



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: May 14, 2013
Board Meeting Date: June 18, 2013
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: Amendment to agreement with Excellent Maintenance Pro, Inc.

RECOMMENDATION:

Adopt a Resolution authorizing an amendment to the agreement with Excellent Maintenance Pro, Inc. to provide janitorial services at satellite outpatient clinics, extending the term through November 30, 2013, increasing the amount by \$98,140 to an amount not to exceed \$910,767.

BACKGROUND:

On July 13, 2010, your Board approved an agreement with Excellent Maintenance Pro, Inc. (Excellent) to provide janitorial services at Daly City Clinic, Fair Oaks Adult Clinic, Fair Oaks Children's Clinic, Sequoia Teen Wellness Center, South San Francisco Clinic and Willow Clinic for the term July 1, 2010 through June 30, 2013, for a maximum amount not to exceed \$812,627.

DISCUSSION:

The San Mateo Medical Center (SMMC) will open a new clinic at 2700 Middlefield Road, Redwood City, on or around October 2013; that will consolidate Willow Clinic, Fair Oaks Adult and Fair Oaks Children's Clinic into one facility. SMMC is requesting a five-month extension for the continuation of services at the clinics covered by the current agreement until November 30, 2013. The Contract Compliance Committee has approved a waiver of the three year term to accommodate the extension. A Request for Proposals (RFP) is currently in development and will include the expanded scope of services to include the new clinic and be posted in July of 2013. A new agreement will be in place for SMMC's satellite clinics by November 1, 2013.

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

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.

This agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing a clean, healthy environment in which to provide care to the patients of the County clinics. It is anticipated that 100% of all contracted clinics will be cleaned in accordance with Joint Commission and Infection Control Standards.

PERFORMANCE MEASURE:

| Measure | FY 2012-13 Estimate | FY 2013-14 Projected |
|---|---------------------|----------------------|
| Percentage of clinics cleaned in accordance with Joint Commission and Infection Control Standards | 100% | 100% |

FISCAL IMPACT:

The term of this agreement is July 1, 2010 through November 30, 2013. The maximum fiscal obligation is \$910,767; funds in the amount of \$270,876 are included in the SMMC FY 2012-13 Adopted Budget and funds in the amount of \$98,140 will be included in the SMMC FY 2013-14 Recommended 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.