



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HEALTH

**File #:** 16-521

Board Meeting Date: 9/12/2017

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

**To:** Honorable Board of Supervisors

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

**Subject:** Amendment to the Agreement with Commercial Installation Company, Inc. for Furniture Installation Services

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Commercial Installation Company, Inc. to provide furniture installation services, extending the term through January 31, 2018, and increasing the amount by \$200,000 to an amount not to exceed \$625,000.

**BACKGROUND:**

On March 27, 2014, the San Mateo Medical Center (SMMC) executed an agreement with Commercial Installation Company, Inc. (CIC) to provide installation services for County-owned surplus furniture at SMMC.

On August 4, 2014, your Board approved an amendment to expand the scope of work under the agreement to include all Health System (HS) divisions, increasing the amount by \$100,000, to an amount not to exceed \$200,000.

On March 8, 2016, your Board approved an amendment to the agreement to increase the amount by \$200,000, to an amount not to exceed \$400,000.

On April 18, 2017, a third amendment was approved to extend the term of the agreement by 6 months through September 30, 2017.

On May 26, 2017, a fourth amendment was executed to increase the amount by \$25,000, to an amount not to exceed \$425,000.

**DISCUSSION:**

Due to the HS' continued needs for remodeling of existing space to accommodate new programs and staff, and the increased demand for remodeled workstations in response to ergonomic evaluations,

the volume of furniture installation projects performed by the contractor has grown beyond the expected estimates. In addition, several ongoing projects needed more time to complete than anticipated and have completion dates beyond the term of the original agreement.

It is therefore necessary to further amend the agreement to extend its term through January 31, 2018 and to increase the amount payable under the agreement by an additional \$200,000. This amendment will permit the HS to continue, without interruption, the completion of installation services and provide the County's Procurement Compliance Committee sufficient time to complete a Request for Proposal process for a Countywide master agreement for future installation services.

The Contract Compliance Committee has approved a waiver request to amend the agreement term through January 31, 2018.

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

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

Approval of 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 so they can continue to provide valuable services to the County's constituency. It is anticipated that 100% of HS divisions will be utilizing CIC installation services with this amendment.

**PERFORMANCE MEASURE:**

Measure	FY 2016-17 Actual	FY 2017-18 Projected
Percentage of remodel projects completed on time and within budget	94% 16 of 17	100% 8 of 8

**FISCAL IMPACT:**

The term of the amended agreement is April 1, 2014 through January 31, 2018. The amount of the agreement is not to exceed \$625,000. This amendment is increases the contract amount by \$200,000. Funds in the amount of \$200,000 are included in the HS 2017-18 Approved Recommended Budget. Of that amount, \$100,000 will be for SMMC, \$30,000 for Public Health Policy and Planning, \$20,000 for Behavioral Health and Recovery Services, \$15,000 for Aging and Adult Services, \$7,000 for Environmental Health Services, \$1,000 for Family Health Services, and \$27,000 for Health Administration. Funding for this amendment will be covered by various sources including: grant funds, charges to the HS divisions, Section 115 Medi-Cal Waiver funds in support of the Whole Person Care pilot, and Net County Cost.