



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller
Todd Rydstrom
Deputy Controller

May 28, 2021

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

Attention: Kenneth Bukowski, Deputy City Administrator

RE: Contracting for Real Estate Custodial Services – FY 2021-22

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 2021-22 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
 Custodial Services at Real Estate Division Buildings
 COMPARATIVE COSTS OF CONTRACTING VS. IN-HOUSE
 SERVICES (1) (2)
FISCAL YEAR 2021-22

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	25.0	\$ 2,262	\$ 2,715	1,475,707	1,771,557
Custodial Assistant Supervisor	2716	2.0	2,489	2,988	129,921	155,967
Custodial Supervisor	2718	1.0	2,744	3,294	71,614	85,972
Management Assistant	1842	0.1	3,223	3,870	8,413	10,100
Manager II	0923	0.05	5,085	6,104	6,636	7,966
Holiday Pay (if applicable)					3,732	4,480
Night / Shift Differential (if applicable)					109,183	131,072
Overtime Pay (if applicable)						
Other Pay (if applicable)						
Total FTE		28.2				
Total Salary Costs-->					1,692,291	2,031,562
Total of Other Compensation-->					112,914	135,551

FRINGE BENEFITS

Job Class	\$ Amount	Low	High
Benefits per FTE--Job Class #: 2708	36,006		
Benefits per FTE--Job Class #: 2716	38,022		
Benefits per FTE--Job Class #: 2718	40,283		
Benefits per FTE--Job Class #: 1842	44,537		
Benefits per FTE--Job Class #: 0923	65,440		
Total Fringe Benefits		923,671	1,024,196

ADDITIONAL CITY COSTS

Materials and Supplies	238,827	238,827
Uniform	13,441	15,737
As-Needed Custodial and est. MFB	316,061	379,425
	-	-
Total Capital & Operating	568,330	633,990

COST COMPARISON SUMMARY

ESTIMATED TOTAL CITY COST	3,297,206	3,825,299
LESS: ESTIMATED TOTAL CONTRACT COST	2,183,555	2,189,238
ESTIMATED SAVINGS	1,113,651	1,636,061
% of Savings to City Cost	34%	43%

Comments/Assumptions:

- FTE level assumes that one custodian can cover 35,000 square feet at 25 Van Ness and 555 7th Street. Total square feet of two facilities is 154,000.
- FTE level for 1650 Mission and 1 South Van Ness is assumed identical to the FTE specified on the current janitorial contracts for 1650 Mission and 1 South Van Ness. (1650 Mission: 6.5, 1SVN: 13.75)
- Supervision level is 1 FTE per 15 custodians, with 1 supervisor overseeing two assistant supervisors.
- If work were brought in house, instead of monitoring contracts, 0923 and 1842 would supervise custodial staff at a reduced levels, primarily on trainings and time record reporting.
- Service Level during hours eligible for night/shift differential is 80% of service level during day.
- City would purchase same level of consummables if work was not contracted out.
- As negotiated by SEIU and the City, 8 as-needed custodians cover 25 PCS custodians during sick and vacation time at a ratio of 1 TEX per 2.8 PCS employees. (2.8 PCS each consumes 11 days LHP, 13 days SP, 15 days VAC, and 4 days FH – 2.8 FTE X 43 days X 8 hours = 963.2 hours or 344 hours per FTE. Assuming as-needed custodians take 80 hours of leave per year, this would require 9 TEX employees. (8600/(1040-80)).
- New city custodial staff (25 FTE - each receives 5 work shirts, 5 work pants, and 1 work jacket, 8 TEX A/N - each receives 3 work shirts, 3 work pants, and 1 work jacket) will receive uniform procured by the department.
- Holiday Pay - 8 hours of holiday pay needed on each City Holiday for services provided at 1SVN