



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Health System



**Date:** February 14, 2014  
**Board Meeting Date:** March 25, 2014  
**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 Universal Building Services

**RECOMMENDATION:**

Adopt a Resolution authorizing an agreement with Universal Building Services to provide janitorial services to San Mateo Medical Center Outpatient Clinics for the term of March 1, 2014 through February 28, 2017, in an amount not to exceed \$391,932.

**BACKGROUND:**

Excellent Maintenance Pro has provided janitorial services for San Mateo Medical Center's (SMMC) five outpatient clinics: the Fair Oaks Clinic, Methadone Clinic, Sequoia Teen Wellness Center, Willow Clinic, South San Francisco Clinic, Daly City Clinic and Fair Oaks Children's Clinic since July 2010. In the past 12 months, the Fair Oaks Clinic and Fair Oaks Children's Clinic have been combined and moved into a new building where janitorial services are provided by the building owner. The Methadone and Willow Clinics have been closed.

A Request for Proposals (RFP) was posted on October 7, 2013 for janitorial services for the three remaining SMMC outpatient clinics. The RFP closed on November 6, 2013. Universal Building Services (UBS) was selected as the vendor of choice from a field of five proposers.

**DISCUSSION:**

As a result of the RFP process, UBS will provide janitorial services for the South San Francisco Clinic, Daly City Clinic and Sequoia Teen Wellness Clinic.

The agreement and Resolution have been reviewed and approved by County Counsel as to form. The contractor meets insurance certification requirements.

SMMC is also asking the Board to 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) for each agreement 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.

Approval of this agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing access to care in clean, sanitary outpatient clinics. It is anticipated that clinics will be cleaned on a daily basis in adherence with contract guidelines, which are in accordance with Joint Commission and Infection Control Standards.

**PERFORMANCE MEASURE(S):**

Measure	FY 2013-14 Estimated	FY 2014-15 Projected
Percentage of time clinics will be cleaned on a daily basis in adherence with contract guidelines, which are in accordance with Joint Commission and Infection Control Standards	100%	100%

**FISCAL IMPACT:**

The term of the agreement is March 1, 2014 through February 28, 2017. The amount of the agreement is not to exceed \$391,932 for the three-year term. Funds in the amount of \$43,548 are included in the SMMC FY 2013-14 Adopted Budget. Funds in the amount of \$130,644 will be included in the SMMC FY 2014-15 Recommended Budget. Similar arrangements will be made for future years. The current agreement's payment provisions and levels of service are not comparable to the previous agreement, due to the difference in number of clinics being cleaned and rate structure.

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

<b>1</b>	Where was the RFP advertised?	San Mateo County Website San Mateo County Health System Website San Mateo Medical Center Website
<b>2</b>	In addition to any advertisement, list others to whom the RFP announcement was sent:	None
<b>3</b>	State the total number of RFP's sent to prospective proposers:	Nine (9)
<b>4</b>	How many proposals did you receive?	Five (5)

<p><b>5</b></p>	<p>List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:</p>	<p>Aim to Please Janitorial Services 1485 Bayshore Bl., Box 129 San Francisco, CA 94124</p> <p>All Pro Janitorial Systems 472 Grogan Ave. P. O. Box 2245 Merced, CA 95344</p> <p>Excellent Maintenance 3620 Haven Ave., Unit D Redwood City, CA 94063</p> <p>Pristine Cleaning Services 3116 Kimlee Dr. San Jose, CA 95132</p> <p>Universal Building Services 3120 Pierce St. Richmond, CA 94804</p>
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