



County of San Mateo

Inter-Departmental Correspondence

Department: HEALTH

File #: 22-492

Board Meeting Date: 6/28/2022

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: Agreement with Commercial Installation Company, Inc. for Furniture Installation Services

RECOMMENDATION:

Adopt a resolution authorizing an agreement with Commercial Installation Company, Inc. to provide furniture installation services for the term of July 1, 2022, through June 30, 2025, in an amount not to exceed \$600,000.

BACKGROUND:

Commercial Installation Company, Inc. (CIC) has provided installation and configuration services for the County-owned furniture systems for over 25 years. CIC tracks the County's Pleion inventory and is able to pull modular items from existing stock, thus reducing overall cost and re-purposing of existing County assets.

DISCUSSION:

County Health has continued needs for furniture installation projects due to the 225 37th Avenue, San Mateo campus master plan building teardown, and relocation of staff to new County workspaces.

The previous contract between County Health and CIC is ending on June 30, 2022. It is necessary that County Health enters into a new agreement with CIC so CIC can continue, without interruption, the completion of installation services.

CIC's ability to reuse the County's furniture inventory will be instrumental in disassembling and reassembling workspaces as divisions relocate to different locations throughout the County. County Health is requesting a waiver of the Request for Proposals process under Administrative Memorandum B1(C)(2) "continuation of an ongoing service or project". By continuing to collaborate with CIC, the County is able to utilize the cost savings gained from re-purposing existing County-owned Pleion inventory for new projects.

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

The agreement and resolution have been reviewed and approved by County Attorney as to form.

It is anticipated that 100% of remodel projects will be completed on time and within budget.

PERFORMANCE MEASURE:

Measure	FY 2021-22 Estimated	FY 2022-23 Projected
Percentage of remodel projects completed on time and within budget	100%	100%

FISCAL IMPACT:

The term of the agreement is July 1, 2022, through June 30, 2025. The amount of the agreement is not to exceed \$600,000 for the three-year term. Funds in the amount of \$200,000 are included in the County Health FY 2022-23 Recommended Budget. Funding for this agreement will be covered by various sources, including grant funds, charges to County Health divisions, Section 115 Medi-Cal Waiver funds in support of the Whole Person Care pilot, and Net County Cost.