



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 20-221

Board Meeting Date: 4/21/2020

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

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Manager

**Subject:** Resolution Authorizing an Agreement with the San Mateo County Exposition and Fair Association, dba San Mateo County Event Center, in an Amount Not to Exceed \$1,410,000 for Facilities, Services, Materials, Supplies, and Equipment Necessary for the County OES Medical Center Located at the San Mateo County Event Center on the San Francisco Peninsula

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with the San Mateo County Exposition and Fair Association, dba San Mateo County Event Center, in an amount not to exceed \$1,410,000 for facilities, services, materials, supplies, and equipment necessary for the County OES Medical Center located at the San Mateo County Event Center on the San Francisco Peninsula.

**BACKGROUND:**

On March 3, 2020, the San Mateo County Health Officer declared a local health emergency throughout San Mateo County related to the novel coronavirus (COVID-19), and, on March 10, 2020, this Board adopted a resolution to ratify and extend this declaration of local health emergency, which remains in effect. Also on March 3, 2020, Director of Emergency Services proclaimed a local emergency throughout San Mateo County related to COVID-19 and, on March 10, 2020, this Board adopted a resolution to ratify and extend this proclamation of local emergency, which also remains in effect. Statewide and national COVID-19-related declarations of emergency have followed the County's actions.

As of April 16, 2020, the number of known confirmed COVID-19 cases worldwide is over 2,000,000, in the United States is over 600,000, in California was over 23,000, and in the County is 767. Statistical modeling has predicted that the County will experience a surge in additional COVID-19 cases in the coming weeks.

The San Mateo County Exposition and Fair Association, dba San Mateo County Event Center ("Contractor") controls and operates the San Mateo County Event Center on the San Francisco Peninsula (the "Event Center"), a location which has been a critical component of the County's

ongoing response to the COVID-19 pandemic.

This proposed Agreement with Contractor will allow the County to establish and operate a field hospital/medical site at the Event Center (the "OES Medical Center"). It covers use of Contractor's space and facilities, along with support and assistance from Contractor in operating the OES Medical Center and other necessary personnel services, materials, equipment, and supplies (the "Services").

The Services provided by Contractor under the Agreement include the following:

- All necessary personnel services related to establishment and operation of the OES Medical Center;
- Use of all necessary equipment, including forklifts, fencing, and tenting;
- Use of all necessary materials and supplies, including catering and food service for OES Medical Center staff and volunteers; and
- Access to Fiesta Hall, Redwood Hall, the Event Pavilion, Sequoia Hall, and Cypress Hall- which combined total over 97,000 square feet of available space-plus ADA-accessible shower and toilet trailers and parking.

The term of the Agreement is from March 11, 2020, which was when the County first began utilizing Contractor's Services to set up the OES Medical Center, until May 31, 2020, unless extended.

The not-to-exceed amount of the Agreement is \$1,410,000, which amount was calculated based on two components. First, the estimated cost of the Services provided by Contractor from March 11, 2020 through March 31, 2020 is approximately \$110,000. Second, the estimated cost of the Services for the remaining two months (April 1, 2020 through May 31, 2020), during which time the Services provided by Contractor are expected to increase, is approximately \$1,300,000 (\$650,000/month).

These amounts are only estimates used for the purpose of calculating the not-to-exceed amount of the Agreement. The actual amount paid by the County will be based on supported invoices. Indeed, under the Agreement, Contractor shall, on at least a monthly basis throughout the term of the Agreement, provide detailed invoices with supporting documentation for all personnel services, equipment, materials, and/or supplies provided. For all facilities covered by the Agreement, Contractor will be paid according the published rental rates for the facilities, which rates Contractor shall provide to the County on at least a monthly basis throughout the term of this Agreement.

The Agreement includes an attachment with additional terms and conditions required for federal (FEMA) reimbursement. The material terms of the Agreement, including the attachment, have already been provided to both the California Office of Emergency Services (CalOES) and FEMA.

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

**FISCAL IMPACT:**

The proposed Agreement has a not-to-exceed amount of \$1,410,000, which amount will be funded through the previously-approved ATR to provide additional funds for the EOC through the end of the current fiscal year. In addition, the County is seeking reimbursement from FEMA, which could reimburse up to 75% of the amount incurred under the Agreement.