



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Sheriff's Office



Date: December 31, 2015
Board Meeting Date: January 26, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Sheriff Greg Munks
Subject: Signage for Maple Street Correctional Center

RECOMMENDATION:

Adopt a resolution authorizing the Sheriff or Sheriff's designee to execute:

- A. An agreement with Frank & Son, Inc. dba Express Sign & Neon to provide and install signage for the Maple Street Correctional Center (MSCC) in an amount not to exceed \$270,681.74; and
- B. A project allowance allocation of \$50,000 which may be used to pay for the costs of accelerated production and delivery, change orders, and other project related costs.

BACKGROUND:

After acquiring the 4.85 acres of land in Redwood City on Maple Street at Blomquist Street and approving the scope and size of the jail project at that site, the Board approved contracts for jail design, engineering and construction management services. The Board then approved a contract with Sundt/Layton to construct MSCC. The Phase One construction is anticipated to be complete in the 1st Quarter of 2016. To appropriately identify the facility and areas within it and to meet applicable codes, a considerable amount of signage is required.

DISCUSSION:

MSCC is a state-of-the-art building with space for all correctional facility functions including inmate housing, public areas for visitation, rooms for contact and non-contact professional visitation, office space, storage space, a kitchen, a medical clinic, and a laundry facility. There are also support rooms including holding cells, search cells, safety cells, maintenance areas, equipment rooms, clothing storage, janitor closets, multipurpose rooms, classrooms and dining areas. Staff areas include locker rooms, staff dining, a wellness center and a briefing room. In addition to identifying and labeling

rooms, stairwells, and corridors, signage is required by code to identify exits, emergency egress routes and emergency equipment.

All of these areas must have proper signage to allow the facility to function in an efficient, safe and secure manner and to meet the stringent code requirements for all new construction.

In November 2015, the Sheriff's Office issued an Invitation to Bid (ITB) for the purchase and installation of signage for the Maple Street Correctional Center. One firm returned a timely bid. After the bid was reviewed, the County's Selection Committee made the recommendation to award the contract to Frank & Son, Inc. dba Express Sign & Neon as the lowest responsible bid received for the work.

This agreement with Frank & Son, Inc. dba Express Sign & Neon will provide for the acquisition and installation of signage for the MSCC. A Project Allowance of \$50,000 will also be authorized to be available to pay for the costs of accelerated production and delivery, change orders, and other related project expenses up to the amount limited and permitted by law.

County Counsel has reviewed and approved the resolution and agreement as to form.

Approval of this resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring a safe and cost effective MSCC facility.

FISCAL IMPACT:

The amount of this agreement is \$270,681.74. The project allowance allocation of \$50,000 may be used to pay for the costs of accelerated production and delivery, change orders, and other project costs. The total of \$320,681.74 is included in the approved project budget.

Exhibit A – RFP Process Matrix

Exhibit A

REQUEST FOR PROPOSAL PROCESS MATRIX

1.	General description of RFSOQ/RFP	Provide and install signage.
2.	List key evaluation criteria	Proposals were evaluated based on the following: <ol style="list-style-type: none"> 1. Completeness of response submission 2. Personnel experience and qualifications 3. Depth and quality of respondent's performance 4. Successful track record on similar projects 5. Lowest responsible bid
3.	Where RFSOQ advertised	Public Purchase website (http://www.publicpurchase.com/)
4.	In addition to advertisement, list others to whom the RFP announcement was sent	Sent to those enrolled to receive automatic notifications and announcements on the Sheriff's web page, Facebook and Twitter.
5.	Total number of RFSOQ's sent to prospective proposers	None directly
6.	Number of proposals received	One (1)
7.	Who evaluated the proposals	Project Manager Sam Lin Tony Crapo, San Mateo County Shared Services, Purchasing Tamara Clarke, HOK
8.	In alphabetical order, names of RFSOQ proposers (or finalists, if applicable) and location	Frank & Son, Inc. dba Express Sign & Neon