Arizona State Set-Aside Program
Service Cost Analysis Sheet

Date Prepared:	July 30, 2019
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	12,740.00	x	$12.00	per hour =	$152,880.00
Employee Hours	4,160.00	x	$15.00	per hour =	$62,400.00
Employee Hours		x		per hour =	$0.00
Employee Hours		x		per hour =	$0.00

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

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		x		per hour =	$0.00
Employee Hours		x		per hour =	$0.00

NON-DISABLED INDIRECT LABOR

Employee Hours	2080.00	x	$26.45	per hour =	$55,016.00
Employee Hours		x		per hour =	$0.00

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

II. EMPLOYEE BENEFITS

				Disabled	Non-Disabled	
A. Workers Compensation				$18,443.00	$12,357.00	
B. Medical And Life Insurance				$40,419.00	$27,081.00	
C. Payroll Taxes						
Fica Rate	7.65%	X Disabled Payroll	$215,280.00 =	$16,468.92		
Fica Rate	7.65%	X Non-Disabled Payroll	$128,480.00 =		$9,828.72	
D. Other Benefits						
Other Benefits				$0.00	$0.00	
Total Other Benefits				$0.00	$0.00	
Total Benefits				$75,330.92	$49,266.72	$124,597.64

III. INSURANCE

A. Comprehensive General Liability	$15,000.00		
B. Comprehensive Vehicle Liability	$8,500.00		
C. Other			
Total Insurance	$23,500.00	$0.00	$23,500.00

IV. EQUIPMENT AMORTIZATION

DESCRIPTION OF EQUIPMENT

(Original Cost Minus Salvage Value) divided by # of years of useful life = Prorated Annual Amount

	Original Cost		Useful Life/Yrs	Prorated Annual $
Allegheny Shredder	$100,000.00	divided by	10.00	$10,000.00
Allegheny Shredder	$35,000.00	divided by	10.00	$3,500.00
Allegheny Shredder	$50,000.00	divided by	10.00	$5,000.00
SEM Disintegrator	$50,000.00	divided by	10.00	$5,000.00
Freightliner Box Truck	$70,000.00	divided by	10.00	$7,000.00
Freightliner Box Truck	$70,000.00	divided by	10.00	$7,000.00
Isuzu Box Truck	$70,000.00	divided by	10.00	$7,000.00
All Source Shred Bins x6032	$603,200.00	divided by	10.00	$60,320.00

Total Equipment Amortization $104,820.00

V. EQUIPMENT OPERATING COSTS

A. Gas/Oil	$275,000.00	
B. Maintenance	$400,000.00	
C. Other		
Total Equipment Operating Costs		$675,000.00
SUBTOTAL PAGES 1 & 2		$1,326,693.64

VI. SUPPLIES AND NON-AMORTIZED EQUIPMENT

DESCRIPTION

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

Total Supplies and Non-Amortized Equipment $105,000.00

VII. OTHER

DESCRIPTION	
2 Rental Trucks	$204,100.00

Total Other Expenses $204,100.00

VIII. ADMINISTRATIVE OVERHEAD

SUBTOTAL $309,100.00

TOTAL COST OF CONTRACT $309,100.00

COMMENTS: Categories IV-VII are for the entire 5 year contract

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

Authorized Signature: Joshua Biddle
Printed Name: Joshua Biddle
Job Title: General Manager
Date: 8/23/19

Reviewed and Submitted by: Arizona State Set-Aside Committee