



PRESENTATION OF RECOMMENDATION TO SUBCONTRACT CUSTODIAL AND GROUNDSKEEPING FUNCTIONS



SUBCONTRACTING IS A MANAGEMENT RIGHT

- ❑ **Subcontracting services provided by bargaining unit employees is a non-negotiable management decision of the school board.**
- ❑ **Florida public employers are vested with the unilateral management right to subcontract under state law.**

SUBCONTRACTING IS A MANAGEMENT RIGHT

☐ **The school district is required to give AFSCME sufficient advance notice of intention to subcontract.**

- Approximately 5 months notice given.
- Decision tonight is whether to approve Superintendent's recommendation to subcontract these functions
 - However, contract with private provider subject to approval by the school board at a later date.
 - While highly unlikely, if RFP proposals do not result in long-term substantial savings, the superintendent will then present a recommendation to the board to not implement the subcontracting decision made today.

PROCUREMENT PROCESS TIMELINE

- ❑ **After approval of recommendation to subcontract, staff will immediately initiate procurement process.**

- ❑ **Issuance of request for proposals (RFP)**
 - Provision for hiring within affected job classifications and for pension benefit
 - Accountability and performance standards included
 - Pre-employment drug screening will be required
 - Random drug screening will occur throughout the length of the contract
 - Criminal history background screening (fingerprinting) required by state law

- ❑ **Contract negotiated with private provider and subject to school board approval.**

TIMELINE

Date	Time	Schedule
Friday, March 1, 2013	2:00 P.M.	RFP Release Date
Monday, March 11, 2013	10:00 A.M.	Mandatory Pre-Bid Conference
Monday, March 11, 2013	1:00 P.M.	Site Visits
Friday, March 22, 2013	4:00 P.M.	Question Submittal Deadline
Friday, April 5, 2013	2:00 P.M.	RFP Opening
Friday, April 19, 2013	10:00 A.M.	Vendor Presentation (if needed)
Monday, May 6, 2013	4:00 P.M.	Posting of Committee's Recommendation
Tuesday, May 14, 2013	4:00 P.M.	Award of Contract by Board
Tuesday, May 28, 2013	4:00 P.M.	Contract Approval by Board
Monday, July 1, 2013		Contract Start Date

SALARY AND BENEFITS ANALYSIS

Custodial Allocations: Salary	FTE	Dollar Amount
Elementary Schools (w/Benefits)	205.4	\$ 6,889,387
Middle Schools (w/Benefits)	84.0	2,867,792
High Schools (w/Benefits)	136.5	4,610,622
Centers/Ancillary Facilities (w/Benefits)	29.3	960,460
TOTAL FTE	455.2	
Substitutes		66,700
Merit Pay (Longevity and Attendance per contract)		123,499
Shift Differential (per contract)		88,182
Supervisor Costs		341,121
TOTAL – SALARY AND BENEFITS		\$ 15,947,763

NON-SALARY ANALYSIS

Custodial Allocations: Non-Salary		Dollar Amount
ARAMARK Contract		\$ 1,125,319
Custodial Supplies		475,924
(Tissues, Paper Towels, Soap, Trash Can Liners)		
Uniform Expense		73,948
TOTAL - NON SALARY		\$ 1,675,191
TOTAL SALARY, BENEFITS AND NON-SALARY		\$ 17,622,954
Total Square Footage: 9,586,302		
Current Cost per sq. ft.		\$ 1.84

AVERAGE INDUSTRY COMPARABLES (BID PRICING PER SQ. FT.)

Same Level of Service as Volusia County School District

			(Applied) Proj. Annual Svgs
			to VCSD by subcontracting
American Schools and Universities*:	\$12,366,329 @ \$1.29 sq. ft.	\$	5,256,624
Council of Great City Schools*:	\$12,462,192 @ \$1.30 sq. ft.	\$	5,160,761
School District of Collier County			
(inc. paper products):	\$13,133,233 @ \$1.37 sq. ft.	\$	4,489,720
School District of Duval County :	\$11,695,288 @ \$1.22 sq. ft.	\$	5,927,666

*Source: Association of Physical Plant Administrators (APPA)

GROUNDSKEEPING SERVICES (ELEMENTARY AND MIDDLE SCHOOLS) - **SALARY AND NON-SALARY**

Grounds Crew Allocations: Salary	FTE	Dollar Amount
Grounds Crew (w/ Benefits)	30.0	\$ 1,050,556
Merit Pay (Longevity and Attendance per contract)		9,394
TOTAL - SALARY		\$ 1,059,950
Grounds Crew Allocations: Non-Salary	FTE	Dollar Amount
Supplies		\$ 149,532
Uniforms		3,262
TOTAL - NON-SALARY		\$ 152,794
TOTAL SALARY AND NON SALARY		\$ 1,212,744
(Applied) Projected Savings to VCSD by subcontracting		
\$100,000-\$250,000		

OTHER VARIABLES TO CONSIDER (HIGH SCHOOLS)

16 FTE's in high schools @ \$33,400 (w/benefits per FTE) (Included in Custodial Savings)	\$ 534,400
Additional Potential Cost Savings:	
Equipment Maintenance & Repairs	\$ 45,000
Fertilization and Insect Control	\$ 156,807
Major Capital Equipment Savings	TBD

FOR CUSTODIAL AND GROUNDSKEEPING TRANSITION COSTS

Unpaid Annual and Sick Leave Reimbursements to the employees applicable only In the first year are not included	\$2,004,163 (Est.)
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Unemployment	\$1,000,000 (Est.)
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TOTAL	\$3,004,163
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6 YEARS OF FTE MEASURES TAKEN

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	TOTALS
Teachers	34.0	383.0	180.1	90.9	29.6	247.6	965.2
TOAs			9.0		1.9		10.9
Paraprofessionals	175.1	35.0	49.8	21.6	(6.2)	17.1	292.4
Campus Advisors	12.0	(4.0)			3.0		11.0
Clerical		26.0	11.1		8.3	21.2	66.6
Custodial		26.8	2.0		(2.4)	23.0	49.4
Assistant Principals	10.0		13.0		(1.0)		22.0
Principals			2.0		1.0		3.0
Central Office	19.1	192.6	54.4	139.5	37.0	45.8	488.4
Total FTE* Personnel Reductions	250.2	659.4	321.4	252.0	71.2	354.7	1,908.9
Unemp. Compensation	\$320 K	\$1.1 M	\$733 K	\$555 K	\$388 K	\$681 K (Est.)	

* Full Time Equivalent

VCSD CUSTODIAL AND GROUNDSKEEPING CONTRACT NET SAVINGS FIRST YEAR ONLY

\$1.29 Sq. Ft. Potential Post Employment Costs	\$5,256,624 3,004,163	\$1.37 Sq. Ft. Potential Post Employment Costs	\$4,489,720 3,004,163
NET	\$2,252,461	NET	\$1,485,557
\$1.30 Sq. Ft. Potential Post Employment Costs	\$5,160,761 3,004,163	\$1.22 Sq. Ft. Potential Post Employment Costs	\$5,927,666 3,004,163
NET	\$2,156,598	NET	\$2,923,503

FOUR YEAR CONTRACT POTENTIAL SAVINGS

APPROXIMATE TOTAL SAVINGS TO THE DISTRICT

CUSTODIAL SAVINGS	
1.29 sq. ft.	\$ 18,022,333
1.30 sq. ft.	\$ 17,638,881
1.37 sq. ft.	\$ 14,954,717
1.22 sq. ft.	\$ 20,706,501

Add Additional \$750,000 - \$1 M operational budget savings for groundskeeping over the 4 years.

Does not reflect capital savings.

APPA CUSTODIAL SERVICE LEVEL

Service Level	Sq. Ft. per FTE	Cost per Sq. Ft.
Level 1 – Orderly Spotlessness Cleaning at the highest level, generally associated with hospitals or museums.	10,000 – 20,000 GSF / FTE	\$1.5+ per sq. ft.
Level 2 – Ordinary Tidiness Level of cleaning generally associated with higher education facilities.	21,000 - 30,000 GSF/FTE	\$1.25 – 1.5 per sq. ft.
Level 3 – Casual Inattention It reflects a lowering of normal expectations and while not totally acceptable, has yet to reach unacceptable levels of cleanliness.	31,000 - 40,000 GSF/FTE	\$1 – 1.25 per sq. ft.
Level 4 – Moderate Dinginess Reflects a reduced cleaning schedule. Leaves the facility with the appearance that it needs a good “spring cleaning”.	41,000 - 50,000 GSF/FTE	\$1 and below per sq. ft.
Level 5 – Unkempt Neglect Reflects a “trash and dash” approach where the facility generally appears unkempt.	41,000 - 50,000 GSF/FTE	

OTHER OPERATIONAL CONSIDERATIONS

- ☐ **Emergency Management**
- ☐ **Facility Usage**
- ☐ **Other Custodial Functions**
 - Minor Maintenance
 - Restocking of Dispensers
 - Unlocking Gates and Doors
 - Event Set Up

EMPLOYEE ASSISTANCE HELP DESK AND INFORMATION SESSIONS

- ❑ Communication to all Custodians and Grounds Crew

- ❑ Provide Employee Assistance to Address:
 - Annual and Sick Leave
 - COBRA
 - Health Insurance
 - Retirement
 - Unemployment
 - Employee Assistance Program – EAP

- ❑ Follow Up with Transition Assistance with Selected Provider