



**CITY AND COUNTY OF SAN FRANCISCO**  
**OFFICE OF THE CONTROLLER**

**Ben Rosenfield**  
**Controller**  
**Monique Zmuda**  
**Deputy Controller**

May 28, 2013

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

Attention: Kenneth Bukowski  
Linda Yeung  
Deputy Director

RE: Contracting for Central Shops Security Services – FYs 2013-14 and 2014-15

The cost information and supplemental data provided by your office on the proposed contract for Central Shops 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 2013-14 and 2014-15 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".

Ben Rosenfield,  
Controller

Enclosures

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

DEPARTMENT GSA / City Administrator  
 DIVISION Internal Services / Central Shops  
 CONTRACT DESCRIPTION Security guard Services (Unarmed)  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2013-14

**ESTIMATED CITY COSTS:**

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Job Class Title						
Building & Grounds Patrol Officer	8207	3.0	1,871	2,274	146,499	178,054
Holiday Pay (If Applicable)					4,631	5,628
Premium Pay (If Applicable)					10,039	12,202
Total Salary Costs		3.0			161,169	195,884
<b>FRINGE BENEFITS</b>						
Variable Fringes (3)					44,904	54,576
Fixed Fringes (4)					40,056	40,056
Total Fringe Benefits					84,960	94,632
<b>ESTIMATED TOTAL CITY COST</b>					246,129	290,516
<b>LESS: ESTIMATED TOTAL CONTRACT COST (5) (6)</b>					(121,459)	(122,449)
<b>ESTIMATED SAVINGS</b>					\$ 124,670	\$ 168,067
<b>% of Savings to City Cost</b>					51%	58%

Comments/Assumptions:

1. These services have been contracted out since 1983.
2. Salary and Fringes reflect proposed salary and fringe rates effective July 01, 2013. Costs are
3. Variable fringe benefits consist of employer retirement, Social Security, Medicare,
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.

DEPARTMENT GSA / City Administrator  
 DIVISION Internal Services / Central Shops  
 CONTRACT DESCRIPTION Security guard Services (Unarmed)  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)  
 FISCAL YEAR 2014-15

**ESTIMATED CITY COSTS:**

**To Be Completed By Department:**

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate		Low	High
Job Class Title						
Building & Grounds Patrol Officer	8207	3.0	1,927	2,342	150,900	183,410
Holiday Pay (If Applicable)					4,770	5,797
Premium Pay (If Applicable)					10,341	12,569
Total Salary Costs		3.0			166,011	201,776
<b>FRINGE BENEFITS</b>						
Variable Fringes (3)					61,191	74,375
Fixed Fringes (4)					42,267	42,267
Total Fringe Benefits					103,458	116,642
<b>ESTIMATED CAPITAL &amp; OPERATING COSTS</b>						
Uniforms					1,500	1,500
Total Capital & Operating					1,500	1,500
<b>ESTIMATED TOTAL CITY COST</b>					270,969	319,918
<b>LESS: ESTIMATED TOTAL CONTRACT COST (5) (6)</b>					(126,234)	(127,254)
<b>ESTIMATED SAVINGS</b>					\$ 144,735	\$ 192,664
<b>% of Savings to City Cost</b>					53%	60%

Comments/Assumptions:

1. These services have been contracted out since 1983.
2. Salary and Fringes reflect proposed salary and fringe rates effective July 01, 2014. Costs are represented as annual 12 month costs.
3. Variable fringe benefits consist of employer retirement, Social Security, Medicare, unemployment, 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.