

COUNTY OF SAN MATEO
Departmental Correspondence

DATE: JUN 13 2001
HEARING DATE: JUN 26 2001



TO: Honorable Board of Supervisors
FROM: Timothy B. McMurdo, Director, Hospital & Clinics Division
SUBJECT: Resolution Waiving the Request for Proposals Process and Authorizing Execution of an Amendment to the Agreement with California Security Alarms, Inc.

RECOMMENDATION

Adopt a resolution waiving the Request for Proposals process and authorizing the President of the Board to execute an amendment to the agreement with California Security Alarms, Inc.

Background

The Hospital and Clinics Division has been contracting with California Security Alarms, Inc., since 1991. California Security Alarms, Inc. provides leasing, service, installation and maintenance for various security equipment such as closed circuit televisions (CCTVs); burglar, panic, motion detection, personal (wandering alarms for Long Term Care patients) alarms and temperature alarms for the pharmacy and laboratory refrigerators and freezers. California Security Alarms, Inc. also maintains and monitors the hospital fire alarm and installs and maintains portions of the Cardkey system.

Discussion

The Health Center has been undergoing major construction and remodeling. These changes require frequent change to the security system of the physical plant. Additional installation of security-related devices and system configuration are necessary to meet Health Care Financing Administration (HCFA) requirements and the security program for the hospital.

Phase IV of the construction of the Diagnostic and Treatment building (D&T building) will be completed in July 2001, at which time the existing Psychiatric Emergency Services CCTV and the law enforcement CCTV, taping, recording and monitor devices for the Keller Center for Violence Prevention will be transferred to this building. California Security Alarms, Inc. will help ensure that these systems are correctly moved and installed in their new locations in the D&T building.

The existing contract with California Security Alarms, Inc. expired December 31, 2000. Delay in processing this Amendment is due to Contractor's delay in returning a signed Amendment. This one-year amendment will allow San Mateo County Health Center to develop a Request for Proposals for services required after December 31, 2001.

Honorable Board of Supervisors
Amendment/California Security Alarms, Inc.
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County Counsel and Risk Management have approved this amendment. The language regarding non-discrimination and equal benefits has been incorporated into this amendment.

Term and Fiscal Impact

This amendment extends the agreement term one year making the term of the agreement March 1, 1999 through December 31, 2001. This amendment also increases the maximum amount by \$75,000 making the new maximum amount \$295,000 which is the net county cost. Funds are included in the 2000-2001 Hospital and Clinics budget and are requested in the 2001-2002 Recommended Budget.

RECOMMENDED


HEALTH SERVICES

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION WAIVING THE REQUEST FOR PROPOSALS PROCESS AND
AUTHORIZING EXECUTION OF AN AMENDMENT TO THE AGREEMENT WITH
CALIFORNIA SECURITY ALARMS, INC.

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, Ordinance Code Section 2.92.160 authorizes the Board of Supervisors to waive the Request for Proposals process in any situation where the Board of Supervisors determines that the best interest of the county could be served without the necessity of proposals; and

WHEREAS, the Director of Hospital and Clinics has asked the Board to waive the Request for Proposals requirements for the provision of continued security alarm equipment installation, lease, maintenance and service; and

WHEREAS, this Board has determined that the best interest of the County would be served by waiving the Request for Proposals process for the purpose of continuity of service delivery during construction and remodeling of the Health Center on new and existing security alarm system equipment; and

WHEREAS, there has been presented to this Board of Supervisors for its consideration and acceptance an amendment to an agreement, reference to which is hereby made for further particulars, whereby California Security Alarms, Inc., shall provide equipment installation, lease, maintenance and service for the Hospital and Clinics Division's security alarm system; and

WHEREAS, this Board has been presented with the Amendment to the Agreement and has examined and approved it as to both form and content and desires to enter into the Amendment to the Agreement:

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Request for Proposals process is waived, and the Board hereby authorizes the President of this Board of Supervisors to execute said Amendment to the Agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

AMENDMENT TO THE AGREEMENT
WITH
CALIFORNIA SECURITY ALARMS, INC.

THIS AGREEMENT, entered into this _____ day of _____, 2001, by and between the COUNTY OF SAN MATEO (hereinafter called "County") and CALIFORNIA SECURITY ALARMS, INC. (hereinafter called "Contractor"),

W I T N E S S E T H:

WHEREAS, on November 30, 1999, the parties hereto entered into an agreement (hereinafter referred to as the "Original Agreement") for the furnishing of certain services by Contractor to County as set forth in that Original Agreement; and

WHEREAS, it is now the mutual desire and intent of the parties hereto to amend and clarify that Original Agreement;

NOW, THEREFORE, IT IS HEREBY AGREED between the parties that the Original Agreement is amended as follows:

1. Section 2, Payments, Paragraph A, Maximum Amount, of the Original Agreement is hereby amended to read as follows:

“2. Payments

A. Maximum Amount. In full consideration of Contractor's performance of the services described in Schedule A, the amount that County shall be obligated to pay for services rendered under this Agreement shall not exceed TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$295,000) for the contract term.”

2. Section 6, Non-Discrimination, is hereby amended to read as follows:

“6. Non-Discrimination

Contractor shall comply with the non-discrimination requirements described in Schedule C, which is attached hereto, and incorporated herein.

Contractor shall comply with County admission and treatment policies which shall provide that patients are accepted for care without discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap, or political affiliation.

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject Contractor to penalties, to be determined by the County Manager, including, but not limited to:

- i. termination of this Agreement;
- ii. disqualification of Contractor from bidding on or being awarded a County contract for a period of up to three (3) years;
- iii. liquidated damages of TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500) per violation;
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to:

- i. examine Contractor's employment records with respect to compliance with this paragraph;

ii. set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other contractor between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within thirty (30) days of such filing, provided that within such thirty (30) days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of its response to the complaint when filed.”

With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee Benefits between an employee with a domestic partner and an employee with a spouse.”

3. Section 12, Term of the Agreement, of the Original Agreement is hereby amended to read as follows:

“12. Term of the Agreement

Subject to compliance with the terms and conditions of this Agreement, the term of this Agreement shall be from March 1, 1999 through December 31, 2001. This Agreement may be terminated by Contractor, Director of Health Services or her designee at any time upon thirty (30) days' written notice to the other party.”

3. Schedules A and B are hereby amended to read as follows:

SCHEDULE A

I. Services

In consideration of the payments described in Schedule B, Contractor shall provide the following service/maintenance of security systems at San Mateo County General Hospital and Clinics:

A. Listing of authorized agents of the hospital that may order services:

- o Chief Executive Officer
- o Chief Operating Officer
- o Nursing Supervisor (must identify by name)
- o Engineering - (must identify by name)
- o Administrator On Call (must identify by name)
- o Security - Bill Petitt or authorized personnel
- o Safety - Joyce Tutalo
- o Materials Management
- o Facilities Management

The County's Security Manager shall, as needed, provide Contractor with updates of actual names of authorized personnel.

B. Contractor shall service and maintain the following to ensure each is working at all times:

1. All panic, intrusion alarms, access control, closed circuit television systems, wiring and monitors throughout hospital campus.
2. Alarm receiving panel in PBX and all security consoles.
3. All central station alarm monitoring:

Contractor shall provide UL listed 24 hour a day central station monitoring, including following set instructions for dispatching; and tracking and reports. Areas include, but shall not be limited to:

- a. Hospital fire alarm.
- b. Kitchen (intrusion).
- c. HIT storage - old PT (intrusion).
- d. Materials Management warehouse (intrusion).
- e. Materials Management office (intrusion).
- f. Security office (intrusion).
- g. Physical Therapy (intrusion).
- h. 3rd level A & B (panic).
- i. Fair Oaks (intrusion & fire).

4. Lease/Service:

- a. Contractor shall provide 24 hour service for the systems listed below. A system shall be defined as all integral components to make the system function (except where noted). Services shall be provided for routine, emergency and maintenance. At the time of initial call, County shall identify basis for call and priority level.
- b. Except where noted, this Agreement includes all costs for components and labor to keep systems operational according to each system's design and installation. All modifications and/or service beyond normal wear and tear shall be billed additionally. Systems included in this Agreement are the closed circuit television system, access control (limited), intrusion, panic alarms, inter-coms and fire alarm monitoring (no provisions made for the fire alarm system and its components). Systems include:
 - 1) Card key access control, building wide [limited - includes all components (i.e., readers, door contacts, RTE motions, power supplies, wiring less controllers, interfaces, computer hardware/software and programming issues)].
 - 2) Security room printer and interfaces for alarm monitoring.
 - 3) Security room intrusion alarm.
 - 4) Cafeteria panic alarm.
 - 5) Administration fiber optics computer protection.
 - 6) Exterior CCTV (parking lot/entrances) cameras - domes, pan tilt controls.
 - 7) Interior cameras - housings, pan tilt controls.
 - 8) CCTV head end controls - Kalatel/Vicon (in security closet) and associated modules.
 - 9) CCTV monitoring stations (new system) PES, 3 "A & B" lobby, security office.
 - 10) CCTV monitoring station (old system) E/R security room and nurse's station.
 - 11) Intercom system West door to E/R.
 - 12) PBX alarm receiving module alarms (monitors in house and external systems).
 - 13) HIT storage intrusion alarm (old PT).
 - 14) Security office IEI access control system.
 - 15) Storage room off main hall by elevator 1st floor IEI access control system.

- 16) Men's/Women's lockers IEI access control system.
- 17) Kitchen CCTV system.
- 18) Kitchen intercom system.
- 19) Kitchen intrusion alarm.
- 20) Distribution CCTV system.
- 21) Distribution intercom system.
- 22) PES seclusion room system.
- 23) PES panic alarm system.
- 24) Cashier's panic alarm.
- 25) Cashier's door release system.
- 26) Blood bank temperature monitoring system.
- 27) Pharmacy's CCTV system.
- 28) Pharmacy's intercom system.
- 29) Pharmacy's panic alarm system.
- 30) 3rd level "A" & "B" panic alarm system.
- 31) SCU intercom system.
- 32) SCU IEI access control system.
- 33) SCU CCTV monitors and camera system.
- 34) ER CCTV system.
- 35) ER intercom system.
- 36) ER panic alarm system.
- 37) ER IEI access control system.
- 38) Surgery IEI access control system.
- 39) Holding cell by ER CCTV system.
- 40) Records CCTV system.
- 41) Material Management office intrusion alarm system.
- 42) Central supply CCTV system.
- 43) X-ray panic alarm.
- 44) Fair Oaks intrusion alarm.
- 45) Fair Oaks fire alarm monitoring.
- 46) 2/B Med/Surg 4 Listen in Microphones, 2 monitors.
- 47) 3 A/B 6 Listen In Microphones, 4 cameras, 2 monitors

nurses station, 2 monitors security reception desk.

- 48) ER CCTV camera, microphone and monitor.
- 49) PES 7 Listen In Microphones, 2 monitors in Security Office
- 50) 2/B Wanderer Security System, 4 Cardkey readers
- 51) 1 A/B Wanderer Security System.

C. Response Time

- o Routine/Maintenance Requests 24-48 hours
- o Emergency Service 1-1.5 hours
- o General Service Calls same/next day

D. Contractor's Routine service hours are 10:00 a.m. to 6:00 p.m., Monday through Friday. All after hours calls shall be based on above rates with time and a half applied.

E. Monitoring service, leased equipment, installations/additional work, parts, hardware and wiring shall be quoted and approved in advance on an as needed basis.

F. At County's request, Contractor shall supply an inventory of current monitored and leased equipment as changes occur. Such list shall include type of equipment, location, serial numbers (when applicable), and cost breakdown.

G. Contractor shall provide routine maintenance and cleanup every six month.

SCHEDULE B

I. Payments

In consideration of the services described in paragraph I, above, Contractor shall be reimbursed in the following manner:

A.	Central Station Monitoring	\$460 per month
	Additional upon installation of not to exceed 4 CCTVs	\$ 25/mo. Each
B.	Service/Lease/Maintenance	\$950 per month
	Upon Installation of Items in paragraph E, below:	NTE \$1,100 per month
C.	Routine Maintenance Request/General Service Calls	\$65 per hour
D.	Emergency Service	\$97.50 per hour
E.	Installations	
1.	<u>2 A/B:</u>	
	Med/Surg 4 Listen in Microphones	\$ 3,400
	2 monitors	\$ 1,500
	CCTV Med/Psych/Security	\$ 2,200
	Wanderer Security System	\$ 7,400
	4 Cardkey readers	\$ 6,800
	Panic Buttons nurses stations x 2	\$ 4,900
2.	<u>3 A/B:</u>	
	6 Listen In Microphones	\$ 3,800
	4 cameras, 2 monitors nurses station	
	2 monitors security reception desk	\$ 8,000
	Install CCTV common areas	\$19,475
	Nurses Personal Panic Buttons	\$ 7,500
3.	<u>PES:</u>	
	7 Listen In Microphones	\$ 3,900
	2 monitors in Security Office	\$ 1,500
	Move/install CCTV equip to NW	\$ 6,865
	Miscellaneous wiring, cables, etc.	\$ 2,000
	CCTV x 2 pan/tilt	\$ 4,800

4.	<u>ER:</u>	
	CCTV camera, microphone and monitor	\$ 3,600
5.	<u>DISTRIBUTION</u>	
	CCTV + monitor	\$ 2,500
6.	<u>CLINICS</u>	
	CCTV x 2	\$ 5,000
	Panic Buttons x 2	\$ 2,450
8.	<u>NURSING WING</u>	
	CCTV x 1	\$ 2,500
9.	<u>MISCELLANEOUS</u>	
	Cardkeys	\$30,600
	- Central Plant x 2	
	- Housekeeping x 3	
	- Linen x 5	
	- Clinics x 5	
F.	Unanticipated Miscellaneous Hospital & Clinics	\$75,000

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES that:

1. These amendments are hereby incorporated and made a part of the Original Agreement and subject to all provisions therein.
2. All provisions of the Original Agreement, including all references to audit and fiscal management requirements unless otherwise amended hereinabove, shall be binding on all the parties hereto.
3. All provisions of the Original Agreement, including all monitoring and evaluation requirements, shall be applicable to all amendments herein.

COUNTY OF SAN MATEO
HEALTH SERVICES ADMINISTRATION

MEMORANDUM

December 14, 2000

TO: Priscilla Harris, Risk Management/Insurance Division
PONY# EPS163 Fax: 363-4864

FROM: Tere Larcina, Hospital & Clinics
PONY # HOS316MM Fax: 573-2267

SUBJECT: Contract Insurance Approval

CONTRACTOR: California Security Alarms, Inc.

DO THEY TRAVEL: No

PERCENT OF THE TIME:

NUMBER OF EMPLOYEES: More than one.

DUTIES (SPECIFIC): Contractor will install and maintain county owned and leased security systems for Hospital and Clinics.

COVERAGE:

Comprehensive General Liability:	\$ 2,000,000
Motor Vehicle Liability:	\$ _____
Professional Liability:	\$ 1,000,000
Worker's Compensation:	\$ Statutory

Professional Liability waived by Priscilla

APPROVE _____

WAIVE _____

MODIFY _____

REMARKS/COMMENTS:

Daniel C. DePalma

SIGNATURE

12-15-00

ACORD.**CERTIFICATE OF INSURANCE**ISSUE DATE (MM/DD/YY)
2/2/01

PRODUCER

Rick Gombar Insurance Services, Inc.
3387 Blair Drive
Los Angeles, CA 90068-1409
Phone (323) 845-9541 Fax (323) 845-9917
License Number 0641595

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY LETTER A Clarendon National Insurance Company

COMPANY LETTER B

COMPANY LETTER C

COMPANY LETTER D

COMPANY LETTER E

INSURED

California Security Alarms, Inc.
P.O. Box 5445
San Mateo, CA 94402

COVERAGES

INDICATED, NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	G602000093-00	2/2/01	2/2/02	GENERAL AGGREGATE	\$ 5,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$ 5,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY	\$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTORS PROT.				EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> Errors Omissions				FIRE DAMAGE (Any One Fire)	\$ 100,000
					MED. EXPENSE (Any one person)	\$ 5,000
					COMBINED SINGLE LIMIT	\$
	AUTOMOBILE LIABILITY				BODILY INJURY (Per Person)	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> SCHEDULED AUTOS				EACH OCCURRENCE	\$
	<input type="checkbox"/> HIRED AUTOS				AGGREGATE	\$
	EXCESS LIABILITY					
	<input type="checkbox"/> UMBRELLA FORM					
	OTHER THAN UMBRELLA FORM					
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				EACH ACCIDENT	\$
					DISEASE-POLICY LIMIT	\$
					DISEASE-EACH EMPLOYEE	\$

A OTHER CARE, CUSTODY CONTROL AND LOST KEY COVERAGE IS INCLUDED

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
RE: ALL OPERATIONS

CERTIFICATE HOLDER

San Mateo General Hospital
222 W. 39th Avenue
San Mateo, CA 94403

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Rick Gombar

Attn: Janelle

ACORD 25-S (7-90)

ACORD CORPORATION 1990

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: CALIFORNIA SECURITY ALARMS, INC.
Contact Person: VINCENT DEFRIESE
Address: 1009 SO CLAREMONT STREET
SAN MATEO, CA 94402
Phone Number: 650-570-6500 Fax Number: 650-574-0308

II Employees

Does the Contractor have any employees? [X] Yes ___ No
Does the Contractor provide benefits to spouses of employees? ___ Yes [X] No

If the answer to one or both of the above is no, please skip to Section IV.

III Equal Benefits Compliance (Check one)

- [] Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
[] Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
[] No, the Contractor does not comply.
[] The Contractor is under a collective bargaining agreement which began on ___ (date) and expires on ___ (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 18 day of MAY, 2001 at SAN MATEO, CA.
(City) (State)

[Signature]
Signature
GENERAL MANAGER
Title

VINCENT DEFRIESE
Name (Please Print)
94-2468078
Contractor Tax Identification Number