



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HEALTH

**File #:** 18-368

Board Meeting Date: 5/8/2018

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

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

**Subject:** Agreement with Excellent Maintenance Pro, Inc. to Provide Outpatient Janitorial Cleaning Services

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Excellent Maintenance Pro, Inc. to provide outpatient janitorial services, for the term of May 1, 2018 through April 30, 2021, in an amount not to exceed \$1,400,000.

**BACKGROUND:**

Excellent Maintenance Pro, Inc. (Excellent) began providing outpatient janitorial services at San Mateo Medical Center's (SMMC) outpatient clinics in May 2017.

**DISCUSSION:**

SMMC completed a Request for Proposals in March 2018 and chose Excellent based on the feedback from the clinic locations where Excellent is currently providing janitorial services, in addition to being the lowest priced provider. Through this agreement, janitorial cleaning services will be rendered at the following County facilities: 1) Daly City Clinic, 2) South San Francisco Clinic, 3) Fair Oaks Health Center, 4) Sequoia Teen Wellness Center, 5) Shasta Clinic, and 6) Coastside Clinic. This agreement will also expand day porter services to the South San Francisco and Coastside clinics to support, clean, and maintain the premises throughout the day.

The agreement and resolution have been reviewed and approved by County Counsel as to form. This agreement is coming to your Board late due to protracted negotiations.

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

The agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing access to care in clean, well-maintained outpatient clinic locations. It is anticipated that clinics will be

cleaned 100% of the time on a daily basis in adherence with contract guidelines, in accordance with Joint Commission and Infection Control Standards.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Projected</b>
Percentage of time clinics will be cleaned on a daily basis in adherence with contract guidelines, in accordance with Joint Commission and Infection Control Standards	100%	100%

**FISCAL IMPACT:**

The term of the agreement is May 1, 2018 through April 30, 2021. The amount of the agreement is not to exceed \$1,400,000 for the three-year term. Funds in the amount of \$57,777 are included in the SMMC FY 2017-18 Adopted Budget. Funds in the amount of \$16,666 are included in the Behavioral Health and Recovery Services (BHRS) FY 2017-18 Adopted Budget. Funds in the amount of \$3,333 are included in the Family Health Services (FHS) FY 2017-18 Adopted Budget. Funds in the amount of \$346,666 will be included in the SMMC FY 2018-19 Recommended Budget. Funds in the amount of \$100,000 will be included in the BHRS FY 2018-19 Recommended Budget. Funds in the amount of \$20,000 will be included in the FHS FY 2018-19 Recommended Budget. Similar arrangement will be made for future years

The payment provisions have increased 18% from the previous agreement due to additional janitorial services and two additional day porter positions at Coastside Clinic and South San Francisco Clinic.

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.

**Attachment:**

RFP Matrix