

## Feasibility Review/Cost Analysis for Out-Sourcing vs. In-House Labor for Janitorial Services for the Police Department

Estimated Annual City Costs	Year 1
2 F/T Custodian Positions	\$ 83,200
1 P/T Custodian Positions	\$ 22,880
1 P/T Custodian Positions	\$ 20,800
Benefits/Burden Costs - FICA	\$ 9,706
Benefits/Burden Costs - Retirement	\$ 9,984
Benefits/Burden Costs - Health Insurance	\$ 43,814
Benefits/Burden Costs - Life Insurance	\$ 456
Benefits/Burden Costs - Workers' Compensation Insurance	\$ 345
Benefits/Burden Costs - Workers' Compensation Claims	\$ 100,000
Benefits/Burden Costs - OPEB	\$ 30,768
Cleaning Equipment & Supplies	\$ 39,245
Onboarding and Training Costs	\$ 14,000
<b>Sub-Total</b>	<b>\$ 375,198</b>

Estimated Annual Costs from the Proposed Contract	Year 1
Annual Contract Amount	\$ 116,431
Owner's Contingency	\$ 11,643
Allowance of Janitorial Supplies	\$ 2,818
<b>Sub-Total</b>	<b>\$ 130,892</b>

<b>Estimated Net Increase by Utilizing In-House Labor</b>	<b>\$ 244,306</b>
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**Assumptions:**

1. This analysis includes an hourly rate of \$20 for the Custodian Position(s).
  
2. City Personnel Costs in future years would increase to account for wage increases and increases in cost of benefits.
  
3. Cleaning Equipment and Supplies includes Vacuums, Mops, etc. along with General Consumable Supplies for Department includes items such as garbage bags, hand soap, toilet paper, paper towels, etc. that are currently provided by the contractor.