



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 Custodial Services at Various Locations – 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,

A handwritten signature in black ink, appearing to be "Ben Rosenfield". The signature is written in a cursive style and is enclosed within a large, hand-drawn oval shape.

Ben Rosenfield,
Controller

Enclosures

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

ADM - General Services Agency - City Administrator
 296644 ADM Internal Services - Real Estate Division
 Custodial Services
 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
Custodian	2708	31.0	\$ 2,068	\$ 2,513	\$ 1,679,884	\$ 2,040,755
Custodial Assistant Supervisor	2716	2.0	\$ 2,274	\$ 2,764	\$ 119,158	\$ 144,812
Custodial Supervisor	2718	1.0	\$ 2,506	\$ 3,047	\$ 65,669	\$ 79,843
Management Assistant	1842	0.1	2,946	3,580	\$ 7,718	\$ 9,380
Manager II	0923	0.1	4,426	5,647	\$ 5,798	\$ 7,398
Holiday Pay (if applicable)					\$ 106,608	\$ 129,509
Night / Shift Differential (if applicable)					\$ 126,800	\$ 154,048
Total FTE		34.2				
Total Salary Costs-->					\$ 1,878,227	\$ 2,282,188
Total of Other Compensation-->					\$ 233,408	\$ 283,557

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	2708	\$33,878	
Benefits per FTE--Job Class #:	2716	\$35,813	
Benefits per FTE--Job Class #:	2718	\$38,002	
Benefits per FTE--Job Class #:	1842	\$42,111	
Benefits per FTE--Job Class #:	0923	\$62,446	
Total Fringe Benefits		\$ 1,057,806	\$ 1,167,179

ADDITIONAL CITY COSTS

Materials and Supplies -- Consumables	\$ 241,215	\$ 241,215
Uniform	\$ 16,700	\$ 16,700
As-Needed Custodial and est. MFB	\$ 225,053	\$ 273,399
	\$ -	\$ -
Total	\$ 482,968	\$ 531,314

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 3,652,409.64	\$ 4,264,237.91
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 2,325,142.60	\$ 2,328,315.42
ESTIMATED SAVINGS	\$ 1,327,267	\$ 1,935,922
% of Savings to City Cost	36%	45%

Comments/Assumptions:

1. FTE level assumes that one custodian can cover 35,000 square feet. Total square feet of six facilities is 1,085,000.
2. Supervision level is 1 FTE per 15 custodians (31/15 rounded up is 3)
3. If work were brought in house, Instead of monitoring contracts, 0923 and 1842 would supervise custodial staff at same
4. Service Level during hours eligible for night/shift differential is 80% of service level during day.
5. City would purchase same level of consummables if work was not contracted out.
6. As-needed custodial staff cover 31 FTE custodians during sick and vacation leave. (2,088 hours - 80 hours vacation pay - 32 hours floating holiday pay - 104 hours sick pay) = 1872