

City and County of San Francisco



London N. Breed
Mayor

Department of Public Health

Michelle Ruggels,

Director of DPH Business Office

MEMORANDUM

September 2023

TO: Commissioner Cecilia Chung, Chair
Members of the Health Commission Finance and Planning Committee

THROUGH: Greg Wagner, COO, Department of Public Health

FROM: Michelle Ruggels, Director of DPH Business Office



RE: Administrative Code, Chapter 6 Facilities Maintenance Contracting Detail

The purpose of this memo is to provide background information regarding the Department's "Chapter 6" contracting program. While most non-enterprise departments must work through the Department of Public Works (DPW) to maintain their buildings, Chapter 6, Section 6.69 of the San Francisco Administrative Code gives DPH its own limited contracting authority to maintain or repair health facilities under its jurisdiction without going through DPW. Contracts issued under this authority are referenced as "Chapter 6" contracts.

Per prior agreement with the Health Commission, selected vendors that are existing, and who are performing existing and ongoing trades will be itemized on a Vendor Table (See Attachment 1, Vendor Table) and will not be listed individually on the Monthly Health Commission Contracts report. However, new vendors, and/or new trades will be presented on a Summary of Contract Request memo. As such, DPH is requesting approval for two new vendors, Western Indoor and Red Dipper, both of which will be presented via a combined Summary of Contract Request memo.

Twice every three years, the DPH Contracts Unit solicits vendors, by trade, via a Request for Qualifications process (RFQ), resulting in multiple master contracts covering multiple trades with qualified vendors listed by trade. Each master contract has a maximum expenditure threshold, shared among all the vendors participating in that master contract. Vendors are not guaranteed a minimum amount of work. When a maintenance or repair task is identified, DPH Facilities staff request three quotes from the master agreement contract vendors and award the task to the lowest responsive vendor. By the point of task selection, each qualified vendor will have its own contract to provide the services within the trade identified in its solicitation response, and as mentioned, will share the maximum expenditure threshold for that trade identified in the master contract. Overall expenditures are monitored centrally to ensure the maximum threshold is not exceeded.

In July, 2023, the DPH Contracts Unit concluded two RFQs, SFGOV-0000008478 & 8479, covering ten specific trades. (Please note, the remaining trades not included in this RFQ, were solicited previously and approved by the Health Commission, with the last approval occurring in April 2021). Attachment 2 (Summary of Chapter 6 Request for Qualifications (RFQ) Budgets) provides detail for both RFQs, identifying the trade solicited, as well as funding allocations, and variances between current and prior solicitation allocations.

If you have any questions in advance of the meeting, I will be happy to research. Alternatively, Mr. Terry Saltz, Associate Hospital Administrator, Facility Services and Capital Planning will be available during the meeting for questions.

cc. Terry Saltz

Attachments

Attachment 1: Vendor Table: RFQs SFGOV-0000008478 & 8479 - Facilities Maintenance Contracts

Attachment 2: Summary of Chapter 6 Request for Qualifications (RFQ) Budgets (September 2023)

Department of Public Health
Attachment 1: Vendor Table
RFQ SFGOV-000008478 & 8479 – Facilities Maintenance Contracts

<u>LBE</u>	<u>New (Memo) or Report</u>	<u>RFQ</u>	<u>Service Area</u>	<u>Vendor</u>	<u>Term</u>	<u>Amount</u>	<u>Status</u>
N	*	8478	Air Duct Maintenance	Western Indoor	5 years	\$416,667	Open
Y		8478	Carpentry	Rubecon	5 years	\$4,166,667	Open
N		8479	Electrical	McClure Electric	5 years	\$2,916,667	Open
Y		8479	Electrical	Rubecon	5 years		Open
N		8479	Electrical	Sierra Electric	5 years		Open
Y		8479	Fire Rated Doors	Rubecon	5 years	\$500,000	Open
Y	*	8479	Fire Rated Doors	Red Dipper	5 years		Open
Y		8479	Fire Rated Doors	Union Rolling Door	5 years		Open
N		8479	Fire Rated Doors	United CA Glass & Door	5 years		Open
Y		8479	Flooring	Anderson	5 years	\$1,725,000	Q1
Y		8479	Flooring	Union Service Company	5 years		Open
N		8478	Landscaping	Bay Pro	5 years	\$416,667	Open
Y		8478	Mechanical	ABCO	5 years	\$2,500,000	Open
N		8478	Mechanical	Mesa Energy Systems	5 years		Open
N		8478	Mechanical	Pacific Coast Trane	5 years		Open
Y		8479	Motorized Doors & Gates	Rubecon	5 years	\$583,334	Open
N		8479	Motorized Doors & Gates	United CA Glass & Door	5 years		Open
Y		8479	Motorized Doors & Gates	Union Rolling Door	5 years		Open
N		8479	Pigeon Abatement	Van Gelder Enterprises	5 years	\$250,000	Q1
N		8479	Steam Cleaning	Van Gelder Enterprises	5 years	\$333,334	Q1
Y		8479	Steam Cleaning	Union Service Company	5 years		Open

KEY: Q1: Qualified Category 1 (qualified to work at all DPH locations)

Q2: Qualified Category 2 (qualified to work at non-clinical locations)

Open: submission in process, vendor expected to receive contract

*New Contractors to Facilities Maintenance services for the Department of Public Health

Attachment 2

Summary of Chapter 6 RFQ Budgets (September 2023) RFQ SFGOV-0000008478 & 8479

	Ongoing Service Function	New Service Function	Prior Annual Funding Total	New Annual Funding Total	Change	RFP Authorization Term
<u>RFQ SFGOV-0000008478</u>						10/1/23 - 12/31/28
Air Duct Maintenance	X		\$200,000	\$83,333	-\$116,667	
Carpentry	X		\$1,500,000	\$833,333	-\$666,667	
Landscaping	X		\$250,000	\$83,333	-\$166,667	
Mechanical	X		\$800,000	\$500,000	-\$300,000	
<u>RFQ SFGOV-0000008479</u>						10/1/23 - 12/31/28
Electical	X		\$1,750,000	\$583,333	-\$1,166,667	
Fire Rated Door Assemblies	X		\$100,000	\$100,000	\$0	
Flooring	X		\$450,000	\$345,000	-\$105,000	
Motorized Doors & Gates	X		\$200,000	\$116,666	-\$83,334	
Pigeon Abatement	X		\$100,000	\$50,000	-\$50,000	
Steam Cleaning	X		\$100,000	\$66,666	-\$33,334	