

# Arizona State Set-Aside Program

## Service Cost Analysis Sheet

Date Prepared: July 30, 2020  
 Member Agency: Centers for Habilitation dba ASDD Document Destruction  
 Service: Confidential Document Shredding  
 Location: 225 W Lodge Drive Tempe, AZ 85283  
 Contract Term: 5 years

### I. LABOR

**A. DIRECT LABOR:** Annual hours employees work directly on contracts, plus other paid time (i.e. vacation, holiday or sick time).

#### DISABLED DIRECT LABOR:

Employee Hours	<u>12,740.00</u>	x	<u>\$12.00</u>	per hour =	<u>\$152,880.00</u>
Employee Hours	<u>4,160.00</u>	x	<u>\$15.00</u>	per hour =	<u>\$62,400.00</u>
Employee Hours	<u>          </u>	x	<u>          </u>	per hour =	<u>\$0.00</u>
Employee Hours	<u>          </u>	x	<u>          </u>	per hour =	<u>\$0.00</u>

**a. TOTAL DISABLED  
LABOR HOURS**

16,900.00

**b. TOTAL DISABLED  
WAGES**

\$215,280.00

9.00 FTEs (Total # of Disabled Full Time Equivalents [a.TOTAL DISABLED LABOR HRS/1950])

#### NON-DISABLED DIRECT LABOR

Employee Hours	<u>2,600.00</u>	x	<u>\$12.00</u>	per hour =	<u>\$31,200.00</u>
Employee Hours	<u>2,080.00</u>	x	<u>\$13.00</u>	per hour =	<u>\$27,040.00</u>
Employee Hours	<u>1,080.00</u>	x	<u>\$14.00</u>	per hour =	<u>\$15,120.00</u>
Employee Hours	<u>3,120.00</u>	x	<u>\$15.00</u>	per hour =	<u>\$46,800.00</u>
Employee Hours	<u>520.00</u>	x	<u>\$16.00</u>	per hour =	<u>\$8,320.00</u>

**a. TOTAL NON-  
DISABLED LABOR**

9,400.00

**d. TOTAL NON-  
DISABLED WAGES**

\$128,480.00

**e.TOTAL DIRECT LABOR**

**HOURS (a.+c.)**

26,300.00

**f. TOTAL WAGES b.+d.**

\$343,760.00

13.49 Total # of Full Time Equivalents

64.26% **PERCENTAGE OF DISABLED LABOR HOURS**

a. (Total Disabled Labor Hours) divided by e.(Total Direct Labor Hours) = Percentage of Disabled Labor Hours

**B. INDIRECT LABOR:** Annual Supervision cost. If a supervisor performs tasks to fulfill contract specifications, those hours are considered direct labor.

#### DISABLED INDIRECT LABOR:

\$ Amt.

Employee Hours	<u>          </u>	x	<u>          </u>	per hour =	<u>\$0.00</u>
Employee Hours	<u>          </u>	x	<u>          </u>	per hour =	<u>\$0.00</u>

#### NON-DISABLED INDIRECT LABOR

Employee Hours	<u>2080.00</u>	x	<u>\$26.45</u>	per hour =	<u>\$55,016.00</u>
Employee Hours	<u>          </u>	x	<u>          </u>	per hour =	<u>\$0.00</u>

**TOTAL INDIRECT  
LABOR HOURS**

2080.00

**TOTAL INDIRECT  
WAGES**

\$55,016.00

**SUBTOTAL PAGE 1 - WAGES (f. TOTAL DIRECT WAGES + h. TOTAL INDIRECT WAGES)**

\$398,776.00

<b>II. EMPLOYEE BENEFITS</b>		Disabled	Non-Disabled	
<b>A. Workers Compensation</b>		<u>\$18,443.00</u>	<u>\$12,357.00</u>	
<b>B. Medical And Life Insurance</b>		<u>\$40,419.00</u>	<u>\$27,081.00</u>	
<b>C. Payroll Taxes</b>				
Fica Rate	<u>7.65%</u>	X Disabled Payroll <u>\$215,280.00</u> =	<u>\$16,468.92</u>	
		X Non-Disabled Payroll		
Fica Rate	<u>7.65%</u>	<u>\$128,480.00</u> =	<u>\$9,828.72</u>	
<b>D. Other Benefits</b>				
Other Benefits		<u>\$0.00</u>	<u>\$0.00</u>	
Total Other Benefits		<u>\$0.00</u>	<u>\$0.00</u>	
<b>Total Benefits</b>		<u>\$75,330.92</u>	<u>\$49,266.72</u>	<u>\$124,597.64</u>
<b>III. INSURANCE</b>				
<b>A. Comprehensive General Liability</b>		<u>\$15,000.00</u>		
<b>B. Comprehensive Vehicle Liability</b>		<u>\$8,500.00</u>		
<b>C. Other</b>				
<b>Total Insurance</b>		<u>\$23,500.00</u>	<u>\$0.00</u>	<u>\$23,500.00</u>
<b>IV. EQUIPMENT AMORTIZATION</b>		(Original Cost Minus Salvage Value) divided by # of years of useful life = Prorated Annual Amount		
DESCRIPTION OF EQUIPMENT		Original Cost	Useful Life/Yrs	Prorated Annual \$
Allegheny Shredder		<u>\$100,000.00</u>	divided by 10.00	<u>\$10,000.00</u>
Allegheny Shredder		<u>\$35,000.00</u>	divided by 10.00	<u>\$3,500.00</u>
Allegheny Shredder		<u>\$50,000.00</u>	divided by 10.00	<u>\$5,000.00</u>
SEM Disintegrator		<u>\$50,000.00</u>	divided by 10.00	<u>\$5,000.00</u>
Freightliner Box Truck		<u>\$70,000.00</u>	divided by 10.00	<u>\$7,000.00</u>
Freightliner Box Truck		<u>\$70,000.00</u>	divided by 10.00	<u>\$7,000.00</u>
Isuzu Box Truck		<u>\$70,000.00</u>	divided by 10.00	<u>\$7,000.00</u>
All Source Shred Bins x6032		<u>\$603,200.00</u>	divided by 10.00	<u>\$60,320.00</u>
<b>Total Equipment Amortization</b>				<u>\$104,820.00</u>
<b>V. EQUIPMENT OPERATING COSTS</b>				
<b>A. Gas/Oil</b>			<u>\$275,000.00</u>	
<b>B. Maintenance</b>			<u>\$400,000.00</u>	
<b>C. Other</b>				
<b>Total Equipment Operating Costs</b>				<u>\$675,000.00</u>
<b>SUBTOTAL PAGES 1 &amp; 2</b>				<u>\$1,326,693.64</u>

Occupancy Supplies	\$67,500.00
Marketing, Travel, Meals	\$37,500.00

<b>Total Supplies and Non-Amortized Equipment</b>	<b>\$105,000.00</b>
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**VII. OTHER**

DESCRIPTION	
2 Rental Trucks	\$204,100.00

<b>Total Other Expenses</b>	<b>\$204,100.00</b>
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**VIII. ADMINISTRATIVE OVERHEAD**

<b>SUBTOTAL</b>	<b>\$309,100.00</b>
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<b>TOTAL COST OF CONTRACT</b>	<b>\$309,100.00</b>
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**COMMENTS:** Categories IV-VII are for the entire 5 year contract

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Please visit the Arizona Set Aside Website to determine where your completed / notarized document should be sent.

Authorized Signature:

Printed Name:

Job Title:

Date:

*Joshua Biddle*

Joshua Biddle

General Manager

7/29/20

Reviewed and Submitted by: Arizona State Set-Aside Committee