

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	<u>Union Service Company</u>	Division/Section:	<u>Department of Public Health</u>
Address	<u>Pier 54, Suite 107</u>	SFHN Director:	<u>Roland Pickens</u>
	<u>San Francisco, CA 94158</u>	DPH Administrator:	<u>Terry Saltz</u>
Contact	<u>Tim Kennedy</u>	Program Manager:	<u>Max Bunuan</u> Phone <u>206-2371</u>
		Contract Analyst:	<u>Ron Rossi</u> Phone <u>554-2839</u>

Request for approval of a new contract for as-needed facilities maintenance services in the service area of Steam Cleaning for term of October 1, 2020 through September 30, 2023 (36 months).

Profit
 Non-Profit
 LBE
 RFQ – Number: 18-2020
 Date: 2/27/2020
 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>	<u>Proposed Transaction</u>	<u>Annualized Difference</u>
	(new)	10/1/2020-9/30/2023	
Funding Sources:			
General Fund	\$0	\$300,000 (shared maximum by all vendors in trade)	\$0
<u>TOTAL DPH REVENUES</u>	<u>\$0</u>		<u>\$0</u>
<u>12% Contingency Amount</u>	<u>\$0</u>		<u>\$0</u>
<u>CONTRACT TOTAL</u>	<u>\$0</u>	<u>\$300,000</u>	<u>\$0</u>
<u>ANNUAL AMOUNT OF CONTRACT (estimate)</u>	<u>\$0</u>	<u>(N/A)</u>	<u>\$0</u>
<u>Agency Funds</u>	<u>\$0</u>		<u>-\$0-</u>
<u>Contract FTE</u>		<u>N/A</u>	<u>N/A</u>

PROPOSED:

	<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>
<u>Vendors are subject to the current prevailing wage for each listed service area.</u>			
<u>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).</u>			
<u>When services are needed, jobs are bid individually as task orders.</u>			
<u>Rates vary by service area.</u>			

Explanation of Service Change and Variances:

This request is for approval of one as-needed contract in a pre-existing service area of facilities maintenance services, Steam Cleaning. These services were solicited through a Request For Qualifications (RFQ) for Facility Maintenance Services: RFQ 18-2020: Steam Cleaning

(Note: this RFQ also resulted in the reselection of existing vendors, who were selected under the immediately previous RFQ for Steam Cleaning.)

Under Chapter 6 of the San Francisco Administrative Code, DPH may enter into as-needed master contracts for maintenance services. These contracts are used to provide supplemental maintenance services above what DPH's regular baseline staffing is able to address, occurring during times of high activity, and unusually tight timelines for maintenance, such as emergency response, safety response, and preparation for inspection and accreditation surveys. Services may be needed at any of DPH's facilities, particularly the San Francisco Health Network, including Zuckerberg San Francisco General Hospital, Laguna Honda Hospital, DPH's 10 health centers, Behavioral Health Services clinics, and any other associated facilities.

Under the above RFQ, master contracts will be established with each of the qualified contractors selected under this RFQ according to the service areas for which they were selected (e.g. steam cleaning). When work is needed, the DPH Facilities staff will bid out each individual job on a task order.

Budgeted funds are managed by service area, with each service area's total contract amount "shared" by all of the facilities maintenance contracts for that service area (for instance, the two separate Steam Cleaning contracts will each "draw" from the same \$300,000 allocated for three years of Steam Cleaning services).

RFQ 18-2020:

- Steam Cleaning (\$300,000 for 3 years),
Union Service Company (to be shared with one other Qualified vendor, Van Gelder Enterprises)

As stated in the RFQ, 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 RFQ to correct their submissions' insufficiencies and be placed in categories (1) or (2). Union Service Company was selected under Category 1, and is therefore qualified to work in all DPH locations.

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>
Union Service Company	Tim Kennedy	Owner	100%

Recommendations:

Based on the selection of this contractor under the above competitive solicitations, the Department recommends approval of these contract