIVE DATE:

SEQUENCE NUMBER:  
1087738

ISSUANCE DATE:  
04/14/21

09/13/04



Director  
New Jersey Division of Revenue

FORM-BRC

104-081 D205846V

This Certificate is NOT assignable or transferable and must be conspicuously displayed at all times.

# NJ Employee Information Report Certificate

Certification 26789

## CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-Jun-2023 to 15-Jun-2026.

PRITCHARD INDUSTRIES, LLC  
215 RIDGEDALE AVE  
FLORHAM PARK NJ 07932



*Elizabeth Maher Muoio*  
ELIZABETH MAHER MUOIO  
State Treasurer



# OFFICE OF PURCHASING

## ASPIRATIONAL GOAL ACKNOWLEDGEMENT FORM

Name of Organization: Protetaed Industries LLC

Print Name of Vendor Representative: Tom Martin

Title of Vendor Representative: VP/Gen Mgr

I have reviewed the Essex County Board of Chosen Freeholders Resolution No. R-2017-00834, where it explains the economic disadvantages in Essex County, including above average unemployment rates, high home foreclosures rates and higher rates on ALICE households (Asset Limited, Income Constraint, Employed) and poverty households.

I understand that the Board of Chosen Freeholders believes potential vendors should be informed of Essex County's economic disadvantages that effects the well-being of Essex communities. I acknowledge this legislative body intent to *encourage* awarded vendors to actively pursue in their hiring efforts and practices to seek potential candidates from the vast, diverse, qualified and experienced talent that exists in Essex County's unemployed and underemployed residents.

By signing this acknowledgement form, I hereby confirm that I have read Resolution No. R-2017-00834 and acknowledge the encouraged efforts of the County of Essex Aspirational Goal to establish a total workforce for each contract comprised of a minimum of 35% Essex County residents. I acknowledge that my organization will make good faith efforts in seeking talent from Essex County unemployed and underemployed qualified residents when fulfilling job opening(s).

Furthermore, I understand that for the term of each contract, I have been requested to complete an annual report of employee status, by filing a Vendor Employee Disclosure Form.

I also understand that the Board of Chosen Freeholders may review my responses to the Vendor Employee Disclosure Form to monitor my continued efforts and commitment.

\_\_\_\_\_  
Print Full Name

Tom Martin 4/15/17  
Signature and Date

\_\_\_\_\_  
Print Full Name

Alonna Souter  
Signature and Date

Putting Essex County First



**VENDOR EMPLOYEE DISCLOSURE FORM**

DATE: 04/15/2025

VENDOR NAME: Pritchard Industries, LLC

REPRESENTATIVE NAME: Tom Martin

PHONE: (973) 301-4010

EMAIL: tmartin@pritchardindustries.com

COMPANY LOCATION: 215 Ridgedale Ave., Suite 105, Florham Park, NJ 07932

Complete current year ONLY if this is your first time working with the County of Essex.

If previously awarded contracts with the County, please complete each contract year, up to the last 6 years. Failure to complete this form will not result in the loss or any diminution of this contract.

YEAR	EMPLOYEES	ESSEX COUNTY EMPLOYEES ONLY	TOTAL EMPLOYEES	ESSEX COUNTY EMPLOYEES ONLY	MEMBER	MEMBER	MEMBER	MEMBER	MEMBER	MEMBER
2020	9	7	9	7						
2021	9	7	9	7						
2022	9	7	9	7						
2023	9	7	9	7						
2024	9	7	9	7						
Total										

**1. What are your efforts to employ Essex County residents?**

We look to hire people close to your location in Essex County.

**2. Do you hire Union labor?  Y  N** If so, please provide Union Affiliation(s):

32BJ

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