

File No. 120673

Committee Item No. 5

Board Item No. 6

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date June 18 & 22, 2012

Board of Supervisors Meeting

Date 7/17/12

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | * Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
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| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
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Completed by: Victor Young Date June 14, 2012

Completed by: Victor Young Date 7-3-12

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

53

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 service: custodial services
6 (General Services Agency--City Administrator).

7
8 WHEREAS, The Electorate of the City and County of San Francisco passed Proposition
9 J in November 1976, allowing City and County Departments to contract with private companies
10 for specific services which can be performed for a lower cost than similar work by City and
11 County employees (Charter Section 10.104.15); and

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

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

17 WHEREAS, The City and County of San Francisco must reconcile a projected \$170
18 million budget deficit for FY2012-2013 and a projected \$312 million budget deficit for FY2013-
19 2014 with a Charter obligation to enact a balanced budget each fiscal year; and

20 WHEREAS, The Mayor has determined that the state of the City's budget for FY2012-
21 2013 and FY2013-2014 as indicated herein has created an emergency situation justifying a
22 Purchaser's award of a contract for custodial services (General Services Agency--City
23 Administrator)

24 WHEREAS, The Controller's certification, which confirms that said services can be
25 performed at lower costs to the City and County by private contractor than by employees of the

1 City and County, is on file with the Clerk of the Board of Supervisors in File No. 120623,
2 which is hereby declared to be part of this resolution as if set forth fully herein; now, therefore
3 be it;

4 RESOLVED, That the Board of Supervisors hereby concurs with the Controller's
5 certification, and the Mayor's determination of an emergency situation, and approves the
6 Proposition J Resolution concerning the Purchaser's award of a contract to a private contractor
7 for the services listed below for the period of July 1, 2012 through June 30, 2013.

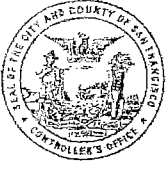
8	9	City Cost	Contract Cost		
10	Department/Function	(High)	(High)	SAVINGS	FTEs
11	General Services Agency-City				
12	Administrator (ADM)				
13	Custodial Services	3,905,618	1,872,880	2,032,738	34.0

14
15 RESOLVED, That the Board of Supervisors hereby concurs with the Mayor's
16 determination that the state of the City's budget for FY2013-2014 as indicated herein has
17 created an emergency situation and concurs with the Controller's certification and approves the
18 Proposition J Resolution concerning the Purchaser's award of a contract to a private contractor
19 for the services listed below for the period of July 1, 2013 through June 30, 2014.

	City Cost	Contract Cost		
Department/Function	(High)	(High)	Savings	FTEs
General Services Agency—City				
Administrator (ADM)				
Custodial Services	4,120,412	1,913,614	2,206,798	34.0

The Budget and Legislative Analyst Reports
for the Mayor's Fiscal Year 2012-2013 to
Fiscal Year 2013-2014 Budget for the
following files are located in
Board of Supervisors File No. 120591:

120592
120593
120595
120596
120597
120598
120599
120600
120601
102602
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120638
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120673



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Monique Zmuda
Deputy Controller

June 7, 2012

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 Janitorial Services at Various Locations - FY 2012-13 & FY 2013-14

Dear Ms. Kelly:

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.

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) 2012-13 and FY 2013-14 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 2012-13 budgetary approval process. Following that legislative approval, 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,

Ben Rosenfield,
Controller

Enclosures

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

Prop J Supplemental Questionnaire

1. *The department's basis for proposing the Prop J certification*
Significantly lower costs of service by providing custodial services to 25 & 30 Van Ness, 1650 & 1660 Mission, 555 7th Street and One South Van Ness by contract.
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:*
City employees have never provided this custodial service at these locations. Since City acquisition of each of these locations, custodial services have always been provided via competitively bid contracts. Service levels are equivalent to those provided by city forces in other city owned or leased facilities.
3. *The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract:*
A total of 6 hours per week of oversight is all that is required to manage these contracts.
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*
Contractors are required to meet the City's minimum compensation ordinance, and provide evidence of doing so during the contract performance period. Real Estate affirms our contractors are in current compliance.
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)*
As with the MCO, compliance is reviewed monthly by Real Estate custodial managers and our on-staff Purchasing Supervisor in association with invoice review from each contractor for 12Q and 12B.1 compliance.
6. *The department's plan for City employees displaced by the contract*
There is no displacement.
7. *A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees.*
Given the size of the fiscal gap between contract services and city-provided services, it is highly unlikely future conditions could warrant migration to city-provided services at these locations.

PROP J SUBMISSION
 GENERAL SERVICES AGENCY -- CITY ADMINISTRATOR, REAL ESTATE
 CITYWIDE CUSTODIAL SERVICES, excluding City Hall
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)
 FISCAL YEAR 2012-13

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate	Low	High
Custodian	2708	32.00	1,588	1,326,298	1,609,430
Custodian Assistant Supervisor	2716	2.00	1,744	91,037	110,664
Holiday Pay				32,257	39,147
Premium Pay				117,993	143,198
Total Salary Costs		34.00		1,567,584	1,902,439

union	fixed	variable	variable low	variable hi	fixed
790	12,580	0.2667	353,724	429,235	402,560
790	12,560	0.2667	24,280	29,514	25,160
		0.0790	2,548	3,093	0
	25,160	0.0790	9,321	11,313	0
			389,873	473,154	427,720

FRINGE BENEFITS

Variable Fringes (2)	389,873	473,154
Fixed Fringes (3)	427,720	427,720
Total Fringe Benefits	817,593	900,874

ADDITIONAL CITY COSTS

Temp Salaries and est. MFB (4)	432,031	432,031
Worker's Comp & SFGH Medical	377,236	377,236
Total Additional Costs	809,267	809,267

ESTIMATED CAPITAL & OPERATING COSTS

Materials and Supplies--Cleaning and Paper Products	293,037	293,037
Total Capital & Operating	293,037	293,037

ESTIMATED TOTAL CITY COST	3,487,481	3,905,618
LESS: ESTIMATED TOTAL CONTRACT COST (5)	(1,869,834)	(1,872,880)
ESTIMATED ANNUAL SAVINGS	\$ 1,617,647	\$ 2,032,738
% of Savings to City Cost	46%	52%

Comments/Assumptions:

1. Salary levels reflect proposed salary rates effective July 1, 2012. Costs are represented as annual 12-month costs
2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
4. Temp will be needed primarily for coverage during full time staffs on leaves. At some locations, where minimal service is needed (say a 4 hour shift only), temp staff suppliants use of permanent staff, to minimize transportation requirement between sites if we used full time staff.
5. The Estimated Contract Cost for annual service is based upon contract for services at 1 South Van Ness. Contract management and monitoring would be performed by existing staff.

Please Fill Out Highlighted Areas Only.
FY 2012-13
Contract Cost Details

Estimated Contract Cost:	Low	High
	1,889,834	1,872,860

Contract Monitoring Costs:

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why.

YES

Contract Cost Calculation:

The portfolio consists of:

Location	price/af/year	sf	subtotal
25 Van Ness	\$1,4107	140,000	\$197,498
30 Van Ness	\$1,4107	182,836	\$257,927
One S. Van Ness	\$1,4107	506,492	\$714,508
1650 Mission	\$1,4107	174,395	\$246,019
1600 Mission	\$1,4107	71,585	\$100,985
555 7th Street	\$1,4107	32,000	\$45,142
Materials & Supplies			\$293,037
Total:		1,107,308	\$1,855,116

Per Custodian Square Foot Coverage Range (depend on building)
 FTE Coverage: minimum 15,000 maximum 35,000
 Approximate Annual Salary + Benefit Range per Contracted Custodian: 74 \$21,160.50 \$49,374.50

Contract Cost Info:

In order to calculate the contract cost for custodial services at those buildings affected (25 Van Ness, 30 Van Ness, One South Van Ness, 1650 and 1660 Mission, and 555 7th Street), we used the actual contract cost for delivery of services at One South Van Ness, calculated that cost on a per square foot basis, and then applied that cost per square foot to the entire campus of buildings included in the analysis. Inclusive in our contracts are the following:
 Labor, always including a day porter
 Special Provisions for unique tenants (for instance, we clean the Bank of America branch at One South Van Ness, which has a number of special conditions)
 Materials & Supplies are not included in our base contracts, so that is added to the total for the portfolio (same as in matrix you have - \$293,037)

We used One South Van Ness as the baseline agreement from which to work as it is a building with 2477365 uses (for the SFMTA and 311, among others), therefore pricing for full service custodial delivery there would be higher than at any of our other locations that might not have uses on weekends or evenings (put another way, actual expenses for the portfolio are lower than projected in the analysis).

Custodian Square Foot Coverage Info:
 Depending upon the building, we're running anywhere from 15,000 s.f. per custodian to 35,000 s.f. per custodian. This is in the range, but at one end of that range. At 35,000 s.f. per custodian, the need would be 32 FTE's.
 The matrix suggest three 2716 first line supervisors (or 23 custodians per supervisor, which is really the max for any one supervisor to manage). That's appropriate. If the 2708 level were reduced to 32 from 89.5, then it reduces the 2716 need to 2 (no matter the level of 2708 reductions, due to shift coverage, at least two 2716 FTE's would be required for this portfolio).

Salary:

Job Class	Job Class Title	# of FTEs	Biweekly Rate	Low	High
2716	Custodial Assistant	0.05	\$ 1,744	\$ 2,120	\$ 2,276
2720	Janitorial Services	0.05	\$ 2,120	\$ 2,677	\$ 2,767
0923	Manager II	0.05	\$ 3,520	\$ 4,492	\$ 4,594
				\$ 9,836	\$ 11,932

Benefits:

Union	Fixed (\$)	Variable Rate (%)	Variable Low (\$)	Variable High (\$)	Fixed * FTE (\$)	Total Fringe Low (\$)	Total Fringe High (\$)
790	13,352	29.86%	880	826	668	1,347	1,494
790	13,352	29.86%	826	1,004	668	1,494	1,672
351	18,354	26.50%	1,323	1,688	918	2,241	2,906
						5,982	5,771

PROP J SUBMISSION
 GENERAL SERVICES AGENCY -- CITY ADMINISTRATOR, REAL ESTATE
 CITYWIDE CUSTODIAL SERVICES, excluding City Hall
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)
 FISCAL YEAR 2013-14

PROJECTED PERSONNEL COSTS	Class	Positions	BW Rate	Low	High
Custodian	2709	32.00	1,875	1,399,244	1,697,949
Custodian Assistant Supervisor	2716	2.00	1,840	96,044	116,751
Holiday Pay				34,031	41,300
Premium Pay				124,483	151,074
Total Salary Costs		34.00		1,653,801	2,007,073

union	fixed	variable	variable low	variable hi	fixed
790	13,352	0.2986	417,814	507,008	427,264
790	13,352	0.2986	28,679	34,862	26,704
		0.0790	2,588	3,263	0
		0.0790	9,534	11,935	0
	26,704		459,015	557,067	453,968

FRINGE BENEFITS

Variable Fringes (2)	459,015	557,067
Fixed Fringes (3)	453,968	453,968
Total Fringe Benefits	912,983	1,011,035

ADDITIONAL CITY COSTS

Temp Salaries and est. MFB (4)	432,031	432,031
Worker's Comp & SFGH Medical	377,236	377,236
Total Additional Costs	809,267	809,267

ESTIMATED CAPITAL & OPERATING COSTS

Materials and Supplies--Cleaning and Paper Products	293,037	293,037
Total Capital & Operating	293,037	293,037

ESTIMATED TOTAL CITY COST

	3,569,089	4,120,412
LESS: ESTIMATED TOTAL CONTRACT COST (5)	(1,910,458)	(1,913,814)

ESTIMATED ANNUAL SAVINGS

	\$ 1,758,631	\$ 2,206,798
% of Savings to City Cost	48%	54%

Comments/Assumptions:

1. Salary levels reflect proposed salary rates effective July 1, 2012. Costs are represented as annual 12 month costs
2. Variable fringe benefits consist of Social Security, Medicare, employer retirement, employee retirement pick-up and long-term disability, where applicable.
3. Fixed fringe benefits consist of health and dental rates plus an estimate of dependent coverage.
4. Temp will be needed primarily for coverage during full time staffs on leaves. At some locations, where minimal service is needed (say a 4 hour shift only), temp staff suppliants use of permanent staff, to minimize transportation requirement between sites if we used full time staff.
5. The Estimated Contract Cost for annual service is based upon contract for services at 1 South Van Ness. Contract management and monitoring would be performed by existing staff.

Please Fill Out Highlighted Areas Only
 FY 2013-14

Contract Cost Details

Estimated Contract Cost:	Low	High
	1,910,458	1,919,614

Contract Monitoring Costs:

Does/would contract require monitoring? If yes, fill out the details below. If not, explain why.	YES
	YES

Contract Cost Calculation:

The portfolio consists of:

Location	sf	prices/sf/year	subtotal
25 Van Ness	140,000	\$1.4470	\$202,574
50 Van Ness	182,836	\$1.4470	\$264,555
One S. Van Ness	506,492	\$1.4470	\$732,871
1650 Mission	174,395	\$1.4470	\$252,342
1660 Mission	71,585	\$1.4470	\$103,580
555 7th Street	32,000	\$1.4470	\$46,303
Materials & Supplies			\$293,037
Total:	1,107,306		\$1,895,262

Per Custodian Square Foot Coverage Range (depend on building)	minimum	maximum
FTE Coverage	74	32
Approximate Annual Salary + Benefit Range per Contracted Custodian	\$21,704.32	\$50,643.42

Contract Cost Info:

In order to calculate the contract cost for custodial services at those buildings affected (25 Van Ness, 30 Van Ness, One South Van Ness, 1650 and 1660 Mission, and 555 7th Street), we used the actual contract cost for delivery of services at One South Van Ness, calculated that cost on a per square foot basis, and then applied that cost per square foot to the entire campus of buildings included in the analysis. Inclusive in our contracts are the following:

- Labor, always including a day porter
- Special Provisions for unique tenants (for instance, we clean the Bank of America branch at One South Van Ness, which has a number of special conditions)

Materials & Supplies are not included in our base contracts, so that is added to the total for the portfolio (same as in matrix you have - \$293,037)

We used One South Van Ness as the baseline agreement from which to work as it is a building with 24/7/365 uses (for the SFMTA and 311, among others), therefore pricing for full service custodial delivery there would be higher than at any of our other locations that might not have uses on weekends or evenings (but another way, actual expenses for the portfolio are lower than projected in the analysis).

Custodian Square Foot Coverage info:

Depending upon the building, we're running anywhere from 15,000 s.f. per custodian to 35,000 s.f. per custodian. This is in the range, but at one end of that range. At 35,000 s.f. per custodian, the need would be 32 FTE's.

The matrix suggest three 2716 first line supervisors (or 23 custodians per supervisor, which is really the max for any one supervisor to manage). That's appropriate. If the 2708 level were reduced to 32 from 69.5, then I'd reduce the 2716 need to 2 (no matter the level of 2708 reductions, due to shift coverage, at least two 2716 FTE's would be required for this portfolio).

Salary:

Job Class	Job Class Title	# of FTEs	Biweekly Rate	Low	High
2716	Custodial Assistant Supervisor	0.05	\$ 1,840	\$ 2,237	\$ 2,401
2720	Janitorial Services Supervisor	0.05	\$ 2,237	\$ 2,719	\$ 2,919
0923	Manager II	0.05	\$ 3,590	\$ 4,682	\$ 4,685
				\$ 10,005	\$ 12,446

Benefits:

Union	Fixed (\$)	Variable Rate (%)	Variable Low (\$)	Variable High (\$)	Fixed * FTE (\$)	Total Fringe Low (\$)	Total Fringe High (\$)
790	13,352	29.85%	717	872	668	1,385	1,539
790	13,352	29.85%	872	1,059	668	1,539	1,727
351	16,354	26.80%	1,349	1,722	916	2,267	2,640
						5,191	5,906

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Mayor Edwin M. Lee *Kate Hill*
RE: Additional Continuing Proposition J to be Submitted with the Mayor's FY
2012-2013 and FY 2013-14 Budget Submission
DATE: June 12, 2012

Attached for introduction to the Board of Supervisors is the resolution concurring with the Controller's certification of an additional continuing Proposition J (Custodial Services for the City Administrator's Office), which was inadvertently left out of the Mayor's Proposed Budget submission on May 31st. In addition, attached please find a letter from the Controller certifying the continuing Proposition J.

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

Should you have any questions, please contact Jason Elliott (415) 554-5105.