



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

Greg Wagner  
Controller  
Todd Rydstrom  
Deputy Controller

May 28, 2024

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

Attention: Katharine Petrucione, Deputy City Administrator

RE: Contracting for Real Estate Custodial Services – FY 2024-25

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

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

The requirements of Charter Section 10.104.15 relative to the Controller's findings that work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County of San Francisco have been satisfied. Attached is a statement of projected cost and estimated savings for Fiscal Year 2024-25 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 Devin Macaulay at [Devin.Macaulay@sfgov.org](mailto:Devin.Macaulay@sfgov.org) if you have any questions regarding this determination.

Sincerely,

\_\_\_\_\_/s/\_\_\_\_\_

Greg Wagner,  
Controller

Enclosures

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

ADM - General Services Agency - City Admin  
 Custodial Services for RED Buildings (18733)  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES  
**FISCAL YEAR 2024-25**

**PROJECTED PERSONNEL COSTS**

Job Name	Job Class	FTE	FY 2024-25 Personnel	
			Cost Low	Cost High
Manager III	0931_C	0.05	\$ 10,640	\$ 13,163
Management Assistant	1842_C	0.10	\$ 13,485	\$ 15,988
Custodian	2708_C	33.00	\$ 3,303,876	\$ 3,883,413
Custodial Assistant Supervisor	2716_C	2.00	\$ 216,441	\$ 255,266
Custodial Supervisor	2718_C	1.00	\$ 117,481	\$ 138,812
Holiday Pay - Miscellaneous			\$ 4,956	\$ 5,950
Premium Pay - Miscellaneous			\$ 172,027	\$ 206,514
<b>Sum:</b>		<b>36.15</b>	<b>\$ 3,838,906</b>	<b>\$ 4,519,106</b>

**ADDITIONAL CITY COSTS**

Item Description	Nbr of Units	Notes / Unit Measure	FY 2024-25	
			Low Estimate	High Estimate
Materials and Supplies	0		\$ 256,518	\$ 282,794
Uniform	0		\$ 16,665	\$ 18,081
	0		\$ 0	\$ 0
<b>Total Non-Personnel Costs:</b>			<b>\$ 273,183</b>	<b>\$ 300,875</b>

**ESTIMATED TOTAL CITY COST \$ 4,112,089 \$ 4,819,981**

**COST COMPARISON SUMMARY**

ESTIMATED TOTAL CITY COST	\$ 4,112,089	\$ 4,819,981
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 2,189,177	\$ 2,370,826
ESTIMATED SAVINGS	\$ 1,922,912	\$ 2,449,155
% of Savings to City Cost	46.76%	50.81%