



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** HEALTH SERVICES ADMIN

**File #:** 19-209

Board Meeting Date: 3/12/2019

---

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

**To:** Honorable Board of Supervisors

**From:** Louise F. Rogers, Chief, San Mateo County Health  
Kimberlee Kimura, Director, Health Administration

**Subject:** Amendment to the Agreement with Zipcar, Inc. for a Vehicle-On-Demand System

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Zipcar, Inc., for a vehicle-on-demand system, extending the term of the agreement through June 30, 2019, and increasing the amount by \$20,000, to an amount not to exceed \$120,000.

**BACKGROUND:**

In February 2015, Health Administration released a Request for Proposals (RFP) for a vehicle-on-demand system that would allow County-owned vehicles to be optimally utilized and managed through an automated reservation system, keyless access to vehicles, and real-time tracking and reporting.

In April 2016, Health Administration entered into an agreement with Zipcar Inc., dba Local Motion by Zipcar (LMZ), for a vehicle-on-demand system. In November 2017, an amendment to the agreement was approved to increase the contract amount to \$100,000, expanding the vehicle-on-demand system to multiple San Mateo County Health campuses. Currently, four Health campuses utilize the car sharing technology.

**DISCUSSION:**

Vehicles not efficiently utilized impact the overall fleet utilization and cost. With LMZ, there is greater tracking, accountability, and transparency on the utilization of County vehicles. LMZ makes it possible to consolidate County-owned vehicles and share them among a larger group of employees, thereby increasing vehicle accessibility and availability while reducing the number of vehicles needed to be purchased.

To prevent a lapse in service at the four Health campuses and allow sufficient time for Health Administration to release a RFP and execute a new agreement, Health Administration is requesting

that your Board approve an extension of the existing agreement by three months through June 30, 2019, with an associated increase of \$20,000, with no increase in pricing.

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

The Information Services Department has reviewed and approved the IT component of this amendment.

The County's Contract Compliance Committee has approved a waiver request to extend the agreement an additional three months beyond the current three-year term.

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

The amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by improving vehicle access for Health employees to carry out their job responsibilities. It is anticipated that the average utilization rate during business hours will increase to 45%.

**PERFORMANCE MEASURE:**

	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Estimated</b>
Average utilization rate during business hours	40%	45%

\*Utilization is approximately 30% in most municipal fleets.

**FISCAL IMPACT:**

The term of the revised agreement is April 1, 2016 through June 30, 2019. The amount of the agreement is not to exceed \$120,000. This amendment increases the contract amount by \$20,000. Funds in the amount of \$20,000 will be included in the Health Administration FY 2018-19 Recommended Budget and will be funded through Administrative Charges to the divisions and Realignment Funds.