



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

May 30, 2014

Trent Rhorer, Director
City and County of San Francisco Human Services Agency
170 Otis Street
San Francisco, CA 94103

Attention: Dave Curto, Director of Contracts and Facilities

RE: HSA Security – FY 2014-15 and 2015-16

The cost information and supplemental data provided by your office on the proposed contract for security 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 Years 2014-15 and 2015-16 and the informational items provided by the department pursuant to San Francisco Administrative Code Section 2.15.

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

Please contact Risa Sandler at 415-554-6626 if you have any questions regarding this determination.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Rosenfield", written over a horizontal line.

Ben Rosenfield,
Controller

Enclosures

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

Please Fill Out Highlighted Areas Only.

Human Services Agency (Administration-Contracts)
 Security Guard Services- Guardsmark Contract
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2)
 FISCAL YEAR 2014-15

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate	Low	High
Institutional Police Sergeant	8205	8.0	3,411 4,355	\$ 712,217	\$ 909,324
Building & Grounds Patrol Officer	8207	82.5	1,927 2,342	4,149,313	5,042,912
Holiday Overtime Pay				122,935	150,516
Night Differential				199,379	244,110
Uniform Cost per SEIU Contract				45,250	45,250
TOTAL SALARY COSTS		90.5		5,229,093	6,392,112

Holiday Pay (if applicable)	165,923	202,827
Night / Shift Differential (if applicable)	148,009	180,929
Overtime Pay (if applicable)	546,922	669,626
Other Pay (if applicable)		
Total Salary Costs	6,089,948	7,445,494

FRINGE BENEFITS

Variable Fringes (3)	1,544,272	2,081,144
Fixed Fringes (4)	1,161,953	1,161,953
Total Fringe Benefits	2,706,224	3,243,097

ADDITIONAL CITY COSTS (if applicable)

Added electronic door lock and closed circuit camera systems	145,000	250,000
Total Capital & Operating	145,000	250,000

ESTIMATED TOTAL CITY COST

8,941,172 10,938,591

LESS: ESTIMATED TOTAL CONTRACT COST

(4,848,461) (5,333,701)

ESTIMATED SAVINGS

\$ 4,092,712 \$ 5,604,889

% of Savings to City Cost

46% 51%

Comments/Assumptions:

1. FY 84-85 was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2014. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.

Please Fill Out Highlighted Areas Only.

Human Services Agency (Administration-Contracts)
 Security Guard Services- Guardsmark Contract
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)(2)
 FISCAL YEAR 2015-16

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate		Low	High
Institutional Police Sergeant	8205	8.0	3,565	4,551	\$ 744,372	\$ 950,249
Building & Grounds Patrol Officer	8207	82.5	2,013	2,447	4,334,492	5,269,003
Holiday Overtime Pay					128,431	157,268
Night Differential					208,292	255,061
Uniform Cost per SEIU Contract					45,250	45,250
TOTAL SALARY COSTS		90.5			5,460,837	6,676,831
					0	0
					0	0
					0	0
					0	0
Holiday Pay (if applicable)					173,277	211,861
Night / Shift Differential (if applicable)					154,569	188,988
Overtime Pay (if applicable)					571,372	699,666
Other Pay (if applicable)					0	0
Total Salary Costs		181.0			6,360,055	7,777,345
FRINGE BENEFITS						
Variable Fringes (3)					1,734,032	2,121,829
Fixed Fringes (4) - included in line above					1,160,812	1,160,812
Total Fringe Benefits					2,894,844	3,282,641
ADDITIONAL CITY COSTS (if applicable)						
Added electronic door lock and closed circuit camera systems					145,000	250,000
Total Capital & Operating					145,000	250,000
ESTIMATED TOTAL CITY COST					9,399,899	11,309,986
LESS: ESTIMATED TOTAL CONTRACT COST					(4,900,997)	(5,391,489)
ESTIMATED SAVINGS					\$ 4,498,901	\$ 5,918,497
% of Savings to City Cost					48%	52%

Comments/Assumptions:

1. FY 84-85 was the first year these services are/were contracted out.
2. Salary levels reflect proposed salary rates effective July 1, 2015. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
4. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.