



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller
Todd Rydstrom
Deputy Controller

May 30, 2019

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

Attn: Jennifer Johnston, Deputy City Administrator

RE: Contracting for Fleet Security – FY 2019-20

The cost information and supplemental data provided by your office on the proposed contract referenced above 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 2019-20 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 415-554-5254 if you have any questions regarding this determination.

Sincerely,



Ben Rosenfield,
Controller

Enclosures

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

ADM - General Services Agency - City Administrator
 296644 ADM Internal Services - Fleet Management
 Security at Central Shops
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2019-20

ESTIMATED CITY COSTS:

PROJECTED PERSONNEL COSTS

Job Class Title	Class	# of Full Time Equivalent Positions	Bi-Weekly Rate per FTE		Annual Cost		
			Low	High	Low	High	
Building and Grounds Patrol Officer	8207	3.00	\$ 2,327	\$ 2,808	\$182,931	\$220,707	
Holiday Pay (0.5 * 11 days * 24 hrs)					3,840	4,633	
Night / Shift Differential (if applicable)					11,074	13,360	
Uniform Allowance					1,500	1,500	
Total FTE			3.0				
					Total Salary Costs-->	\$182,931	\$220,707
					Total of Other Compensation-->	\$16,414	\$19,494

FRINGE BENEFITS

Job Class	\$ Amount
Benefits per FTE--Job Class #:	8207 \$36,014
Benefits per FTE--Job Class #:	7277 \$56,203
Total Fringe Benefits	
	Low High
	\$97,514 \$108,042

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$296,859	\$348,243
LESS: ESTIMATED TOTAL CONTRACT COST	\$145,770	\$166,712
ESTIMATED SAVINGS	\$ 151,089	\$ 181,531
% of Savings to City Cost	51%	52%

Comments/Assumptions:

- Hours per FTE is 1,784. (2,088 hours - 80 hours vacation pay - 88 hours holiday pay - 32 hours floating holiday pay - 104 hours sick pay)
- Level of Service is similar to amount of hours specified in contract detail tab.
- Salary levels reflect proposed salary rates effective 7/1/2019 per BPMS 15.15.016 & BPMS 15.15.014. Contracts represented are annual 12 month costs.
- Fringe Benefits calculated in accordance with BPMS 15.15.016 and the template.
- 7 hours each day eligible for 8% shift-differential pay; 7 hours each day eligible for 10% shift-differential pay (Local 1021 MOU items 293 & 294)
- 5% of 7277's time is spent supervising security guard employees.