

**WHATCOM COUNTY
ADMINISTRATIVE SERVICES**
Whatcom County Courthouse
311 Grand Ave, Suite 108
Bellingham, WA 98225-4083



FACILITIES MANAGEMENT
3720 Williamson Way
Bellingham, WA 98226-9156
Phone: (360) 778-5360
Fax: (360) 778-5361
Facilities@co.whatcom.wa.us

ROB NEY
Project & Operations Manager

MEMORANDUM

TO: County Council
FROM: Rob Ney, Project & Operations Manager
RE: Custodial Services for Outlier Buildings
DATE: January 22, 2021

Facilities Management is seeking guidance from the County Council on in-house custodial services vs. contract custodial services.

▪ **Background and Purpose**

During the 2009 economic downturn, it was concluded that custodial services for the outlier buildings (all building except the Courthouse) would be transitioned from in-house Facilities Labor to a contract for services. At that time, it was a significant cost savings and was in line with our County-wide goal of cost reductions. Since that time, Facilities Management has gone out to formal bid for these services.

Late last year, Facilities again sought proposals from qualified janitorial companies for custodial services (Bid 20-63). Whatcom County received seven proposals for services. Based on the rating criteria in place, the firm that rated the highest was Management Services Northwest (MSNW). Their proposal has a monthly cost of \$20,870. The annualized cost for these services is \$250,440. Facilities current budget amount for services is \$168,888. The current/expired contract for services was \$180,913.20 annually, of which the difference between the budgeted amount and the contract amount were absorbed by Facilities in their annual budget (\$12,025.20). However the contract amount for services associated with the Laurel Street Sherriff's office and the WUECC is paid by the Sherriff office.

Staff has analyzed what it would cost for the County to perform these services in-house. It is estimated that 3 staff members would need to be hired to perform the same amount of work. Each employee fully loaded cost to the County is \$66,990, or \$200,970 annually for 2021, and \$202,628 for 2022. The cost savings to the County to perform these services in-house for 2021 is roughly \$48,000.

- **Funding Amount and Source**

Currently, Facilities Management has a current budget of \$168,888 for contract custodial services. Should MSNW's proposal be awarded, Facilities would bring forward an Additional Service Request for \$81,552 to cover the additional cost, along with a contract for services for Council approval.

- **Conclusion**

Staff is seeking guidance on this action. Which action does the Council want the Administration to bring forward?:

- A. Bring forward a Contract for Services for MSNW in the amount of \$250,440, along with an Additional Service Request in the Amount of \$81,552 to fund the difference in the current budget and the new contract amount.
- B. Convert the existing budget amount to labor (from Contracted Services), and bring forward an Additional Service request in the amount of \$32,082 and Council approval for 3 FTE positions.

Please feel free to contact me at extension 3265 if you have any questions or concerns regarding this information.

Enclosures