

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

**Ben Rosenfield**  
**Controller**  
**Todd Rydstrom**  
**Deputy Controller**

April 27, 2016

Elaine Forbes  
Interim Director  
Port of San Francisco  
Pier 1, The Embarcadero  
San Francisco, CA 94111

Attention: Meghan Wallace, Budget Manager  
Port of San Francisco  
Pier 1, The Embarcadero  
San Francisco, CA 94111

RE: Janitorial Services – FY 2016-17 & FY17-18

The cost information and supplemental data provided by your office on the proposed contract for Port janitorial services have been reviewed by my staff.

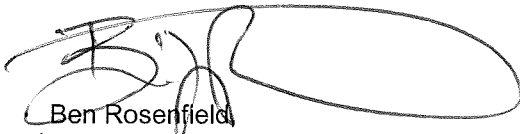
If these services are provided at the proposed contract price, it appears they can be performed at a lower cost than if the work were performed by City employees.

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 2016-17 and 2017-18 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 2016-17 and 2017-18 budget approval process. Following that legislative approval, we will notify your department and the Purchaser that this Charter requirement has been met.

Please contact Theresa Kao at 415-554-5253 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield  
Controller

Enclosures

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

PORT, REAL ESTATE DIVISION  
 JANITORIAL SERVICES  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)  
 FISCAL YEAR 2016-17

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Salary Cost (2)	Benefit Cost (3) (4)	Total Cost High	Total Cost Low
Custodial Supervisor	2718	1.0	\$ 72,922	\$ 32,930	\$ 105,852	\$ 89,974
Custodian	2708	4.0	60,095	29,525	358,480	304,708
Porter	2736	1.0	60,095	30,420	90,515	76,937
Holiday Pay (if applicable)					17,606	14,965
Night / Shift Differential (if applicable)					15,705	13,349
Overtime Pay (if applicable)					0	0
Other Pay (if applicable)					0	0
<b>Total Personnel Costs</b>		<b>6.0</b>			<b>588,157</b>	<b>499,934</b>

<b>ESTIMATED TOTAL CITY COST</b>	<b>588,157</b>	<b>499,934</b>
<b>LESS: ESTIMATED TOTAL CONTRACT COST</b>	<b>(301,936)</b>	<b>(300,648)</b>
<b>ESTIMATED SAVINGS</b>	<b>\$ 286,221</b>	<b>\$ 199,286</b>
<b>% of Savings to City Cost</b>	<b>49%</b>	<b>40%</b>

Comments/Assumptions:

1. Services have been contracted out since 1997.
2. Salary levels reflect proposed salary rates effective June 30, 2014
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.
5. Estimated City cost does not include vehicles, equipment, materials and other supplies required to provide services. If included, these costs would even further increase the estimated savings to CCSF, as the external contract includes these costs.
6. The estimated contract cost for annual service is based upon the contract and includes 0.05 FTE for contract monitoring

PORT, REAL ESTATE DIVISION  
 JANITORIAL SERVICES  
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1)  
 FISCAL YEAR 2017-18

**ESTIMATED CITY COSTS:**

**PROJECTED PERSONNEL COSTS**

Job Class Title	Class	# of Full Time Equivalent Positions	Salary Cost (2)	Benefit Cost (3) (4)	Total Cost High	Total Cost Low
Custodial Supervisor	2718	1.0	\$ 74,488	\$ 35,892	\$ 110,380	\$ 93,823
Custodian	2708	4.0	61,385	32,086	373,884	317,801
Porter	2736	1.0	61,385	33,025	94,410	80,249
Holiday Pay (if applicable)					18,362	15,608
Night / Shift Differential (if applicable)					16,379	13,922
Overtime Pay (if applicable)					0	0
Other Pay (if applicable)					0	0
<b>Total Personnel Costs</b>		<b>6.0</b>			<b>613,415</b>	<b>521,403</b>

**ESTIMATED TOTAL CITY COST**

**613,415      521,403**

**LESS: ESTIMATED TOTAL CONTRACT COST**

**(307,989)      (306,648)**

**ESTIMATED SAVINGS**

**\$ 305,426      \$ 214,755**

**% of Savings to City Cost**

**50%      41%**

Comments/Assumptions:

1. Services have been contracted out since 1997.
2. Salary levels reflect proposed salary rates effective June 30, 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.
5. Estimated City cost does not include vehicles, equipment; materials and other supplies required to provide services. If included, these costs would even further increase the estimated savings to CCSF, as the external contract includes these costs.
6. The estimated contract cost for annual service is based upon the contract and includes 0.05 FTE for contract monitoring