



Daniel L. Lurie
Mayor

Michelle Ruggels,

Director of DPH Business Office

MEMORANDUM

July 2, 2025

TO: Members of the Health Commission Finance and Planning Committee

THROUGH: Jenny Louie, 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 an overview of the Department's "Chapter 6" contracting program and an update on the Department's recent solicitations under Chapter 6. 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. As a result, DPH conducts solicitations and enters into contractual agreements for the provision of as-needed facility maintenance and repairs. Contracts issued under this authority are referenced as "Chapter 6" contracts.

Health Commission Finance and Planning Committee Process

Per prior agreement with the Health Commission, vendors with existing contracts, who are re-selected to continue the same ongoing trades, will not be presented individually to the Health Commission. Instead, these vendors, by trade are included for your review on Attachment 1. However, new vendors, and/or new trades will be presented on a consolidated New Contract Memo(s).

During the July 7th Health Commission Finance and Planning Committee meeting, a DPH representative will provide a brief overview of the Chapter 6 program and answer any questions you may have about the selection process or Attachments. Additionally, the Department will present the new vendors (16), including two new trades (ATS Switchboard and Shading Systems) for approval.

Chapter 6 Solicitation and Contracting Process Overview

Twice every five years, the DPH Contracts Office solicits vendors, by Facilities Maintenance trades, via a Request for Qualifications (RFQ) process. Individual master agreement contracts are awarded to all applicants who pass through the review process and are deemed qualified. Each master agreement contract has a maximum expenditure reimbursement threshold that is equal to the total amount allocated for that trade, along with a specified effective contract term. Vendors may enter into multiple contracts if they have submitted proposals under multiple trades and are deemed qualified. All vendors awarded master agreement contracts for a given trade are then placed into a "pool" for that trade.

Vendors are not guaranteed a minimum amount of work. When a maintenance or repair task is identified, DPH Facilities staff request quotes from all vendors in the master agreement vendor pool and award the

task to the lowest responsive vendor. Total expenditure is monitored centrally by DPH staff to ensure the maximum threshold is not exceeded for any trade.

Summary of Completed RFQ Process

The Department issued two separate RFQs for as-needed facility maintenance services on February 11, 2025, and March 7, 2025, covering 14 unique categories of trades/services. A total of 30 vendors were deemed either qualified for work at all DPH facilities, or only at non- HCAI/OSHPD regulated DPH facilities. Of these 30 vendors, 16 vendors are new, and 14 are pre-existing. The Department expects to develop 50 individual vendor contracts because some vendors qualified under more than one category.

If you have any questions in advance of the meeting, I will be happy to research. Alternatively, Sabrina Robinson, ZSFG Chief Operating Officer of Hospital Administration, will be available during the meeting for questions.

Attachments

Attachment 1: Vendor Table: RFQs SFGOV-000010452 & 000010476 – Facilities Maintenance Contracts 2025

- This attachment provides a list of each selected vendor, including the Service Area (trade), contract term, and maximum funding for that trade. Please note that vendors that are indicated as “new”, will be presented with more detail on July 7, 2025.

Attachment 2: Budget by Facilities Maintenance Categories

- This attachment provides a breakdown of the trade categories by each of the two solicitations, including the prior annual funding total by trade, the proposed funding total, and whether the service is new or ongoing.

cc: Sabrina Robinson
Chauncey Jackson
Roland Pickens