



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: October 12, 2016
Board Meeting Date: December 6, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Louise Rogers, Chief of the Health System
Kimberlee Kimura, Director, Health System Administration

Subject: Amendment to the Agreement with KRJ Design Group Inc. for Design and Space Planning Services

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with KRJ Design Group Inc. to provide design and space planning services, increasing the amount payable by \$14,000, to an amount not to exceed \$114,000.

BACKGROUND:

On July 24, 2013, the Chief of the Health System (Chief) approved an agreement with KRJ Design Group (KRJ) to provide design and space planning services for the Health System (HS) to an amount not to exceed \$25,000, for a term through June 30, 2014.

On June 11, 2014, the Chief approved an amendment to extend the term of the agreement through June 30, 2015, and increased the amount by \$25,000 to an amount not to exceed \$50,000.

On March 3, 2015, the Chief approved a second amendment to extend the term through June 30, 2016, and increased the amount payable under the agreement by \$50,000 to an amount not to exceed \$100,000.

DISCUSSION:

KRJ was selected for their design work by the County Purchasing Department and works in conjunction with other County vendors who manage the County's inventory of configurable workstations to maximize savings. KRJ has helped the HS meet the changing space requirements of its workforce, most notably by reconfiguring its limited office space into ergonomic workstations.

Due to HS space constraints and ergonomic issues, the demand for design and space planning services was higher than anticipated. The current fiscal provisions are not sufficient to cover for services provided through June 30, 2016. As a result, it is necessary to amend the agreement to increase the contract amount by \$14,000 to an amount not to exceed \$114,000, so that KRJ can be compensated for its design and space planning services to San Mateo Medical Center (SMMC) through the end of the contract term.

Please note that this contract was previously amended for more than the standard Board-level provision of \$25,000 because it was originally a department level agreement and the standard provision was not applicable at that time. This amendment is coming to your Board late due to late invoices received from the vendor.

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

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000.

This amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by ensuring that HS employees have a safe and efficient work environment to provide valuable services to County residents. It is anticipated that 75% of the offices/workstations will adhere to the HS work space standards.

PERFORMANCE MEASURE(S):

Measure	FY 2014-15 Actual	FY 2015-16 Actual
Percentage of newly designed offices/workstations that adhere to the HS work space standards	50%	75%

FISCAL IMPACT:

The term of the agreement as amended, will remain July 1, 2015 through June 30, 2016. The amount of the agreement is not to exceed \$114,000. The amendment increases the amount payable under the agreement by \$14,000. Funds in the amount of \$14,000 are included in the SMMC FY 2016-17 Adopted Budget.

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.