



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: February 3, 2016
Board Meeting Date: March 8, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Louise Rogers, Chief, Health System
Susan Ehrlich, MD, MPP, Chief Executive Officer, San Mateo Medical Center

Subject: Amendment to the agreement with Commercial Installations Company, Inc. for installation services

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Commercial Installations Company, Inc. to provide installation services for County-owned surplus office furniture inventory, increasing the amount by \$200,000 to an amount not to exceed \$400,000.

BACKGROUND:

On March 27, 2014, the San Mateo Medical Center (SMMC) executed an agreement with Commercial Installations Company, Inc. (CIC) for workspace installation, tracking, and modification services relating to the County's surplus office furniture. 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. On August 4, 2014, your Board approved an amendment to expand the scope of work to include all Health System (HS) divisions, increasing the amount by \$100,000 to an amount not to exceed \$200,000.

DISCUSSION:

At the time of the prior amendment, the HS was not aware of that several departments would be relocating to an off-site campus in the first quarter of 2016. As a result, these vacated areas will need to be repurposed to maximize the existing space to accommodate our changing workforce and to be in compliance with the Americans with Disabilities Act Standards for Accessible Design. This amendment increases the amount of the agreement to facilitate these expanded services.

The amendment and resolution have been reviewed and approved by County Counsel as to form.

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 2014-15 Actual	FY 2015-16 Projected
Percentage of county owned surplus utilized in workspace innovations	85%	85%

FISCAL IMPACT:

The term of the agreement is April 1, 2014, to March 31, 2017. This amendment increases the contract amount by \$200,000, for a new not-to-exceed amount of \$400,000 for the three-year term. Funds in the amount of \$30,769 are included in the SMMC FY 2015-16 Adopted Budget. Funds in the amount of \$30,769 are included in the Health Administration FY 2015-16 Adopted 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.