

File No. 100742

Committee Item No. 8

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Sub - Committee: Budget and Finance

Date: June 16, 2010

Board of Supervisors Meeting

Date: _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
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| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
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OTHER

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Completed by: Andrea S. Ausberry

Date Friday, June 11, 2010

Completed by: _____

Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

1 [Proposition J Contract/Certification of Specified Contracted-Out Services Previously Approved]

2
3 Resolution concurring with the Controller's certification that services previously
4 approved can be performed by private contractor for a lower cost than similar work
5 performed by City and County employees, for the following services: budget analyst
6 (Board of Supervisors); absentee voter ballot distribution (Department of Elections);
7 LGBT Anti-violence Education and Outreach Program (District Attorney); central shops
8 security, convention facilities management, janitorial services, and security services
9 (General Services Agency--City Administrator); security services--1680 Mission Street
10 (General Services Agency--Public Works); mainframe system support (General Services
11 Agency--Technology); security services (Human Services Agency); Project S.A.F.E.
12 (Police); and food services (Sheriff).

13
14 WHEREAS, The Electorate of the City and County of San Francisco passed Proposition
15 J in November 1976, allowing City and County Departments to contract with private companies
16 for specific services which can be performed for a lower cost than similar work by City and
17 County employees (Charter Section 10.104.15); and,

18 WHEREAS, The City has previously approved outside contracts for the services listed
19 below; and,

20 WHEREAS, The Controller has determined that a Purchaser's award of a contract for
21 the services listed below to a private contractor will continue to achieve substantial cost savings
22 for the City; and,

23 WHEREAS, The City and County of San Francisco must reconcile a projected \$483
24 million budget deficit for Fiscal Year 2010-2011 with a Charter obligation to enact a balanced
25 budget each fiscal year; and,

1 WHEREAS, The Mayor has determined that the state of the City's budget for Fiscal Year
 2 2010-2011 as indicated herein has created an emergency situation justifying a Purchaser's
 3 award of a contract for budget analyst (Board of Supervisors); absentee voter ballot distribution
 4 (Department of Elections); LGBT Anti-violence Education and Outreach Program (District
 5 Attorney); central shops security, convention facilities management, janitorial services, and
 6 security services (General Services Agency-City Administrator); security services-1680
 7 Mission Street (General Services Agency-Public Works); mainframe system support (General
 8 Services Agency-Technology); absentee voter ballot distribution (Department of Elections);
 9 security services (Human Services Agency); Project S.A.F.E. (Police); and janitorial services
 10 (Sheriff); and,

11 WHEREAS, The Controller's certification, which confirms that said services can be
 12 performed at lower costs to the City and County by private contractor than by employees of the
 13 City and County, is on file with the Clerk of the Board of Supervisors in File No. 100742, which
 14 is hereby declared to be part of this resolution as if set forth fully herein; now, therefore be it;

15 RESOLVED, That the Board of Supervisors hereby concurs with the Controller's
 16 certification, and the Mayor's determination of an emergency situation, and approves the
 17 Proposition J Resolution concerning the Purchaser's award of a contract to a private contractor
 18 for the services listed below for the period of July 1, 2010 through June 30, 2011.

Department/Function	City Cost (High)	Contract Cost (High)	SAVINGS	FTEs
Board of Supervisors (BOS)				
Budget Analyst	\$2,339,703	\$2,000,000	\$339,703	14.5

	City Cost	Contract Cost		
Department/Function	(High)	(High)	SAVINGS	FTEs
Department of Elections (REG)				
Absentee Voter Ballot Distribution	\$367,138	\$111,820	\$255,317	16.2
District Attorney (DAT)				
LGBT Anti-Violence Education and				
Outreach Program	\$222,354	\$88,252	\$134,102	2.0
General Services Agency--City				
Administrator (ADM)				
Central Shops--Security	\$276,835	\$133,412	\$143,423	3.0
Convention Facilities Management	\$23,540,076	\$20,015,489	\$3,524,587	245.0
Janitorial Services	\$2,978,292	\$1,846,936	\$1,131,356	35.5
Security Services	\$1,961,665	\$971,606	\$990,059	27.6
General Services Agency--Public Works				
(DPW)				
Security Services--1680 Mission St.	\$128,721	\$63,089	\$65,632	1.8
General Services Agency--Technology				
(TIS)				
Mainframe System Support	\$2,100,575	\$813,472	\$1,287,103	17.0
Human Services Agency (DSS)				

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Department/Function	City Cost (High)	Contract Cost (High)	SAVINGS	FTEs
Security Services	\$7,935,059	\$5,329,122	\$2,605,937	90.5
Police (POL)				
Project S.A.F.E.	\$1,177,114	\$690,005	\$487,109	9.0
Sheriff (SHF)				
Food Services	\$2,319,546	\$1,199,610	\$1,119,936	24.0

Prop J Supplemental Questionnaire

1. *The department's basis for proposing the Prop J certification*

Services for the Board of Supervisors' Budget Analyst Office have been provided by a vendor since 1979. The vendor selected in December 2009 is a joint venture known as the Budget and Legislative Analyst Joint Venture. The selected vendor maintains staff possessing specialized skills and expertise not widely available or found in the City's existing civil service classifications. Additionally, the vendor has the ability to adjust staffing levels and secure uniquely qualified staff for limited scope special projects according to Boards' service needs. Over the past 30 years, the Controller has certified, as required under Charter Section 10.104, that the vendor can provide the aforementioned services more cost effectively than maintaining a division of civil services employees to do so.

2. *The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor:*

Services formerly provided by the Bureau of the Budget have been provided by a vendor since 1979. In January 2010, the vendor contract added the functions of the Office of the Legislative Analyst. Now the budget analyst services and the legislative analyst services will be provided by a single vendor at a reduced overall cost to the City and County of San Francisco.

3. *The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:*

The Budget and Legislative Analyst provides quarterly reports to the Clerk of the Board of Supervisors documenting direct service hours provided by professional staff. These reports include detailed billing information for all committee work, special projects, responses to requests by individual members of the Board of Supervisors, annual budget review and performance audits. The Budget and Legislative Analyst's work product, in the form of Committee reports, special project reports, budget reports, and performance audit reports, is widely disseminated to each member of the Board of Supervisors. Additionally, the vendor provides regular briefings on the progress of special projects and performance audits and advice to the President of the Board, members of the Government Audit and Oversight Committee, and the Budget and Finance Committee. Finally, the Budget Analyst has begun providing the Clerk of the Board with detailed reporting regarding hours used and fees incurred on a monthly basis.

4. *The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract*

Each member firm of the Budget and Legislative Analyst Joint Venture is required to be in compliance with all local ordinances and state and federal statutes regarding current employee wages. Each member firm is in compliance with the City and County's 12b ordinance regarding equal benefits provision and is on the approved Human Rights Commission (HRC) list for equal benefits for employees, and domestic partners and the Domestic Partners Ordinance as required. Assurance of the vendor's continued compliance with these requirements is contained in Paragraph 34 of the Contract.

5. *The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance)*

Paragraph 43 of the contract provides assurance that the vendor will ensure that all employees maintain salaries at or above minimum prescribed wage rate; All employee wage rates will meet or exceed the minimum San Francisco minimum wage standards.

The department is obligated and committed to enforce the provisions and spirit of all applicable regulations and ordinances of the City and County of San Francisco governing city contracts. To that end, we will work with the Human Rights Commission, the Contract Compliance Office and the City Attorney's Office to ensure that the contractor complies with all wage, compensation, health care and equal benefits privileges stipulated by law.

6. *The department's plan for City employees displaced by the contract*

Because the services provided under the contract have been provided by vendors for an extended period, there is no anticipated displacement of City employees FY 2010-11.

7. *A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees.*

Developing and implementing a transition plan to have City and County employees provide Budget and Legislative Analyst services would likely require a cost prohibitive investment of money and time. The City would have to recruit, hire, and train staff experienced and qualified to assume the services provided by the current vendor. The recruitment and hiring process could take as long as six to

12 months. Avoiding service gaps would also require overlapping expenses for the vendor and the new department during the transition. Additionally, such transition would create overhead expenses for office space, furnishings and equipment, information technology equipment and systems infrastructure.

It is unlikely that the City and County could compete in the job market for the many specially qualified, highly skilled and experienced professional Budget and Legislative Analyst staff provided by the vendor. Further, given the City and County's current financial status, it is unlikely the funding for the considerable overhead can be secured in the current budget. An attempt to transition the Budget and Legislative Analyst responsibilities to a department at this time would result in a sizeable gap in service for the Board of Supervisors and the people of San Francisco.



**BOARD OF SUPERVISORS
 BUDGET ANALYST SERVICES - FY 2010-11 (1) (2)
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES**

ESTIMATED CITY COSTS:

Projected Personnel Costs (3) (4)	Class	Positions	BW Rate		Low	High
Deputy Director V	0955	1.00	\$ 5,458	\$ 6,966	\$ 142,444	\$ 181,802
Deputy Director III	0953	2.00	4,499	5,759	234,852	300,634
Principal Administrative Analyst	1824	3.00	3,347	4,068	262,078	318,509
Senior Administrative Analyst	1823	6.00	2,892	3,514	452,818	550,318
Manager I	0922	1.00	3,130	3,995	81,703	104,257
Executive Secretary I	1450	1.00	1,978	2,405	51,631	62,758
Temporary Salaries		0.50			40,707	49,472
Overtime					1,780	2,164
Total Salaries		14.50			\$ 1,268,013	\$ 1,569,914
Fringe Benefits						
Variable Fringes (5)					270,961	335,502
Fixed Fringes (6)					180,337	180,337
Total Fringe Benefits					\$ 451,299	\$ 515,839
Operating Expenses (M&S, Services)					130,939	130,939
Space Rental (7)					96,900	96,900
Data Processing Hardware & Software (8)					8,867	8,867
Payroll Tax Expense					17,244	17,244
					\$ 253,949	\$ 253,949
ESTIMATED TOTAL CITY COST					1,973,261	2,339,703
LESS ESTIMATED CONTRACT COST (9)					(2,000,000)	(2,000,000)
ESTIMATED SAVINGS (10)					\$ (26,739)	\$ 339,703
% of Estimated Savings to Estimated City Cost					-1%	15%

Comments/Assumptions:

1. These services have been contracted out since 1979.
2. CCSF and contract costs are presented as annualized costs.
3. Salary levels reflect proposed salary rates effective July 1, 2010.
4. FTE positions include 12 managers & analyst staff and 2 administrative staff. The staff level of 12 analysts is based on the number of staff required to provide 17,000 hours of productive service, as well as MOU-mandated leave and training hours and other nonproductive administrative hours consistent with Association of Local Government Auditors standards.
5. Variable fringe benefits consist of Social Security, Medicare, employer retirement, unemployment insurance and long-term disability, where applicable.
6. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
7. Space rental has been determined using Department of Real Estate estimates for the Civic Center area.
8. Equipment hardware and software have been amortized using IRS useful life rates.
9. Contract amount for FY 2010-11 is based on the FY 2010-2011 budget submitted to the Mayor's Office.
10. Savings calculated here are based on 14.5 FTEs, which is consistent with the recorded number of hours submitted by the Budget Analyst to the Board on their 2008 Quarterly billing statements.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

May 14, 2010

John Arntz, Director
Department of Elections
City Hall - 1 Dr. Carlton B. Goodlett Place, Room 48
San Francisco, CA 94102

Attention: Aura Mendieta, Finance Director

RE: Absentee Voter Ballot Distribution for FY 2010-11 Election

The cost information and supplemental data provided by your office on the proposed contract for ballot distribution services for the FY 2010-11 election 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.

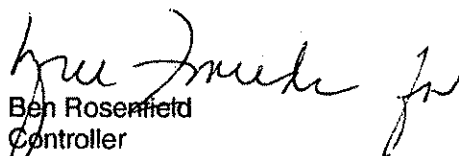
The requirements of Charter Section 10.104.15 relative to the Controller's findings that "work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco" have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year (FY) 2010-11 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2010-11 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

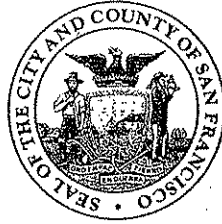
Please contact Nadia Feeser at (415) 554-5247 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



MEMORANDUM

TO: Nadia Feeser
FROM: Aura Mendieta
DATE: April 12, 2010
SUBJECT: Proposition J Responses to Questionnaire

-
1. In September 2009, the Department of Elections began contracting with K&H Integrated Print Solutions for the automated assembly and mailing of the vote-by-mail ballots. The switch to K&H from the Department's previous ballot mailing vendor, Sequoia Voting Systems, substantially reduced the cost of this service. The Department of Elections has reviewed the labor costs associated with automating the assembly and mailing process for the approximately 174,501* permanent vote-by-mail voters by K&H and concludes that the contracting out of this service will continue to provide the City with labor cost savings. The Department will continue to save on hiring as-needed temporary workers to assemble and process the vote-by-mail ballots for mailing a month prior to the election.

**Please note the number we have provided of permanent vote-by-mail voters for the June 2010 election is still subject to change; the number of permanent vote-by-mail voters is as of April 9, 2010. The registration deadline for the June election will provide an exact number of permanent vote-by-mail voters.*

2. Contracting with K&H will improve the timely delivery of the vote-by-mail ballots to voters. The previous method of preparing vote-by-mail ballots required Department staff to manually prepare the ballots for mailing and was much more time consuming. K&H's equipment has the capacity to assemble the ballot in a shorter amount of time and can sort ballots in a manner that will allow the US Postal Service to deliver the ballots in a shorter number of days.
3. K&H is currently providing the Department with production and delivery service for nearly all vote-by-mail ballots, including military, overseas, and permanent vote-by-mail ballots. K&H has assigned an onsite Project Manager to work with Department staff, specifically a 1408 Principal Clerk and a 1471 Ballot Distribution manager, to ensure that all production objectives are met.

The Department works very closely with K&H and the US Postal service to ensure the delivery process runs as smoothly as possible and also to ensure the mailing of ballots is on schedule. Currently, the 1471 Ballot Distribution manager visits K&H's facility at the outset

**DEPARTMENT OF ELECTIONS
 ABSENTEE VOTER BALLOT DISTRIBUTION
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Junior Clerk (November 2010 Election)	1402	16.24	1,330	1,612	\$ 280,662	\$ 340,258
Total Salary Costs					280,662	340,258
FRINGE BENEFITS						
Variable Fringes (3)					22,172	26,880
Fixed Fringes (4)					0	0
Total Fringe Benefits					22,172	26,880
ESTIMATED TOTAL CITY COST					302,834	367,138
LESS: ESTIMATED TOTAL CONTRACT COST (5) (6)					(110,996)	(111,820)
ESTIMATED SAVINGS					\$ 191,838	\$ 255,317
% of Estimated Savings to Estimated City Cost					63%	70%

Comments/Assumptions:

1. These services have been contracted out since FY 2007-08.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, and Unemployment Insurance.
4. There are no fixed fringe benefits associated with these temporary employees.
5. For the purposes of this analysis operating and supply costs have been disregarded under the assumption that they will be the same for the City or the contractor.
6. The estimated contract cost includes 0.1 FTE for contract monitoring.



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

May 14, 2010

Kamala D. Harris
District Attorney
Hall of Justice
850 Bryant Street, Room 325
San Francisco, CA 94103

Attention: Eugene Clendinen
Chief Financial Officer
Office of the District Attorney
Hall of Justice
850 Bryant Street, Room 325
San Francisco, CA 94103

RE: LGBT Anti-Violence Program – FY 2010-11

The cost information and supplemental data provided by your office on the proposed contract for the lesbian, gay, bisexual and transgender (LGBT) anti-violence program 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.

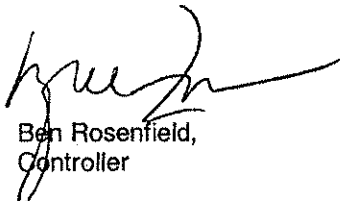
The requirements of Charter Section 10.104.15 relative to the Controller's findings that "work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco" have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year 2010-11 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2010-11 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield,
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations

**Memorandum
Privileged & Confidential**

TO:
DATE: May 13, 2010
PAGE: 2
RE: Request for Prop J Board Approval to Continue Contracting Out District Attorney
LGBT Anti-Violence Program

5. **The department's proposed procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including 12P, 12Q, and 12B.1(b).** The Contractor, an non-profit organization, complies with all applicable contracting requirements.
6. **The departments' plan for City employees displaced by the contract.** No employees were displaced by the contract.
7. **A discussion of how the service could be provided using City employees.** To provide this service using City employees, the Department would have to hire a 1.0 FTE 8135 Assistant Chief Victim Witness Investigator and 1.0 FTE 8131 Victim Witness Investigator II. In order to carry out the responsibilities of the 1.61 FTE outlined in the contractor's proposal, the Department would need a minimum of two staff to provide this service in house.

PROP J QUESTIONS
ADM Central Shops - Security
Annual Analysis: July 1, 2010 – June 30, 2011

Supplemental Reports Required

1. Basis for proposing the Prop J certification

Central Shops has been contracting out for Security Guard Services since 1983. Central Shops has consistently had these services performed at a lower cost to the City and County than by employees of the City and County.

2. Impact

Central Shops is a work order department and any additional cost would have to be charged back to the user departments. Central Shops would also have to hire additional employees to fill the security positions.

3. Current oversight and reporting requirement for the service covered by the contract

While performing security services, it is required the guards must maintain a daily written log for each shift and must sign in and out. Guards must also utilize a Detex clock system while making continuous rounds throughout the facility. The Detex clock record must indicate that each station was visited once each ½ hour. Failure to punch the Detex clock every ½ hour will result in a reduction in the monthly charges. A Central Shop designee is responsible for examining the Detex clock daily and reviewing all written reports that are submitted by the Security Service. Any discrepancies or activities are immediately addressed.

4. Contractor's current wages and benefits for employees, and the contractor's current labor agreements for employees providing the services covered by the contract.

The Contractor's current charge rate is \$20.10 an hour, and they are in compliance with the minimum compensation requirements as per Chapter 12.P of the S.F. Administrative Code.

5. Current procedures for ensuring contractor's ongoing compliance with all applicable contracting requirement (12P, 12Q, 12B).

Per the general conditions of the security guard contract #86054, upon request the Contractor must provide the City with documentation/records pertaining to Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance) within a five day period.

6. Department's plan for City employees displaced by the contract.

Employees were absorbed into Central Shops work force back in 1983.

7. A discussion, including timelines and cost estimates, under what conditions the service could be provided in the future using City employees.

**GENERAL SERVICES AGENCY - CITY ADMINISTRATOR
 SECURITY SERVICES - CENTRAL SHOPS
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class (2)	Positions	BW Rate	Low	High
Building & Grounds Patrol Officer	8207	3.00	1,765 2,145	138,200	167,954
Holiday Pay				8,737	10,618
Night Differential				9,495	11,539
Total Salary Costs		3.00		156,431	190,111
FRINGE BENEFITS					
Variable Fringes (3)				42,278	51,381
Fixed Fringes (4)				35,343	35,343
Total Fringe Benefits				77,622	86,724
ESTIMATED TOTAL CITY COST				234,053	276,835
LESS: ESTIMATED TOTAL CONTRACT COST (5), (6)				(132,226)	(133,412)
ESTIMATED SAVINGS				101,827	143,423
% of Estimated Savings to Estimated City Cost				44%	52%

Comments/Assumptions:

1. These services have been contracted out since 1983.
2. Salary levels reflect salary rate effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement costs, employee retirement pick-up, and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The estimated City cost does not include materials, supplies, and uniforms; if included these costs would increase the estimated savings to the City.
6. Estimated contract cost also includes 0.05 FTE for contract monitoring.

Human Services Agency

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;

The Human Services Agency has been using private security services since the early 1980's. HSA operations have grown significantly since then and we now provide security guard services at nineteen locations including the major homeless shelters in the City. We procured these services and awarded a contract to Guardsmark LLC under Ordinance 0306-08 in November of 2008.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

The new contract with Guardsmark LLC did provide a better pricing structure along with better compensation for the guards. During FY-09-10 we have made significant improvements in the HSA building security and at the same time reduced the hours of the security guard coverage by almost 10%.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract;

The current oversight and reporting requirements are contained in our contract and will remain the same under the new contract. HSA assigns a security liaison that provides oversight and day-to-day management and coordination of all security activities. These activities are documented through written post orders at each of the sites providing security services. Attached is the current scope of services that elaborate on the roles, responsibilities and reporting requirements of the security guard service provider and HSA. We meet with the security provider on a weekly basis To review the hours expended and any improvements that can result in lower costs to the department.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract;

**HUMAN SERVICES AGENCY
 SECURITY SERVICES--VARIOUS FACILITIES
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2010-2011**

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Institutional Police Sergeant	8205	8.0	2,499	3,038	\$ 521,791	\$ 634,334
Building & Grounds Patrol Officer	8207	82.5	1,683	2,046	3,624,904	4,405,336
Holiday Overtime Pay					104,859	127,440
Night Differential					170,062	206,684
Uniform Cost per SEIU Contract					41,250	41,250
TOTAL SALARY COSTS		90.5			4,462,866	5,415,045
FRINGE BENEFITS						
Variable Fringes (3)					1,194,480	1,451,689
Fixed Fringes (4)					1,068,326	1,068,326
Total Fringe Benefits					2,262,805	2,520,014
ESTIMATED TOTAL CITY COST (5)					6,725,671	7,935,059
LESS: ESTIMATED TOTAL CONTRACT COST (6) (7)					(4,196,819)	(5,329,122)
ESTIMATED SAVINGS					\$ 2,528,852	\$ 2,605,937
% of Estimated Savings to Estimated City Cost					38%	33%

Comments/Assumptions:

1. These services have been contracted out since since the early 1980's.
2. CCSF and contract costs are presented as annualized costs and reflect proposed salaries effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement costs, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The estimated City cost does not include materials, weapons, services, vehicle and capital. If included, these costs would further increase the estimated savings to CCSF, as the external contract is inclusive of these costs.
6. Estimated contract costs include 0.1 FTE for contract monitoring.
7. Estimated contract costs are calculated based on actual expenses incurred as of December 2009.

ATTACHMENT A
GENERAL SERVICES AGENCY - CITY ADMINISTRATOR
MANAGEMENT OF FACILITIES (1)
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES
FISCAL YEAR 2010-11

ESTIMATED CITY COST:

PERSONNEL COSTS PROJECTED	POSITIONS	LOW	HIGH
Salaries (2)	244.95	\$ 13,629,401	\$ 16,389,568
Total Salary Costs	244.95	13,629,401	16,389,568
FRINGE BENEFITS			
Variable Fringes		3,466,071	4,175,392
Fixed Fringes		2,975,115	2,975,115
Total Fringe Benefits		6,441,186	7,150,507
ESTIMATED TOTAL CITY COSTS:		20,070,588	23,540,076
LESS: ESTIMATED CONTRACT COST: (3) (4)		(20,015,489)	(20,015,489)
ESTIMATED SAVINGS		\$ 55,099	\$ 3,524,587
% of Estimated Savings to Estimated City Cost		0%	15%

Comments/Assumptions:

1. These services have been contracted out since 1981-82.
2. City personnel costs are based on the need for 244.95 positions, see Attachment B for individual class salary and fringe benefits.
3. Both the City and contract cost estimates do not include operating costs that would be the same under either scenario. This does not affect the estimated cost savings.
4. Contract monitoring costs are not included, as they are assumed to be covered by management of Convention Facilities.

Custodian	2708	53.50	1,511	1,834	2,109,632	2,561,126
HOUSEKEEPING:						
Custodial Supervisor	2718	1.00	1,829	2,224	47,747	58,053
Custodian	2708	50.00	1,511	1,834	1,971,619	2,393,575
Window Cleaner	7392	3.00	2,036	2,476	159,447	193,876
ENGINEERING:						
Operations Bureau Superintendent, PW	5103	1.00	4,235	5,148	110,530	134,354
Public Bldings Maint & Repair Asst Spr	5102	3.00	3,842	4,669	300,821	365,571
Operating Engineer, Universal	7328	13.00	2,671	3,246	906,148	1,101,294
Apprentice Stationary Engineer	7333	1.00	1,880	2,748	49,068	71,723
Painter Supervisor I	7242	1.00	2,561	3,287	66,841	85,785
Painter	7346	2.00	2,256	2,741	117,749	143,092
Carpenter	7344	1.00	2,497	3,036	65,177	79,247
Electrician	7345	1.00	2,890	3,513	75,429	91,689
Plumber	7347	1.00	2,851	3,465	74,409	90,441
SECURITY:						
Institutional Police Captain	8206	1.00	2,898	3,521	75,629	91,909
Institutional Police Lieutenant	8209	2.00	2,629	3,193	137,217	166,691
Institutional Police Sergeant	8205	2.00	2,384	2,898	124,421	151,257
Building & Grounds Patrol Officer	8207	21.00	1,683	2,046	922,703	1,121,358
Senior Parking Control Officer	8216	2.00	1,911	2,323	99,776	121,235
Head Park Patrol Officer	8210	9.00	2,087	2,537	490,216	595,967
Parking Control Officer	8214	14.00	1,600	1,944	584,814	710,281
Secretary II	1446	1.00	1,816	2,207	47,399	57,605
PERMANENT SALARIES SUBTOTAL					12,736,875	15,304,950
NIGHT DIFFERENTIAL:						
Custodians					108,725	131,993
Stationery Engineers					24,140	29,338
Buildings & Grounds Patrol Officers					24,581	29,873
PREMIUM PAY SUBTOTAL					157,445	191,205
HOLIDAY PAY:						
Custodians					258,010	313,228
Stationery Engineers					57,285	69,622
Buildings & Grounds Patrol Officers					58,332	70,890
HOLIDAY PAY SUBTOTAL					373,627	453,741
OVERTIME PAY:						
Painter Supervisor I					5,915	7,592
Stationery Engineers					81,417	98,951
Public Relations Officer					184,157	223,797
Buildings & Grounds Patrol Officers					89,964	109,332
OVERTIME PAY SUBTOTAL					361,453	439,673
TOTAL SALARY COSTS		244.95			13,629,401	16,389,568
FRINGE BENEFITS						
Variable Benefits (3)					3,466,071	4,175,392
Fixed Benefits (4)					2,975,115	2,975,115
TOTAL FRINGE BENEFITS					6,441,186	7,150,507
TOTAL PROJECTED CITY COSTS					20,070,588	23,540,076

CHARTER 10.104.15 (PROPOSITION J QUESTIONNAIRE)

DEPARTMENT: General Services Agency – Real Estate Division

CONTRACT SERVICES: Custodial Services – 25 Van Ness Avenue, 30 Van Ness Avenue,
1650 Mission Street, 1660 Mission Street, 555 7th Street, One South Van Ness Avenue

ANNUAL ANALYSIS: July 1, 2010 to June 30, 2011

1. Who performed the service prior to contracting out?	These services have always been contracted out
2. How many City employees were laid off as a result of contracting out?	None
3. Explain the disposition of employees if they were not laid off.	Not applicable
4. What percentage of City employees' time is spent on services to be contracted out?	None
5. How long have the services been contracted out? Is this likely to be a one-time or an on-going request for contracting out?	Varies by building. Earliest since July 1992. This will be an on-going request.
6. What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?	Varies by building. Earliest is 1992-93. No. Last certified in 2007-08.
7. How will the services meet the goals of your LBE Action Plan?	All contracts require 15% LBE participation
8. Does the proposed contractor comply with the Minimum Compensation ordinance, the Health Care Accountability ordinance and the Equal Benefits ordinance?	Contractor complies with all ordinances. Not covered by MCO; must pay prevailing wage
9. What measures will be used to provide oversight of the proposed contract?	The Building Manager is responsible for ensuring that services are as stated in the contract.
10. Under what conditions could City employees perform the services in the future?	If cost of service was equal to or lower than contracting cost

Department Representative: Taylor Emerson

Telephone Number: 415.554.9863

**DEPARTMENT: GENERAL SERVICES AGENCY
 DIVISION: REAL ESTATE
 JANITORIAL SERVICES FOR 25 VAN NESS, 30 VAN NESS, 1650 MISSION,
 1660 MISSION, 555 7TH STREET, ONE SOUTH VAN NESS
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

<u>PROJECTED PERSONNEL COSTS</u>	<u>Class</u>	<u>Positions</u>	<u>BW Rate</u>		<u>Low</u>	<u>High</u>
Custodian Assistant Supervisor	2716	2.5	1,660	2,017	108,290	131,628
Custodian	2708	28.0	1,511	1,834	1,104,107	1,340,402
Custodian (Day Porter)	2708	5.0	1,511	1,834	197,162	239,358
Premium Pay - Night Differential					45,768	55,569
Total Salary Costs		35.5			1,455,326	1,766,956
<u>FRINGE BENEFITS</u>						
Variable Fringes (3)					420,140	510,105
Fixed Fringes (4)					418,231	418,231
Total Fringe Benefits					838,371	928,336
<u>ESTIMATED CAPITAL & OPERATING COSTS (5)</u>						
300 Cleaning Equipment & Supplies					135,000	135,000
300 Tenant Consumable Supplies - Soap & Paper Products					148,000	148,000
Total Capital & Operating					283,000	283,000
ESTIMATED TOTAL CITY COST					2,576,697	2,978,292
LESS: ESTIMATED TOTAL CONTRACT COST (6)					(1,843,894)	(1,846,936)
ESTIMATED SAVINGS					\$ 732,804	\$ 1,131,356
% of Savings to City Cost					28%	38%

Comments/Assumptions:

1. These services have always been contracted out. Start date varies depending on each location.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Operating costs would be the same for either City or Contractor and do not affect estimated cost savings.
6. The estimated contract cost for annual service is based upon actual contract costs for each location based on location square footage at a cost of \$2.00 per square foot.
City costs include 0.15 FTE for contract monitoring.

**DEPARTMENT: GENERAL SERVICES AGENCY
 DIVISION: REAL ESTATE
 JANITORIAL SERVICES FOR 25 VAN NESS
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Custodian	2708	3.0	1,511	1,834	118,297	143,615
Custodian (Day Porter)	2708	1.0	1,511	1,834	39,432	47,872
Premium Pay - Night Differential					9,464	11,489
Total Salary Costs		4.0			167,193	202,975

FRINGE BENEFITS

Variable Fringes (3)					47,357	57,492
Fixed Fringes (4)					47,125	47,125
Total Fringe Benefits					94,481	104,616

ESTIMATED CAPITAL & OPERATING COSTS (5)

300 Cleaning Equipment & Supplies					25,000	25,000
300 Tenant Consumable Supplies - Soap & Paper Products					25,000	25,000
Total Capital & Operating					50,000	50,000

ESTIMATED TOTAL CITY COST

311,675 357,592

LESS: ESTIMATED TOTAL CONTRACT COST (6)

(211,958) (211,958)

ESTIMATED SAVINGS

\$ 99,717	\$ 145,634
32%	41%

% of Savings to City Cost

Comments/Assumptions:

1. These services have always been contracted out, beginning in FY 1992-93.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Operating costs would be the same for either City or Contractor and do not affect estimated cost savings.
6. The Estimated Contract Cost for annual service is based upon actual contract costs for 25 Van Ness (\$2.00 per/sq. ft. x 105,979 sq. ft.)

**DEPARTMENT: GENERAL SERVICES AGENCY
 DIVISION: REAL ESTATE
 JANITORIAL SERVICES FOR 30 VAN NESS AVENUE
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

<u>PROJECTED PERSONNEL COSTS</u>	<u>Class</u>	<u>Positions</u>	<u>BW Rate</u>		<u>Low</u>	<u>High</u>
Custodian Assistant Supervisor	2716	0.5	1,660	2,017	21,658	26,326
Custodian	2708	4.0	1,511	1,834	157,730	191,486
Custodian (Day Porter)	2708	1.0	1,511	1,834	39,432	47,872
Premium Pay - Night Differential					12,618	15,319
Total Salary Costs		5.5			231,438	281,002
FRINGE BENEFITS						
Variable Fringes (3)					65,658	79,720
Fixed Fringes (4)					64,796	64,796
Total Fringe Benefits					130,454	144,516
ESTIMATED CAPITAL & OPERATING COSTS (5)						
300 Cleaning Equipment & Supplies					28,000	28,000
300 Tenant Consumable Supplies - Soap & Paper Products					26,000	26,000
Total Capital & Operating					54,000	54,000
ESTIMATED TOTAL CITY COST					415,893	479,518
LESS: ESTIMATED TOTAL CONTRACT COST (6)					(339,064)	(339,064)
ESTIMATED SAVINGS					\$ 76,829	\$ 140,454
% of Savings to City Cost					18%	29%

Comments/Assumptions:

1. The these services have always been contracted out, beginning in FY 2001-02.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Operating costs would be the same for either City or Contractor and do not affect estimated cost savings.
6. The Estimated Contract Cost for annual service is based upon actual contract costs for 30 Van Ness (\$2.00 per/sq. ft. x 169,532 sq. ft.)

**DEPARTMENT: GENERAL SERVICES AGENCY
 DIVISION: REAL ESTATE
 JANITORIAL SERVICES FOR 1650 MISSION
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Custodian Assistant Supervisor	2716	0.5	1,660	2,017	21,658	26,326
Custodian	2708	4.0	1,511	1,834	157,730	191,486
Custodian (Day Porter)	2708	1.0	1,511	1,834	39,432	47,872
Premium Pay - Night Differential					9,464	11,489
Total Salary Costs		5.5			228,284	277,172
FRINGE BENEFITS						
Variable Fringes (3)					65,409	79,417
Fixed Fringes (4)					64,796	64,796
Total Fringe Benefits					130,205	144,213
ESTIMATED CAPITAL & OPERATING COSTS (5)						
300 Cleaning Equipment & Supplies					28,000	28,000
300 Tenant Consumable Supplies - Soap & Paper Products					26,000	26,000
Total Capital & Operating					54,000	54,000
ESTIMATED TOTAL CITY COST					412,489	475,386
LESS: ESTIMATED TOTAL CONTRACT COST (6)					(345,470)	(345,470)
ESTIMATED SAVINGS					\$ 67,019	\$ 129,916
% of Savings to City Cost					16%	27%

Comments/Assumptions:

1. These services have always been contracted out, beginning in FY 2007-08.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Operating costs would be the same for either City or Contractor and do not affect estimated cost savings.
6. The Estimated Contract Cost for annual service is based upon actual contract costs for 30 Van Ness (\$2.00 per/sq. ft. x 172,735 sq. ft.)

**DEPARTMENT: GENERAL SERVICES AGENCY
 DIVISION: REAL ESTATE
 JANITORIAL SERVICES FOR 1660 MISSION STREET
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

<u>PROJECTED PERSONNEL COSTS</u>	<u>Class</u>	<u>Positions</u>	<u>BW Rate</u>		<u>Low</u>	<u>High</u>
Custodian Assistant Supervisor	2716	0.5	1,660	2,017	21,658	26,326
Custodian	2708	3.0	1,511	1,834	118,297	143,615
Custodian (Day Porter)	2708	1.0	1,511	1,834	39,432	47,872
Premium Pay - Night Differential					9,464	11,489
Total Salary Costs		4.5			188,851	229,301
<u>FRINGE BENEFITS</u>						
Variable Fringes (3)					53,757	65,271
Fixed Fringes (4)					53,015	53,015
Total Fringe Benefits					106,772	118,286
<u>ESTIMATED CAPITAL & OPERATING COSTS (6)</u>						
300 Cleaning Equipment & Supplies					16,000	16,000
300 Tenant Consumable Supplies - Soap & Paper Products					30,000	30,000
Total Capital & Operating					46,000	46,000
ESTIMATED TOTAL CITY COST					341,623	393,587
LESS: ESTIMATED TOTAL CONTRACT COST (7)					(143,556)	(143,556)
ESTIMATED SAVINGS					\$ 198,067	\$ 250,031
% of Savings to City Cost					58%	64%

Comments/Assumptions:

1. These services have always been contracted out, beginning in FY 1992-93.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Operating costs would be the same for either City or Contractor and do not affect estimated cost savings.
6. The Estimated Contract Cost for annual service is based upon actual contract costs for 1660 Mission Street. (\$2.00 per/sq. ft. x 71,778 sq. ft.)

**DEPARTMENT: GENERAL SERVICES AGENCY
 DIVISION: REAL ESTATE
 JANITORIAL SERVICES FOR 555 7th STREET
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

<u>PROJECTED PERSONNEL COSTS</u>	<u>Class</u>	<u>Positions</u>	<u>BW Rate</u>		<u>Low</u>	<u>High</u>
Custodian	2708	1.0	1,511	1,834	39,432	47,872
Premium Pay - Night Differential					3,155	3,830
Total Salary Costs		1.0			42,587	51,701
<u>FRINGE BENEFITS</u>						
Variable Fringes (3)					11,901	14,449
Fixed Fringes (4)					11,781	11,781
Total Fringe Benefits					23,683	26,230
<u>ESTIMATED CAPITAL & OPERATING COSTS (5)</u>						
300 Cleaning Equipment & Supplies					8,000	8,000
300 Tenant Consumable Supplies - Soap & Paper Products					9,000	9,000
Total Capital & Operating					17,000	17,000
ESTIMATED TOTAL CITY COST					83,270	94,931
LESS: ESTIMATED TOTAL CONTRACT COST (6)					(64,000)	(64,000)
ESTIMATED SAVINGS					\$ 19,270	\$ 30,931
% of Savings to City Cost					23%	33%

Comments/Assumptions:

1. These services have always been contracted out, beginning in FY 1999-00.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Operating costs would be the same for either City or Contractor and do not affect estimated cost savings.
6. The Estimated Contract Cost for annual service is based upon actual contract costs for 555 7th Street (\$2.00 per/sq. ft. x 32,000 sq. ft.)

PROP J SUBMISSION COVER SHEET
DEPARTMENT: GENERAL SERVICES AGENCY
DIVISION: REAL ESTATE
CUSTODIAL SERVICES FOR ONE SOUTH VAN NESS AVENUE
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2010-11

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Custodian Assistant Supervisor	2716	1.0	1,660	2,017	43,316	52,651
Custodian	2708	15.0	1,511	1,834	591,486	718,073
Custodian (Day Porter)	2708	1.0	1,511	1,834	39,432	47,872
Premium Pay - Night Differential					26,128	31,724
Total Salary Costs		17.0			700,362	850,320
FRINGE BENEFITS						
Variable Fringes (3)					201,300	244,401
Fixed Fringes (4)					200,280	200,280
Total Fringe Benefits					401,580	444,681
ESTIMATED CAPITAL & OPERATING COSTS (5)						
300 Cleaning Equipment & Supplies					30,000	30,000
300 Tenant Consumable Supplies - Soap & Paper Products					32,000	32,000
Total Capital & Operating					62,000	62,000
ESTIMATED TOTAL CITY COST					1,163,941	1,357,000
LESS: ESTIMATED TOTAL CONTRACT COST (6)					(723,900)	(723,900)
ESTIMATED SAVINGS					\$ 440,041	\$ 633,100
% of Savings to City Cost					38%	47%

Comments/Assumptions:

1. These services have always been contracted out, beginning in FY 2007-08.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Operating costs would be the same for either City or Contractor and do not affect estimated cost savings.
6. The Estimated Contract Cost for annual service is based upon actual contract costs for One South Van Ness. (\$2.00 per/sq. ft. x 361,950 sq. ft.)

CHARTER 10.104.15 (PROPOSITION J QUESTIONNAIRE)

DEPARTMENT: General Services Agency

CONTRACT SERVICES: Security Guard Services (unarmed) for 25 Van Ness Avenue, 30 Van Ness Avenue, 1650 Mission Street, 1660 Mission Street, One South Van Ness Avenue and Alemany Farmer's and Flea Market (armed and unarmed)

ANNUAL ANALYSIS: July 1, 2010 to June 30, 2011

1. Who performed the service prior to contracting out?	These services have always been contracted out
2. How many City employees were laid off as a result of contracting out?	None
3. Explain the disposition of employees if they were not laid off.	Not applicable
4. What percentage of City employees' time is spent on services to be contracted out?	None
5. How long have the services been contracted out? Is this likely to be a one-time or an on-going request for contracting out?	Varies by building. Earliest since July 1992 This will be an on-going request
6. What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?	Varies by building. Earliest is 1992-93 No Last certified in FY 2007-08
7. How will the services meet the goals of your LBE Action Plan?	HRC has determined that these contracts do not require LBE goals. Farmer's Market is set-aside for LBE micro-business
8. Does the proposed contractor comply with the Minimum Compensation ordinance, the Health Care Accountability ordinance and the Equal Benefits ordinance?	All contractors are required to comply per the contracts awarded in FY 2007-08
9. What measures will be used to provide oversight of the proposed contract?	The Building Managers will be responsible for ensuring that services are as stated in the contract.
10. Under what conditions could City employees perform the services in the future?	If cost of service was equal to or lower than contracting cost

Department Representative: Taylor Emerson

Telephone Number: 415.554.9863

CHARTER 10.104.15 (PROPOSITION J QUESTIONNAIRE)

DEPARTMENT: General Services Agency

CONTRACT SERVICES: Security Guard Services (Unarmed) for One South Van Ness Avenue

ANNUAL ANALYSIS: July 1, 2010 to June 30, 2011

1. Who performed the service prior to contracting out?	This service has always been contracted out
2. How many City employees were laid off as a result of contracting out?	None
3. Explain the disposition of employees if they were not laid off.	Not applicable
4. What percentage of City employees' time is spent on services to be contracted out?	None
5. How long have the services been contracted out? Is this likely to be a one-time or an on-going request for contracting out?	Since the building was purchased in 2007 This will be an on-going request
6. What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?	FY 2007-08
7. How will the services meet the goals of your LBE Action Plan?	Proposed contract will be upon HRC approval of LBE goals
8. Does the proposed contractor comply with the Minimum Compensation ordinance, the Health Care Accountability ordinance and the Equal Benefits ordinance?	Proposed contractor will be required to comply per the bid document
9. What measures will be used to provide oversight of the proposed contract?	The Building Manager will be responsible for ensuring that services are as stated in the contract.
10. Under what conditions could City employees perform the services in the future?	If cost of service was equal to or lower than contracting cost

Department Representative: Taylor Emerson

Telephone Number: 415.554.9863

CHARTER 10.104.15 (PROPOSITION J QUESTIONNAIRE)

DEPARTMENT: General Services Agency

CONTRACT SERVICES: Security Guard Services (Unarmed) for 25 Van Ness Avenue

ANNUAL ANALYSIS: July 1, 2010 to June 30, 2011

1. Who performed the service prior to contracting out?	This service has always been contracted out
2. How many City employees were laid off as a result of contracting out?	None
3. Explain the disposition of employees if they were not laid off.	Not applicable
4. What percentage of City employees' time is spent on services to be contracted out?	None
5. How long have the services been contracted out? Is this likely to be a one-time or an on-going request for contracting out?	Since 1992 This will be an on-going request
6. What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?	FY 1992-93 No Last Certified in FY2007-08
7. How will the services meet the goals of your LBE Action Plan?	HRC has determined that no LBE goal is required
8. Does the proposed contractor comply with the Minimum Compensation ordinance, the Health Care Accountability ordinance and the Equal Benefits ordinance?	The contractor is required to comply per the contract awarded in FY 2007-08
9. What measures will be used to provide oversight of the proposed contract?	The Building Manager will be responsible for ensuring that services are as stated in the contract.
10. Under what conditions could City employees perform the services in the future?	If cost of service was equal to or lower than contracting cost

Department Representative: Taylor Emerson

Telephone Number: 415.554.9863

CHARTER 10.104.15 (PROPOSITION J QUESTIONNAIRE)

DEPARTMENT: General Services Agency

CONTRACT SERVICES: Security Guard Services (Unarmed) for 30 Van Ness Avenue

ANNUAL ANALYSIS: July 1, 2010 to June 30, 2011

1. Who performed the service prior to contracting out?	This service has always been contracted out
2. How many City employees were laid off as a result of contracting out?	None
3. Explain the disposition of employees if they were not laid off.	Not applicable
4. What percentage of City employees' time is spent on services to be contracted out?	None
5. How long have the services been contracted out? Is this likely to be a one-time or an on-going request for contracting out?	Since July 2001 This will be an on-going request
6. What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?	2001-02 Yes
7. How will the services meet the goals of your LBE Action Plan?	HRC has determined that no LBE goal is required
8. Does the proposed contractor comply with the Minimum Compensation ordinance, the Health Care Accountability ordinance and the Equal Benefits ordinance?	The contractor is required to comply per the contract awarded in FY 07-08
9. What measures will be used to provide oversight of the proposed contract?	The Building Manager will be responsible for ensuring that services are as stated in the contract.
10. Under what conditions could City employees perform the services in the future?	If cost of service was equal to or lower than contracting cost

Department Representative: Taylor Emerson

Telephone Number: 415.554.9863

CHARTER 10.104.15 (PROPOSITION J QUESTIONNAIRE)

DEPARTMENT: General Services Agency

CONTRACT SERVICES: Security Guard Services (Unarmed) for 1650 Mission Street

ANNUAL ANALYSIS: July 1, 2010 to June 30, 2011

1. Who performed the service prior to contracting out?	This service has always been contracted out
2. How many City employees were laid off as a result of contracting out?	None
3. Explain the disposition of employees if they were not laid off.	Not applicable
4. What percentage of City employees' time is spent on services to be contracted out?	None
5. How long have the services been contracted out? Is this likely to be a one-time or an on-going request for contracting out?	Since building acquisition in 2007 This will be an on-going request
6. ui	
7. How will the services meet the goals of your LBE Action Plan?	HRC has determined that no LBE goal is required
8. Does the proposed contractor comply with the Minimum Compensation ordinance, the Health Care Accountability ordinance and the Equal Benefits ordinance?	Proposed contractor will be required to comply per the bid document
9. What measures will be used to provide oversight of the proposed contract?	The Building Manager will be responsible for ensuring that services are as stated in the contract.
10. Under what conditions could City employees perform the services in the future?	If cost of service was equal to or lower than contracting cost

Department Representative: Taylor Emerson

Telephone Number: 415.554.9863

CHARTER 10.104.15 (PROPOSITION J QUESTIONNAIRE)

DEPARTMENT: General Services Agency

CONTRACT SERVICES: Security Guard Services (Unarmed) for 1660 Mission Street

ANNUAL ANALYSIS: July 1, 2010 to June 30, 2011

1. Who performed the service prior to contracting out?	This service has always been contracted out
2. How many City employees were laid off as a result of contracting out?	None
3. Explain the disposition of employees if they were not laid off.	Not applicable
4. What percentage of City employees' time is spent on services to be contracted out?	None
5. How long have the services been contracted out? Is this likely to be a one-time or an on-going request for contracting out?	Since July 1993 This will be an on-going request
6. What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?	2007-08
7. How will the services meet the goals of your LBE Action Plan?	HRC has determined that no LBE goals are required
8. Does the proposed contractor comply with the Minimum Compensation ordinance, the Health Care Accountability ordinance and the Equal Benefits ordinance?	The contractor is required to comply per the contract awarded in FY 2007-08
9. What measures will be used to provide oversight of the proposed contract?	The Building Manager will be responsible for ensuring that services are as stated in the contract.
10. Under what conditions could City employees perform the services in the future?	If cost of service was equal to or lower than contracting cost

Department Representative: Taylor Emerson

Telephone Number: 415.554.9863

**GENERAL SERVICES AGENCY - CITY ADMINISTRATOR - REAL ESTATE
 SECURITY SERVICES: 1650 MISSION STREET, 1660 MISSION STREET, 25 VAN NESS AVENUE &
 30 VAN NESS AVENUE, ONE SOUTH VAN NESS, ALEMANY/UNITED NATIONS PLAZA MARKETS
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class (2)	Positions	BW Rate		Low	High
Security Guard	8202	27.60	1,390	1,683	\$ 1,001,075	\$ 1,212,695
Night Pay (5PM-7AM) 7%					4,617	5,593
Holiday Pay					45,463	55,073
Total Salary Costs		27.60			1,051,154	1,273,361
FRINGE BENEFITS						
Variable Fringes (3)					299,774	363,144
Fixed Fringes (4)					325,160	325,160
Total Fringe Benefits					624,934	688,304
ESTIMATED TOTAL CITY COST					1,676,088	1,961,665
LESS: ESTIMATED TOTAL CONTRACT COST (5) (6)					(969,237)	(971,606)
ESTIMATED SAVINGS					\$ 706,851	\$ 990,059
% of Estimated Savings to Estimated Cost					42%	50%

Comments/Assumptions:

1. These services have been contracted for various times, depending on location.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement costs, employee retirement pick-up, and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The estimated contract cost includes 0.1 FTE for contract monitoring.
6. Both the City and contract cost estimates exclude operating costs that would be the same under either scenario. This does not affect the estimated cost savings.

City and County of San Francisco



Gavin Newsom, Mayor
Edward D. Reiskin, Director



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www.sfgov.org/dpw

Department of Public Works
Bureau of Construction Management
1680 Mission Street
San Francisco, CA 94103

Fuad S. Sweiss, PE, PLS
City Engineer & Deputy Director for Engineering

Donald J. Eng, P.E.
Bureau Manager

April 5, 2010

CHARTER 10.104.15 (PROPOSITION J) QUESTIONNAIRE

1. The department's basis for proposing the Prop J certification:

Our office building located at 1680 Mission Street in San Francisco is owned by the City and is currently housing Construction Management and Engineering employees. This neighborhood is not always safe; we are sometimes confronted with homeless and panhandlers and increased crimes. We need security services for the protection of the employees and the public who visit our buildings. We have had the security service contracts for the 1680 Mission Building for the last 18 years and they have proven to be cost effective.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the current contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor:

There is no anticipated impact by the contractual services; this is a continuation of the same arrangement we've had over the last several years with potential financial savings to the City. The Department has had contractual services since acquiring the building, and we would like the contractual services to continue. The contractual rate is slightly increasing as compared to last year due to the initial bid price varying from last year.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:

IMPROVING THE QUALITY OF LIFE IN SAN FRANCISCO

Customer Service

Teamwork

Continuous Improvement

The Operations Services Manager monitors, on a daily basis, the services and the reporting requirements set forth in the contract award by the City OCA and there have been no problems reported.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract:

There is no change in benefits. The contractor has no labor agreements. Per the agreement, the Department pays at the rate of \$19.57 per hour, with no overtime. The Department may pay an off-hour rate of \$24.06 per hour on an as-needed basis.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance):

All applicable contracting requirements are stipulated in the contract and reviewed in detail at the pre-bid session. In addition, the City has the right to audit, at all times. The City validates on-going compliance and there have been no violations so far.

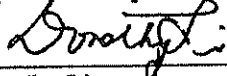
6. The department's plan for City employees displaced by the contract;

No City employees are being displaced. The contractual service has been in place for several years.

7. A discussion, including timeliness and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No.040594, App. 6/10/2004):

The contractual services have been highly successful and cost effective. The services required have been provided at a lower cost. The City has the right to terminate the contract for service lapses. Future hiring of City employees to provide the services would take anywhere between 18 months to 24 months depending on the Budget and Civil Service processes.

Department Representative:



Dorothy Li
Manager, Operations Services
Phone: (415)554-8217

Approved By:



Donald Eng
Bureau Chief

Digitally signed by Eng, Don
DN: cn=Eng, o=City of San Francisco, ou=City of San Francisco, email=Don.Eng@sf.gov, c=US

**DEPARTMENT OF PUBLIC WORKS
 SECURITY SERVICES - 1680 MISSION STREET (1)
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS		Class	Positions	BW Rate		Low	High
Security Guard (2)		8202	1.8	1,446	1,751	\$ 64,399	\$ 78,013
Holiday Pay						4,934	5,977
	Total Salary Costs		1.8			69,333	83,990
FRINGE BENEFITS							
Variable Fringes (3)						19,420	23,525
Fixed Fringes (4)						21,206	21,206
	Total Fringe Benefits					40,626	44,731
ESTIMATED TOTAL CITY COST						109,958	128,721
LESS: ESTIMATED TOTAL CONTRACT COST (5)						(63,089)	(63,089)
ESTIMATED SAVINGS						\$ 46,870	\$ 65,632
% of Savings to City Cost						43%	51%

Comments/Assumptions:

1. These services have been contracted out since 1991. Security for 30 Van Ness has been moved to the Real Estate Division, thereby reflecting reduced estimated City and contract cost from the prior year.
2. Salary levels reflect salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement costs, employee retirement pick-up, and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. Contract monitoring costs are not included as they are estimated to be minimal.

Prop. J Supplemental Questionnaire

Department: Department of Technology
Contract Services: Mainframe Support
Annual Analysis: July 1, 2010 – June 30, 2011

1. The department's basis for proposing the Prop. J certification.

Mainframe support has been contracted out since FY 2004-2005 when, pursuant to the Mayor's declaration of a fiscal emergency, the Controller certified that such services could be performed by a private contractor at a lower cost than by City and County employees. The Department is currently seeking approval as required by Proposition J to continue contracting out these services because analysis continues to show that it is more cost-effective to do so.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor.

The mainframe services provided by the contractor include installation, configuration, maintenance and support of systems and management of staff and projects. There have been no service level changes.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract.

The City's Office of Contract Administration oversees the procurement and contracting process for these services. Further, the Department's Contracts and Procurement Manager facilitates the procurement process and ensures compliance with City requirements. Operational oversight of the contract services is conducted by the Mainframe / Data Center Manager.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract.

The contract with Trident Services, Inc. contains provisions for compliance with Administrative Code Chapter 12P (the Minimum Compensation Ordinance) and the vendor has been certified as compliant.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance), and Section 12B.1(b) (the Equal Benefits Ordinance).

The contract with Trident Services, Inc. contains provisions for compliance with the above noted contract requirements. The contractor has been certified as compliant and must maintain compliance with these provisions as stipulated in the contract.

6. The department's plan for City employees displaced by the contract.

N/A

7. A discussion, including timelines and cost estimates, of under what conditions the services could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

Due to the on-going cost-savings ranging from 43% to 53%, as well as the intent to move applications off of the mainframe as soon as feasible, the Department does not consider providing these services using City and County employees viable.

**SAN FRANCISCO DEPARTMENT OF TECHNOLOGY
 MAINFRAME SYSTEM SUPPORT (1) (2)
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES
 FISCAL YEAR 2010-11**

ESTIMATED CITY COSTS:

Projected Personnel Costs	Class	Positions	BW Rate		Low	High
Engineer - Senior	1043	1.00	3,636	4,571	94,889	119,301
Engineer - Journey	1042	2.00	3,279	4,125	171,169	215,331
Information Systems Manager	0941	1.00	4,499	5,741	117,426	149,838
IS Administrator-Supervisor	1024	1.00	3,250	3,950	84,824	103,102
IS Administrator II	1022	4.00	2,484	3,019	259,289	315,163
IS Administrator I	1021	8.00	2,044	2,484	426,707	518,579
Total Salaries		17.00			\$ 1,154,304	\$ 1,421,314
Fringe Benefits						
Variable Fringes (3)					253,002	311,499
Fixed Fringes (4)					209,263	209,263
Total Fringe Benefits					462,264	520,761
Other Contractual Costs						
Specialized Support Services					150,000	150,000
Staff Training					8,500	8,500
Total Operating					158,500	158,500
ESTIMATED TOTAL CITY COST (5)					1,775,069	2,100,575
LESS: ESTIMATED TOTAL CONTRACT COST (6)					(810,961)	(813,472)
ESTIMATED SAVINGS					\$ 964,107	\$ 1,287,103
% of Estimated Savings to Estimated City Cost					54%	61%

Comments/Assumptions:

1. These services have been contracted out since FY 2004-05.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, and dependent coverage.
5. Estimated City capital and operating costs are included in the estimated total contract cost.
6. The Estimated contract cost for annual service is based upon contractor's bid for services. The total includes 0.1 FTE for contract monitoring.

Human Services Agency

SEC. 2.15 SUPPLEMENTAL REPORTS REQUIRED

Any officer, department or agency seeking Board approval of a contract for personal services under Charter Section 10.104(15) shall submit a supplemental report to the Board of Supervisors in connection with the contract and the Controller's certification.

The report shall summarize the essential terms of the proposed contract and address the following subjects:

1. The department's basis for proposing the Prop J certification;

The Human Services Agency has been using private security services since the early 1980's. HSA operations have grown significantly since then and we now provide security guard services at nineteen locations including the major homeless shelters in the City. We procured these services and awarded a contract to Guardsmark LLC under Ordinance 0306-08 in November of 2008.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

The new contract with Guardsmark LLC did provide a better pricing structure along with better compensation for the guards. During FY-09-10 we have made significant improvements in the HSA building security and at the same time reduced the hours of the security guard coverage by almost 10%.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract;

The current oversight and reporting requirements are contained in our contract and will remain the same under the new contract. HSA assigns a security liaison that provides oversight and day-to-day management and coordination of all security activities. These activities are documented through written post orders at each of the sites providing security services. Attached is the current scope of services that elaborate on the roles, responsibilities and reporting requirements of the security guard service provider and HSA. We meet with the security provider on a weekly basis To review the hours expended and any improvements that can result in lower costs to the department.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract;

**HUMAN SERVICES AGENCY
SECURITY SERVICES--VARIOUS FACILITIES
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2010-2011**

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low		High
Institutional Police Sergeant	8205	8.0	2,499	3,038	\$ 521,791	\$	634,334
Building & Grounds Patrol Officer	8207	82.5	1,683	2,046	3,624,904		4,405,336
Holiday Overtime Pay					104,859		127,440
Night Differential					170,062		206,684
Uniform Cost per SEIU Contract					41,250		41,250
TOTAL SALARY COSTS		<u>90.5</u>			<u>4,462,866</u>		<u>5,415,045</u>
FRINGE BENEFITS							
Variable Fringes (3)					1,194,480		1,451,689
Fixed Fringes (4)					1,068,326		1,068,326
Total Fringe Benefits					<u>2,262,805</u>		<u>2,520,014</u>
ESTIMATED TOTAL CITY COST (5)					<u>6,725,671</u>		<u>7,935,059</u>
LESS: ESTIMATED TOTAL CONTRACT COST (6) (7)					<u>(4,196,819)</u>		<u>(5,329,122)</u>
ESTIMATED SAVINGS					<u>\$ 2,528,852</u>	<u>\$</u>	<u>2,605,937</u>
% of Estimated Savings to Estimated City Cost					<u>38%</u>		<u>33%</u>

Comments/Assumptions:

1. These services have been contracted out since since the early 1980's.
2. CCSF and contract costs are presented as annualized costs and reflect proposed salaries effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement costs, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. The estimated City cost does not include materials, weapons, services, vehicle and capital. If included, these costs would further increase the estimated savings to CCSF, as the external contract is inclusive of these costs.
6. Estimated contract costs include 0.1 FTE for contract monitoring.
7. Estimated contract costs are calculated based on actual expenses incurred as of December 2009.

CHARTER 10.104.15 (PROPOSITION J) QUESTIONNAIRE

Department: SF Police Department
Contract Services: SF SAFE
Annual Analysis: July 1, 2010 to June 30, 2011

1. The department's basis for proposing the Prop J certification;

Cost (See attached spreadsheet) – Estimated total city cost to have city employees (primarily police officers) perform the services. Low = \$988,587 - High = \$1,177,114. Contracting with SAFE is \$690,005.

2. The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;

There will be no impact on the provision of services – City Employees have not provided this service for more than 10 years.

3. The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract;

Monthly reports are sent to the Chief of Police and the SFPD's Fiscal Division.

4. The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract;

Wages and benefits for employees currently total approximately \$570,000. The contractor does not have an existing labor agreement for its employees.

5. The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);

The contract for these services was put out to bid through an RFP process in January 2008. SAFE was awarded the contract again after the competitive process, and the organization was required to meet all applicable contracting requirements as part of this renewal process. SAFE is also monitored for compliance with contracting requirements on a monthly basis.

6. The department's plan for City employees displaced by the contract; and,

No employees (City) are being replaced.

Police Department
 Project S.A.F.E.
COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
FISCAL YEAR 2010-11

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Police Sergeant	Q52	1.0	4,762	4,762	\$ 124,288	\$ 124,288
Police Officers	Q2	7.0	3,127	3,948	571,303	721,300
Management Assistant	1842	1.0	2,148	2,611	56,062	68,135
Total Salaries		9.0			751,653	913,723
FRINGE BENEFITS						
Variable Fringes (3)					122,713	149,171
Fixed Fringes (4)					114,221	114,221
Total Fringe Benefits					236,934	263,391
ESTIMATED TOTAL CITY COST					988,587	1,177,114
LESS: ESTIMATED TOTAL CONTRACT COST (5) (6)					(688,441)	(690,005)
ESTIMATED SAVINGS					\$ 300,146	\$ 487,109
% of Estimated Savings to Estimated City Cost					30%	41%

Comments/Assumptions:

1. This project has been contracted out since 2002.
2. Salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement costs, employee retirement pick-up, and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
5. Both the City and contract cost estimates do not include non-personal operating costs that are assumed to be the same under either scenario. This does not affect the estimated cost savings.
6. The estimated contract cost includes monitoring costs calculated at 0.1 FTE.

DEPARTMENT: SHERIFF

CONTRACT SERVICES: Aramark Correctional Services Food Services for Jail Inmates

Supplemental Report for Charter Section 10.104.15 (Proposition J) FY 2010-2011

1. The Sheriff's Department seeks Board approval to contract for correctional food services under Charter Section 10.104.15. This service has been contracted out since 1980. The use of a contractor to provide these services results in substantially lower costs to the City and County than if the same services were performed by City employees.
2. This contract renewal will have no impact on the current provision of services. The provision of services will remain the same. These services were first certified through Proposition J in 1980-81 and have been certified in subsequent fiscal years.
3. The oversight and reporting requirements for the services covered by the contract include the stipulations set forth in the RFP that the contractor comply with the CA Code of Regulations Title 15, Minimum Jail Standards, as revised in 2001 regarding food preparation. Each site has a food service manager who works under the oversight of the facilities and watch commanders. Any issues are reported and addressed through the chain of command. The contractor is required to provide monthly invoices to be reviewed by facility commanders before forwarding to the fiscal division of SFSD for payment.
4. The contractor's current wages and benefits for employees covered under this contract are outlined in detail in the attached budget comparison. The contractor does not have a labor agreement for the employees providing the services under this contract.
5. The proposed contractor, Aramark, meets the provisions of the Minimum Compensation Ordinance and the Health Care Accountability Ordinance. The Department and Aramark will resume the required contract-by-contract renewal request to the Human Rights Commission to confirm Aramark's continued *local* compliance with the Equal Benefits Ordinance.
6. Prior to 1980, these services were provided by city employees; include a Food Service Administrator, Chefs and Cook. No City employees were laid off as a result of contracting out. The Food Service Administrator's position was vacant. Departments with similar classifications hired 5 Chefs and 1 Cook.
7. Due to the substantial cost differential for using City employees to provide these services, it is likely that the Sheriff's Department will continue to contract out for these services, either with Aramark or with another vendor selected through competitive bidding.

Department Representative:
Telephone Number:

Maureen Gannon, Chief Financial Officer
(415) 554-4316

CHARTER 10.104.15 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Sheriff
CONTRACT SERVICES: Aramark Correctional Services – Food Services for Jail Inmates
CONTRACT PERIOD: July 1, 2010 – June 30, 2011

- (1) Who performed the activity/service prior to contracting out?
City employees, including a Food Service Administrator, Chefs, and Cook, provided this service prior to 1980.
- (2) How many City employees were laid off as a result of contracting out? None.
- (3) Explain the disposition of employees if they were not laid off?
The Food Service Administrator's position was vacant. Departments with similar classifications hired five Chefs and one Cook. The Mayor's Office deleted the positions from the Fiscal Year 1994-1995 budget.
- (4) What percentage of City employees' time is spent of services to be contracted out? None
- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?
These services have been contract out since 1980. It is likely that the Sheriff's Department will continue to contract them out, either with Aramark, or with another vendor selected through request for proposal (RFP) process.
- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?
These services were first certified through Proposition J in Fiscal Year 1980-1981. These services have been certified each subsequent fiscal year.
- (7) How will the services meet the goals of your MBE/WBE Action Plan?
The Department will continue to request a waiver for these services, which are highly specialized and were competitively bid. These services had been awarded to a vendor through Fiscal Year 2008-2009. At that time, the Purchasing Department will plan to re-bid these services during Fiscal Year 2008-2009.
- (8) Does the proposed contractor provide health insurance for its employees? Yes.
- (9) Does the proposed contractor provide benefits to employees with spouses? If so, are the same benefits provided to employees with domestic partners? If not, how does the proposed contractor comply with the Domestic Partners ordinance?
Aramark provides benefits to employees with spouses. The Department and Aramark will resubmit the required Contract-by-Contract renewal request to the Human Rights Commission to confirm Aramark's continued *local* compliance with the ordinance.
- (10) Does the proposed contractor pay meet the provisions of the Minimum Compensation Ordinance? Yes.

Department Representative: Maureen Gannon, Chief Financial Officer
Telephone Number: (415) 554-4316

PROP J SUBMISSION COVER SHEET

DEPARTMENT: SHERIFF

FOOD SERVICE PROGRAM--COUNTY JAILS

COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)

FISCAL YEAR 2010-11

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Director of Food Services	2620	1.0	2,336	3,130	60,966	81,703
Food Service Manager Administrator	2620	6.0	2,336	2,839	365,795	444,660
Chef	2656	5.0	1,978	2,405	258,153	313,791
Cook	2654	12.0	1,750	2,127	548,170	666,168
Holiday Pay					37,050	45,031
Premium Pay					34,225	41,598
Total Salary Costs		24.0			\$ 1,304,359	\$ 1,592,951
FRINGE BENEFITS						
Variable Fringes (3)					335,482	409,379
Fixed Fringes (4)					317,215	317,215
Total Fringe Benefits					\$ 652,697	\$ 726,595
ESTIMATED TOTAL CITY COST					\$ 1,957,056	\$ 2,319,546
LESS: ESTIMATED TOTAL CONTRACT COST (5) (6)					(1,199,610)	(1,199,610)
ESTIMATED SAVINGS					\$ 757,446	\$ 1,119,936
% of Estimated Savings to Estimated City Cost					39%	48%

Comments/Assumptions:

1. These services have been contracted out since 1980.
2. The salary levels reflect proposed salary rates effective July 1, 2010.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement costs, employee retirement pick-up, and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates, plus an estimate of dependent coverage.
5. For the purposes of this analysis it is assumed that operating and supply costs will be the same for the City or the contractor, and would not effect the estimated City savings.
6. Estimated contract cost from vendor. Cost decreased from prior year as staff meals are no longer provided. Contract monitoring costs are not included as they are estimated to be minimal.



TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *PCV* Mayor Gavin Newsom *GN*
RE: Proposition J Contract/Certification of Specified Contracted-Out
Services Previously Approved
DATE: June 1, 2010

Dear Madame Clerk:

Attached for introduction to the Board of Supervisors is the resolution concurring with the Controller's certification that services previously approved can be performed by private contractor for a lower cost than similar work performed by City and County employees, for the following services: budget analyst (Board of Supervisors); absentee voter ballot distribution (Department of Elections); LGBT Anti-violence Education and Outreach Program (District Attorney); central shops security, convention facilities management, janitorial services, and security services (General Services Agency–City Administrator); security services–1680 Mission Street (General Services Agency–Public Works); mainframe system support (General Services Agency–Technology); security services (Human Services Agency); Project S.A.F.E. (Police); and food services (Sheriff).

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Starr Terrell (415) 554-5262

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

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CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

May 19, 2010

Honorable Board of Supervisors
Attention: Angela Calvillo, Clerk of the Board
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

RE: Budget Analyst Services - FY 2010-11

Dear Ms. Calvillo:

The cost information and supplemental data provided by your office on the proposed contract for budget analyst services for the Board of Supervisors 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.

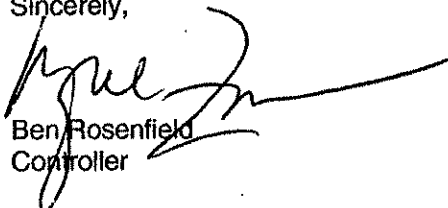
The requirements of Charter Section 10.104.15 relative to the Controller's findings that "work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco" have been satisfied. Enclosed are a statement of projected cost and estimated savings for Fiscal Year 2010-11 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

Your department does not need to take further action for Board of Supervisors' approval because this determination will become part of the FY 2010-11 budgetary approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

If it is your department's intention to enter into a multiple year contract, you should note that this Charter section requires annual determination by the Controller and resolution by the Board of Supervisors.

Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

May 14, 2010

Sheriff Michael Hennessey
City Hall, Room 456
1 Carlton B. Goodlett Place
San Francisco, CA 94102

Attention: Maureen Gannon
Chief Financial Officer

RE: Contracting for Food Service at County Jails - FY 2010-11

Dear Sheriff Hennessey:

The cost information and supplemental data provided by your office on the proposed contract for jail food services 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 2010-11 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Rosenfield".

Ben Rosenfield,
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

May 14, 2010

Kenneth Bukowski, Chief Financial Officer
San Francisco Police Department
850 Bryant Street, Hall of Justice
San Francisco, CA 94103

RE: Project S.A.F.E. – FY 2010-11

Dear Mr. Bukowski:

The cost information and supplemental data provided by your office on the proposed contract for Project S.A.F.E. 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 2010-11 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

May 14, 2010

Chris Vein
Director
Department of Technology
1 South Van Ness Ave.
2nd Floor
San Francisco, CA 94103

Attention: Elaine Benvenuti
Budget Manager

RE: Mainframe System Support – FY 2010-11

The cost information and supplemental data provided by your office on the proposed contract for mainframe system support has 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 2010-11 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

May 14, 2010

Edward Reiskin
Director of Public Works
City Hall, Room 348
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4645

Attn: Douglas Legg, Manager of Finance & Budget

RE: Contracting for Security at 1680 Mission Street - FY 2010-11

Dear Mr. Reiskin:

The cost information and supplemental data provided by your office on the contract for security services at 1680 Mission Street 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 2010-11 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

May 14, 2010

Edwin Lee, Director
General Services Agency – City Administrator
City Hall, Room 362
San Francisco, CA 94102-4683

Attention: Ara Minasian
Deputy Director

RE: Contracting for Security Services at Various Locations - FY 2010-11

Dear Mr. Lee:

The cost information and supplemental data provided by your office on the proposed contract for security services at various locations has 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 2010-11 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,


Ben Rosenfield,
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

May 14, 2010

Edwin Lee, Director
General Services Agency – City Administrator
City Hall, Room 362
San Francisco, CA 94102-4683

Attention: Ara Minasian
Deputy Director

RE: Contracting for Janitorial Services at Various Locations - FY 2010-11

Dear Mr. Lee:

The cost information and supplemental data provided by your office on the proposed contract for janitorial services at various locations has 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.

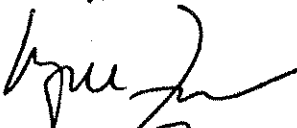
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Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield,
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

May 14, 2010

Edwin Lee, Director
General Services Agency – City Administrator
City Hall, Room 362
San Francisco, CA 94102-4683

Attention: Ara Minasian
Deputy Director

RE: Contracting for Convention Facilities Management - FY 2010-11

Dear Mr. Lee:

The cost information and supplemental data provided by your office on the proposed contract for convention facilities management has 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 2010-11 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,

Ben Rosenfield
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

May 14, 2010

Edwin Lee, Director
General Services Agency – City Administrator
City Hall, Room 362
San Francisco, CA 94102-4683

Attention: Ara Minasian
Deputy Director

RE: Contracting for Central Shops Security Services - FY 2010-11

Dear Mr. Lee:

The cost information and supplemental data provided by your office on the proposed contract for central shops security services has 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.

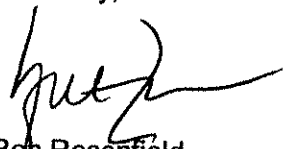
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Please contact Nadia Feeser at 415-554-5247 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

May 14, 2010

Phil Arnold, Deputy Director
Administration and Finance
Human Services Agency
170 Otis Street
San Francisco, CA 94103

RE: Security Services – FY 2010-11

Dear Mr. Arnold:

The cost information and supplemental data provided by your office on the proposed contract for security services at various Human Services Agency locations 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.

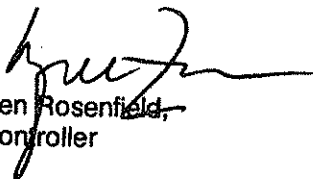
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Sincerely,



Ben Rosenfield,
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations

