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To: Toronto Public Library Board – November 25, 2002  
From: City Librarian  
Subject: **Janitorial Services – Union Proposal to Contract In Work**

Purpose:

To report to the Toronto Public Library Board on the discussions with Toronto Civic Employee's Union, Local 416 CUPE regarding their proposal to contract in janitorial services in the West Region.

Funding Implications and Impact Statement:

The costs for the current contract for janitorial services are incorporated in the 2002 operating budget and 2003 operating budget submission. The annual cost of the contracted services for the West Region is \$126,702. The Union's proposal to contract in janitorial services in the West Region would cost \$323,327, an annual increase of \$196,625, including an additional request for staff of 7.45 Full Time Equivalents (FTEs) (Attachment 1). This cost includes a charge of \$18,431 which would be incurred if the whole cleaning contract is not renewed with the existing vendor, National Cleaning Contractors.

If the Board decides to proceed with the Union's proposal, an increase to the 2003 operating budget request to the City, including a request for additional staff, would be required.

Recommendation:

It is recommended that the Toronto Public Library Board receive the *Janitorial Services – Union Proposal To Contract In Work* report for information.

Background:

Prior to amalgamation, contracted cleaning services were employed in five of the seven Library systems; the exceptions were Toronto and York Public Libraries. Contracted services were employed to either complete all janitorial services, or a major portion thereof, in the remaining five Library systems.

In November 1999, a contract was awarded to National Cleaning Contractors to provide all janitorial services for ninety-three (93) TPL facilities. Subsequent to the award, and prior to the commencement of contract date, January 1, 2000, representatives of TPL Management and the Bargaining Unit for CUPE Local 416 negotiated an agreement whereby the four (4) largest locations in the old Toronto Public Library (South District) were removed from the *Janitorial*

*Services* contract until further notice. The four (4) locations were Deer Park, Lillian H. Smith, Northern District and 281 Front Street. This agreement reduced the number of TPL facilities to be provided with contracted Janitorial Services to eighty-nine (89) locations.

In October 2001, the aforementioned four (4) Library locations were included in the janitorial services contract, which brought the total number of TPL facilities provided with contracted janitorial services to ninety-three (93) locations. The janitorial services work was retendered early in 2002.

At the March 4, 2002 meeting the Board adopted the following motions:

- (1) Toronto Public Library staff enter into contract negotiations with National Cleaning Contractors to supply Janitorial Services at an annual price not to exceed \$1,276,450.00 (taxes included) less the 1.5 percent discount, if applicable, for a period up to two years; and
- (2) Toronto Public Library staff continue to work with Toronto Civic Employees' Union, Local 416 CUPE regarding their proposal on cleaning in accordance with the provisions of the Collective Agreement and report back to the Board; and
- (3) Toronto Public Library staff negotiate with National Cleaning Contractors to award a portion of the contract for one-year period only, during which time the Toronto Civic Employees' Union (TCEU) Local 416 CUPE cleaning proposal can be evaluated and considered, with the option for Toronto Public Library, at its sole discretion, to renew that portion of the cleaning contract with National Cleaning Contractors for the second year should the Union proposal not be successful.

Comments:

Following the March 4, 2002 Board meeting, staff negotiated a contract with National Cleaning Services that provides that a ten percent portion of the cleaning contract be awarded for one year only with an option to renew for the second year. This ten percent portion is approximately equivalent to the cost of the janitorial services for the West Region.

A number of meetings were held with the Union in accordance with Letter of Understanding #12 of the Collective Agreement to work out the details of their proposal. The Union will be presenting its proposal to the Board. In addition, Management prepared a detailed costing which was reviewed and revised by the parties (Attachment 1). The costing was completed taking into account the Union's current salary proposal, and does not include a factor for possible upward cost pressures. Management's costing of the Union's proposal shows a total annual cost of \$323,327 which is an increase of \$196,625 over current costs. Included in this proposal is an increase in staffing of 7.45 FTEs. The proposal to contract in the work could be implemented; the issue is affordability.

The Union will be presenting its proposal to the Library Board.

Conclusion:

If the Board wishes to proceed with the Union's proposal, a decision would need to be made prior to the expiry of the first year of the contract with National Cleaning Services in March 2003. In addition, an increase to the 2003 operating budget request to the City, including a request for additional staffing, would be required.

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City Librarian

List of Attachments:

Attachment 1: Toronto Public Library – Analysis of Proposal to Contract-In Janitorial Services in the West Region