



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

July 31, 2020

Naomi Kelly, Director
General Services Agency – City Administrator
City Hall - 1 Dr. Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

Attention: Kenneth Bukowski, Deputy City Administrator

RE: Contracting for Real Estate Security Services for 49 South Van Ness Ave – FY 2020-21

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 Years 2020-21 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,

/s/

Ben Rosenfield,
Controller

Enclosures

cc: Board of Supervisors' Budget Analyst
Human Resources, Employee Relations
Adam Nguyen, Finance and Planning Director

ADM - City Administrator
 296644 ADM Internal Services - Real Estate Division
 Security Services for RED Buildings
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE SERVICES (1) (2)
 FISCAL YEAR 2020-21

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	13.4	\$ 2,334	\$ 2,837	\$ 815,251	\$ 990,942
Senior Real Property Officer	4142	0.026	\$ 4,651	\$ 5,654	\$ 3,174.55	\$ 3,858.69
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
0	0.00				\$ -	\$ -
Holiday Pay (if applicable)	n/a	n/a			11,553	14,043
Night / Shift Differential (if applicable)	n/a	n/a			12,837	15,604
Overtime Pay (if applicable)	n/a	n/a				
Other Pay (if applicable)	n/a	n/a				
Total FTE		13.4				
Total Salary Costs-->					\$ 818,425	\$ 994,801
Total of Other Compensation-->					\$ 24,390	\$ 29,647

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #:	8207		
Benefits per FTE--Job Class #:	4142		
Benefits per FTE--Job Class #:	0		
Benefits per FTE--Job Class #:	0		
Benefits per FTE--Job Class #:	0		
Benefits per FTE--Job Class #:	0		
Total Fringe Benefits		\$ 456,790	\$ 508,044

ADDITIONAL CITY COSTS

Uniform pay (\$600 per FTE)	\$ 8,400	\$ 8,400
Cellular Phones (\$2800 per year + \$509.50 one-time cost), (\$4500 a year + \$700 one-time cost)	\$ 46,333	\$ 72,800
	\$ -	\$ -
	\$ -	\$ -
Total Capital & Operating	\$ 54,733	\$ 81,200

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	\$ 1,354,338	\$ 1,613,691
LESS: ESTIMATED TOTAL CONTRACT COST	\$ 983,433	\$ 1,033,259
ESTIMATED SAVINGS	\$ 370,906	\$ 580,432
% of Savings to City Cost	27%	36%

Comments/Assumptions:

- FTE level assumes 1784 hours (2088 hours - 80 hours vacation pay - 32 hours floating holiday pay - 104 hours sick pay - 88 hours holidays and is divided by total hours in contracts
- Salary levels reflect proposed salary rates effective July 1, 2020. Costs are represented as annual 12 month costs.
- For 24/7 items (5 in cost detail list) - assume 7 hours of pay eligible for 10% differential per shift , 7 hours of pay eligible for 8% differential per shift; 11 paid holidays (Local 1021 MOU items 293, 294, & 426)
- For 1SVN shift between 2-7pm on M-F, assume two hours of 8% differential pay per shift
- For 30VN shift between 6:30 am - 6:30 pm on M-F, assume 2 hours of 8% differential pay per shift
- For 196 Otis shift between 6am - 11pm each day, assume seven hours of 8% differential pay per shift and 17 hours of holiday
- For Alemany Market 16 hour weekend shifts, assume six hours of 8% differential pay per shift
- For 49SVN 6am-2:30pm shift, assume 1 hour eligible for 8% differential.
- For 49SVN 2:30pm - 6:30 pm shift, assume 1.5 hour eligible for 8% differential
- For 49SVN 2:30pm - 11pm shift, assume 5 hours eligible for 8% differential
- For 49SVN 10pm-6am shift, assume 2 hours eligible for 8% differential, 6 hours eligible for 10% differential
- Per Local 1021 MOU item 204, \$600 uniform allowance paid to 8202 Security Guards.