



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Public Works



DATE: August 26, 2011
BOARD MEETING DATE: September 13, 2011
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: James C. Porter, Director of Public Works
SUBJECT: Morgue Renovation Project at San Mateo Medical Center
(Project No. P19D1)

RECOMMENDATION:

Adopt a Resolution:

1. Adopting plans and specifications, including conformance with prevailing wage scale requirements, for the Morgue Renovation Project at the San Mateo Medical Center (Project No. P19D1); and
2. Authorizing the publication of a Notice To Contractors twice in a weekly local newspaper of general circulation published in the County; and
3. Authorizing the Director of Public Works to call for sealed bids to be received on Thursday, October 6, 2011 at 2:30 p.m., in the office of the Clerk of the Board of Supervisors.

BACKGROUND:

The Morgue, located at the San Mateo Medical Center, is configured with a single autopsy suite and does not allow for multiple autopsy examinations. Furthermore, the suite lacks the required equipment and layout to comply with requirements set forth by California law.

DISCUSSION:

Utilizing the existing square footage of the Morgue, the Project design includes two autopsy suites, a viewing room, a staff transition room, and office space. The Project incorporates all applicable building code upgrades relating to morgue design and medical protocols, including cross contamination prevention measures. The Coroner will have the ability to increase the number of examinations and to complete subject examinations in a timely manner, while providing the public with necessary information pertaining to the cases.

County Counsel has reviewed and approved the Resolution as to form.

Approval of this action will contribute to the Shared Vision 2025 outcome of a Healthy Community by improving the Coroner's ability to provide efficient medical examination services at the San Mateo Medical Center.

FISCAL IMPACT:

The work is estimated to cost between \$485,000 and \$520,000. A General Fund appropriation has been established in the FY 2011-2012 Capital Projects Budget to support this project.

RESOLUTION NO. _____

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

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RESOLUTION:

1. ADOPTING PLANS AND SPECIFICATIONS, INCLUDING CONFORMANCE WITH PREVAILING WAGE SCALE REQUIREMENTS, FOR THE MORGUE RENOVATION PROJECT AT THE SAN MATEO MEDICAL CENTER (PROJECT NO. P19D1); AND
2. AUTHORIZING THE PUBLICATION OF A NOTICE TO CONTRACTORS TWICE IN A WEEKLY LOCAL NEWSPAPER OF GENERAL CIRCULATION PUBLISHED IN THE COUNTY; AND
3. AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO CALL FOR SEALED BIDS TO BE RECEIVED ON THURSDAY, OCTOBER 6, 2011, AT 2:30 P.M., IN THE OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS

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

WHEREAS, plans and specifications have been reviewed and approved by the Director of Public Works for the Morgue Renovation Project at the San Mateo Medical Center, and said plans and specifications have been filed in the office of the Director of Public Works; and

WHEREAS, the plans and specifications require that the contractors performing the work pay not less than the general prevailing rates of wages, as established by the Department of Industrial Relations, in the locality in which said work is to be performed for each type of workman needed to execute the contract.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that

1. The plans and specifications for the aforesaid project, which are on file in the office of the Director of Public Works, are hereby approved and adopted as the

plans and specifications to be adhered to in letting and performing the work under a contract for said improvements.

2. Said specifications require that the contractors performing the work pay not less than the general prevailing rates of wages, as established by the Department of Industrial Relations, in the locality in which said work is to be performed for each type of workman needed to execute the contract.
3. The Department of Public Works is authorized and directed to issue a call for sealed bids and the Director of Public Works is authorized to call for bids and to set the bid opening date and time on or before **Thursday, October 6, 2011 at 2:30 p.m.** in said office in the Hall of Justice, Redwood City, California. Said bids will be received by the Clerk of the Board of Supervisors and then transmitted to the County Manager's Office in said Hall of Justice to be publicly opened and declared.
4. The Director of Public Works is authorized to extend the call for bids and bid opening up to sixty (60) days beyond the time and date originally set forth by the Board of Supervisors.
5. The Department of Public Works is further directed to cause the Notice inviting sealed bids to be published for **two times** in a weekly local newspaper of general circulation, published in the County, and to obtain an affidavit of said publication, a copy of which shall be placed on file with the Department of Public Works.

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