

West Bath School Administrative Unit

Board of Directors Meeting Minutes

April 30, 2024 at 3:15 PM

Members Present: Nathan Briggs, Keith Hinds, Joanne Powers, and Casey Whorff

Members Absent: Izabela Werner

Others Present: Patrick Bowdish and Emily Thompson

Call to Order:

The meeting was called to order at 3:15 PM by Mr. Hinds. The Pledge of Allegiance was recited.

Comments from the Chair:

None

Adjustments to Agenda:

None

Public Comments:

None

New Business

1. Approval of RFP #2024-2 Bid Winner

Mr. Hinds reminded the board that that this RFP was for the custodial and maintenance contract. Mrs. Thompson walked through the process the facilities committee had undertaken in relation to this RFP.

She outlined the following dates:

Release of RFP	March 12, 2024
Contractor Meeting and Building Tours	By Appointment
Deadline for Written Questions	March 26, 2024
Responses to Questions Posted on Website	March 28, 2024
Proposals Due	April 10, 2024 by 12 PM EST

She explained that the committee had received 2 bids, and had a public opening on April 10th. Interviews were held on April 23rd.

She said that through interviews and deliberations, the committee had a clear bid winner, pending reference checks. She said that the interviews had led both vendors to submit best and final offers, and explained that the next step is issuing a contract, once the board approves a bid winner.

Mrs. Thompson said that the recommendation of the facilities committee is to offer the contract to Casco Bay Cleaning with their best and final offer with a contract beginning July 1.

The committee was in support of their 10 step cleaning protocol, their employee retention plan, the access to and responsiveness of the regional manager, their supervision process, and apparent commitment to serve their partners well.

References confirmed that quality has been consistent, and the ethics and behaviors of employees have been strong. All references commented on the strength of communication from the regional supervisor, and their attention to detail and correcting any issues that come up. References stated that they are receptive to feedback, and once things get up and running, it's been excellent.

She said there is a difference of \$9,846 between what is in the budget for the contract and the company's best and final offer.

Mr. Hinds commented that the presentations between the two vendors were night and day, and this presentation was very professional and well done. Ms. Powers commented that some of the weaknesses with the current vendors appeared to be strengths in the presentation of the bid winner and they had strategies for being proactive, rather than reactive.

Mr. Hinds made a motion to approve the recommendation to contract with Casco Bay Cleaning. Ms. Powers seconded the motion. Vote (4-0).

Public Comments

None

Set Next Meeting Dates and Locations

1. May 9 - Public Information Session @ 6 PM @ Fire Hall
2. May 15 – Regular Meeting of the WBSAU School Board of Directors
3. May 16 - Annual Budget Town Meeting @ 6 PM @ West Bath School

Adjourn

Mr. Briggs made a motion to adjourn at 3:29 PM. This was seconded Ms Powers. Vote (4-0).

Submitted by,

A handwritten signature in black ink, appearing to read "Emily Thompson", with a long horizontal flourish extending to the right.

Emily Thompson