

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

| | | | |
|------------|--|--------------------|---|
| Contractor | Two (2) vendors (Western Indoor & Red Dipper) | Division/Section: | Department of Public Health |
| Address | (please see below) | SFHN Director: | Roland Pickens ^{DS} |
| | | DPH Administrator: | Terry Saltz |
| Contact | (please see below) | Program Manager: | Max Bunuan Phone 206-2371 |
| | | Contract Analyst: | Ron Rossi Phone 554-2839 |

Request for approval of two new contracts for as-needed facilities maintenance services in the following service areas: for Air Duct Maintenance services, with Western Indoor; for Fire Rated Door Assemblies services, with Red Dipper.; for terms of November 1, 2023 through October 31, 2028 (five years).

Profit
 Non-Profit
 LBE
 RFQ – Number: 8478 & 8479 Date: June 2023
 New
 Renewal
 Mod
 Sole Source – Approval Date: _____

Number of years DPH has been doing business with this organization: 0

| <u>CONTRACT INFORMATION:</u> | <u>Prior Transaction</u> (new) | <u>Proposed Transaction</u> 11/1/2023 – 10/31/2028 | <u>Annualized Difference</u> |
|--------------------------------------|-----------------------------------|---|------------------------------|
| Funding Sources: | | | |
| General Fund | \$0 | (please see below) | \$0 |
| TOTAL DPH REVENUES | \$0 | | \$0 |
| 12% Contingency Amount | \$0 | | \$0 |
| CONTRACT TOTAL | \$0 | (please see below) | \$0 |
| ANNUAL AMOUNT OF CONTRACT (estimate) | \$0 | (please see below) | \$0 |
| Agency Funds | \$0 | | -\$0- |
| Contract FTE | | N/A | N/A |

| <u>PROPOSED:</u> | <u>No. Of Clients</u> | <u>Number</u> | <u>Unit</u> |
|---|-------------------------|---------------|-------------|
| | <u>N/A</u> Duplicated | <u>Of</u> | <u>Cost</u> |
| | <u>N/A</u> Unduplicated | <u>Units</u> | |
| | <u>N/A</u> | <u>N/A</u> | <u>N/A</u> |
| These contracts are subject to the current prevailing wage for each listed service area. | | | |
| Vendors are required to submit certified payroll data into the City-wide Elation system, which is monitored by the City's Office of Labor Standards and Enforcement (OLSE). | | | |
| When services are needed, jobs are bid individually as task orders. | | | |
| Rates vary by service area. | | | |

Explanation of Service Change and Variances:

This request is for approval of two as-needed contracts in pre-existing service areas of facilities maintenance services. These services were solicited through two Request For Qualifications (RFQ) for Facility Maintenance Services, as follows:

RFQ SFGOV-0000008478: Carpentry, Landscaping, Mechanical, Air Duct Maintenance

RFQ SFGOV-0000008479: Flooring, Motorized Doors & Gates, Steam Cleaning, Pigeon Abatement, Fire Rated Door Assemblies, Electrical

(Note: these RFQs also resulted in contracts with vendors who will continue to provide the same services for which they were previously approved under preceding RFQs.)

Under Chapter 6 of the San Francisco Administrative Code, DPH may enter into as-needed master contracts for maintenance services. Contracts may provide supplemental maintenance services above DPH’s regular baseline staffing at times of high activity, to meet high staffing needs and unusually tight timelines for maintenance, emergency response, safety, inspection and accreditation surveys. Services may be needed at any of DPH’s facilities and the San Francisco Health Network, including Zuckerberg San Francisco General Hospital, Laguna Honda Hospital, DPH’s 10 health centers and any other associated facilities.

Under the above RFQs, master contracts will be established with qualified contractors selected under these RFQs according to the service areas for which they were selected (e.g., Landscaping, Flooring, etc.). When work is needed, DPH Facilities staff will bid out each individual job (e.g., providing flooring for a specific space and project) on a task order.

Budgeted funds will be managed by service area, with each service area’s total contracts amount shared by all of the facilities maintenance contracts for that service area. For instance, all Air Duct Maintenance contracts will draw from the same \$416,667 allocated for five years of such services.).

RFQ SFGOV-0000008478:

- Air Duct Maintenance (\$416,667 for 5 years):
Western Indoor

RFQ SFGOV-0000008479:

- Fire Rated Door Assemblies (\$500,000 for 5 years):
Red Dipper

As stated in the RFQs, vendors may initially be placed in one of three categories of services:

- (1) Qualified for work at all DPH locations;
- (2) Qualified for work at non-clinical locations;
- (3) Not Qualified

Vendors placed in categories (2) or (3) may work with the Contract Analyst during the 36 month term of the RFQs to correct their submissions’ insufficiencies and be placed in categories (1) or (2).

Monitoring Report/Program Review & follow-up:

The contract will be monitored in accordance with all applicable Departmental procedures.

Nondiscrimination and Cultural Competency:

If required, the Contractor will participate in the cultural competency requirements for the upcoming year.

Other Significant Issues:

Listing of Board of Directors, Owners of 10% or More of the Firm, and Executive Director:

| <u>Contractor</u> | <u>Name</u> | <u>Title</u> | <u>Ownership</u> |
|-------------------|----------------------------------|--------------------|------------------|
| Western Indoor | Antonio Rosario Albert Torres | Executive Director | 58% 42% |
| Red Dipper | Doug Parrish | President/CEO | 100% |

Recommendations:

Based on the selection of these contractors under the above competitive solicitations, the Department recommends approval of these contracts.