



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: October 19, 2012
Board Meeting Date: November 20, 2012
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Jean S. Fraser, Chief, Health System
Susan Ehrlich, MD, MPP, Chief Executive Officer, San Mateo Medical Center

Subject: Agreement with UltraEx, Inc.

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with UltraEx, Inc. for courier and delivery services for the term of December 1, 2012 through November 30, 2015, in an amount not to exceed \$1,260,000.

BACKGROUND:

Since August 2008 San Mateo Medical Center (SMMC) has participated in the County's Meals on Wheels (MOW) program by supplying and delivering meals to the inbound seniors at home on a regular basis. SMMC also has a substantial need for transportation and delivery services for SMMC non-patient hospital business, as well as pickup and delivery of laboratory samples for the County's Public Health Division (PHD) from various testing sites.

DISCUSSION:

In October 2012 SMMC completed a comprehensive Request for Proposals (RFP) for courier and delivery services. The RFP was broken into two components: the MOW program and courier services for SMMC and PHD. UltraEx, Inc. (UltraEx) was elevated for negotiations to enter into an agreement based on being the vendor who most efficiently fulfilled the criteria listed in both components of the RFP.

County Counsel has reviewed and approved the Agreement and Resolution as to form. Contractor meets insurance certification requirements.

SMMC also requests that your Board authorize the Chief of the Health System or designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term

and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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, non-discrimination and equal benefits.

This Agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing the delivery of balanced meals to homebound seniors through the San Mateo County MOW program and the critical courier and non-patient transportation services needed by SMMC and PHD. It is anticipated that 98% of scheduled meals will be delivered on time and that SMMC and PHD's transportation needs will be met 100% of the time.

PERFORMANCE MEASURE:

Measure	FY 2011-12 Actual	FY 2012-13 Projected
Delivering scheduled meals on time	98%	98%

FISCAL IMPACT:

The term of the Agreement is December 1, 2012 through November 30, 2015, in an amount not to exceed \$1,260,000. Funds in the amount of \$245,000 are included in the SMMC FY 2012-13 Adopted Budget. Funds in the amount of \$420,000 will be included in the SMMC FY 2013-14 Recommended Budget. Similar arrangements will be made for future years. Approximately \$255,000 will be reimbursed to SMMC by the County's Aging and Adult Services division for the MOW program and approximately \$78,000 will be reimbursed to SMMC by PHD for transportation of laboratory samples to and from various testing sites for the term of the agreement.

The payment provisions and levels of service in this contract are essentially the same as the prior contract.

Expenses at SMMC are covered by fees for services or third-party payors whenever possible. The portion of expenses for services provided to the medically indigent or to those covered by programs that do not meet the full costs of care are covered by the County's General Fund contribution to SMMC, and are within the existing annual appropriation.

Request for Proposals Matrix

1.	General Description of RFP	Courier and Delivery Services
2.	List key evaluation criteria	<p>Component 1: Meals on Wheels Program The Meals on Wheels (MOW) program is far more than a basic delivery program. They are the eyes and ears of the community for these meal recipients.</p> <p>Component 2: Courier Services The SMMC is soliciting the services of a qualified company to provide courier services. In order to ensure that SMMC provides the best possible care to our patient population, it is sometimes necessary to provide specialized services and/or equipment. Frequency is Monday through Friday Normal schedule is Monday – Friday unless otherwise stated.</p>
3.	Where advertised	San Mateo Medical Center Website
4.	In addition to any advertisement, list others to whom RFP was sent	Dynamex UltraEx World Courier Ground
5.	Total number sent to prospective proposers	3
6.	Number of proposals received	2
7.	Who evaluated the proposals	Maxine da Roza Tony Washington Susan Starnes Zenda Berrada Ron Keating
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	UltraEx Safe Care Transport