

Department of Administrative Services
General Services Division

Fiscal Year 2011 Rates and Fees



Some notes about GSD:

- *Federal statutes (OMB Circular A-87) prohibit state agencies from profiting from operations. It is understood that the formulas on the following slides are derived for “break-even” scenarios.*

Useful Definitions:

- **Direct Costs:** Expenses planned through the allotment process (including payroll) that are included in OAKS.
- **Indirect Costs:** Costs incurred by administrative and shared functions that are allocated to revenue-producing pools.
- **Gains/Losses:** Prior year surpluses or deficits that are carried forward.
- **Operating Cash:** Cash needed to sustain services due to lags between time when service is provided and revenue is received.

Rate setting methodology:

**(Direct Costs + Indirect Costs +/- Gain
or Loss from previous year + Operating Cash)**

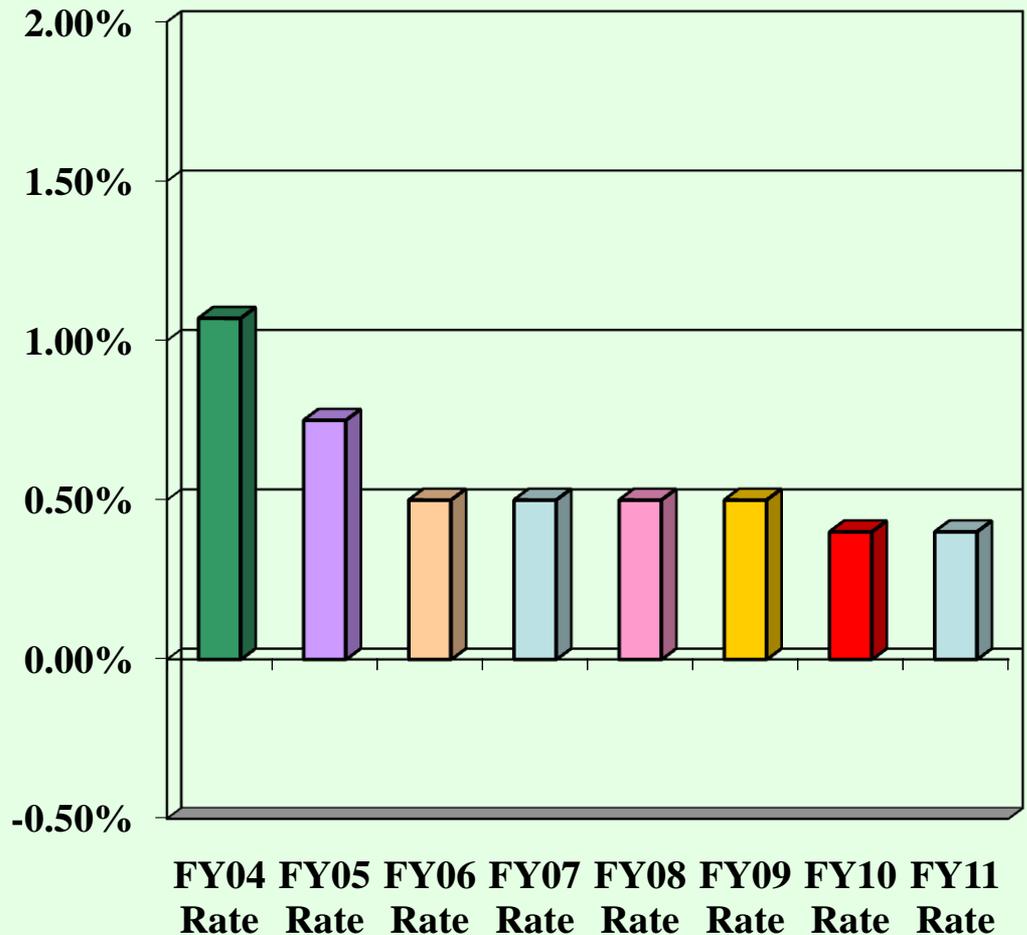
Projected Billing Units

Solving this equation will yield the breakeven price per billing unit.

State

Purchasing (billed monthly)

- **Fee charged as a percentage of agency purchases on State contracts**
- **FY11 - Rate maintained at 0.40% for the past two years**



Fleet Management FY11 Rates:

- **The Statewide Fleet Services rate is \$24.00 per vehicle in inventory plus \$24.00 per vehicle in FleetOhio**
- **\$4.00 per Fleet Fuel Card**
- **All charges are billed annually**

These rates reflect a \$2.00 reduction in the Fleet Service rate per vehicle and a reduction of \$.30 per Fleet Fuel Card from FY09.



The Ohio Revised Code authorizes the Department of Administrative Services “to monitor the procurement, use, assignment, maintenance, tracking and reporting of agency vehicles in compliance with all applicable laws, directives, and policies.”

Leased Vehicle and Daily Rental FY11 Rates:

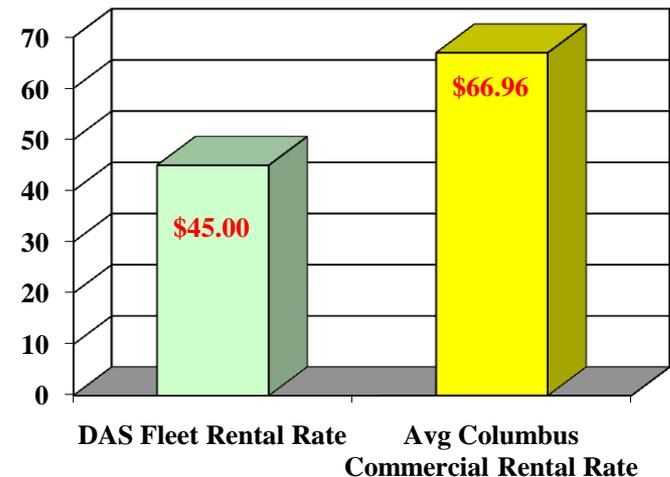
Leased Vehicles:

After having a constant rate of \$39.00 for five years DAS reduced the monthly management rate by 11.4% to \$35.00 in the past two fiscal years.

Daily Rentals:

Flat daily charge of \$45.00 plus mileage fees of \$0.16 per mile

•Rental and lease charges are billed monthly



Vehicle Liability FY11:

- **The Office of Risk Management provides self-insured liability coverage for all state vehicles.**
- **\$90.00 per vehicle (billed annually)**
- **Decreased from \$115.00 in FY09**

Although our rates are much lower than those in the private sector, no direct comparisons are readily available. The Vehicle Liability program is a blended rate derived from commercial auto, commercial general, and watercraft liability.

Risk Management FY11:

- **For procurement of private insurance coverage for property and general liability**
- **6.33% of an Agency's annual insurance premiums (billed annually)**
- **No change from FY09 – Maintained at this level since FY03**

Office of the State Architect FY11 Fees:

Private sector comparisons are not available. SAO fees are billed monthly.

Project Management Fees:

- **7.00%** of construction costs up to \$250 thousand
- **3.00%** of construction costs between \$250 thousand to \$4 million
- **1.00%** of construction costs between \$4 million to \$20 million
- **0.75%** of construction costs over \$20 million

Local Administration Fees (for projects managed by the owner agency):

- **1.00%** of project costs

Additional Services:

- Project design, construction management and constructability reviews
- Fee based to recover costs of SAO and associate

As a centralized project management and design office, the State Architect's Office provides assistance to the state in competitive selection of architects, engineers and construction managers, and negotiates contracts and amendments for their services.

Other SAO FY11 Fees:

- SAO College Fees (Sponsored by the State Architect's Office, SAO College is a daylong seminar providing the opportunity for attendees to learn more about the SAO process and the management of state construction projects) :

- \$120 per attendee

- Code Compliance Review Fees (for reviews conducted to ensure new projects meet current building standards):

- Billed at actual cost

Centralized project management permits the utilization of tested administrative procedures and documents, which benefit owners, architects and engineers as well as contractors.

FY11 Real Estate Commercial Leasing:

- **For procurement of private commercial leases through DAS Real Estate Services**
- **.50% of an Agency's annual lease cost (billed annually)**
- **Cost reduced by one half of the FY09 rate maintained for 5 years**
- **Outside brokers normal fees for this service are 3.00%**

Building Rental Rates for FY11

- **4200 Surface Road**
- **25 South Front Street**
- **North High - Chestnut Complex**



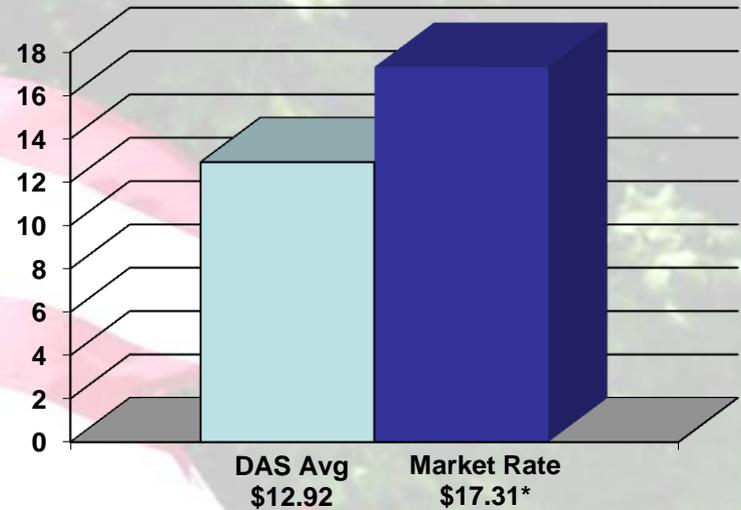
A note on the rental rate conversion:

Beginning in FY05, occupants of DAS-owned buildings experienced a 25-30% decrease in their rental rates. To assist our tenants in making meaningful, accurate comparisons between the rental costs of our space versus commercial space, it was necessary to reallocate square footage in our buildings to conform with BOMA (Building Owners and Managers Association) national standards. BOMA standards are most commonly used in commercial leasing. The primary effects of this conversion are as follows:

- The rental rate for the building decreases.**
- The total occupied square footage for each tenant increases.**
- The overall cost to the customer remains about the same, although minor fluctuations may occur.**

FY11 Rental Rates (Including Debt Service rate)

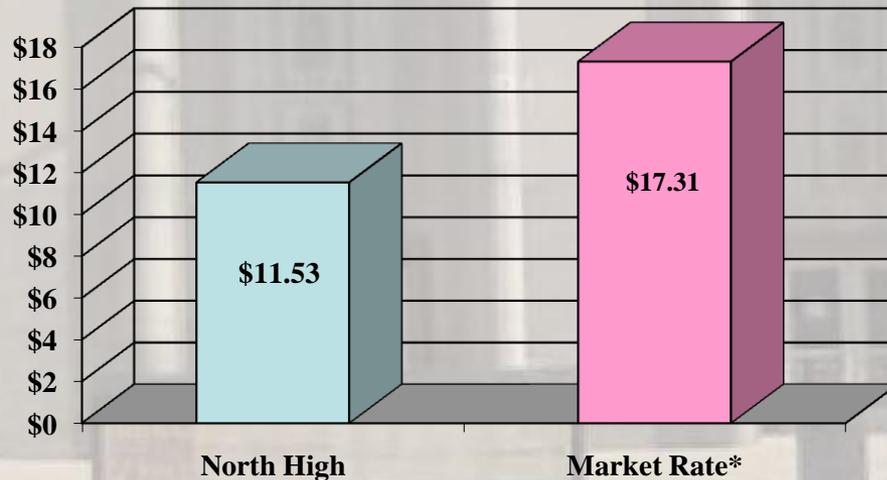
- **North High-Chestnut Complex** **\$11.53**
- **4200 Surface Road**
 - **Office** **\$16.00**
 - **Storage** **\$ 8.71**
- **25 South Front Street** **\$15.52**



* - As provided by CT Office Q3 10 Report.

The average annual rental rate from above is **\$12.92** per square foot, which favorably compares to the market average of \$17.31 per square foot for Columbus, OH.

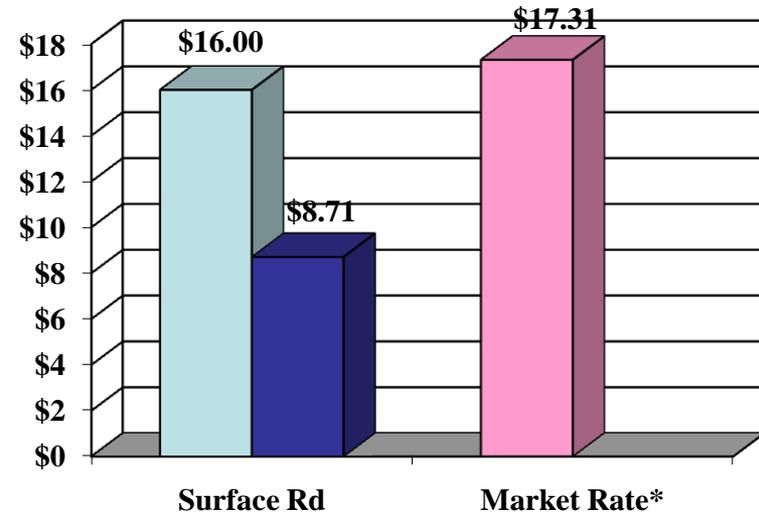
- **FY11 North High - Chestnut Complex:**
 - **\$11.53 per square foot per year**
 - (Rent is billed quarterly, at the beginning of each quarter)



* - As provided by CT Office Q3 10 Report.

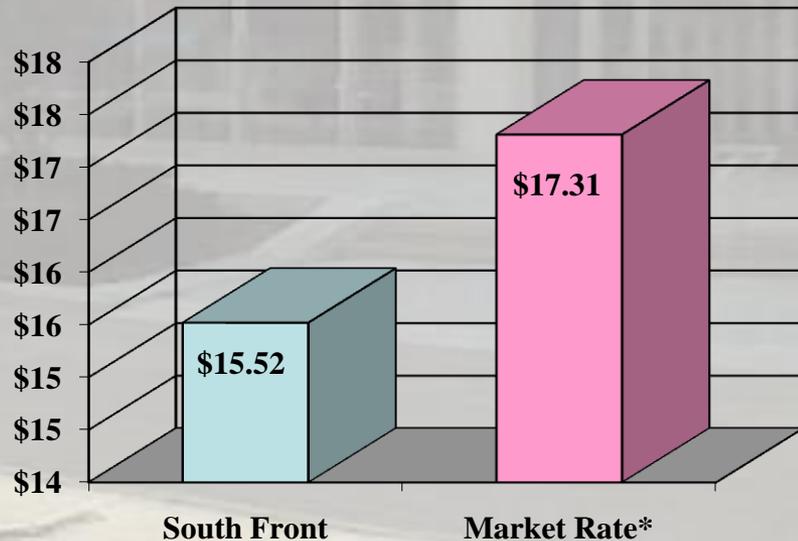
- **FY11 4200 Surface Road:**
 - **Office: \$16.00 per square foot per year**
 - **Warehouse: \$8.71 per square foot per year**

(Rent is billed quarterly, at the beginning of each quarter)



* - As provided by CT Office Q3 10 Report..

- **FY11 25 South Front St:**
 - **\$15.52 per square foot per year**
(Rent is billed quarterly, at the beginning of each quarter)

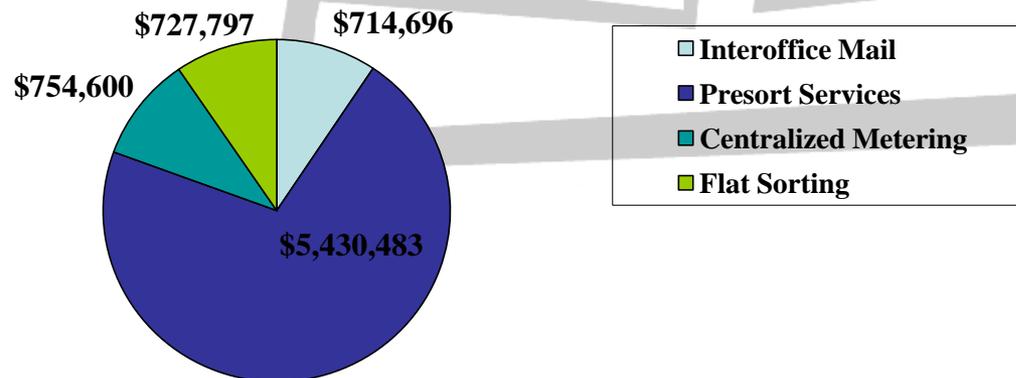


* - As provided by CT Office Q3 10 Report.

- **Mail Services: (all services are either cost-free or pass-through)**

- Interoffice mail is currently offered at no cost to participating agencies
- In FY11 Mail presort and postage services are offered at cost: \$0.357 for a 1-oz letter plus \$0.0051 presort charge per piece. Total cost of \$0.362 reflects a 17.7% savings over the USPS rate of \$0.44 per letter.
- Postage and presort charges are billed quarterly.
- The full service Centralized Metering program allows participants to take advantage of discounted USPS rates as well as immediate savings by eliminating the cost of equipment, service contracts, supplies and square footage expenses. Participants are only billed for the amount of postage that they use.
- The Flat Sorting Program savings are quite significant versus first class U.S. mail.

FY10 Savings by Service



State Printing:

FY11 Copy Center Fees (Billed monthly):

Copies: Per Impression:

# Copies:	Per Impression:
Black & White:	
1-150	\$.0520
151-500	\$.0480
501-1,800	\$.0450
1,801-5,000	\$.0425
5,001+	\$.0400

Copies: Per Impression

# Copies:	Per Impression
Color:	
1-500	\$0.1500
501 & up	\$0.1100
Special pricing for large runs of 20,000 and up	\$0.0750

FY11 Commercial Printing Service Fee (Billed monthly):

•6.75% per dollar of sales

- **FY11 Skilled Trades:**

- **\$45.00 per hour labor charge**
- **Materials charged at cost plus 10%**
- **Billed on percent-of-completion basis**
- **Our staff provides a wide variety of trades including carpentry, plumbing and electrical specialties**





**Thank You
for Allowing
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