



Legislation Details (With Text)

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Title: Custodial Services Contract Addition

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Attachments:

Date	Ver.	Action By	Action	Result
3/3/2014	0	Board of Trustees		
2/12/2014	0	Recreation and Parks Department	INTRODUCED TO BOARD	

Title
Custodial Services Contract Addition

History

Currently, the civic campus (including the Village Hall, FLC and Recreation Administration facilities) and the Police Station share custodial resources with one porter covering all locations daily. The Police Station requires 4 hours leaving only 4 hours to cover the needs of the other three buildings. The increase in use at the Franklin Loebe Center with the consolidation of the preschool campus has brought attention to the need for a more frequent and thorough cleaning in the classrooms, common areas, Room 109 and the area surrounding the gymnasium. In addition, the lower level of the Recreation Administration building is now going to be used for the Emergency Operating Center and will require cleaning in the EOC space, the lower level locker/restrooms, lunchroom and hallways used by Recreation and EOC personnel. These additional cleaning needs prompted a look to reorganize the requirements for the contracted cleaning service. Currently the Sportsplex has one 8-hour shift porter and one second shift 4-hour porter. The square footage of this facility is similar in size to the Police Station and Village Complex.

Staff is recommending that we request that the contractor increase staffing and assign the 4 hours of Police Station cleaning to a part-time porter the entire Village Complex be maintained by the current porter for the full day. Total Building Services, the current contractor, provided a quote for the Mon-Friday 4 hour porter at \$1,272.50 per month. In order to add this amount to the contract, a budget adjustment would be required.

Due to the cancelation of the February 17, 2014 Recreation & Parks Committee, this item was forwarded directly to Board for consideration.

Financial Impact

The 2014 budget for contract cleaning 010-1700-0442930 from Building Maintenance will need to be adjusted by \$12,725.00.

Recommended Action/Motion

I move to approve a budget adjustment in the amount of \$12,725.00 and to increase the contract with

Total Building Services accordingly.