Consider Converting the Open Vector Ecologist Position to an Information Technology Specialist

The District currently has an opening in the Laboratory for a Vector Ecologist. District staff has expressed a desire to hire an Information Technology Specialist well-versed in all aspects of computer and information systems. The position would help oversee the MapVision database, assist and advise District staff with ongoing IT needs and keep the District current with new developments in IT.

BACKGROUND

Over the past few decades, the District has grown rapidly in both size and complexity. Its role has evolved dramatically in this time, as it has annexed new areas of the county, taken on full vector control responsibilities, and worked within an increasing stringent regulatory environment. The District has experienced a commensurate growth in its need for scientific and operational data collection, analysis, management, and reporting. As a result, all staff find themselves spending an increasing amount of time both exploiting new technology and struggling with its attendant glitches and shortcomings. With the District's move to a complex, GIS-based data management system (MapVision) and new forms of mobile computing systems, as well as the introduction of revolutionary technologies such as unmanned aerial vehicles (drones), the need for a higher level of expertise in information technology has never been more pressing.

During 2018, one of the District’s Vector Ecologists left to accept a job with Verily Life Sciences, leaving the District with an open position in the Laboratory. Laboratory Director Angie Nakano and Assistant Manager Brian Weber have requested that the District consider hiring a person with knowledge in IT. This person would fill the immediate need for overseeing upgrades to the MapVision Database, making sure the fixes requested of the database development contractor serve the District needs and operate effectively, foster development of custom reports from the database, and suggesting ways to use this technology to improve District operations. Following up on changes to the MapVision database and ensuring data integrity in the database is currently requiring many hours per week from the District Laboratory Director and Assistant Manager which diverts them from their regular duties. An IT-focused expert would help District staff work efficiently with available technology, as well as determine when to take advantage of new developments in hardware and software. Finally, this individual can help ensure that the District is enacting best practices in cybersecurity.

The new position would be eligible for full benefits and work at 75% of full time (4 days per week).
Budgetary Impact:

There is no budgetary impact as the proposed Information Technology Specialist position will be at the equivalent range of the current Vector Ecologist position (Step - 1 $ 6,261 per month to Step - 7 $9,027 per month).

Staff Recommendation

Staff recommends the Finance recommend the change to the Board.

Materials Attached:

1. Draft Position Description for an Information Technology Specialist
Information Technology Specialist

DEFINITION
Under administrative direction and supervision of the District Manager, and in a manner consistent with the District’s mission statement, the Information Technology (IT) Specialist is responsible for the coordination and development of the District’s computer and information systems, particularly working with the contractor developing the computerized database the District uses to track mosquito control work.

DISTINGUISHING CHARACTERISTICS
This classification is assigned to manage database and computer software. This classification is distinguished from all other technical and professional classifications at the District through its specialized responsibilities in the area of managing information systems.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the District Manager.

Accountability
The employee is accountable to the District Manager to ensure that information technology functions are carried out in accordance with District policies, California Health and Safety Code Standards, and Federal laws. Assignments may be specific or general with only desired results being specified. Recommendations on improvements to District IT activities are expected.

The employee is responsible for complying with all District safety requirements and practices.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Makes recommendations on custom applications and databases;
- Identifies opportunities to improve efficiency of business processes;
- Investigates and resolves application functionality related issues;
- Coordinates application development for multiple projects;
- Manages outsource relationships for 3rd party application development and programming consultants;
- Troubleshoots technical issues and identifies modifications needed in existing applications to meet changing user requirements;
- Analyzes data contained in the District database and identifies data integrity issues with existing and proposed systems and implement solutions;
- Assists and advises staff in the effective use of applications and information technology;
- Writes technical procedures and documentation for the District’s IT applications including operation, user guides, etc.;
- Produces technical documentation for new and existing IT applications;
• Verifies database and data integrity;
• Participates in meetings with District users to discuss progress and issues to be resolved and 
reports progress on a weekly basis to the District Manager;
• Participates on IT project steering committees and in the design phase of any new IT software 
development projects;
• Assists in the creation of the system design and functional specifications for all new 
development projects;
• Serves as a liaison and facilitator between contractors to assist in addressing and resolving 
IT software issues;
• Oversees database administration, error corrections, data review, data queries, reports;
• Trains employees in the use of computer systems and creates user manuals;
• Leads in the development of a Geographic Information System;
• Coordinates with other agencies as needed;
• Assists and supports staff in field data collection maintenance, as needed;
• Performs, occasionally, other tasks or functions not stated in this description, but within the 
scope of experience and capability; and
• Performs related work as required.

EMPLOYMENT STANDARDS

Knowledge

• IT hardware (Servers, Routers, Switches, Computers) and software (SQL and standard office 
software such as word processors and spreadsheets);
• The incumbent will be expected to learn about the Identification, biology, ecology, and public 
health importance of mosquitoes by working with other District Department staff as well as the 
materials, and equipment used to detect, monitor, and control mosquitoes and other vectors.

Skills

• Planning, and organizing work on the District’s information technology systems;
• Communicating effectively in English both orally and in writing, making presentations, and 
preparing written reports;
• Interacting effectively with District staff, and representatives of various public and private 
entities;
• Establishing and maintaining effective working relationships with others of varying 
background;
• Understanding, interpreting, and applying complex guidelines;
• Managing budgets; and
• Managing time for daily and ongoing projects.

Abilities

• Work with other District employees, other agencies, and the public;
• Communicate effectively by speaking, writing, and understanding English clearly;
• Read, understand, interpret, evaluate, and apply laws, policies, rules, contracts, and 
guidelines;
• Explain complex technical issues in terms that a person with little computer background can understand
• Organize and maintain accurate records;
• Prepare reports generated from the District’s database;
• Compile numerical information;
• Work with a high degree of independence;
• Manage time for daily and ongoing projects;
• Make sound decisions;
• Forecast for technology and budgeting;
• Establish and maintain effective working relationships with those contacted in the course of work; and
• Be a good team player with all sections/divisions of the District.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Education/Training and Experience Guidelines

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience**

Management of an IT project in a Vector Control program, or similar field, is desirable.

**Education/Training**

A Bachelor’s degree from an accredited college or university with major work in Information Technology, computer science or related program or field is desirable.

**License or Certificate**

A valid California Driver’s license issues by the State Department of Motor Vehicles and must be insurable under the guidelines set forth by the District’s insurance carrier.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Essentially the employee's working hours are spent in office areas. Work generally involves a high degree of concentration, especially in the consideration of technical problems and the origination of programs to increase departmental efficiency and improvement of general and IT services. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc.

Incumbent must possess adequate vision (which may be corrected) to read, write, and safely operate in the conditions listed below. Requires adequate hearing (which may be corrected) to hear alarms, horns, use of telephones, and radios.

**Working Conditions**

• Medium Work – Incumbent performs work, which involves frequent use of a keyboard while seated and viewing a computer monitor. Requires the ability to move computer equipment to different locations for maintenance.
• Mobility – Incumbent must have complete and normal mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
• Other Conditions – Incumbent may be exposed to and handle toxic and hazardous substances; be available on call for evening and weekend emergencies, as assigned; travel within and out of the county.

Work hours

This position will work 75% of a full time position (4 days per week) and is eligible for employee benefits including health insurance, Dental and Vision insurance and participation in the county retirement system as a PEPRA member (2% at 62).

Adopted Date: ____________
Staff Report on the Bids Received for Interior Painting

BACKGROUND
The 2018-19 Budget contains a line item for painting the interior of the District headquarters building on Rollins Rd in Burlingame. A Request for Proposals (RFP) was distributed on November 29, 2018. The deadline for submitting Proposals was December 28, 2018. On November 28, the RFP was posted on the District’s web site and sent to all firms Diamond Certified Painting contractors in the San Francisco Bay Area identified by an internet search. Three firms came to the District for walkthroughs. Two responsive proposals were received by the District by the submittal deadline:

- Dominick Dunne submitted a proposal of $45,000
- DeMartini / Arnott submitted a proposal of $34,680

STAFF RECOMMENDATION
Staff recommends that the Finance Committee recommend that the Board approve selection of the DeMartini / Arnott proposal. This proposal was the lowest of the two responsive bids received. DeMartini / Arnott has done work for the District in the past and found them to be very professional and responsive to our needs. Note that the cost has risen significantly above the amount budgeted. The budgeted amount was based on informal estimates received a year ago, and may not account for current prevailing wage requirements.

MATERIALS ATTACHED
1. DeMartini / Arnott Painting Proposal
2. Dominick Dunne Painting Proposal
DE MARTINI / ARNOTT
Painting Company, Inc.
Interior & Exterior Painting

REVISED PROPOSAL

Job: San Mateo County
Mosquito & Vector Control
1351 Rollins Rd., Burl., Ca.

This Estimate is for the preparation & Interior Painting of complete Main Facility & or items listed.
Estimate is for one coat plus spot-priming on all painted surfaces to be finished. All areas or items listed will be professionally prepared, spot-primed where necessary or bare & Finished with a coat of Benjamin Moore “Regal” Egg-Shell ... colors to match existing to ensure one-coat coverage.

Scope of work includes; all painted ceilings (No acoustic tile), sky-light wells, roof access well, walls (No melamine), painted block stair accent walls, painted doors (No natural wood doors or window sills), casings, painted window trim (No anodized metal), stair-stringers & misc. trim throughout ...
- **1st Floor:** entry lobby, hall, offices, tech-room / offices, storage rooms, laundry room, uniform storage room, his & hers rest-rooms, locker rooms, main stairwell, rear mud-room entry & rear stairwell.
- **2nd Floor:** upper hall / landing, back hall, offices, conference room, kitchen / lunch room, lab / offices, storage rooms and his & hers rest rooms.

Scope of work:
- Cover & or mask off all necessary surfaces including floors, counters, furniture, etc., to protect against any new paint, dust & or damage.
- Patch all holes & cracks with caulk, 20 min mud, all purpose mud, glazing, spackle and or Bon-do.
- Spot-prime patches & finish to with premium quality Benjamin Moore acrylic “Regal” Egg-Shell Enamel, colors to match existing.

All Materials and Workmanship will be backed by a Full 2 Year Guarantee! See disclaimer.

4 men ~ 13 days

**Note:** Price below is based on Prevailing Wage for San Mateo County Industrial Interior Painting.

We Propose hereby to furnish material and labor - complete in accordance with above specifications for the sum of:

**$34,680.00**

Payment to be made as follows:

- $10,000.00 due on day 1;
- $16,000.00 due on working day 6;
- with balance of $8,680.00 due...

...upon completion of Scope of Work.

Any alterations or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are fully covered by Workmen's Compensation Insurance.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

14 Crippleridge Ct., San Mateo, Ca., 94402    Off. 650 342 7200    Cell. 415 990 ~ 9420

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within __________ days

Signature ___________ Date 30
San Mateo County Mosquito/Vector Control  
Attn: Paul Weber  
1351 Rollins Road  
Burlingame, CA, 94010

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| Job Location: 1351 Rollins Road Burlingame  
Scope of Work: Complete Interior of Building will be painted as discussed, excluding the breeding/mosquito Room, Orange and Blue walls, and Acoustic Ceilings.  
All work will be done during weekdays M-F 8:00 am to 4:30 pm. We use Primepay and pay prevailing wages. We carry full liability and workers comp insurance. All workers will have on Dominick Dunne Painting Shirts. Job will take 2 weeks. All areas will be sectioned off per work day and re-opened at end of day with Wet Paint Signs. We will coordinate with Paul on how you would like us to proceed from office to office, which does the least to disturb employees. Note: All pictures and personal items will be removed by employees and put on desks as we will cover all furniture with plastic film wrap. We will set up and clean up everyday and would require a storage space (any corner area out of way) (10x10) to leave paints and tools overnight.  
All floors and furniture will be protected. We will patch any holes or dings in walls. Caulk all areas as needed. Hand sand and pole sand all walls and trim. We will use a HEPA sander that will trap sand dust. Spot prime any areas as needed. Finish with one (1) coat of Benjamin Moore Regal Eggshell in similar color to existing. All trim will be thoroughly prepped and finish with one (1) coat Benjamin Moore Regal Semi Gloss in similar color to existing. Warranty: 3 Years on all Workmanship  
Labor & Material  
Terms Negotiable  
$1,000.00 For Approval & Scheduling  
$20,000.00 Progress Payment After Week 1  
$24,000.00 Upon Completion or N15 |

License # 714382 Bonded & Insured  
A+ Accredited Better Business Bureau  

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Total $45,000.00

Signature of Acceptance
Staff Report on the Consideration of Bids Received for Landscaping Services

BACKGROUND
The District currently contracts with a firm to maintain landscaping at the District headquarters building and its storage site in Redwood City on Baron Ave. A Request for Proposals was posted on the District’s website on December 3, 2018 and sent to local landscaping firms identified by internet search for landscaping contractors in the San Francisco Bay Area. Three proposals were received which were responsive to the RFP.

- RMT Landscape Contractors submitted a proposal of $495 per month
- Bay Pointe Landscape submitted a proposal of $925 per month
- Loral Landscaping submitted a proposal of $800 per month

STAFF RECOMMENDATION
Staff recommends that the Finance Committee recommend the Board authorize the Manager to sign a contract with RMT Landscape Contractor. This proposal was the lowest of the three responsive bids received. The recommended contractor complies with California labor laws and has bid under the amount in the current budget.

MATERIALS ATTACHED
1. RMT Landscaping Contractors Proposal
2. Bay Pointe Landscape Proposal
3. Loral Landscaping Proposal
Mr. Paul Webber  
San Mateo County Mosquito & Vector Control District  
1351 Rollins Road  
Burlingame, Ca. 94010

Re: Landscape Maintenance Proposal for District Office & Redwood City location

RMT Landscape is pleased to submit our proposal to the District. Our firm is entering our 42nd year in the green industry. Our 80 skilled employees have been serving Bay Area Municipalities in the 9 Bay Area counties and beyond. We offer a wide array of services such as tree work and we hold a California QAC for pest control services. We are licensed under the C-27 Landscape Contractor and A General Engineering Contractor categories. We are submitting our proposal on our standard proposal form and attaching the districts form as well to comply with all aspects in your request for proposal. We are looking forward to the opportunity of working with the district on this project.

Thank you,

Rick DeHerrera  
President/CEO
Proposal No. M321                  Date: 12/28/18

As per your request, the following is our proposal for landscape maintenance for subject project. Your signature on the line indicated on page four constitutes your acceptance and agreement to be bound by this contract. Please return one signed copy for our files.

To: San Mateo County Mosquito & Vector Control district
1351 Rollins Rd
Burlingame, Ca. 94010

Attn: Paul Webber

Re: Landscape Maintenance – 2 times per month @ 1351 Rollins Rd.- Burlingame & 1 time per Month @ Redwood City location

PROPOSAL AND CONTRACT

CONTRACTOR AGREES TO FURNISH ALL SUPERVISION, TOOLS, EQUIPMENT, MATERIALS, AND LABOR NECESSARY TO MAINTAIN THE LANDSCAPING AS MORE FULLY SET FORTH HEREINAFTER, FOR THE ABOVE NAMED PROPERTY.

CONTRACTOR AGREES TO MAINTAIN THE LANDSCAPING IN A NEAT AND ORDERLY APPEARANCE AT ALL TIMES BY PERFORMING THE FOLLOWING:

I. GROUND COVER

A. Trimming:

1. Maintain trimmed height of ground cover

2. Trim all edges bordering paving, headerboards and sidewalks.

3. Trim around sprinkler heads as necessary to allow proper spraying.

4. Ground cover will be trimmed off walkways and away from buildings unless otherwise directed.

5. The ground cover areas will be pre-emerged as necessary with a selective herbicide for weed control.

6. Fertilization of turf and ground cover will be performed as necessary to maintain health of plantings.
7. All ground cover areas will have trash picked up and removed.

II. TREES & SHRUBS

A. Pruning

1. All trees and shrubs will be pruned according to time of year, maintenance of access, general appearance and structural integrity.

2. Contractor will not be responsible for pruning of trees whose height exceeds fifteen (15) feet.

B. Staking & Guying

1. Stakes and guy wires will be removed when appropriate to normal growth.

2. Tree ties will be inspected throughout the year to prevent injury from girdling.

C. Fertilization

1. Trees and shrubs will be fertilized according to their individual needs.

D. Pest Control

1. A careful watch of all plantings will be maintained to be aware of any pest problem.

E. Dead Trees & Shrubs

1. Any dead tree or shrub will be reported to the Owner.

2. An estimate will be submitted to the Owner for the cost of removal and replacement.

III. FLOWER BEDS

1. Flower beds will be maintained in a neat appearance by removing all weeds and trash.

2. Annual color (where appropriate) will be removed and replaced on a regular basis, at the Owner's expense. Cost estimates for replacement will be provided prior to proceeding.

3. Flower beds will be cultivated before planting to assist in establishment of healthy plants.

IV. IRRIGATION SYSTEM
1. Contractor will monitor all aspects of irrigation system to ensure that lawns, trees, shrubs and ground cover receive adequate water to promote vigorous growth.

2. Adjustments of the sprinkler heads, valves and clocks will be made as necessary.

3. Any damage to the sprinkler system that is the fault of the contractor will be repaired at no change.

4. Any problems that arise which is not the fault of the contractor will be reported to the Owner. An estimate for repairs will be given. Repairs will be undertaken upon approval from the Owner.

V OTHER

1. All walkways of common areas and entries will be blown off to maintain a neat and clean appearance.

2. Parking lot/area cleanup will not be a part of the normal maintenance program. However, debris created by maintenance services will be removed as part of normal maintenance.

3. Contractor shall not be held responsible for damage to sprinkler system, damage or death of plant material due to wind, storm, hail, fire, flood, freezing, vandalism, theft, riot, or other acts over which contractor has no control.

4. Contractor shall keep in force, during the term of this agreement, public liability, property damage, auto liability and workmen's compensation insurance.

5. Contractor will maintain all necessary licenses.

VI. PAYMENT

1. On or about the 10th of each month, contractor will invoice for that month's work. Invoice will be due and payable no later than the 10th of the month following billing.

   Proposed bid: $ 495.00 per month./ 5,940.00 per year/17,820.00/3years

   Labor of landscape specialty work - $125.00 per crew hour

VII. RENEWAL

1. This contract will automatically renew on the anniversary date pending agreement of price adjustment if necessary.
VIII. CANCELLATION

1. A thirty (30) day written notice by either party involved shall serve to cancel this contract and agreement for cause or other factors relating to the agreement proposed herein, and not lived up to by either party involved. A sixty (60) day notice by either party shall serve to cancel this contract without cause.

2. If the client feel compelled to cancel this contract for cause, within the parameters stated above, Contractor shall be given five (5) working days to correct any deficiencies provoking that cause.

ACCEPTED BY

RMT Landscape Contractors, Inc. For:
By: ____________________________

Title: President Title: ____________________________
Date: ____________________________ Date: ____________________________
Bay Pointe Landscape  
530 Old County Road, Belmont, CA 94002  
(650) 348-6372    Fax: (650) 610-9177  
License # 826484  
E-mail: baypointelandscape@yahoo.com  
Web Site: www.baypointelandscape.net

Mosquito & Vector  
Control District  
1351 Rollins RD  
Burlingame, CA 94010

December 27, 2018

Bay Pointe Landscape was established in 1996 and is backed by 28 years of experience in providing landscape construction, and maintenance service. We take pride in the service we provide to our valued customers. As an environmentally conscientious company we properly dispose of all hazardous and recyclable materials. We use the best quality commercial grade materials and we have an experienced and professional installation crew to handle your landscape needs.

Maintenance Contract Agreement

- The following maintenance duty will be performed as outlined in the Signed contract $925.00 Per Month.

Acceptance of Proposal
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified Payment will be made as outlined above. It is understood and agreed that this work is not provided for any other agreement and no contractual rights arise until this proposal is accepted in writing.

Authorized Signature: ___________________________ Date of Acceptance ___________________________

Prepared By: __Steven Jauriguí, Estimator_________ Date __12/27/18_________
Request for Proposal- 2018

San Mateo County Mosquito and Vector Control Landscape Management Agreement

Loral Landscaping Inc. agrees to furnish to San Mateo County Mosquito and Vector Control all supervision, labor, equipment and transportation required to maintain the landscape in an attractive condition throughout the year. All work will be performed in accordance to the attached specifications.

San Mateo County Mosquito and Vector Control agree to pay Loral Landscape Inc. the sum of $800.00, per month for the performance of the agreement. This agreement is self-renewing on a month to month basis if not addressed. Either party may cancel this agreement by giving 30 days written notice.

1351 Rollins Rd, Burlingame CA- Biweekly (hours 900 to 1400 hours)
890 Baron St, Redwood City CA 1 a month (no time limit)

Loral Landscaping Inc. will provide all licenses, insurance’s and permits required to perform this agreement.

Accepted by: ____________________________

Title: ____________________________

Start Date: ____________________________

Howard Wheeler
Operations Manager
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Fryar Insurance and Risk Management, Inc
22320 Poothill Blvd., Ste 130
Hayward CA 94541

INSURED
Loral Landscaping, Inc
704 South Amphlett Blvd
San Mateo CA 94402

VEHICLES, VESSELS, EQUIPMENT


car
truck
equipment

certification number: CL1832102846

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 191): Additional Information Schedule may be attached if extra space is required.

*30 days for non-payment of premium*