



CYNTHIA A. HARDING, M.P.H.
Interim Director

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April 20, 2016

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

A handwritten signature in blue ink that reads "Cynthia A. Harding".

SUBJECT: **NOTIFICATION OF INTENT TO REQUEST DELEGATED AUTHORITY TO APPROVE INCREASES OR DECREASES OF GREATER THAN 10 PERCENT OF THE TOTAL CONTRACT AMOUNT**

This is to notify you that the Department of Public Health (DPH) intends to request delegated authority to execute amendments to the contract with Superior Scientific, Inc. (Superior) that provide an increase or decrease in funding up to 25 percent above or below the revised annual base maximum obligation.

This notice is being sent in accordance with Board of Supervisor's Policy 5.120, which states that prior Board notice is required for any department requesting delegated authority to increase Board-approved contracts by over 10 percent.

Background

Superior provides scheduled equipment maintenance for DPH's Community Health Services (CHS) and the Public Health Laboratory (PHL). Both programs are responsible for ensuring that equipment is maintained in accordance with the manufacturer's performance standards and in compliance with all accrediting and reviewing agencies' requirements. Superior's services are funded by net County cost.

On October 29, 2013, your Board authorized the execution of the contract with Superior for a three-year period in the amount of \$143,565 (\$47,855 per year) effective January 1, 2014 through December 31, 2016. Since then, there have been three amendments to the contract: 1) Amendment 1 (Change Notice) on April 30, 2014 to re-designate Exhibits to the contract; 2) Amendment 2 on May 2, 2014 to increase the maximum obligation by 3.89 percent of the annual base amount, to a maximum obligation of \$149,280; and 3) Amendment 3 on January 6, 2015 to increase the maximum obligation by 4.70 percent of the base amount, to a maximum obligation of \$151,530.

Justification to Increase or Decrease Greater Than 10 Percent of the Total Contract Amount

DPH is requesting a 25 percent delegated authority to increase or decrease funding amounts for the contract with Superior. This will enable DPH to amend the agreement to allow sufficient funding to cover equipment coming out of storage, recently purchased items, and emergency repairs, as well as eliminate any potential interruption of services to critical patient care. A 10 percent delegated authority cap would be insufficient for the numerous pieces of equipment that need to be maintained and repaired in two programs that provide a high volume of patient care-related services.

Notification Timeline

Consistent with the procedures of Board Policy 5.120, we are informing your Board of our intention to proceed with the filing of the Board letter with the Executive Office of the Board for the May 17, 2016 Board Meeting.

If you have any questions or need additional information, please let me know.

CAH
#03560

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors