

Report HDR-CW-01-17

To: Warden Barfoot and Members of Grey County Council
From: Anne Marie Shaw, Director of Housing
Meeting Date: February 23, 2017
Subject: **Cleaning Services Administration Building and Grey Roots**
Status: Recommendation adopted by Committee as presented per Resolution CW34-17; Endorsed by County Council March 9, 2017 per Resolution CC11-17;

Recommendation

- 1. That Report HDR-CW-01-17 be received and the County of Grey hire an additional full time Custodian to replace external contracted cleaning services; and**
- 2. That future options for cleaning services be included for consideration in the 2018 budget.**

Background

Facility maintenance and operations is the continuous process of service provision required to maintain a facility and its campus over the course of its useful life. These services include daily cleaning; routine maintenance; and preventive and emergent maintenance of major building systems (i.e. heating, ventilation and air conditioning, electrical, plumbing, etc.) Facilities maintenance also includes the upkeep of the grounds and removal of snow from sidewalks.

The goals of facility maintenance and operations are to:

- Maintain a safe, healthy and productive working environment for staff and the public;
- Maximize building efficiency; and
- Protect the County's capital investments

The County hired a cleaning company to provide cleaning services for the County Administration Building, Provincial Offences and Grey Roots under one contract in 2015

for the sum of \$67,161 annually. Given the County's experience with the cost, quality and consistency of cleaning services, as well as the anticipated increase in costs to go back to the market, staff feel it is appropriate to consider other options as our existing contract ends in March 2017.

Staff's analysis shows that the cost of a full time staff member is less than what we would anticipate a new contract would cost.

The cost for a full time custodian for 2017 for 2080 hours is \$67,535 (as full time employee, eligible for benefits and OMERS). Mileage to pay for travel between sites would be approximately \$1600 per year.

Grey Roots requires a summer student for extra cleaning required during peak summer months. A summer student (35 hours a week for 16 weeks equals 560 hours) would be a cost of \$8,400 including benefits

Full Time Custodian	\$67,535
Mileage	\$ 1,600
Summer Student	<u>\$ 8,400</u>
Total	\$77,535

2017 Cleaning Budget

Administration Building	\$50,000
Grey Roots	\$40,000
POA	<u>\$9,400</u>
Total	\$99,400

Hiring an employee custodian not only provides greater efficiency and flexibility in performing cleaning duties, it provides more control over the quality and future cost of cleaning services. For example, the Housing department has custodians that perform the cleaning for the social housing buildings. In addition to providing the County direct control over the level and standard of cleaning, other staff are able to provide coverage for holidays and sick days and there is the ability to respond to extraordinary circumstances, after hour activities and emergencies or incidents.

It is recommended this be a one year trial starting in 2017 and be re-evaluated to continue or return to the tender process to hire a contractor in 2018.

Financial/Staffing/Legal/Information Technology Considerations

The added in-house custodian position will allow for an existing full time custodian to remain with the County. This would be advantageous as the position would be held by an employee well aware of the building and its needs.

2017 Costs:

Current Cleaners (Jan-Mar)	\$16,790
Full Time Custodian	\$50,651
Mileage	\$ 1,600
Summer Student	<u>\$ 8,400</u>
Total	\$77,441

Link to Strategic Goals/Priorities

Deliver excellence in governance and service delivery. Responsible asset and fiscal management.

Attachments

none

Respectfully submitted by,

Anne Marie Shaw
Director of Housing