

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

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| Contractor: <u>Crown Worldwide Moving and Storage LLC</u> | Division/Section: <u>SFHN- SFGH Rebuild</u> |
| <u>An Armstrong Relocation Company</u> | Director, SFHN: <u>Roland Pickens <i>CRP for</i></u> |
| Address: <u>14826 Wicks Blvd.</u> | DPH Administrator: <u>Terry Saltz, Rebuild Director</u> |
| <u>San Leandro, CA 94577</u> | Program Manager: <u>Lillian Chan Phone 206-8973</u> |
| Contact: <u>Peter A. Vargus, VP, Business Development</u> | Contract Analyst: <u>Arlene Lee Phone 554-2938</u> |

Request for approval of a new contract with Crown Worldwide Moving and Storage LLC, an Armstrong Relocation Company, in the amount of \$784,000, for moving and relocation services in order to complete the move-in for the rebuilt San Francisco General Hospital term of September 1, 2015 to August 31, 2016 (12 months).

Profit Non-Profit/Gov't LBE RFQ – Number: _____ Date: _____

New Renewal Mod UHC / Novation

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> 9/1/2015 – 8/31/2016 | <u>Annualized Difference</u> |
|-------------------------------------|-----------------------------------|---|------------------------------|
| <u>Funding Sources :</u> | | | |
| <u>General Funds (General Fund)</u> | | \$700,000 | \$700,000 |
| <u>Contingency Amount</u> | | \$84,000 | \$84,000 |
| <u>TOTAL DPH REVENUES</u> | | \$784,000 | \$784,000 |
| <u>CONTRACT TOTAL</u> | | \$784,000 | \$784,000 |
| <u>ANNUAL AMOUNT OF CONTRACT</u> | | \$700,000 | \$700,000 |
| <u>Agency Funds</u> | | -\$0- | -\$0- |
| <u>Contract FTE</u> | | N/A | N/A |

PROPOSED:

| <u>Mode(s) of Service & Unit of Service Definition</u> | <u>No. of Clients</u> | | <u>No. of Units</u> Days/ Hours | <u>Unit Cost (avg.)</u> |
|--|-----------------------|---------------------|---------------------------------------|-------------------------|
| | <u>N/A</u> | <u>Duplicated</u> | | |
| <u>1 certified fork driver</u> | <u>N/A</u> | <u>Unduplicated</u> | 60 days | \$850 / day |
| <u>1 truck</u> | | | 60 days | \$200 / day |
| <u>Placement</u> | | | 5,618 hours | \$36.00 / hr |
| <u>Assembly</u> | | | 2,809 hours | \$50.00 / hr |
| <u>Installation</u> | | | 2,809 hours | \$60.00 / hr |
| <u>Optional Items: Specialized equipment rental, consumables, specialized waste disposal, enhanced services.</u> | | | | \$105,137 |

Explanation of Service Change and Variances:

This is a new contract.

Monitoring Report/Program Review & Follow-up:

The contract will be monitored in accordance with all applicable Departmental procedures.

Nondiscrimination and Cultural Competency:

The Contractor will participate in applicable cultural competency requirements.

Other Significant Issues:

San Francisco General Hospital’s Rebuild Program includes the relocation of all acute care services from the existing Building 5 into Building 25. Relocation of services involves moving both new equipment in temporary storage and staging areas, and reuse items that are currently in operation in the existing hospital. Some relocated equipment will require re-anchoring. Items include office files, equipment, and materials; portable medical equipment; and other miscellaneous items. Coordination with the relocating departments and BioMedical Engineering will be needed for fragile and sensitive items requiring careful handling. Coordination with other contractors and Facilities will also be needed for items requiring installation. Equipment will be relocated in time for the start of operations in the new Building 25. Move services will also be needed to support decommissioning of the vacated nursing units after moving patients.

In 2014 Crown Worldwide Moving and Storage LLC (Crown) was acquired by Armstrong Relocation company.

Crown has been in business 43 years, and has extensive experience providing complex moves and relocations to a variety of healthcare organizations. Crown was also the provider of moving and relocation services for the move to the new Laguna Honda Hospital, completing this work in early 2010. Crown is currently providing service to Highland Hospital in Oakland, Rideout Hospital in Marysville, Ca., Lucille Packard Children's hospital at Stanford, the new Veterans Affairs clinic currently being built in Monterey. Their hospital and healthcare transition work has included the move from the old hospital to the new, as well as providing assistance with the Furniture, Fixture and Equipment (FF&E) work, including the receipt, inventorying, storage, assembly, placement and installation of new hospital equipment and furniture that has typically been stored in inventory managed by Crown.

Crown was selected under the authority of Section 21.43 of the Administrative Code through the Departments membership in the University HealthSystems Consortium and the University HealthSystems Consortium Services Corporation Purchasing Program (Novation) program.

Listing of Board of Directors, Owners of 10% or More of the Firm, and Executive Director: N/A

Board of Directors:

- Tom Doyle
- Robert Bowen
- Janet Bowen
- Salvatore Ferrante
- Rick Hosea

Board of Managers:

- Todd Watson
- Robert Bowen
- Tom Doyle
- Salvatore Ferrante
- Rick Hose

Total board members varies with proportion of equity. Members serve until replaced.

Recommendations:

The Department recommends approval of this contract.