



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: June 25, 2014
Board Meeting Date: August 5, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Jean S. Fraser, Chief, Health System
Subject: Amendment to the Agreement with Commercial Installation Company Inc.

RECOMMENDATION:

Adopt a Resolution authorizing an amendment to the agreement with Commercial Installations Company Inc. to provide installation services for the County owned surplus inventory, increasing the amount by \$100,000 to an amount not to exceed \$200,000.

BACKGROUND:

On March 27, 2014, the San Mateo Medical Center (SMMC) executed an agreement with Commercial Installations Company Inc. (CIC) for workspace installation and modification services in an amount not to exceed \$100,000 for a three-year term. CIC tracks the County's Pleion inventory and is able to pull modular items from existing stock, thus reducing overall cost and re-purposing existing County assets in an environmentally significant way.

DISCUSSION:

This amendment will expand the scope of work beyond just SMMC to include all Health System (HS) divisions. The HS has planned a number of workspace modification projects that will create more efficient use of our existing space, accommodate our growing workforce, and be responsive to ADA compliance needs. Due to CIC's ability to use the County's Pleion inventory, the HS believes it is in the best interest of the County to continue collaborating with CIC on upcoming projects. The HS recommends a waiver for the Request for Proposals for CIC so that it will be able to utilize the cost savings gained from re-purposing existing County owned Pleion inventory for new projects.

The HS is also requesting that your Board authorize the Chief of the HS 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 current or revised fiscal provisions.

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

The contractor has assured compliance with the County 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 amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by creating welcoming and healthy workspaces for the San Mateo County Health System's employees and visitors. It is anticipated that the county's own surplus furniture inventory will be used for the workspace renovations 85% of the time.

PERFORMANCE MEASURE:

Measure	FY 2013-14 Actual	FY 2014-15 Projected
Percentage of county owned surplus utilized in workspace innovations	N/A*	85%

*(New Measure)

FISCAL IMPACT:

The term of the agreement is April 1, 2014 to March 31, 2017. The amount of the agreement is not to exceed \$200,000 for the three-year term. This amendment increases the contract amount by \$100,000. Funds in the amount of \$8,334 are included in the SMMC FY 2013-14 Actual Budget. Funds in the amount of \$33,333 are included in the SMMC FY 2014-15 Recommended Budget. Funds in the amount of \$60,000 are included in the Health Administration FY 2014-15 Recommended Budget. Similar arrangements will be made for future budget years.

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.