



London N. Breed
Mayor

Michelle Ruggels,
Director of DPH Business Office

MEMORANDUM

October 1, 2020

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

A handwritten signature in blue ink, appearing to read "MR".

RE: Administrative Code, Chapter 6 Facilities Maintenance Contracting Detail for October 6, 2020

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 (See Attachment 1, Vendor Table) on a 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 individually as a Summary of Contract Request memo. As such, DPH is requesting approval for one new vendor, Union Service Company that will be presented via Summary of Contract Request memo, and the Vendor Table reflecting ongoing vendors, as detailed in Attachment 1.

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 September 2020, the DPH Contracts Unit concluded the process for two RFQ's, covering eight specific trades. (Please note, the remaining trades not included in these two RFQ's, were solicited previously and approved by the Health Commission May 5, 2019). Attachment 2 (Summary of Chapter 6 Request for Qualifications (RFQ) Outcome) provides detail for each RFQ, 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

See

Attachment 1: Vendor Table: RFQ 17 and 18-2020- Facilities Maintenance Contracts

Attachment 2: Summary of Chapter 6 Request for Qualifications (RFQ) Outcome (October 2020)