

PROJECT APPROVAL REQUEST

Service Master Janitorial Service

February 8, 2022

1. The person or Committee proposing the project:

CAM Roger Milliman & Facilities Norm Glasco

2. The project's description/scope including:

- a. Narrative description of the project.

Due to ongoing poor janitorial performance, recommend canceling janitorial service from Coastal Custodial and contracting with Service Master

- b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.

Coastal Custodial concerns include:

- Services not being completed per the scope of work
- Services performed with inconsistent poor quality
- Absenteeism without Coastal management knowledge
- When we notice no service performed, we are put in the position of demanding invoice adjustments

LLCC needs to maintain a healthy and clean operation for employees and customers

- c. Drawings and sketches as necessary to understand the project. NA
- d. The approximate cost for the project, and the basis and assumptions for that cost estimate.
\$2,931/month vs Coastal Custodial budgeted at \$1,995/month
- e. A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources
Establish a new service contract with Service Master
- f. An approximate schedule, including any time constraints regarding project activities or completion date.
Janitorial services to be conducted 5 days per week/weekly/monthly per proposal schedule for restrooms, food & beverage areas and office, hallways/stairs including Great Hall

3. The budget status of the project

- a. Has a Committee, and/or the Board, already included the project in the current year's budget? **Not included in this year's budget. Cost will be an additional \$936 per month over budget**
 - b. Is it in a longer-range capital improvement plan? Is it a new idea outside the current year budget cycle? **New idea**
4. Additional considerations the Board may need to consider, including any foreseeable project risks or liabilities. **Service Master will deliver a cleaner and healthier result.**
5. Proposed project manager. **Facilities with CAM support**
6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation. **Facilities coordinated idea with management including Administration and conducted 2 company tours for bidding.**