



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Public Works



**Date:** August 9, 2012  
**Board Meeting Date:** September 11, 2012  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** Agreement with San Mateo County Historical Association

**RECOMMENDATION:**

Adopt a Resolution waiving the Request for Proposals process and authorizing an agreement for \$135,000 with the San Mateo County Historical Association for operation and maintenance of the County History Museum and two County historical sites for FY 2012-13.

**BACKGROUND:**

The San Mateo County Historical Association, a non-profit corporation, has operated and maintained the County History Museum and two County-owned and maintained historical sites, the Sanchez Adobe in Pacifica and the Woodside Store in Woodside, for nearly 50 years. The County's History Museum is accredited by the American Association of Museums and is housed in the old San Mateo County Courthouse. The Museum offers educational activities for school children, hosts exhibits detailing the history and development of the County, and offers a wide range of events concerning its history – from tours of the old courthouse and other historic sites, to lectures, discussions and family programs.

**DISCUSSION:**

The County has contracted with the Historical Association for the maintenance and operation of the Museum and the docent program to keep the Woodside Store and Sanchez Adobe historical sites open to the public since the 1960s. The Historical Association is the lead historical group in San Mateo County and has the expertise and volunteer base to operate these three historic sites: the Museum, Woodside Store and Sanchez Adobe. Therefore, it is in the best interest of the County to waive the Request for Proposals (RFP) process and continue to contract with the San Mateo County Historical Association.

The waiver of the Request for Proposals process and execution of an agreement for services from the County Historical Association contributes to the Shared Vision 2025 outcome of a Livable Community as the History Museum is centrally located and widely used by residents, and the docent services provided by the Historical Association at the Sanchez Adobe and Woodside Store historic sites support a significant cultural dimension of San Mateo County living.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, nondiscrimination and equal benefits.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

**PERFORMANCE MEASURE(S):**

<b>Measure</b>	<b>FY 2011-12 Actual</b>	<b>FY 2012-13 Projected</b>
Number of historical sites/programs operated and maintained	3	3

**FISCAL IMPACT:**

The contract amount for fiscal year 2012-13 is \$135,000, and has remained flat annually since fiscal year 2009-10, when it was reduced from \$150,000 to \$135,000. The total obligation under this agreement was incorporated into the Department of Public Works fiscal year 2012-13 budget. This cost is supported by the County's General Fund.