



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller
Todd Rydstrom
Deputy Controller

May 31, 2021

Carmen Chu, Director
General Services Agency – City Administrator
City Hall - 1 Dr. Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102-4683

Attention: Kenneth Bukowski, Deputy City Administrator

RE: Contracting for Real Estate Security Services – FY 2021-22

The cost information and supplemental data provided by your office on the proposed contract referenced above have been reviewed by my staff.

If these services are provided at the proposed contract price, it appears they can be performed at a lower cost than if the work were performed by City employees.

The requirements of Charter Section 10.104.15 relative to the Controller's findings that work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year 2021-22 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Following the approval of the Board of Supervisors, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Risa Sandler at 415-554-5254 if you have any questions regarding this determination.

Sincerely,

_____/s/
Ben Rosenfield,
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations
Adam Nguyen, Finance and Planning Director

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2021-22

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost	
			Low	High	Low	High
Building & Grounds Patrol Officer	8207	39.4	\$ 2,526	\$ 3,031	\$ 2,594,649	\$ 3,113,591
Supervising Building & Grounds Patrol Officer	8211	3.0	2,795	\$ 3,354	\$ 218,854	\$ 262,626
Manager I	0922	0.1	4,739	\$ 5,686	\$ 12,368	\$ 14,841
Holiday Pay (if applicable)	n/a	n/a			66,952	80,343
Night / Shift Differential (if applicable)	n/a	n/a			77,272	92,727
Overtime Pay (if applicable)	n/a	n/a				
Other Pay (if applicable)	n/a	n/a				
Total FTE		42.5				
Total Salary Costs-->					\$ 2,825,871	\$ 3,391,059
Total of Other Compensation-->					\$ 144,224	\$ 173,070

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	8207	38,344	
Benefits per FTE--Job Class #:	8211	40,728	
Benefits per FTE--Job Class #:	922	63,123	
Benefits per FTE--Job Class #:	-	-	
Total Fringe Benefits		\$ 1,470,301	\$ 1,637,405

ADDITIONAL CITY COSTS

Cellular Phones (\$2800 per year + \$509.50 one-time cost), (\$4500 a year + \$700 one-time cost)	\$ 132,380	\$ 208,000
Uniform pay (\$600 per FTE)	\$ 24,000	\$ 24,000
Total Capital & Operating	\$ 156,380	\$ 232,000

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 4,596,777	\$ 5,433,534
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 2,423,228	\$ 2,706,741
ESTIMATED SAVINGS	<u>\$ 2,173,549</u>	<u>\$ 2,726,793</u>
% of Savings to City Cost	47%	50%

Comments/Assumptions:

1. FTE level assumes 1784 hours (2088 hours - 80 hours vacation pay - 32 hours floating holiday pay - 104 hours sick pay - 88 hours holidays and is divided by total hours in contracts
2. Salary levels reflect proposed salary rates effective July 1, 2021. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. See table on next page for assumptions
6. Each 15 security guards require 1 security guard supervisor FTE