



Legislation Text

File #: 24-26, Version: 1

Memorandum

Date: January 9, 2024

To: The Honorable Lake County Board of Supervisors

From: Susan Parker, County Administrative Officer, and Interim Health Services Director
Kim Tangemann, Deputy Public Health Director
Casey Moreno, Deputy County Administrative Officer

Subject: Consideration and Discussion of Quotation with High Level Enterprises, Inc. for the Design and Build Medical Mobile Vaccination Clinic, For an Amount Not to Exceed \$407,200, and Authorize Department Head to Sign

Executive Summary:

Your Board approved the capital asset allocation of up to \$495,877 to fund the purchase of a medical van. The medical van is fully funded through the Immunizations Activities Program grant which significantly expanded its funding with COVID-19. The addition of the mobile medical van to Public Health will allow for services to be provided to those who are homebound vulnerable populations and allow for pop-up clinics around the lake and within each district as the need presents itself.

With your Board’s commitment in place, RFP 24-09 was issued October 13, 2023, with a submission deadline of Friday, November 3, 2023. Six Proposals were received and determined to be complete. A Consultant Selection Panel was convened Wednesday, December 20, 2023.

As a result of that process, High Level Enterprises, Inc., was identified as the only vendor which met all the criteria. In the intervening time, staff negotiated the terms of an Agreement, attached here for your review and public inspection.

Notices of Intent to Award were sent to all respondents by email Thursday, December 21, 2023. No protests are anticipated by the deadline of Thursday, December 28, 2023.

Staff recommends your Board Approve the Agreement with High Level Enterprises, Inc., not to exceed \$407,200.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

Not applicable

Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodet=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <[http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!](http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!)>

26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (describe process undertaken in "Executive Summary")

Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

For Technology Purchases: Vetted and Supported by the [Technology Governance Committee](http://lcnnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf) <<http://lcnnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery | |
| <input checked="" type="checkbox"/> Well-being of Residents | <input checked="" type="checkbox"/> Public Safety | <input type="checkbox"/> County Workforce |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Clear Lake |
| <input checked="" type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | |

Recommended Action: Approve Quotation with High Level Enterprises, Inc. for the Design and Build Medical Mobile Vaccination Clinic, For an Amount Not to Exceed \$407,200, and Authorize Department Head to Sign.