



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: March 1, 2016
Board Meeting Date: April 12, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Louise Rogers, Chief, Health System
Chester J. Kunnappilly, MD, Interim Chief Executive Officer, San Mateo Medical Center

Subject: Agreement with UltraEx, Inc. for courier and delivery services

RECOMMENDATION:

Adopt a resolution authorizing an agreement with UltraEx, Inc. to provide courier and delivery services for the term of April 1, 2016 through March 31, 2019, in an amount not to exceed \$1,500,000.

BACKGROUND:

Since August 2008, San Mateo Medical Center (SMMC) has participated in the County's Home Delivered Meals (HDM) program by supplying and delivering meals to homebound seniors. 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 Policy & Planning Division (PHPP) from various testing sites.

DISCUSSION:

In December 2015, SMMC completed a comprehensive Request for Proposals (RFP) for courier and delivery services. UltraEx, Inc. (UltraEx) was selected to enter into an agreement as the vendor that most efficiently fulfilled the RFP criteria and was the most cost effective.

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligation by maximum of \$25,000 (in aggregate).

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

This agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing the delivery of meals to homebound seniors, as well as critical courier and non-patient transportation services. It is anticipated that SMMC's delivery needs will be met 98% of the time.

PERFORMANCE MEASURE:

Measure	FY 2014-15 Actual	FY 2015-16 Projected
Percent of time when SMMC delivery needs will be met	98%	98%

FISCAL IMPACT:

The term of the amended agreement is April 1, 2016 through March 31, 2019. The amount of the agreement is not to exceed \$1,500,000. Funds in the amount of \$125,000 are included in the SMMC FY 2015-16 Adopted Budget. Approximately \$250,000 will be reimbursed to SMMC by the County's Aging and Adult Services division for the HDM program and PHPP will reimburse approximately \$80,000 to SMMC for transportation of laboratory samples to / from various testing sites for the term of the agreement.

The payment provisions differ from the previous agreement with a 19% increase in the not to exceed amount. This increase covers a corresponding increase in service level for additional daily routes needed to accommodate the relocation of several SMMC work units to offsite locations (e.g., 801 Gateway Blvd in South San Francisco) within the County.

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	Where was the RFP advertised?	San Mateo Medical Center Website San Mateo County Procurement Website Public Purchase Website
2	In addition to any advertisement, list others to whom the RFP announcement was sent:	Am Tran UltraEx World Courier Ground
3	State the total number of RFP's sent to prospective proposers:	3
4	How many proposals did you receive?	3
5	List in alphabetical order the names of the proposers	Am Tran, San Mateo, CA UltraEx, Hayward CA VHU Express, Tampa FL