

ITEM	17
MANAGER'S REPORT NO.	13
COUNCIL MEETING	89/02/13

RE: CONTRACT FOR JANITORIAL SERVICES AT THE MUNICIPAL HALL COMPLEX

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation of the Director Engineering be adopted.

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**TO:** MUNICIPAL MANAGER 1989 FEBRUARY 07  
**FROM:** DIRECTOR ENGINEERING  
**SUBJECT:** CONTRACT FOR JANITORIAL SERVICES AT THE MUNICIPAL HALL COMPLEX

**PURPOSE:** TO RESPOND TO QUESTIONS RAISED BY MUNICIPAL COUNCIL AT ITS MEETING OF 1988 FEBRUARY 06 DURING CONSIDERATION OF THE REPORT "CONTRACT FOR JANITORIAL SERVICES AT THE MUNICIPAL HALL"

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RECOMMENDATION:

1. THAT a contract be awarded to the lowest acceptable bidder, Komcan Inc., to provide janitorial services at the Municipal Hall, Justice Building and West Building.

REPORT

**SUMMARY**

It is concluded that the concept of in-house janitorial service would provide a very acceptable level of service, but at a significantly increased cost. This would require a further appropriation of funds, since no provision was made in the 1989 Operating Budget. However, such provision is not recommended. Accordingly, staff reiterate the recommendation that a contract be awarded to the lowest acceptable bidder, Komcan Inc., to provide janitorial services at the Municipal Hall Complex.

**BACKGROUND INFORMATION**

On 1989 January 30 Council received a report from the Director Finance recommending the award of a two year contract for janitorial services at the Municipal Hall Complex. The report presented an evaluation of all tenders received and recommended that a contract be awarded to the lowest acceptable bidder, Komcan Inc.

As a result of discussion arising out of the above report, the Director Engineering presented a further report to Council on February 06. The report provided a cost comparison of in-house and contracted janitorial services, a summary of the level of service afforded by the current contractor and references of similar work performed for other municipalities.

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Arising out of discussion on February 06, Council referred the matter back to staff for further clarification. This report addresses the two issues raised by Council during consideration of this second report on "Contract for janitorial services at the Municipal Hall Complex", namely:

1. Comparison of hourly wages for in-house janitorial staff and contracted service.
2. Feasibility of performing janitorial services at the Municipal Hall Complex with a staff complement of six employees.

**COMPARISON OF HOURLY WAGES**

The Corporation currently employs two classifications of in-house janitorial staff, namely, "Parks Janitors" who undertake janitorial services on all parks recreational building facilities, and "Building Service Workers" who perform all janitorial work on Library facilities. These two classifications of employee work on identical wage scales. A comparison of the wage rates of in-house staff and those paid by the recommended bidder, Komcan Inc., is shown in Table 1 below.

**TABLE 1**

EMPLOYER	CLASSIFICATION OF WORKER	BASIC RATE \$/Hour	TOTAL REMUNERATION PACKAGE
Corporation of Burnaby	Parks janitor/ Building service worker	10.90 - 12.99*	15.41 - 18.21**
Komcan Inc	Light duty janitor Heavy duty janitor	\$6.25 \$7.18	\$7.56 \$8.69

\* Five-step range which does not include an additional 1.5% salary savings to which employees would be entitled after six months of service.

\*\* Includes \$0.60 shift differential and 34% benefits.

**LEVEL OF EFFORT**


During preparation of the 1989 Provisional Budget, we were advised by Recreation and Cultural Services staff that a complement of ten full-time employees would be required for the Municipal Hall Complex to ensure a level of service equivalent to that provided throughout the recreational building facilities. Following Council's enquiry at its meeting of 1989 February 06, that figure has been reconfirmed; however, Parks staff have advised that a reduction to six full-time employees would result in provision of a service level equivalent to that currently provided by contract.

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Staff stated previously that the quality of janitorial service has been getting progressively worse, and efforts have been made during the current tendering process to restore the service to a more acceptable level.

It is assumed that an equivalent number of hours would have to be committed by both contractor and for in-house staff in order to achieve an equivalent level of service, regardless of which service standard is adopted. The higher wage structure afforded to in-house staff therefore leads to the conclusion that undertaking the work in house would result in significantly increased costs in a ratio of approximately 2 to 1.

  
E. E. Olson, P. Eng.,  
DIRECTOR ENGINEERING

AAS/

cc: Director Recreation and Cultural Services  
Purchasing Agent

