
INTEROFFICE MEMORANDUM

TO: JIM BARNARD
FROM: BOB GILBERT
SUBJECT: ESTIMATED SECURITY GUARD COST FOR UCB
DATE: 6/18/2001
CC:

I have attached a cost estimate work sheet for the UCP building. The estimate assumes:

1. The start of service will begin on September 1, 2001.
2. That only the Shift Security Supervisor will be armed. Rates for armed and unarmed service are different and have been included as a composite total based on the basic scheduled time.
3. The budget is based on the fixed hours of coverage scheduled during the segments of the start up and reduced staffing periods.
4. The start up period will last for six months followed by seven months during the budget year 2002 of reduced contract guard staff and coverage. I have included a small contingency amount to cover some unexpected events such as possible security threat alerts and special event required overtime.
5. GSA advises that guard service starting cost will grow approximately 9.7% from the 2001 base rate.
6. The total cost for the period described therefore will be approximately \$779250.

With your approval I will initiate the procurement procedure with GSA.