



CUSTODIAL SERVICES

June 1, 2010

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Reasons for Investigating Custodial Services

- Budget – reduced and reset by State
 - Board agreed on 3/22 to investigate \$2 million reduction in custodial services
- Efficiencies
- Not core business of FWCS

Custodial Services

Two Methods

- **Use FWCS Staff – discussions with AFSCME on cost saving measures**
 - Met five times (including today)
 - Budget cutting ideas were submitted and discussed
- **Outsource – Released a Request for Proposals (RFP) to interested contractors**
 - Option 1
 - Daytime: FWCS staff
 - Evening: Outsource
 - Option 2 – Outsource all services

AFSCME

- Staffing levels lower than current & proposals received
- Proposed cuts below \$2 million target
- Cost savings not sustainable
- Efficiency and supervision needs not addressed

Request for Proposal (RFP) Process

- Conducted tour – 22 interested contractors & AFSCME representatives attended
- Responded to questions
- Evaluated proposals – 10 received
- Interviewed top 5
- Requested Best and Final Offers from 4
- Reviewed and Recommended

Proposal Evaluation

30%	Relevant experience
20%	Strength & experience of management infrastructure
15%	Stability & retention rate of contractor's workforce
10%	Commitment to education & community
10%	Financial stability
10%	Commitment to promote teamwork, employee advancement & training opportunities
5%	Other pertinent information

FORT WAYNE COMMUNITY SCHOOLS

Interview Process

- Top five candidates unanimous
- Information gained
 - Bid details
 - Industry standards
 - Management structure
 - Employee opportunities for advancement
 - Employee benefits
 - Specialization

Recommendation: Option 2 Outsource All Services

- Savings greater
- Core business of contractor
- Stationary staffing in each school building
- One transition period
- One operation provides more efficiency

Recommended Contractor: Sodexo

- Not the least expensive – provides best employee benefits
- Education experience & references
- Cleaning philosophy
- Safe hiring practices
- Employee retention & training programs
- Computer-based quality assurance

Cost Savings

- Savings goal was \$2 million (achieved with all Option 1 proposals)
- Option 2 about \$4 million
- Additional savings does not change components of \$15 million plan
- Additional savings reduces 2010-2011 expected \$8 million cut reduced, OR
- Funding to keep some school reform expenditures when stimulus funds are depleted



Educational References

(FWCS 5 million sq. ft.)

- Indiana
 - Penn-Harris 2002 (1.8 mil sq. ft.)
 - Westfield Washington School District 1986 (1.1 mil sq. ft.)
 - Zionsville Community Schools 2009 (1.1 mil sq. ft.)
- Lubbock Ind. School District 1993 (5 mil sq. ft.)
- Oklahoma City Public Schools 2009 (6.4 mil sq. ft.)
- Philadelphia City School District 2005 (5.8 mil sq. ft.)
- Tulsa Public Schools 1994 (7.9 mil sq. ft.)

FORT WAYNE COMMUNITY SCHOOLS

Sodexo

Cleaning Philosophy

- Clean for health first, then appearance
- Treat cleaning workers as first class citizens
- Keep it simple
- Use the clean syndrome (cleanliness propagates cleanliness)
- Go beyond compliance on safety regulations
- Minimize environmental harm
- Exceed expectations

Hiring Process

- FWCS employees all eligible to interview
 - Job Fair for displaced workers: options at other Sodexo locations & other potential employers
- Employee Screening
 - Third-party vendor USA-FACT for pre-employment background checks
 - Drug screening

Proposed Sodexo Staffing

	Current FTE	Proposed FTE
Administration		
Resident District Manager	0.00	1.00
Assistant Director	0.00	1.00
Administrative Assistant	0.00	2.00
Custodial Managers	0.00	5.00
	<hr/> 0.00	<hr/> 9.00
Custodial Staff		
Custodial Foreman	7.00	7.00
Custodial Engineer	51.00	51.00
5-Hour Custodian	7.50	7.50
2-Hour Lunch Clean-up	2.75	2.75
Evening Custodians	148.69	126.00
	<hr/> 216.94	<hr/> 194.25
Total	216.94	203.25

Next Steps

- June 1 – Board discussion, letter of intent—allows Superintendent to negotiate with Sodexo
- June 2 – Internal information meeting with all FWCS custodians
- June 14 – Board Recommendation with completed agreement
- July 19 – If approved, beginning of contract