

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	<u>Three (3) vendors</u>	Division/Section:	<u>Department of Public Health</u>
Address	<u>(please see below)</u>	SFHN Director:	<u>Roland Pickens</u>
		DPH Administrator:	<u>Terry Saltz</u>
Contact	<u>(please see below)</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 three new contracts for as-needed facilities maintenance services in the following service areas: for Landscaping services, with Empire Landscaping Inc; and for Modular Furnishing services, with Wickman Development and Construction and Corner Office Inc.; for terms of March 1, 2021 through February 29, 2024 (36 months).

Profit Non-Profit LBE RFQ – Number: 16-2020 Date: 11/4/2020

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> (new)	<u>Proposed Transaction</u> 3/1/2021 – 2/29/2024	<u>Annualized Difference</u>
Funding Sources:			
General Fund	\$0	(please see below)	\$0
<u>TOTAL DPH REVENUES</u>	<u>\$0</u>	<u>(please see below)</u>	<u>\$0</u>
12% Contingency Amount	\$0		\$0
<u>CONTRACT TOTAL</u>	<u>\$0</u>	<u>(please see below)</u>	<u>\$0</u>
<i>ANNUAL AMOUNT OF CONTRACT (estimate)</i>	\$0	(please see below)	\$0
Agency Funds	\$0		-\$0-
Contract FTE		N/A	N/A

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>
_____	_____	_____
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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 three as-needed contracts in pre-existing service areas of facilities maintenance services. These services were solicited through a Request For Qualifications (RFQ) for Facility Maintenance Services, as follows:

RFQ 16-2020: Landscaping, Modular Furnishing

(Note: this RFQ also resulted in contracts with vendors who will continue to provide the same services they have been approved to provide under the immediately previous RFQs for these services.)

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 RFQ, master contracts will be established with qualified contractors selected under this RFQ according to the service areas for which they were selected (e.g., Landscaping, Modular Furnishing, etc.). When work is needed, DPH Facilities staff will bid out each individual job (e.g., providing modular furniture 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, the two listed Modular Furnishing contracts will each "draw" from the same \$300,000 allocated for three years of Modular Furnishing services).

RFQ 16-2020:

- Landscaping (\$750,000 for 3 years):
Empire Landscaping, Inc.
- Modular Furnishing (\$300,000 for 3 years):
**Wickman Development and Construction
Corner Office Inc.**

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>
Empire Landscaping Inc.	Ahmet Gulcu	Owner	100%
Wickman Development and Construction	Jonathan Wickman Aidan Fahey	Executive Director Board Member	50% 50%
Corner Office Inc.	Randy Hershkowitz.	Owner	100%

Recommendations:

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