

Chief Executive Officer  
Louis Ward, MHA



Mayers Memorial Hospital District

Board of Directors  
Beatriz Vasquez, PhD, President  
Abe Hathaway, Vice President  
Laura Beyer, Secretary  
Allen Albaugh, Treasurer  
Jeanne Utterback, Director

Board of Directors  
**Regular Meeting Agenda**  
March 25, 2020 12:00 pm  
FULLY REMOTE Meeting  
Call in Number: 530-336-7526, Passcode 12381#

**Mission Statement**

Mayers Memorial Hospital District serves the Intermountain area, providing outstanding patient-centered healthcare to improve quality of life through dedicated, compassionate staff, and innovative technology.

					<b>Approx. Time Allotted</b>
1	<b>CALL MEETING TO ORDER</b>				
2	<b>CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS</b>	Persons wishing to address the Board are requested to fill out a "Request Form" prior to the beginning of the meeting (forms are available from the Clerk of the Board, 43563 Highway 299 East, Fall River Mills, or in the Boardroom). If you have documents to present for the members of the Board of Directors to review, please provide a minimum of nine copies. When the President announces the public comment period, requestors will be called upon one-at-a time, please stand and give your name and comments. Each speaker is allocated five minutes to speak. Comments should be limited to matters within the jurisdiction of the Board. Pursuant to the Brown Act (Govt. Code section 54950 et seq.) action or Board discussion cannot be taken on open time matters other than to receive the comments and, if deemed necessary, to refer the subject matter to the appropriate department for follow-up and/or to schedule the matter on a subsequent Board Agenda.			
3	<b>APPROVAL OF MINUTES</b>				
	3.1 Regular Meeting – February 26, 2020	<b>Attachment A</b>	Pages 3-6	<b>Action Item</b>	2 min.
4	<b>DEPARTMENT/QUARTERLY REPORTS/RECOGNITIONS</b>				
	4.1 Resolution 2020-04 – February Employee of the Month	<b>Attachment B</b>	Page 7	<b>Action Item</b>	5 min.
5	<b>BOARD COMMITTEES</b>				
	5.1 <b>Finance Committee</b>				
	5.1.1 Committee Meeting Report			Report	10 min.
	5.1.2 February 2020 Financial Review, AP, AR, and Acceptance of Financials			<b>Action Item</b>	5 min.
	5.1.3 Burney Health Clinic Bid Recommendation of Award	<b>Attachment C</b>	Pages 8-51	<b>Action Item</b>	10 min.
	5.1.4 Clinic Financing	<b>Attachment D</b>	Pages 52-57	<b>Action Item</b>	5 min.
	5.2 <b>Strategic Planning Committee</b>				
	5.2.1 No March Meeting				
	5.3 <b>Quality Committee</b>				
	5.3.1 No March Meeting				
	<b>NEW BUSINESS</b>				
6.1	<b>POLICY &amp; PROCEDURE APPROVAL</b>	<b>Attachment E</b>			
	1. Satellite and Home Office Security – Jack Hathaway		Pages 58-67	<b>Action Item</b>	
	2. Infection Control Construction and Renovation – Candy Vculek				
	3. Trauma Informed Care Assessment MMHD665 – Candy Vculek				
7	<b>ADMINISTRATIVE REPORTS</b>				
7.1	Chief's Reports – <b>Written reports provided. Questions pertaining to written report and verbal report of any new items</b>	<b>Attachment F</b>	Pages 68-73	Reports	
	7.1.1 CEO – Louis Ward			Report	10 min.

7.1.2	CCO – Keith Earnest			Report	5 min.
7.1.3	CFO – Travis Lakey			Report	5 min.
7.1.4	CNO – Candy Vculek			Report	5 min.
7.1.5	COO – Ryan Harris			Report	5 min.
7.2	ED of Community Relations & Business Development – Val Lakey	<b>Attachment G</b>	Pages 74-75	Report	5 min.
7.3	Construction Change Orders – None				
8	<b>OTHER INFORMATION/ANNOUNCEMENTS</b>			Information	
9	<b>ANNOUNCEMENT OF CLOSED SESSION</b>				
9.1	<b>Government Code Section 54962:</b>				
9.2	<b>Real Property Government Code 54956.8</b>				
9.3	<b>Pending Litigation Government Code 54956.9</b>				
9.4	<b>Personnel Government Code 54957</b>				
10	<b>RECONVENE OPEN SESSION</b> – Report Closed Session Action			Information	
11	ADJOURNMENT: Next Regular Meeting – April 22, 2020 (Burney Boardroom)				

Posted 03/20/2020

**Chief Executive Officer**  
Louis Ward, MHA



**Mayers Memorial Hospital District**

**Board of Directors**  
Beatriz Vasquez, PhD, President  
Abe Hathaway, Vice President  
Laura Beyer, Secretary  
Allen Albaugh, Treasurer  
Jeanne Utterback, Director

**Board of Directors  
Regular Meeting  
Minutes**

February 26, 2020 – 1:00 pm  
Burney Boardroom

*These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.*

**1 CALL MEETING TO ORDER:** Beatriz Vasquez called the regular meeting to order at 1:01 pm on the above date.

**BOARD MEMBERS PRESENT:**

Beatriz Vasquez, President  
Abe Hathaway, Vice President  
Laura Beyer, Secretary  
Allen Albaugh, Treasurer  
Jeanne Utterback

**ABSENT:**

Marlene McArthur  
Val Lakey

**STAFF PRESENT:**

Louis Ward, CEO  
Ryan Harris, COO  
Keith Earnest, CCO  
Travis Lakey, CFO  
Candy Vculek, CNO  
Amanda Harris  
Jessica DeCoito, Board Clerk

**2 CALL FOR REQUEST FROM THE AUDIENCE - PUBLIC COMMENTS OR TO SPEAK TO AGENDA ITEMS**

**3 APPROVAL OF MINUTES**

3.1 A motion/second carried; Board of Directors accepted the minutes of January 29, 2020. **Utterback/Hathaway** **Approved All**

**4 DEPARTMENT/OPERATIONS REPORTS/RECOGNITIONS**

4.1 A motion/second carried; Cristi Cotney was recognized as January Employee of the Month. Resolution 2020-03 **Hathaway/Albaugh** **Approved All**

4.2 Take Four Mental Health Program – Amanda Harris: Mayers, MVHC, Telemed2U and FRJUSD are all working together to put this program together. 6 site coordinators and programs at school sites in FRJUSD. Goals are to provide access to talk therapy for immediate needs when the school psychologist isn't available – limit disruption of school time or parents time – support local community services for the schools. Dr. Masters and Jill Reed are acting counselors for the schools. Surveys have been conducted and show that students are aware of the program, mental health is a stigma, and FRJUSD principals recognize the need to create more hours for the students. The next steps are to create a logo, presenting at a conference in Maryland in March, continue to gather data, and work on a smoother rollout with consent forms for next year. Three-year program, but will put measures in place for the program to continue.

4.3 MHF Quarterly Report – Executive Director Marlene McArthur

4.4 Safety 6 Month Report

**5 BOARD COMMITTEES**

5.1 **Finance Committee**

5.1.1	<b>Committee Meeting Report:</b> PT presentation – staffed at 3 fulltime therapists. And looking at specialized therapy sessions for more patients.		
5.1.2	<b>January 2020</b> Financial Review, AP, AR and acceptance of financials. Retail Pharmacy report should include P&L for March.	<i>Hathaway/Utterback</i>	<i>Approved All</i>
5.1.3	Finance Quarterly Review		
5.1.4	Annual Audit Review: results of the 2019 Financial Statement Audit. The audit is a shared public report. Financially we are better in 2019 compared to 2018.		
5.2	<b>Strategic Planning Committee Chair Albaugh</b>		
5.2.1	<b>Committee Meeting Report</b> – March 16 <sup>th</sup> move – keep at 12 pm		
5.3	<b>Quality Committee Chair Beyer</b>		
5.3.1	<b>Committee Meeting Report</b> – align with strategic objectives and changes of report format. Will also include any LEAN projects.		
<b>6</b>	<b>NEW BUSINESS</b>		
6.1	<b>Policy &amp; Procedure Approval</b>	<b>ATTACHMENT G</b>	<i>Beyer/Utterback</i> <i>Approved All</i>
	<ol style="list-style-type: none"> <li>1. Clinic Social Worker Core Privileges</li> <li>2. CRNA, Nurse Anesthetist, Certified Registered Core Privileges</li> <li>3. Optometry Core Privileges</li> <li>4. Psychology Core Privileges</li> <li>5. Satellite and Home Office Security</li> <li>6. Standardized Procedures and Protocols for Midlevel Providers</li> </ol>		
	Remove #5 Satellite and Home Office Security – revisit how it’s written so that it addresses the policy and procedure. Report at March meeting.		
6.2	<b>Board Member Education Questionnaire:</b> provided questionnaire that Laura created. Some things that came out – understanding the finances, passing down the knowledge, understanding how roles work here, etc. Create a link on the intranet for Board Member Resources. Start with assembling all materials. And cover something new each meeting. Have something ready for March.		
6.3	<b>LAFCO</b> – Louis Ward: it is a Board decision to nominate candidates for the LAFCO Board, 3 seats open. No nominations at this time.		
<b>7</b>	<b>ADMINISTRATIVE REPORTS</b>		
7.1	<b>Chief’s Reports</b>		
7.1.1	<b>CEO:</b> a mechanical failure happened and the response time from MMHD team and local fire fighters was amazing. Some bugs were noticed in the process of notifying all necessary emergency personnel, and issues are being worked out. Electric audit is taking place to find what our options for replacing aging HVAC units’ facility wide would be. Electrician on staff is investigating facility wide electrical issues that they can fix. March 6 <sup>th</sup> Regional CEO Meeting – covering multiple issues and updates. Annual Report mailer has been sent out. Daycare is progressing along. Coronavirus preparation is in full force. Employee meetings are coming up with lots of agenda items to cover. ACHD Leadership Conference was last week – great conference and lots of good content. Beatriz and Jeanne were also in attendance. Hospice is working on getting a firm to come in to look at billing, marketing, referrals, staffing, etc. Emergency Binder – bright red and located throughout the facilities.		

7.1.2 **CCO:** Respiratory therapists are doing great and a very busy January. **Retail Pharmacy:** 340B – still waiting for the training but went live in January 1<sup>st</sup>. Telemedicine adding is Rheumatology.

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7.1.3 **CFO:** Expecting cash to go up after QAF. Waiting on that to come in – slower than usual.

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7.1.4 **CNO:** We are hiring CNAs, LVNs & RNs. We are doing a lot of process improvement work. Shift change will happen in conjunction with the new time clock system on March 29<sup>th</sup> – start time will change facility wide – options are 6:30 or 7:00, employees will get to vote. Working with College of the Siskiyou’s on the CNA classes that will be completely taught on site. Uniform rollout will include a read and sign of the Dress Code Personal Appearance.

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7.1.5 **COO:** still waiting on definitive date on electrical hook up for NHW. Meetings have been pulled together between all parties to figure out what is wrong and how to fix it so we can get moving. Water Tank portion of the project will be complete with the portions that were approved but we will pull the electrical portion of the project to complete with a different contractor. Boiler Skid has been approved and will be installed on the 3<sup>rd</sup> of March. Clinic dates were pushed to allow the contractors to do a more thorough bid. Clinic will look like an early May construction start date. Demolition project – lots of comments received back – working on addressing those comments. We will have to apply for additional extensions, but open conversation has been kept with OSHPD. SNF Refresh will be updating all sinks to be ADA compliant. Admin & Finance Building is progressing along very well.

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7.2 ED of Community Relations and Business Development.

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7.3 **Construction Change Orders:** none

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## 8 **OTHER INFORMATION/ANNOUNCEMENTS**

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## 9 **ANNOUNCEMENT OF CLOSED SESSION –**

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### 9.1 **Government Code Section 54962: STAFF STATUS CHANGE**

1. Thomas Kurian, MD – Telemedicine to Inactive
2. William Woodard, MD – Telemedicine to Inactive
3. Joanna Carlson, MD – Consulting to Inactive
4. William Randazo, MD – Consulting to Inactive
5. Gabe Garton, CRNA – AHP to Inactive

### **AHP APPOINTMENT**

1. Jody Crabtree, PA – Hospitalist
2. Fred Jones, PhD – Psychologist
3. Reed Whittington, CRNA – Anesthetist

### **AHP AMENDMENT TO PRIVILEGES**

1. Heather Corr, PA – Hospitalist

### **MEDICAL STAFF REAPPOINTMENT**

1. Dale Syverson, MD – General Surgery
2. William Dykes, MD – Emergency Dept.
3. Edward Richert, MD – Family Medicine

### **MEDICAL STAFF APPOINTMENT**

1. Mustafa Ansari, MD – Telemedicine, Neurology
2. Anthony Willis, MD – Telemedicine, Radiology

3. Brent Tilseth, MD - Telemedicine, Radiology
4. Anjali Roy, MD – Telemedicine, Radiology
5. Austin Peters, MD – Telemedicine, Radiology
6. Aaron Wickley, MD – Telemedicine, Radiology
7. Tyler Barr, MD – Courtesy, Emergency Dept.
8. Jed L. Freeman, MD – Consulting, Oncology

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.2 **Real Property Government Code 54956.8 No action**

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.3 **Litigation Government Code 54956.9**

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.4 **Personnel Government Code 54957 – No Action**

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11 **RECONVENE OPEN SESSION: 4:30pm**

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12 **ADJOURNMENT**

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Next Regular Meeting: March 25, 2020 – Fall River Boardroom

*I, \_\_\_\_\_, Board of Directors \_\_\_\_\_, certify that the above is a true and correct transcript from the minutes of the regular meeting of the Board of Directors of Mayers Memorial Hospital District*

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Board Member

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Board Clerk



Mayers Memorial Hospital District  
*Always Caring. Always Here.*

**RESOLUTION NO. 2020-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF MAYERS MEMORIAL HOSPITAL DISTRICT RECOGNIZING**

**Belinda Strickland**

**As February 2020 EMPLOYEE OF THE MONTH**

**WHEREAS**, the Board of Trustees has adopted the MMHD Employee Recognition Program to identify exceptional employees who deserve to be recognized and honored for their contribution to MMHD; and

**WHEREAS**, such recognition is given to the employee meeting the criteria of the program, namely exceptional customer service, professionalism, high ethical standards, initiative, innovation, teamwork, productivity, and service as a role model for other employees; and

**WHEREAS**, the MMHD Employee Recognition Committee has considered all nominations for the MMHD Employee Recognition Program;

**NOW, THEREFORE, BE IT RESOLVED** that, Belinda Strickland is hereby named Mayers Memorial Hospital District Employee of the Month for February 2020; and

**DULY PASSED AND ADOPTED** this 25th day of March 2020 by the Board of Trustees of Mayers Memorial Hospital District by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

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Abe Hathaway, Vice President  
Board of Trustees, Mayers Memorial Hospital District

ATTEST:

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Jessica DeCoito  
Clerk of the Board of Directors

**Bid #1**

**Trent  
Construction**



## EXHIBIT 1: BID FORM

Date: March 11, 2020

Mr. Ryan Harris  
Chief Operations Officer  
Mayers Memorial Hospital District  
43563 Highway 299E  
Fall Rivers, CA 96028

Re: General Contracting Services  
Burney Rural Health Clinic Remodel

By submission of this bid, the Bidder acknowledges that it has reviewed all of the Bid Documents, investigated the site and existing conditions, has submitted all required documentation including copy of Bidder's license, is capable of securing the insurance required by the Construction Contract and the necessary payment and performance bonds before commencement of construction, and can complete all Work required under the Contract Documents pursuant to the terms and conditions of the Construction Contract.

Within **10 days** of notice of recommendation for award of Construction Contract, the successful Bidder agrees to execute the Construction Contract (inclusive of all Exhibits) included in this Request for Bid (as amended), as written together with certification of insurance and required endorsements, Bidder's construction schedule as required per Section 3.6, licenses for listed subcontractors, and the executed payment and performance bonds.

Bidder must submit all required documents per Article 3 of the RFB and as required by the Bid Form. Bidder will be deemed non-responsive for failure to complete and return the Bid Form and required attachments.

This bid will remain subject to acceptance for **90 calendar days** after the date of this Bid Form and may not be withdrawn during that time period.

## EXHIBIT 1: BID FORM

### LUMP SUM PRICE BREAKDOWN

Spec. Section	Trade	Amount
Div 31	Site Work- Survey/Demolition/SWPPP	\$ 34066.00
Div 31,33	Earthwork/Underground Utilities/Baserock	\$ 31398.00
Div 32	Asphalt Paving/Striping	\$ 33138.00
Div 03	Site Work Concrete	\$ 61248.00
Div 32	Site Amenities	\$ 34831.00
Div 02	Selective Building Demolition	\$ 76610.00
Div 03	Building Concrete	\$ 83120.00
Div 22	Under-slab Utilities	\$ 12153.00
Div 06	Rough Carpentry	\$ 194899.00
Div 05	Structural Steel	\$ 62585.00
Div 04,07	Exterior Cladding-MSV/Siding/Trim Work	\$ 136459.00
Div 07	Roofing & Siesmic Joints	\$ 58996.00
Div 21,22	Plumbing & Fire Suppresion	\$ 215933.00
Div 23	HVAC & Sheet Metal	\$ 189732.00
Div 26,27,28	Electrical/Fire Alarm/Low Voltage	\$ 383317.00
Div 07	Insulation	\$ 21143.00
Div 09	Gypsum Board Systems	\$ 63552.00
Div 08	Openings-Doors/Windows/Hardware/Storefront	\$ 101836.00
Div 06	Casework/Counter-tops/Millwork	\$ 76471.00
Div 09	Painting	\$ 43142.00
Div 09	Floor/Wall/Ceiling Coverings	\$ 80787.00
Div 10,12	Building Amenities/Equipment/Signage	\$ 37584.00
<b>Total Lump Sum Price</b>		<b>\$ 2033000.00</b>
Two Million Thirty-Three Thousand Dollars		
<b>Bidder's Change Order Mark-Up</b>		
Overhead and Profit on Self Performed Work		15%
Overhead and Profit on Subcontractor Portions of the Work		5%
Average Daily Rate (\$ per work day)		\$ 750
For Extended General Conditions and General Requirements		
Insurance		1 %
Payment and Performance Bond		2 %
<b>Schedule</b>		
Commencement of Construction		5/1/2020
Substantial Completion Date		1/1/2021
Final Completion Date		1/29/2021

**Notes to Bidders:**

Mayers Memorial Hospital District  
 Burney Rural Health Clinic Remodel  
 Request for Bid

## EXHIBIT 1: BID FORM

1. Lump Sum Price includes the cost for all labor, materials, tools, equipment, services, and appurtenances necessary for proper completion of the Work in accordance with the Contract Documents as defined in the Construction Contract including all insurance, taxes, general conditions, general requirements, and contingency. Allowance items, if any, must be specifically identified and set forth on a separate line item in the Lump Sum Price Breakdown. The award is based on the Lump Sum Price.
2. Bidder's Change Order mark-up will be transferred into the Construction Contract from the Bid Form as part of the business terms.
3. Bidder's dates for commencement of construction, Substantial Completion, and Final Completion will be transferred into the Construction Contract from the Bid Form as part of the business terms.

**Unit Pricing:** The following unit pricing includes the cost for all labor, materials, equipment, and mark-ups for overhead, profit, and escalation will be made part of the Construction Contract.

1. Removal and replacement of concrete paving per Sheets C1.1 and C2.1.  

Add: \$ 600.00 per cubic yard
2. Removal and replacement of asphalt paving per Sheets C1.1 and C2.1.  

Add: \$ 550.00 per cubic yard

**Bidder's Equipment Rates.**

Type of Equipment	Rental Charge			Duration
	Hourly	Daily	Monthly	
CAT 320L Excavator	\$120.00	\$950.00	\$8500.00	4 HR MIN
CAT 950 Front-End Loader	\$95.00	\$750.00	\$6600.00	4 HR MIN
CAT TL943C Telehandler	\$65.00	\$500.00	\$3850.00	4 HR MIN
CAT 259D Skidsteer	\$45.00	\$350.00	\$3000.00	4 HR MIN
CAT 305.5 Excavator	\$50.00	\$400.00	\$6600.00	4 HR MIN
Case 570N EP Float Tractor	\$60.00	\$450.00	\$3500.00	4 HR MIN
Case DV204 DD Roller	\$40.00	\$300.00	\$2700.00	4 HR MIN
2012 Peterbuilt Dump Truck	\$110.00	\$800.00	\$6600.00	4 HR MIN
2015 FREIGHTLINER 2500g WT	\$75.00	\$600.00	\$4100.00	4 HR MIN

**Subcontractor List.**

In accordance with Public Contract Code section 4104, Bidder must include the name, location of business, and the California contractor license number of each subcontractor who will perform a portion of the Work, in an amount in excess of 1/2 of 1% of the bid or \$10,000, whichever is greater. The Bidder will list only one subcontractor for each portion of the Work. If a Bidder fails to specify a subcontractor the Bidder certifies that it is fully qualified and capable of performing

Mayers Memorial Hospital District  
 Burney Rural Health Clinic Remodel  
 Request for Bid

**EXHIBIT 1: BID FORM**

that portion of the Work itself and will perform that portion of the Work itself. (This Subcontractor List may be retyped in the same form as below if additional space is needed.)

Portion of Work	Subcontractor Name	Address	License No.	DIR No.
1. <i>Paving/Striping</i>	Eagle Paving	2848 Tarmac Rd. Redding, CA. 96003-7320	422987	1000006215
2. <i>Landscape</i>				
3. <i>Masonry</i>	American Masonry	3985 Fothill Blvd Oroville, CA 95966	965594	1000015563
4. <i>Structural Steel</i>	Fife Metal Fabricating	4191 Eastside Rd. Redding, CA 96001	329476	1000013998
5. <i>Roofing</i>	Harbert Roofing	19799 Hirsch Court Anderson, CA. 96007	696974	1000005830
6. <i>Plumbing</i>	Ray-Mac Mechanical Inc.	901 N. Mt Shasta Blvd Mt. Shasta, CA 96097	803028	1000001165
7. <i>HVAC</i>	Ray-Mac Mechanical Inc.	901 N. Mt Shasta Blvd Mt. Shasta, CA 96097	803028	1000001165

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**Note: The Licenses for all Subcontractor's listed on this form must be submitted to the District within 10 days after the Bidder has received notice of recommendation for award of the Construction Contract.**

- 1-First Addendum 2/6/20,
- 2-Second Addendum 2/6/20,
- 3-Revision to Bid documents 2/11/20,
- 4-RFI Questions 2/13/20,
- 5-Variou RFI 2/17/20,
- 6-Construction Contract, drawing revisions, and answers to RFIs 2/28/20,
- 7-Clarification to Addendum 06, revised Bid Bond Form, & Demo Clarification 3/5/20
- 8-Reissuance of Exhibits 1 through 3 of RFB 3/6/20

**ACKNOWLEDGMENTS AND EXHIBITS**

1. Acknowledgment of Receipt of Addenda  
[List addenda number, title and date]
2. Bidder acknowledges that the bid includes all Work described in the Bid Documents and the Construction Contract per the breakdown set forth on this Bid Form
3. Bidder acknowledges that the bid is in compliance with the insurance and bonding requirements per the Construction Contract amended into the RFB as Exhibit 4.
4. Bidder acknowledges that it has reviewed Article 9 of this RFB and the applicable code sections related to registration requirements, prevailing wage, and certified payroll and that Bidder is in compliance with the registration requirements and is able to comply with prevailing wage and certified payroll requirements.
5. Bidder acknowledges that its responses to the Qualification Questionnaire issued with the RFQ on November 4, 2019 are incorporated by reference into this Bid Form as through set forth in full and that there has not been any changes in the information provided. If there have been changes to the information provided in response to the RFQ, Bidder must include the changes on a separate piece of paper attached to this Bid Form.
6. Pursuant to Public Contract Code 2204, of the Iran Contracting Act of 2010, through execution of this Bid Form, Bidder certifies that it is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5, as applicable unless the Bidder has been permitted to

Mayers Memorial Hospital District  
Burney Rural Health Clinic Remodel  
Request for Bid

**EXHIBIT 1: BID FORM**

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1. <i>Electrical</i>	Sharp Electric	PO Box 2187 Weaverville, CA. 96093	775441	1000015000
2. <i>Insulation</i>	Diaz Insulation	2961 Hwy 32 #20 Chico, CA 95973	951769	1000002148
3. <i>Drywall</i>	GE Drywall	PO Box 493295 Redding, CA. 96049	855371	1000012561
4. <i>Door/Frame</i>	Builders Door & Window	3790 Old 44 Drive Redding, CA. 96003	762780	1000008830
5. <i>Storefront</i>	Cottonwood Glass	3660 Main St. Suite A Cottonwood, CA. 96022	976813	1000005572
6. <i>Painting</i>	Walgamuth Painting	PO Box 994621 Redding, CA. 96099	907711	1000004025
7. <i>Acoustic Ceiling</i>	Ceiling Experts	1340 Main Ave Sacramento, CA. 95838	917629	1000006305

**Note: The Licenses for all Subcontractor's listed on this form must be submitted to the District within 10 days after the Bidder has received notice of recommendation for award of the Construction Contract.**

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- 2-Second Addendum 2/6/20,
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Mayers Memorial Hospital District  
Burney Rural Health Clinic Remodel  
Request for Bid

**EXHIBIT 1: BID FORM**

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1. <i>Carpentry</i>	Shast Wood Products	PO Box 1101 Cottonwood, CA. 96022	642876	1000009609
2. <i>Tile</i>	Eric Ross Tile Co	1864 Keystone Court Ste A Redding, CA. 96003	689398	1000001065
3. <i>Flooring</i>	Hanes Floor Inc.	870 Commerce Street Redding, CA. 96002	232505	1000002315
4. Fire Sprinklers	Frontier Fire Protection	PO Box 495 Carmichael, CA.95609	410573	1000010789
5. Toilet & Curtain Acc.	Blaser Building Spec.	POBox 1513 Meridian, ID 83680	619412	1000006374
6. Plaster	F.C. Bickert	1315 Vista Way Red Bluff, CA. 96080	531785	1000004987
7.				

**Note: The Licenses for all Subcontractor's listed on this form must be submitted to the District within 10 days after the Bidder has received notice of recommendation for award of the Construction Contract.**

- 1-First Addendum 2/6/20,
- 2-Second Addendum 2/6/20,
- 3-Revision to Bid documents 2/11/20,
- 4-RFI Questions 2/13/20,
- 5-Varioues RFI 2/17/20,
- 6-Construction Contract, drawing revisions, and answers to RFIs 2/28/20,
- 7-Clarification to Addendum 06, revised Bid Bond Form, & Demo Clarification 3/5/20
- 8-Reissuance of Exhibits 1 through 3 of RFB 3/6/20

**ACKNOWLEDGMENTS AND EXHIBITS**

1. Acknowledgment of Receipt of Addenda  
[List addenda number, title and date]
2. Bidder acknowledges that the bid includes all Work described in the Bid Documents and the Construction Contract per the breakdown set forth on this Bid Form
3. Bidder acknowledges that the bid is in compliance with the insurance and bonding requirements per the Construction Contract amended into the RFB as Exhibit 4.
4. Bidder acknowledges that it has reviewed Article 9 of this RFB and the applicable code sections related to registration requirements, prevailing wage, and certified payroll and that Bidder is in compliance with the registration requirements and is able to comply with prevailing wage and certified payroll requirements.
5. Bidder acknowledges that its responses to the Qualification Questionnaire issued with the RFQ on November 4, 2019 are incorporated by reference into this Bid Form as through set forth in full and that there has not been any changes in the information provided. If there have been changes to the information provided in response to the RFQ, Bidder must include the changes on a separate piece of paper attached to this Bid Form.
6. Pursuant to Public Contract Code 2204, of the Iran Contracting Act of 2010, through execution of this Bid Form, Bidder certifies that it is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5, as applicable unless the Bidder has been permitted to

Mayers Memorial Hospital District  
Burney Rural Health Clinic Remodel  
Request for Bid

**EXHIBIT 1: BID FORM**

that portion of the Work itself and will perform that portion of the Work itself. (This Subcontractor List may be retyped in the same form as below if additional space is needed.)

Portion of Work	Subcontractor Name	Address	License No.	DIR No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				

**Note: The Licenses for all Subcontractor's listed on this form must be submitted to the District within 10 days after the Bidder has received notice of recommendation for award of the Construction Contract.**

- 1-First Addendum 2/6/20,
- 2-Second Addendum 2/6/20,
- 3-Revision to Bid documents 2/11/20,
- 4-RFI Questions 2/13/20,
- 5-Various RFI 2/17/20,
- 6-Construction Contract, drawing revisions, and answers to RFIs 2/28/20,
- 7-Clarification to Addendum 06, revised Bid Bond Form, & Demo Clarification 3/5/20
- 8-Reissuance of Exhibits 1 through 3 of RFB 3/6/20

**ACKNOWLEDGMENTS AND EXHIBITS**

1. Acknowledgment of Receipt of Addenda  
 [List addenda number, title and date]
2. Bidder acknowledges that the bid includes all Work described in the Bid Documents and the Construction Contract per the breakdown set forth on this Bid Form
3. Bidder acknowledges that the bid is in compliance with the insurance and bonding requirements per the Construction Contract amended into the RFB as Exhibit 4.
4. Bidder acknowledges that it has reviewed Article 9 of this RFB and the applicable code sections related to registration requirements, prevailing wage, and certified payroll and that Bidder is in compliance with the registration requirements and is able to comply with prevailing wage and certified payroll requirements.
5. Bidder acknowledges that its responses to the Qualification Questionnaire issued with the RFQ on November 4, 2019 are incorporated by reference into this Bid Form as through set forth in full and that there has not been any changes in the information provided. If there have been changes to the information provided in response to the RFQ, Bidder must include the changes on a separate piece of paper attached to this Bid Form.
6. Pursuant to Public Contract Code 2204, of the Iran Contracting Act of 2010, through execution of this Bid Form, Bidder certifies that it is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5, as applicable unless the Bidder has been permitted to

Mayers Memorial Hospital District  
 Burney Rural Health Clinic Remodel  
 Request for Bid

**EXHIBIT 1: BID FORM**

submit a bid or proposal to the public entity pursuant to subdivision (c) or (d) of Section 2203.


- 7. Bid Security provided or Bid Bond set forth in Exhibit 2 is completed and attached.
- 8. Non-Collusion Affidavit set forth in Exhibit 3 is completed and attached.

By executing this Bid Form, the Bidder represents that he or she has authority to bind the party on whose behalf his or her execution is made.

Name of Bidder: Trent Construction

Address: 8270 Truckee Ave

City, State, Zip: Yerba CA 96035

By: 

[Signature]  
Name: Kendel Trent

[Printed Name]

Its: President

[Title]

Dated of Submission of Bid: 3-11-20

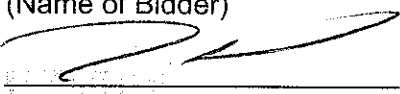


**EXHIBIT 3: NON-COLLUSION AFFIDAVIT**

State of California            )  
  ) ss.  
County of Shasta            )

[ Kendel Trent ], being first duly sworn, deposes and says that he or she is [ President ] of [Trent Construction], the party making the Burney Rural Health Clinic Remodel General Contracting Services bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with any Bidder or anyone else to put in a sham bid, or that anyone will refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Lump Sum Price of the Bidder or the bid price of any other Bidder, or to fix any overhead, profit or cost element of the Lump Sum Price, or of that of any other Bidder, or to secure any advantage against the District or anyone interested in the proposed Construction Contract; that all statements contained in the bid are true; and further, that Bidder has not, directly or indirectly, submitted its Lump Sum Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed 3-11-20, 2020 under penalty of perjury under the laws of the State of California.

Trent Construction  
(Name of Bidder)  


(Signature of Principal)

**EXHIBIT 4B: Field Labor Rates for Change Orders  
(Self Performed Work)**

**Field Labor Rates.** Hourly labor rates include base wage, union fringes & benefits (health & welfare, pension, holidays & vacation), required training programs and union dues, taxes (FICA, FUI & SUI), and insurance (workers' compensation and liability).

Listed rates should not include costs for fuel, vehicles, travel expenses, computers, software fees, miscellaneous small tools, miscellaneous materials, over-head, profit or employer employee incentives in labor rates. Listed rates shall be based on the Bidder's current wage agreement period. If current wages are subject to increase; list the percentage of net increase expected for each labor category and the effective/end date of increase. The rates table below may be retyped in the same form as provided if additional space is needed for different labor categories (e.g. Carpenters, Laborers, Operating Engineers, etc.)

<b>Labor Category</b>	<b>Straight Time</b>	<b>Time and One Half</b>	<b>Double Time</b>
OPERATING ENGINEER	\$90.64	\$117.38	\$144.10
CARPENTER	\$89.42	\$115.66	\$141.88
CEMENT MASON	\$77.39	\$100.03	\$122.67
LABORER	\$67.72	\$86.42	\$105.12





Mayers Memorial Hospital District  
Always Caring. Always Here.

Construction Contract  
EXHIBIT 8 – Disclosure of Government Positions

Construction firm hereby disclose that the following officers and employees of the responding firm currently hold the following positions with the identified governmental agency or held such position in the past 12 months.

Name of Owner/Employee (e.g. Director, Officer, or Employee)      Name of the Governmental Agency      Complete Address of Gov't Agency      Governmental Position

NA

(Table with 4 columns: Name of Owner/Employee, Name of the Governmental Agency, Complete Address of Gov't Agency, Governmental Position)

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Date: \_\_\_\_\_



Hanson Bridgett

**EXHIBIT 2: BID BOND**

KNOW ALL BY THESE PRESENTS:

That the undersigned TRENT CONSTRUCTION as Principal and the undersigned as Surety are held and firmly bound unto the Mayers Memorial Hospital District as obligee, in the penal sum of <sup>TEN PERCENT TOTAL</sup> ~~\$~~ AMOUNT BID (10%) dollars, which is 10% of the total lump sum price (bid) of the Principal.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying bid dated March 11, 2020, for the Burney Rural Health Clinic Remodel, General Contracting Services.

If the Principal does not withdraw its bid within the time specified in the Request for Bid; and if the Principal is awarded the Construction Contract and provides all documents to the District as required by the Contract Documents as defined in the Construction Contract; then this obligation will be null and void. Otherwise, this bond will remain in full force and effect.

Surety, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents will affect its obligation under this bond, and Surety waives notice of any changes.

In the event a lawsuit is brought upon this bond by the District and judgment is recovered, the Surety will pay all litigation expenses incurred by the District in such suit, including reasonable attorneys' fees, court costs, expert witness fees and expenses.

**IN WITNESS WHEREOF**, the above-bound parties have executed this instrument under seal this 6TH day of MARCH, 2020, the name and corporate seal of each corporation.

(Corporate Seal)

TRENT CONSTRUCTION  
Principal \_\_\_\_\_  
By [Signature] \_\_\_\_\_  
Title President \_\_\_\_\_

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

Surety \_\_\_\_\_  
By [Signature] \_\_\_\_\_  
Attorney-in-Fact

Title BOBETTE WINTON ATTORNEY-IN-FACT \_\_\_\_\_



(Corporate Seal)

(Attach Attorney-in-Fact Certificate)

Mayers Memorial Hospital District  
Burney Rural Health Clinic Remodel  
Request for Bid

# ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.


State of California  
County of SHASTA

On MARCH 6, 2020 before me, TINA COULTER, NOTARY PUBLIC  
(insert name and title of the officer)

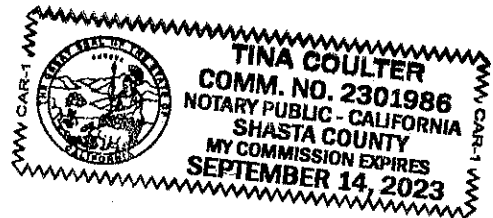
personally appeared BOBETTE WINTON ~  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature 

(Seal)





Travelers Casualty and Surety Company of America  
 Travelers Casualty and Surety Company  
 St. Paul Fire and Marine Insurance Company

**POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Bobette Winton of Reading their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.  
 IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

By: *Robert L. Raney*  
 Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



*Marie C. Tetreault*  
 Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 6th day of MARCH, 2020



*Kevin E. Hughes*  
 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
 Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.

**Bid #2**

**Gifford  
Construction**

**EXHIBIT 1: BID FORM**

**Date: March 11, 2020**

**Mr. Ryan Harris  
Chief Operations Officer  
Mayers Memorial Hospital District  
43563 Highway 299E  
Fall Rivers, CA 96028**

**Re: General Contracting Services  
Burney Rural Health Clinic Remodel**

By submission of this bid, the Bidder acknowledges that it has reviewed all of the Bid Documents, investigated the site and existing conditions, has submitted all required documentation including copy of Bidder's license, is capable of securing the insurance required by the Construction Contract and the necessary payment and performance bonds before commencement of construction, and can complete all Work required under the Contract Documents pursuant to the terms and conditions of the Construction Contract.

Within **10 days** of notice of recommendation for award of Construction Contract, the successful Bidder agrees to execute the Construction Contract (inclusive of all Exhibits) included in this Request for Bid (as amended), as written together with certification of insurance and required endorsements, Bidder's construction schedule as required per Section 3.6, licenses for listed subcontractors, and the executed payment and performance bonds.

Bidder must submit all required documents per Article 3 of the RFB and as required by the Bid Form. Bidder will be deemed non-responsive for failure to complete and return the Bid Form and required attachments.

This bid will remain subject to acceptance for **90 calendar days** after the date of this Bid Form and may not be withdrawn during that time period.



### EXHIBIT 1: BID FORM

#### LUMP SUM PRICE BREAKDOWN

Spec. Section	Trade	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Total Lump Sum Price</b>	<b>\$ 2,840,000</b>
<b>Bidder's Change Order Mark-Up</b>		
	Overhead and Profit on Self Performed Work	15%
	Overhead and Profit on Subcontractor Portions of the Work	5%
	Average Daily Rate (\$ per work day) For Extended General Conditions and General Requirements	\$ 2,000
	Insurance	1 %
	Payment and Performance Bond	1 %
<b>Schedule</b>		
	Commencement of Construction	5/6/2020
	Substantial Completion Date	1/8/2021
	Final Completion Date	2/8/2021

**Notes to Bidders:**  
Mayers Memorial Hospital District  
Burney Rural Health Clinic Remodel  
Request for Bid

**EXHIBIT 1: BID FORM**

1. Lump Sum Price includes the cost for all labor, materials, tools, equipment, services, and appurtenances necessary for proper completion of the Work in accordance with the Contract Documents as defined in the Construction Contract including all insurance, taxes, general conditions, general requirements, and contingency. Allowance items, if any, must be specifically identified and set forth on a separate line item in the Lump Sum Price Breakdown. The award is based on the Lump Sum Price.
2. Bidder's Change Order mark-up will be transferred into the Construction Contract from the Bid Form as part of the business terms.
3. Bidder's dates for commencement of construction, Substantial Completion, and Final Completion will be transferred into the Construction Contract from the Bid Form as part of the business terms.

**Unit Pricing:** The following unit pricing includes the cost for all labor, materials, equipment, and mark-ups for overhead, profit, and escalation will be made part of the Construction Contract.

1. Removal and replacement of concrete paving per Sheets C1.1 and C2.1.  
Add: \$ 3000 per cubic yard
2. Removal and replacement of asphalt paving per Sheets C1.1 and C2.1.  
Add: \$ 7000 per cubic yard

**Bidder's Equipment Rates.**

Type of Equipment	Rental Charge			Duration
	Hourly	Daily	Monthly	
<del>Owned equipment, if any, will be invoiced at the current Caltrans equipment rental rate.</del>				

**Subcontractor List.**

In accordance with Public Contract Code section 4104, Bidder must include the name, location of business, and the California contractor license number of each subcontractor who will perform a portion of the Work, in an amount in excess of 1/2 of 1% of the bid or \$10,000, whichever is greater. The Bidder will list only one subcontractor for each portion of the Work. If a Bidder fails to specify a subcontractor the Bidder certifies that it is fully qualified and capable of performing

Mayers Memorial Hospital District  
Burney Rural Health Clinic Remodel  
Request for Bid

**EXHIBIT 1: BID FORM**

that portion of the Work itself and will perform that portion of the Work itself. (This Subcontractor List may be retyped in the same form as below if additional space is needed.)

Portion of Work	Subcontractor Name	Address	License No.	DIR No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				

*SEE ATTACHED*

**Note: The Licenses for all Subcontractor's listed on this form must be submitted to the District within 10 days after the Bidder has received notice of recommendation for award of the Construction Contract.**

**ACKNOWLEDGMENTS AND EXHIBITS**

1. Acknowledgment of Receipt of Addenda Addendum 1 - 2/06/20, Addendum 2 - 2/12/20, Addendum 3 - 2/12/20, Addendum 4 - 2/14/20, Addendum 5 - 2/17/20, Addendum 6 - 2/28/20, Addendum 7 - 3/06/20, Addendum 8 - 3/06/20.
2. Bidder acknowledges that the bid includes all Work described in the Bid Documents and the Construction Contract per the breakdown set forth on this Bid Form
3. Bidder acknowledges that the bid is in compliance with the insurance and bonding requirements per the Construction Contract amended into the RFB as Exhibit 4.
4. Bidder acknowledges that it has reviewed Article 9 of this RFB and the applicable code sections related to registration requirements, prevailing wage, and certified payroll and that Bidder is in compliance with the registration requirements and is able to comply with prevailing wage and certified payroll requirements.
5. Bidder acknowledges that its responses to the Qualification Questionnaire issued with the RFQ on November 4, 2019 are incorporated by reference into this Bid Form as through set forth in full and that there has not been any changes in the information provided. If there have been changes to the information provided in response to the RFQ, Bidder must include the changes on a separate piece of paper attached to this Bid Form.
6. Pursuant to Public Contract Code 2204, of the Iran Contracting Act of 2010, through execution of this Bid Form, Bidder certifies that it is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5, as applicable unless the Bidder has been permitted to

Mayers Memorial Hospital District  
 Burney Rural Health Clinic Remodel  
 Request for Bid

Subcontractor List

Portion of Work	Subcontractor Name	Address	License No.	DIR No.

336  
5511

Mayers Memorial Burney Rural Health Clinic Remodel

Subcontractor List

Portion of Work	Subcontractor Name	Address	License No.	DIR No.
CONCRETE	MUSE	REDDING	423102	1000011081 ✓
MASONRY	N. STARR	WHITMORES	753283	1000013007 ✓
MTLS	<del>FIFE HARRIS</del>	<del>REDDING REDDING</del>	<del>329478 791631</del>	<del>1000013998 1000014358</del>
FRAMING	A.C. FRAMER	REDDING	746897	1000002961 ✓
CASWORK	<del>DSC</del> OCSI STUP	ORLAND	189381	100000526 ✓
INSULATION	DIAZ	CHICO	951769	1000002148 ✓
ROOFING	HARBERT	REDDING	696974	1000005830 ✓
DOORS	BOILDERS	REDDING	762780	1000008830 ✓
GLAZING	COTTONWOOD	COTTONWOOD	976813	1000005572 ✓
<del>PLASTER</del>	<del>PC BICKERT</del>	"		
DRYWALL	GE. D/W	REDDING	855371	1000012561 ✓
CERAMIC TILE	ERIC ROSS	REDDING	689398 127320	1000001065 ✓
WOOD CEILING	CEILING EXPERTS	SACRAMENTO <del>SACRAMENTO</del>	917629 <del>229210</del>	1000006305 ✓ <del>1000002989</del>
FLOORING	BT MANCINI	SACRAMENTO	229210	1000002989 ✓
PAINTING	WALGAMUTH	REDDING	907711	1000004025 ✓ 1000006374 ✓
LOGICAL CURTAINS	BLASER	SACRAMENTO	619412	<del>1000006374</del>
FIRE-SUPPRES.	FRONTIER	CARMICHAEL	410573	1000010789 ✓
PLUMBING <sup>MM</sup>	RAY MAC	MT STASTA	803028	1000001165 ✓
HVAC	RAY MAC	"	"	"

Portion of Work	Subcontractor Name	Address	License No.	DIR No.
<i>ELECTRICAL</i> ✓	<i>SHARP</i>	<i>WEAVERVILLE</i>	<i>775441</i> <del><i>601031</i></del>	<del><i>100015000</i></del> <del><i>1000024827</i></del>
<i>SITWORK</i> ✓	<i>NELSON</i>	<i>PETELUMA</i>	<i>601031</i>	<del><i>1000024827</i></del>

**EXHIBIT 1: BID FORM**

submit a bid or proposal to the public entity pursuant to subdivision (c) or (d) of Section 2203.

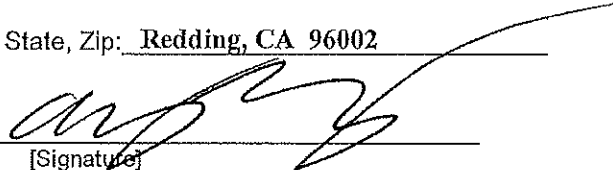
- 7. Bid Security provided or Bid Bond set forth in Exhibit 2 is completed and attached.
- 8. Non-Collusion Affidavit set forth in Exhibit 3 is completed and attached.

By executing this Bid Form, the Bidder represents that he or she has authority to bind the party on whose behalf his or her execution is made.

Name of Bidder: Gifford Construction, Inc.

Address: 2556 Heather Lane

City, State, Zip: Redding, CA 96002

By:   
[Signature]

Name: Andy McCurdy  
[Printed Name]

Its: Vice President  
[Title]

Dated of Submission of Bid: March 11, 2019

**EXHIBIT 2: BID BOND**

KNOW ALL BY THESE PRESENTS:

That the undersigned Gifford Construction, Inc. as Principal and the undersigned Western Surety Company as Surety are held and firmly bound unto the Mayers Memorial Hospital District as obligee, in the penal sum of Ten percent of the total amount bid (10% of the total amount bid) dollars, which is 10% of the total lump sum price (bid) of the Principal.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying bid dated March 11, 2020, for the Burney Rural Health Clinic Remodel, General Contracting Services.

If the Principal does not withdraw its bid within the time specified in the Request for Bid; and if the Principal is awarded the Construction Contract and provides all documents to the District as required by the Contract Documents as defined in the Construction Contract; then this obligation will be null and void. Otherwise, this bond will remain in full force and effect.

Surety, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents will affect its obligation under this bond, and Surety waives notice of any changes.

In the event a lawsuit is brought upon this bond by the District and judgment is recovered, the Surety will pay all litigation expenses incurred by the District in such suit, including reasonable attorneys' fees, court costs, expert witness fees and expenses.

**IN WITNESS WHEREOF**, the above-bound parties have executed this instrument under seal this 9th day of March, 2020, the name and corporate seal of each corporation.

(Corporate Seal)

Gifford Construction, Inc.

Principal

By 

Title VICE PRESIDENT

Western Surety Company

(Corporate Seal)

Surety

By 

Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Title Elizabeth Collodi, Attorney-in-Fact

Mayers Memorial Hospital District  
Burney Rural Health Clinic Remodel  
Request for Bid



**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Butte )

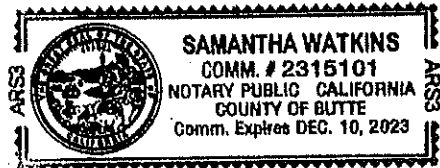
On March 09, 2020 before me, Samantha Watkins, Notary Public  
(insert name and title of the officer)

personally appeared Elizabeth Collodi,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Samantha Watkins* (Seal)



# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**John Hopkins, Elizabeth Collodi, Steve Williams, Joseph H Weber, Renee Ramsey, Jennifer Lakmann, Mindy Whitehouse, Katherine Gordon, John J Weber, Stephanie Agapoff, Sara Walliser, Breanna Boatright, Jessica Monlux, Marissa Robinson, Individually**

of Chico, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 19th day of November, 2019.



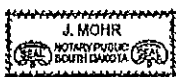
WESTERN SURETY COMPANY

Paul T. Bruffat  
Paul T. Bruffat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 19th day of November, 2019, before me personally came Paul T. Bruffat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires  
June 23, 2021



J. Mohr  
J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of March, 2020.



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to [www.cnasurety.com](http://www.cnasurety.com) > Owner / Oblige Services > Validate Bond Coverage, if you want to verify bond authenticity.

**Authorizing By-Law**

**ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY**

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

**EXHIBIT 3: NON-COLLUSION AFFIDAVIT**

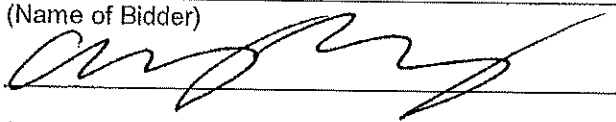
State of California            )  
  ) ss.  
County of Shasta             )

Andy McCurdy, being first duly sworn, deposes and says that he or she is Vice President of Gifford Construction, Inc., the party making the Burney Rural Health Clinic Remodel General Contracting Services bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with any Bidder or anyone else to put in a sham bid, or that anyone will refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Lump Sum Price of the Bidder or the bid price of any other Bidder, or to fix any overhead, profit or cost element of the Lump Sum Price, or of that of any other Bidder, or to secure any advantage against the District or anyone interested in the proposed Construction Contract; that all statements contained in the bid are true; and further, that Bidder has not, directly or indirectly, submitted its Lump Sum Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed March 11, 2020 under penalty of perjury under the laws of the State of California.

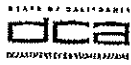
**Gifford Construction, Inc.**

(Name of Bidder)



(Signature of Principal)

Mayers Memorial Hospital District  
Burney Rural Health Clinic Remodel  
Request for Bid



CONTRACTORS  
STATE LICENSE BOARD  
ACTIVE LICENSE



License Number **638891**

Entity **CORP**

Business Name **GIFFORD CONSTRUCTION INC**

Classification(s) **A B C-8 C12**

Expiration Date **03/31/2020**

[www.cslb.ca.gov](http://www.cslb.ca.gov)



**Bid #3**

**Randy Hill  
Construction**

## EXHIBIT 1: BID FORM

**Date: March 11, 2020**

**Mr. Ryan Harris  
Chief Operations Officer  
Mayers Memorial Hospital District  
43563 Highway 299E  
Fall Rivers, CA 96028**

**Re: General Contracting Services  
Burney Rural Health Clinic Remodel**

By submission of this bid, the Bidder acknowledges that it has reviewed all of the Bid Documents, investigated the site and existing conditions, has submitted all required documentation including copy of Bidder's license, is capable of securing the insurance required by the Construction Contract and the necessary payment and performance bonds before commencement of construction, and can complete all Work required under the Contract Documents pursuant to the terms and conditions of the Construction Contract.

Within **10 days** of notice of recommendation for award of Construction Contract, the successful Bidder agrees to execute the Construction Contract (inclusive of all Exhibits) included in this Request for Bid (as amended), as written together with certification of insurance and required endorsements, Bidder's construction schedule as required per Section 3.6, licenses for listed subcontractors, and the executed payment and performance bonds.

Bidder must submit all required documents per Article 3 of the RFB and as required by the Bid Form. Bidder will be deemed non-responsive for failure to complete and return the Bid Form and required attachments.

This bid will remain subject to acceptance for **90 calendar days** after the date of this Bid Form and may not be withdrawn during that time period.

## EXHIBIT 1: BID FORM

### LUMP SUM PRICE BREAKDOWN

Spec. Section	Trade	Amount
Divison 1	General Conditions, Bonds, Insurance & Profit	\$ 392,308
Divison 2	Demolition	\$ 45,000
Divison 31,32,33	Earthwork, Exterior Improvments, Utilities	\$ 120,816
Divison 3	Building Concrete & Site Concrete	\$ 117,750
Divison 4	Masonry	\$ 75,385
Divison 5	Metals	\$ 28,398
Divison 6	Wood, Plastics & Compositis	\$ 332,582
Divison 7	Thermal & Moisture Protection	\$ 66,547
Divison 8	Openeings	\$ 81,524
Divison 9	Finishes	\$ 193,961
Divison 10	Specialties	\$ 10,884
Divison 12	Furnishings	\$ 2,334
Divison 21	Fire Supression	\$ 24,680
Divison 22	Plumbing	\$ 141,000
Divison 23	Heating, Ventilating and Air Conditioning	\$ 148,995
Divison 26,27,28	Electrical, Communications, Elect. Safety & Scurity	\$ 305,000
	<b>Toatal Lump Sum Price</b>	<b>\$ 2,087,164</b>
<b>Bidders Change Order Mark-Up</b>		
	Overhead and Profit on Self Performed Work	15%
	Overhead and Profit on Subcontractors Portions of the Work	5%
	Average Daily Rate (\$ per work day)	\$800
	For Extended General Conditions and General Requirements	
	Insurance	1%
	Payment & Performance Bonds	1.2%
<b>Schedule</b>		
	Commencement of Construction	5/4/2020
	Substantial Completion Date	1/8/2021
	Final Completion Date	1/28/2021

**Notes to Bidders:**

Mayers Memorial Hospital District  
 Burney Rural Health Clinic Remodel  
 Request for Bid



## EXHIBIT 1: BID FORM

1. Lump Sum Price includes the cost for all labor, materials, tools, equipment, services, and appurtenances necessary for proper completion of the Work in accordance with the Contract Documents as defined in the Construction Contract including all insurance, taxes, general conditions, general requirements, and contingency. Allowance items, if any, must be specifically identified and set forth on a separate line item in the Lump Sum Price Breakdown. The award is based on the Lump Sum Price.

2. Bidder's Change Order mark-up will be transferred into the Construction Contract from the Bid Form as part of the business terms.

3. Bidder's dates for commencement of construction, Substantial Completion, and Final Completion will be transferred into the Construction Contract from the Bid Form as part of the business terms.

**Unit Pricing:** The following unit pricing includes the cost for all labor, materials, equipment, and mark-ups for overhead, profit, and escalation will be made part of the Construction Contract.

1. Removal and replacement of concrete paving per Sheets C1.1 and C2.1.

Add: \$8,900.00 per cubic yard

2. Removal and replacement of asphalt paving per Sheets C1.1 and C2.1.

Add: \$22,500.00 per cubic yard

### Bidder's Equipment Rates.

Type of Equipment	Rental Charge			Duration
	Hourly	Daily	Monthly	
Scissor Lift	\$45	\$350	\$1,300	
Dump Truck	\$63	\$490	\$1,900	
Bobcat	\$35	\$280	\$1,100	
Forklift	\$57	\$450	\$1,700	
Water Truck	\$45	\$350	\$1,300	
F250	\$28	\$200	\$750	
Dump Trailer	\$5	\$40	\$160	
Trailer	\$5	\$40	\$160	
Skip Loader	\$50	\$375	\$1,450	
Back Hoe	\$45	\$350	\$1,300	

### Subcontractor List.

In accordance with Public Contract Code section 4104, Bidder must include the name, location of business, and the California contractor license number of each subcontractor who will perform a portion of the Work, in an amount in excess of 1/2 of 1% of the bid or \$10,000, whichever is greater. The Bidder will list only one subcontractor for each portion of the Work. If a Bidder fails to specify a subcontractor the Bidder certifies that it is fully qualified and capable of performing

Mayers Memorial Hospital District  
 Burney Rural Health Clinic Remodel  
 Request for Bid

## EXHIBIT 1: BID FORM

that portion of the Work itself and will perform that portion of the Work itself. (This Subcontractor List may be retyped in the same form as below if additional space is needed.)

Portion of Work	Subcontractor Name	Address	License No.	DIR No.
1. Earthwork	DMS	Redding	758022	1000012850
2. Asphalt	Eagle Paving	Redding	422987	1000006215
3. Site Concrete	DMS	Redding	758022	1000012850
4. Masonry	SJR	McKinleyville	417248	1000002931
5. Metals	Tig-Tech	Cottonwood	854536	1000009873
6. Cabinetry	Orland Cabinets	Orland	189381	1000000526
7. Insulation	Diaz Insulation	Chico	951769	1000002184

**Note: The Licenses for all Subcontractor's listed on this form must be submitted to the District within 10 days after the Bidder has received notice of recommendation for award of the Construction Contract.**

Addendum 1 issued January 31, 2020

Addendum 2 issued January 31, 2020

Addendum 3 issued January 31, 2020

Addendum 4 issued February 13, 2020

Addendum 5 issued February 17, 2020

Addendum 6 issued February 28, 2020

Addendum 7 issued March 5, 2020

Addendum 8 issued March 6, 2020

### ACKNOWLEDGMENTS AND EXHIBITS

1. Acknowledgment of Receipt of Addenda

[List addenda number, title and date]

2. Bidder acknowledges that the bid includes all Work described in the Bid Documents and the Construction Contract per the breakdown set forth on this Bid Form
3. Bidder acknowledges that the bid is in compliance with the insurance and bonding requirements per the Construction Contract amended into the RFB as Exhibit 4.
4. Bidder acknowledges that it has reviewed Article 9 of this RFB and the applicable code sections related to registration requirements, prevailing wage, and certified payroll and that Bidder is in compliance with the registration requirements and is able to comply with prevailing wage and certified payroll requirements.
5. Bidder acknowledges that its responses to the Qualification Questionnaire issued with the RFQ on November 4, 2019 are incorporated by reference into this Bid Form as through set forth in full and that there has not been any changes in the information provided. If there have been changes to the information provided in response to the RFQ, Bidder must include the changes on a separate piece of paper attached to this Bid Form.
6. Pursuant to Public Contract Code 2204, of the Iran Contracting Act of 2010, through execution of this Bid Form, Bidder certifies that it is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5, as applicable unless the Bidder has been permitted to

Mayers Memorial Hospital District  
 Burney Rural Health Clinic Remodel  
 Request for Bid

## EXHIBIT 1: BID FORM

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Portion of Work	Subcontractor Name	Address	License No.	DIR No.
8. Roofing	Harbert Roofing	Anderson	696974	1000005830
9. Doors and Frames	Builders Door	Redding	762780	1000008830
10. Glazing	Cottonwood Glass	Cottonwood	633256	1000005572
11. Drywall	GE Drywall	Redding	855371	1000012561
12. Flooring	B.T. Mancini	Sacramento	229210	1000002989
13. Painting	McCarley & Sons	Shasta Lake	991766	1000012134
14. Fire Sprinkler	Frontier Fire	Carmichael	410573	1000010789

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Mayers Memorial Hospital District  
 Burney Rural Health Clinic Remodel  
 Request for Bid

## EXHIBIT 1: BID FORM

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Portion of Work	Subcontractor Name	Address	License No.	DIR No.
15. Plumbing	United Plumbing	Eureka	659759	1000017179
16. HVAC	Ray-Mac	Mt. Shasta	803028	1000001165
17. Electrical	Sharp Electric	Weaverville	775441	1000015000
18.				
19.				
20.				
21.				

**Note: The Licenses for all Subcontractor's listed on this form must be submitted to the District within 10 days after the Bidder has received notice of recommendation for award of the Construction Contract.**

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Mayers Memorial Hospital District  
 Burney Rural Health Clinic Remodel  
 Request for Bid

**EXHIBIT 1: BID FORM**

submit a bid or proposal to the public entity pursuant to subdivision (c) or (d) of Section 2203.

- 7. Bid Security provided or Bid Bond set forth in Exhibit 2 is completed and attached.
- 8. Non-Collusion Affidavit set forth in Exhibit 3 is completed and attached.

By executing this Bid Form, the Bidder represents that he or she has authority to bind the party on whose behalf his or her execution is made.

Name of Bidder: Randy Hill Construction, Inc.

Address: 5237 Mallard Estates Road

City, State, Zip: Chico, CA 95973

By:   
\_\_\_\_\_

[Signature]

Name: Randy Hill  
\_\_\_\_\_

[Printed Name]

Its: President  
\_\_\_\_\_

[Title]

Dated of Submission of Bid: 03/11/2020

**EXHIBIT 3: NON-COLLUSION AFFIDAVIT**

State of California            )  
  ) ss.  
County of Shasta             )

**[Randy Hill]**, being first duly sworn, deposes and says that he or she is **[President]** of **[Randy Hill Construction, Inc.]**, the party making the Burney Rural Health Clinic Remodel General Contracting Services bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with any Bidder or anyone else to put in a sham bid, or that anyone will refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Lump Sum Price of the Bidder or the bid price of any other Bidder, or to fix any overhead, profit or cost element of the Lump Sum Price, or of that of any other Bidder, or to secure any advantage against the District or anyone interested in the proposed Construction Contract; that all statements contained in the bid are true; and further, that Bidder has not, directly or indirectly, submitted its Lump Sum Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed March 11, 2020 under penalty of perjury under the laws of the State of California.

Randy Hill Construction, Inc.

(Name of Bidder)



(Signature of Principal)

**EXHIBIT 2: BID BOND**

KNOW ALL BY THESE PRESENTS:

That the undersigned **Randy Hill Construction, Inc.** as Principal and the undersigned as Surety are held and firmly bound unto the Mayers Memorial Hospital District as obligee, in the penal sum of \$10% of Amount Bid dollars, which is 10% of the total lump sum price (bid) of the Principal.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying bid dated March 11, 2020, for the Burney Rural Health Clinic Remodel, General Contracting Services.

If the Principal does not withdraw its bid within the time specified in the Request for Bid; and if the Principal is awarded the Construction Contract and provides all documents to the District as required by the Contract Documents as defined in the Construction Contract; then this obligation will be null and void. Otherwise, this bond will remain in full force and effect.

Surety, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents will affect its obligation under this bond, and Surety waives notice of any changes.

In the event a lawsuit is brought upon this bond by the District and judgment is recovered, the Surety will pay all litigation expenses incurred by the District in such suit, including reasonable attorneys' fees, court costs, expert witness fees and expenses.

**IN WITNESS WHEREOF**, the above-bound parties have executed this instrument under seal this 5th day of March, 2020, the name and corporate seal of each corporation.

(Corporate Seal)

Randy Hill Construction, Inc.  
Principal  
By [Signature]  
Title President  
Western Surety Company

(Corporate Seal)

Surety  
By [Signature]  
Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Title Elizabeth Collodi, Attorney-in-Fact

Mayers Memorial Hospital District  
Burney Rural Health Clinic Remodel  
Request for Bid

P.O. Box 459 – 43563 Highway 299 East, Fall River Mills, CA 96028 (tel. (530) 336-5511 Fax (530) 336-6199  
<http://www.mayersmemorial.com>

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Butte )

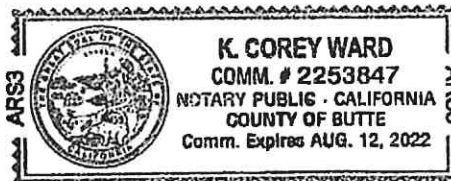
On March 5, 2020 before me, K. Corey Ward, Notary Public  
(insert name and title of the officer)

personally appeared Elizabeth Collodi,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~  
subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in  
~~his~~/her/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/her/~~their~~ signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *K. Corey Ward* (Seal)





# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**John Hopkins, Elizabeth Collodi, Steve Williams, Joseph H Weber, Renee Ramsey, Jennifer Lakmann, Mindy Whitehouse, Katherine Gordon, John J Weber, Stephanie Agapoff, Sara Walliser, Breanna Boatright, Jessica Monlux, Marissa Robinson, Individually**

of Chico, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

### - In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 19th day of November, 2019.

WESTERN SURETY COMPANY



Paul T. Bruflat  
Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 19th day of November, 2019, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires  
June 23, 2021



J. Mohr  
J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 5th day of March, 2020.



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary



**RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF MAYERS MEMORIAL HOSPITAL DISTRICT**

**Awarding Bid for Burney Rural Health Clinic Remodel**

**WHEREAS**, the Mayers Memorial Hospital District (the “District”) has advertised for bids for the remodel of the Burney Rural Health Clinic; and

**WHEREAS**, bids were received and opened by the District at its Fall River facility, 43563 HWY 299E, Fall River Mills, California on March 11, 2020 at 2:00 p.m.; and

**WHEREAS**, bids were received in the following amounts from the following bidders:

	<u><b>TOTAL BID</b></u>
Trent Construction	\$2,033,000.00
Randy Hill Construction	\$2,087,164.00
Gifford Construction	\$2,184,000.00

**WHEREAS**, the District’s staff, the Chief Operating Officer has reviewed the bids and recommend that the Board of Trustees find Trent Construction, to be the lowest responsible and responsive bidder and award a contract for the Burney Rural Health Clinic Remodel; and

**WHEREAS**, the Board of Trustees hereby find Trent Construction is the lowest responsible bidder for the Burney Rural Health Clinic Remodel;

**NOW, THEREFORE, BE IT RESOLVED** that, the Board of Trustees of Mayers Memorial Hospital District THAT:

Award of Contract: The bid submitted by Trent Construction, in the amount of \$2,033,000.00 is hereby accepted and a Contract for the Burney Rural Health Clinic is hereby awarded to Trent Construction.

**DULY PASSED AND ADOPTED** this 25th day of March 2020 by the Board of Trustees of Mayers Memorial Hospital District by the following vote:

- AYES:
- NOES:
- ABSENT:

ABSTAIN:

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Abe Hathaway, Vice President  
Board of Trustees, Mayers Memorial Hospital District

ATTEST:

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Jessica DeCoito  
Clerk of the Board of Directors



CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY

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# HEALTHCARE EXPANSION LOAN PROGRAM II (HELP II) OVERVIEW

## **LOW FIXED INTEREST RATE**

LOANS FOR  
CALIFORNIA'S NON-PROFIT  
SMALL AND RURAL  
HEALTH FACILITIES

915 Capitol Mall, Suite 435  
Sacramento, California 95814  
Phone: (916) 653-2799

Website: [www.treasurer.ca.gov/chffa](http://www.treasurer.ca.gov/chffa)

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The California Health Facilities Financing Authority (Authority) recognizes the difficulty small and rural health facilities have in obtaining adequate financing for their capital needs. In 1995, the Authority launched the HELP II Loan Program to assist health facilities in expanding and improving services to the people of California by providing direct low cost loans.

## **E**ligibility



### General Requirements

- ◆ Must qualify as a health facility under the Authority's enabling legislation (see examples of health facilities, page 5).
- ◆ Must be one of the following:
  - A health facility with no more than \$30 million in annual gross revenues, as shown on most recent audited financials (district hospitals are exempt from this requirement).
  - Located in a rural Medical Service Study Area as defined by the California Healthcare Workforce Policy Commission (no maximum annual gross revenue).
  - A district hospital (no maximum annual gross revenue).
- ◆ Must be a non-profit 501(c)(3) organization or a public health facility (e.g. district hospital).
- ◆ Must have been in existence for at least three years performing the same type(s) of services.
- ◆ Must demonstrate evidence of fiscal soundness and the ability to meet the terms of the loan.

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## Uses of Funds



Loan proceeds up to \$1,500,000 per borrower may be used for eligible uses as listed below.

### **Eligible Uses:**

- ◆ Purchase, construction, renovation, or remodeling of real property.
- ◆ Purchase equipment and furnishings.
- ◆ Perform feasibility studies, site tests, and surveys associated with real property.
- ◆ Pay permit fees, architectural fees, and other pre-construction costs.



### **Ineligible Uses:**

- ◆ Appraisal fees
- ◆ Title fees
- ◆ Financial advisor fees
- ◆ Authority loan fees

Loan proceeds up to \$1,000,000 may be used to refinance existing debt. The existing debt must qualify as an eligible use under the HELP II Loan Program.

- ◆ Refinance existing debt, but only when a single obligation is paid in full.

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# Loan Information

## Terms

- ◆ 2 percent fixed interest rate for property acquisition, construction, renovation, and equipment.
- ◆ 3 percent fixed interest rate for loan refinancing.
- ◆ Loan amounts of \$25,000 to \$1,500,000.
- ◆ Repayment Period:
  - Maximum of 20 years for property acquisition, construction, and renovation.
  - Maximum of 15 years for loan refinancing.
  - Maximum of 5 years for equipment.
- ◆ Maximum loan-to-value ratio of 95 percent.
- ◆ Borrowers must contribute a minimum of 5 percent toward project costs. This 5 percent must be in the form of cash or documented project expenditures, subject to Authority approval. For refinancing transactions, the 5 percent may come from the equity in the property.
- ◆ Revenue pledge required. Additional collateral (equipment and/or real estate) is also required.
- ◆ Fully amortized loans.
- ◆ No prepayment penalties.
- ◆ Loans can be funded approximately 60 days from the date of application.

## Standard Covenants

Applicants receiving loans must:

- ◆ Submit audited annual financial statements, and if requested by the Authority, quarterly unaudited financial statements and budgets.
- ◆ Maintain adequate property and business insurance.
- ◆ Notify the Authority of any significant changes in corporate existence prior to the occurrence (i.e. merger, consolidation, structure or name change).

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## Fees & Charges



- ◆ \$50 non-refundable application fee.
- ◆ Once approved, there is a one-time fee payable at closing equal to 1.25 percent of the loan amount. This one-time fee is used to defray loan administration and closing costs.
- ◆ Title and escrow fees may be required for transactions involving real estate.
- ◆ There are no ongoing program fees.

## GENERAL INFORMATION

- ◆ Applications are accepted on a continual basis. Applications are due by the 20<sup>th</sup> of each month in order to be considered at the next month's Authority Board meeting (meetings are generally held the last Thursday of the month). Visit our website at [www.treasurer.ca.gov/chffa](http://www.treasurer.ca.gov/chffa) for the list of meeting dates.
- ◆ Applicants are required to attend the meeting to present their proposals and answer questions from members of the Authority Board.
- ◆ The Authority staff may require a site visit to evaluate the Project and the Applicant's operations.
- ◆ HELP II Loan borrowers must comply with California's prevailing wage law under Labor Code section 1720, et seq. for public works projects. The Authority recommends consulting legal counsel.



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# Health Facilities Defined



To be eligible for financing, an Applicant must have non-profit status **and** qualify as a health facility under the Authority's enabling statute – Section 15432(d) of the Government Code. With few exceptions, a facility must be licensed by the State of California. If an Applicant is unsure about eligibility, please contact the Authority.

Examples of qualifying health facilities include, but are not limited to:

- General Acute Care Hospitals
- Adult Day Health Centers
- Alcoholism Recovery Facilities <sup>(1)</sup>
- Chemical Dependency Facilities
- Child Day Care Facilities <sup>(2)</sup>
- Community Clinics
- Community Mental Health Facilities Center <sup>(3)</sup>
- Community Work-Activity Program (Accredited)<sup>(4)</sup>
- Residential Facility for Persons with Developmental Disabilities
- Multilevel Care Facilities<sup>(5)</sup>
- Acute Psychiatric facilities
- Public Health Centers (e.g. District Hospital)
- Rehabilitation Facilities
- Skilled Nursing / Intermediate Care Facilities

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(1) Services must include residential care that provides a 24-hour stay.

(2) Must be operated in conjunction with a licensed health facility.

(3) State license is not required; however program must be certified by the State of California, Department of Health Care Services.

(4) Includes sheltered workshops.

(5) Arrangement where a Residential Facility for the Elderly operates in conjunction with a Skilled Nursing Facility, Intermediate Care Facility, or a General Acute Care Hospital.

**MAYERS MEMORIAL HOSPITAL DISTRICT  
POLICY AND PROCEDURE  
SATELLITE OFFICE and HOME OFFICE SECURITY**

Page 1 of 2

*Synopsis:*

*This policy is designed to help Mayers Memorial Hospital District (MMHD) designate and protect Satellite and Home Offices that directly perform services for the Covered Entity or Business Associate.*

**DEFINITIONS:**

**Satellite Office:** A Satellite Office is a non-descript location, with no signage to designate that it is part of, or performs services for, the main organization. This location is not used for storing PHI documented in physical or digital form. It is strictly used for providing treatment and then leaving. When leaving, there is no footprint, no computers, no charts, no trash: nothing that can be traced back to any of the PHI that was interacted with. **If any of the above does not apply, then this site is considered a location and is subject to all the HIPAA requirements that the main office is subject to.**

**Example of a Satellite Office:** A Doctor's office in city A has a lot of patients in city B, so once a week they use a site in city B (i.e., an examination room in another doctor's office, etc.) to see patients who live there so they do not have to travel as far. This site is not used for storing charts, for storing computers, or for leaving any documentation behind. It is strictly used for seeing the Doctor's patients, and then leaving. When leaving, they leave behind no footprint, no computers, no charts, no trash, and nothing about or pertaining to any of the patients that were there that day.

**Home Office:** A home office with no signage to designate that it is part of, or performs services for, the main organization. This location is not used for storing charts, for storing computers, and does not retain any documentation. It is strictly used for providing treatment and healthcare viewing of electronic records. There is no footprint, no data stored on computers, no charts, no trash: nothing that can be traced back to any of the PHI that was interacted with. MMHD should not allow storage of PHI at the Home Office. Printed matter should be shredded immediately after use, and it should not be stored. Computers should be set up so PHI cannot download from the main site. **No footprint can be left. If any of the above does not apply, then this site is considered a location and is subject to all the HIPAA requirements that the main office is subject to.**

## **POLICY**

### **Requirements of Compliance for Satellite and Home Offices:**

1. Devices used at Satellite and Home sites must be protected and encrypted and listed in the Device Audit as encrypted.
2. Site(s) must have a Physical Site Audit filled out and stored in The Guard.
3. All MMHD staff that work in the Satellite and Home offices must go through HIPAA training.
4. No footprint (evidence of PHI) will be allowed at either Satellite or Home Offices.
5. If the above are not followed, the organization must defend their decisions to the Department of Health and Human Services (HHS) should a breach occur and these protocols are not followed.

### **COMMITTEE APPROVAL:**

HIM/HIPAA: 12/18/2019

**MAYERS MEMORIAL HOSPITAL DISTRICT**

**POLICY AND PROCEDURE**

**INFECTION CONTROL CONSTRUCTION and RENOVATION**

Page 1 of 7

**DEFINITION:**

**A. DEFINITIONS OF CONSTRUCTION ACTIVITY TYPES:**

The construction activity types are defined by the overall impact to other areas of the hospital. This would include the amount of dust that is generated, the duration of the activity, the amount of shared HVAC (Heating, Ventilation, and Air Conditioning) systems, noise, and traffic. Contact Mayers Memorial Hospital District’s Engineering Department, Safety Officer, and Infection Control Department if any activity is questionable under these guidelines.

1. **TYPE A: Inspections and Non-Invasive Activities.** Includes, but is not limited to, removal of ceiling tiles for visual inspection, painting (but not sanding) wall covering, electrical trim work, minor plumbing, and activities which do not generate dust or required cutting of walls or access to ceilings other than for visual inspection.
2. **TYPE B: Small scale, short duration activities which create minimal dust.** Includes, but is not limited to, installation of telephone, electrical and computer cabling, access to chase spaces, cutting of walls or ceiling where dust migration can be controlled.
3. **TYPE C: An work which generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies.** Includes, but is not limited to, sanding of wall for painting or wallcovering, removal of floor coverings, ceiling tiles and chase work, new wall construction, minor ductwork or electrical work above ceilings, major cabling activities, and any activity which cannot be completed within a single work shift.
4. **TYPE D: Major demolition and construction projects.** Includes, but not limited to, activities which require consecutive work shifts, require heavy demolition or removal of a complete ceiling system, and new construction.

**B. DEFINITIONS OF INFECTION CONTROL RISK GROUPS**

<b>Group 1 Lowest</b>	<b>Group 2 Medium</b>	<b>Group 3 Medium/High</b>	<b>Group 4 Highest</b>
Office Areas (Non-patient care areas)	Outpatient care units (example: Physical Therapy, Occupational Therapy)	Emergency Room	All Operating Rooms

Engineering	Admitting	Post-anesthesia care unit	Sterile Processing
Laboratory	Cafeteria/Kitchen	Central Supply	Operating Rooms
Environmental Services	Diagnostic Imaging	Radiology/Ultrasound rooms	Anesthesia areas
Medical Records		Medical/Surgical	Endoscopy procedure room
		Outpatient Medical	Pharmacy Admixture areas
		Long term care units	

C. CONSTRUCTION ACTIVITY/INFECTION CONTROL MATRIX

<b>Construction Activity Risk Level</b>	<b>Type “A”</b>	<b>Type “B”</b>	<b>Type “C”</b>	<b>Type “D”</b>
Group 1	I	II	II	III/IV
Group 2	I	II	III	IV
Group 3	I	III	III/IV	IV
Group 4	II	III/IV	III/IV	IV

D. PERFORMANCE REQUIREMENTS

1. Infection control is critical in all areas of MMHD. Construction activities causing disturbance of existing dust, or creating new dust, must be conducted in tight enclosures cutting off any flow of particles into patient areas.
2. MMHD requires any contractor, subcontractors, material suppliers, vendors, employees, or agents to be bound by these same requirements. Before any construction on site begins, a preconstruction meeting will include expectations and requirements regarding infection control in the construction area within MMHD.
3. HEPA equipped air filtration machines shall provide air flow into construction area not less than 00 FPM at barricade entrances with doors fully open. HEPA equipped air filtration machines shall be connected to normal power and shall run continuously.
4. MMHD Engineering or Infection Control Departments may modify performance requirements for certain activities. Any modifications made by MMHD personnel

does not relieve the Contractor of compliance with proper infection control procedures.

#### E. QUALITY CONTROL

The Infection Control Department will monitor biological counts in vicinity of construction work on an as needed basis. Whenever safe levels are exceeded, contractor will be notified to correct conditions immediately.

1. All work shall be stopped on the project whenever a hazardous infection control deficiency exists.
2. Contractor shall take immediate action to correct all deficiencies.

#### F. INFECTION CONTROL PERMIT

1. An Infection Control Permit is required for Class III or higher procedures and any activity in a Group 4 Infection Control Group. Refer to shaded area on Construction Activity/Infection Control Matrix.
2. When required, obtain Infection Control Permit from the Engineering Department before beginning any demolition or construction work.

#### G. PRODUCTS AND MATERIALS

1. **Sheet Plastic:** Fire retardant polystyrene, 6-mm thickness.
2. **Barrier Doors:** Solid core wood in metal frame, painted.
3. **HEPA-Equipped Air Filtration Machines:** Forced Air 2000 HEPA equipped air filtration units as manufactured by Advanced Containment Systems, Inc., Houston, TX 77075 or equivalent. Provide HEPA filter primary and secondary filters or equivalent.
4. **Exhaust Hoses:** Heavy duty, flexible steel reinforced; Ventilation Blower Hose, WPG as manufactured by Federal Hose Manufacturing Company, Painsville, OH 44077 or equivalent.
5. **Adhesive Walk-Off Mats:** Provide minimum size mats of 24" x 36" as manufactured by 3M, St. Paul, MN 55144 or equivalent.
6. **Disinfectant:** MMHD approved disinfectant.
7. **Control Cube:** Portable Ceiling Access Module "Kontrol Kube Jr." with heavy duty vinyl enclosure as manufactured by Fiberlock Technologies, Inc., 580 Putnam Avenue, Cambridge, MA 02139 or equivalent

#### H. BARRIERS

1. Closed door with duct tape applied over the frame and door is acceptable for projects which can be contained.
2. Construction, demolition or reconstruction not capable of containment within a single room must have the following barriers erected:
  - a. Airtight plastic barrier that extends from floor to ceiling. Seams must be sealed with duct tape to prevent dust and debris from escaping
  - b. Drywall barriers erected with joints covered or sealed to prevent dust and debris from escaping.

- c. Anteroom or double entrance openings that allow workers to remove protective clothing or vacuum off existing clothing.

## I. INFECTION CONTROL PROCEDURES

### 1. GENERAL

- a. Contractor will provide manpower and equipment for immediate cleaning of fine dust tracked outside construction and adjacent areas (dust mops, wet mops, wiping rags).
- b. Contain work areas outside of construction barriers, including spaces above ceilings, with full height polyethylene sheet barrier, tightly sealed with duct tape.
- c. Clean-up dust outside of construction area.

### 2. IMPLEMENTATION

- a. Temporary construction barriers and closures above ceilings shall be dust tight.
- b. Removal of debris shall be in tightly covered containers.
- c. Adhesive mats or carpets at barricade entrances and in the anteroom shall be kept clean and changed daily, or as necessary, to prevent accumulation and tracking of dust.
- d. Any dust tracked outside of barrier shall be removed immediately. Cleaning outside barrier to be by HEPA filtered vacuum or damp mop.
- e. Any ceiling access panels opened for investigation beyond sealed areas shall be replaced immediately when unattended.
- f. All existing ventilation ducts within construction area will be blocked off. Method for blocking ducts shall be airtight.
- g. When openings are made to existing ceilings used as plenums, a Control Cube or a polystyrene enclosure around ladder sealing off opening will be used. Method used shall be fitted securely to ceiling and floor. Thorough cleaning of dust on existing surfaces will be done immediately.
- h. When access panels are opened in occupied areas for construction/maintenance work above ceilings, a Control Cube or polystyrene enclosure around ladder sealing off opening will be used. Method used shall be fitted securely to ceiling and floor. Thorough cleaning of dust on existing surfaces will be done immediately.
- i. Removal of construction barriers and ceiling protection shall be done carefully. Vacuum and clean all surfaces free of dust after the removal.
- j. All vacuuming outside areas not under negative pressure to be with a HEPA filtered vacuum.
- k. An anteroom will be used to maintain negative airflow from clean area to work area.

### 3. RESPONSIBILITIES: GENERAL AND BY ACTIVITY CLASS

- a. The Contractor is responsible for obtaining the Infection Control Permit from the MMHD Engineering Department prior to commencing

- construction. The Safety Officer will evaluate every work order and may add requirements if needed.
- b. The Infection Control Department or designee will make periodic visits to work site to ensure compliance of policy.
  - c. Class I
    - i. Execute work by methods to minimize raising dust from construction operations
    - ii. Immediately replace any ceiling tile displaced for visual inspection
    - iii. Minor Demolition for Remodeling
    - iv. Cleanup and disposal in accordance with defined Procedures on Cleanup and Disposal.
  - d. Class II
    - i. Provide active means to prevent air-borne dust from dispersing into atmosphere.
    - ii. Water mist work surfaces to control dust while cutting.
    - iii. Seal unused doors with duct tape
    - iv. Block off and seal air vents.
    - v. Wipe work surfaces with cleaner/disinfectant when finished.
    - vi. Provide alternative air supply as necessary
  - e. Class III
    - i. Obtain Infection Control Permit from MMHD Infection Control or Engineering Department before construction begins
    - ii. Isolate HVAC system in area where work is being done to prevent contamination of duct system.
    - iii. Complete all critical barriers before construction begins or implement control cube method.
    - iv. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.
    - v. Do not remove barriers from work area until complete project is checked by Infection Prevention & Control designee and thoroughly cleaned by Environmental Services.
    - vi. Contain construction waste before transport in tightly covered containers.
    - vii. Cover transport receptacles or carts. Tape covering
    - viii. Vacuum with HEPA filtered vacuum
    - ix. Wet mop with cleaner/disinfectant.
    - x. Place adhesive dust mat at entrance and exit of work are. Replace as needed.
    - xi. Follow Clean Up and Disposal Procedure
    - xii. Upon Completion, restore HVAC system where work was performed.
  - f. Class IV



- i. Obtain Infection Control Permit from the Infection Control or Engineering Department before construction begins
  - ii. Isolate HVAC system in area where work is being done to prevent contamination of duct system.
  - iii. Complete all critical barriers or implement control cube method before construction begins.
  - iv. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units
  - v. Seal holes, pipes, conduits, and punctures appropriately
  - vi. Construct anteroom and require all personnel to pass through thi room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site.
  - vii. Provide adhesive walk-off mats at entrance to work area and within the anteroom. Replace as needed.
  - viii. Vacuum work area with HEPA filtered vacuums
  - ix. Wet mop area with MMHD approved disinfectant.
  - x. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction
  - xi. Contain construction waste before transport in tightly covered containers.
  - xii. Tightly cover transport receptacles and carts. Wipe sheets to prevent tracking of dust outside work area.
  - xiii. Follow Clean Up and Disposal Procedure.
  - xiv. Upon completion, restore HVAC system where work was performed
4. CLEAN UP AND DISPOSAL PROCEDURE
- a. Construction waste must be contained before transport.
  - b. Sealed plastic bags for containment and/or cover are appropriate
  - c. Cover transport receptacles and/or carts and tape the covering
  - d. Wet mop and/or vacuum before leaving the work area.
  - e. Place adhesive dust mat at entrance and exit or work areas.
  - f. Remove barriers and air vent seals carefully top minimize spreading of dirt and debris associated with construction
  - g. Clothing of construction personnel must be free of dust particles before entering the patient care areas.
  - h. At the completion of the construction project, the area will be thoroughly cleaned and disinfected by Environmental Services
5. ENVIRONMENTAL MONITORING
- a. Contractor is responsible for maintaining equipment and replacement of HEPA and other filters in accordance with manufacturer's recommendations.
  - b. The Infection Control Department will perform biological testing on an as needed basis.

- c. The Engineering Department will confirm specified air velocity whenever barricades are erected on modified on an as needed basis.
  - d. MMHD will monitor or have air quality monitored throughout project as needed.
6. ENFORCEMENT/AUTHORITY  
MMHD Safety Officer/Director of Facilities. Chief Engineer and/or Director of Infection Control have the authority to stop work of the project immediately any time there is a breach of the MMHD Construction and Renovation Policy and Procedure.

**REFERENCES:**

APIC: Infection Prevention Manual for Construction & Renovation 2015

**COMMITTEE APPROVALS:**

IC: 1/9/2020

P&P: 2/6/2020

# MAYERS MEMORIAL HOSPITAL DISTRICT

**Instructions:** Listed below are a number of difficult or stressful things that sometimes happen to people. For each event check one or more of the boxes to the right to indicate that: (a) it happened to you personally; (b) you witnessed it happen to someone else; (c) you learned about it happening to a close family member or close friend; (d) you were exposed to it as part of your job (for example, paramedic, police, military, or other first responder); (e) you're not sure if it fits; or (f) it doesn't apply to you.

Be sure to consider your *entire life* (growing up as well as adulthood) as you go through the list of events.

Event	Happened to me	Witnessed it	Learned about it	Part of my job	Not sure	Doesn't apply
1. Natural disaster (for example, flood, hurricane, tornado, earthquake)						
2. Fire or explosion						
3. Transportation accident (for example, car accident, boat accident, train wreck, plane crash)						
4. Serious accident at work, home or during recreational activity						
5. Exposure to toxic substance (for example, dangerous chemicals, radiation)						
6. Physical assault (for example, being attacked, hit, slapped, kicked, beaten up)						
7. Assault with a weapon (for example, being shot, stabbed, threatened with a knife, gun, bomb)						
8. Sexual assault (rape, attempted rape, made to perform any type of sexual act through force or threat of harm)						
9. Other unwanted or uncomfortable sexual experience						
10. Combat or exposure to a war-zone (in the military or as a civilian)						
11. Captivity (for example, being kidnapped, abducted, held hostage, prisoner of war)						
12. Life-threatening illness or injury						
13. Severe human suffering						
14. Sudden violent death (for example, homicide, suicide)						
15. Sudden accidental death						
16. Serious injury, harm, or death you caused to someone else						
17. Any other very stressful event or experience						

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approvals: P&P: 12/5/2019  
 Permanent Part of Patient Record  
 Page 1 of 1

Patient Label



## Operations Report March 2020

Statistics	February YTD FY20 <i>(current)</i>	February YTD FY19 <i>(prior)</i>	February Budget YTD FY20
Surgeries ( <i>including C-sections</i> )	34	40	64
➤ Inpatient	5	1	16
➤ Outpatient	29	39	48
Procedures ( <i>surgery suite</i> )	101	73	112
Inpatient	1091	1219	1351
Emergency Room	2853	2698	2680
Skilled Nursing Days	18562	18084	18493
OP Visits (OP/Lab/X-ray)	9089	10523	10559
Hospice Patient Days	770	972	936
PT	1671	2155	2000

### Operations District-Wide

Prepared by: Louis Ward, CEO

CEO report will be provided verbally.

### Chief Clinical Officer Report

Prepared by: Keith Earnest, Pharm.D., CCO

Most of the recent activity has been centered around COVID-19. Staff have been following guidelines as they become available from government agencies, professional associations and the hospital association. I am very proud of Team Mayers. Most of this report will be about the steps the clinical departments have taken to protect our patients and prepare for potentially infected individuals.

#### Physical Therapy

- COVID-19 screening questions have been implemented. Patients are called 24-48 hours before visit to check on symptoms and screened again at time of treatment.
- Per COVID-19 guidelines whenever possible patients are being seen in private treatment rooms.
- Staff is routinely wiping down door handles and other surfaces in the department and in the waiting room.
- Physical Therapists are not rotating through skilled nursing. One therapist sees residents in Burney and one sees residents in Fall River along with the Acute patients to minimize number of staff entering the facility.

## **Pharmacy**

- The pharmacy department has prepped the medication room in Outpatient Medical to active. Medications are not currently there but are staged in the pharmacy. A refrigerator for the med room has been ordered.
- Inventories of medications used to provide supportive care to COVID-19 patients have been maximized.
- Maintenance on the barrier isolator is scheduled for March 24<sup>th</sup>.
- Controlled substances sent to SNF residents are now packaged in heat sealed cards as the cassettes that were previously used are no longer manufactured.

## **Retail Pharmacy**

- During the COVID-19 crisis, the pharmacy has converted to drive-thru only to protect patients and staff. This change has been met with positive feedback.

## **Respiratory Therapy**

- We have obtained two rental ventilators bring our total number to 3.
- David Ferrer, RT, has worked to get the supplies for the ventilators and create documentation for charting on ventilator patients.
- The respiratory therapists are ready to adjust their schedules to cover more hours if a ventilator patient is unable to be transferred to another facility.

## **Cardiac Rehab**

- In response to Governor Newsom's order to close gyms and fitness centers, the cardiac maintenance program and employee use of cardiac rehab facility has been suspended. Patients are disappointed but understand. Trudi Burns, RN, manager, continues to check in with maintenance patients to encourage them in living a healthy lifestyle.
- Monitored rehab patients and cardiac testing continues and patients are screened for COVID-19 prior to their appointments.

## **Telemedicine**

- Patients are asked COVID-19 screening questions prior to their visit.
- We are exploring performing outpatient visits away from the Mayers Fall River campus in the future, understanding that outpatient visits may end if we have an outbreak in our area.

### **Chief Nursing Officer Report**

#### **Prepared by: Candy Vculek, CNO**

- Nurse staffing continues to stabilize and MMHD is continuing to see a number of RN applicants. In addition, several long term LOA's have ended and these employees have returned to work. Six new employees are still in orientation and one more will be starting soon.
- Extensive work has been completed in preparation for COVID 19. In an abundance of caution and in alignment with federal and state regulations, a number of changes have been implemented.
- All visitors, vendors, and non-essential staff have been restricted from entering either the hospital or the SNF.

- All entrances to the hospital and SNF are closed and everyone entering the hospital are being screened prior to entry.
- All employees are being screened prior to the start of their shift and MMHD is being extremely diligent in managing the sick employee.
- Standard processes have been built and implemented to define the screening process and care for the potential COVID 19 patient. This includes screening and providing care outside the facility in the disaster management trailer for any potential COVID 19 patients.
- MMHD has also built a process for managing the “sick” COVID patient that will have to come inside the facility. The Outpatient Medical area will be used and a solid isolation process has been created that will protect the rest of the facility and patients.
- Staffing has been bolstered in the case of the arrival of a sick patient who will pull one of the E.D. nurses out of the ED.
- PPE education has been provided to the staff, refreshing their knowledge base.
- Waivers have been submitted and approved by CDPH for a number of the above changes.
- Residents in the SNF are being screened daily by staff to be certain any symptoms are caught early.
- Housekeeping services have greatly increased their services all across the facility.
- Certain non-clinical staff members are working from home
- The cafeteria has been closed and all staff members are restricting their movements throughout the various units.
- All elective surgeries are being cancelled for now.

### **SNF Report**

- Census = 82 Residents (Burney Annex = 47; Station 2 Fall River = 35)
- With the census at 82, SNF will be holding the census steady so there is the ability to isolate any residents who may get ill. Will continue to admit if the census drops
- The new Social Services Designee, Steven Bevier, is on board at Burney and doing well!
- Lean Work is ongoing but has been postponed for a few weeks due to all of the meetings, preparation, planning, implementing against a Covid-19 (Corona Virus) Outbreak and protecting our Residents very proactively.
- The SNF is following all CDC Guidelines and State mandates for Covid-19 protection. Therefore, at this time no visitors are allowed to come into SNF until further notice to protect Residents from potential exposure to the Covid-19 virus.
- Residents and families have been enjoying our ‘Zoom’ meetings or ‘FaceTime’ chats with their Families on I-Pads. Activities Department is doing an excellent job providing these!
- Any Hospital Staff who do not need to go into the SNF Units are asked not to--in order to decrease unnecessary movement through the Units.
- All Residents are now having a daily temperature check as well as monitoring for any changes in condition.

### **Acute Care Report**

- Jan. Acute ADC 1.97, Swing ADC 2.77; LOS 7.82, OBS 11.37 Days.
- Working closely with CNO for COVID-19 preparation. During low-census time, staff orienting to other departments for staffing surge.
- Surgery cancelled for the week of 3/23-3/25 related to COVID-19

### **Emergency Department**

- The Emergency Department treated 326 patients in February
- Staffing – One RN is fully on board now and doing well. A second RN is training at SRMC – this is expected to conclude mid-April and then she will need about two weeks of orientation specific to MMHD as she had no critical care/ED experience prior.
- The new Level One rapid infuser has been received. Developing education content and competency verifications material now.
- EMTALA survey results finally received with two violations and four tags. POC developed and training initiated. New audits identified as well.

### **Laboratory**

- Staffing – A new CLS is fully onboard and doing well. This leaves the department with one open CLS position and lab manager position. Open CLS is currently filled with traveler who has been with the lab for several contracts and doing well. Not interested in coming on perm.
- HR is increasing focused effort to recruit for Lab Manager. Recruiting agency rep was onsite last week for personal tour. Additional applications received currently under review.
- Point Click Care interface – This is making slow progress. The recent transition in IT leadership has resulted in a short stall on Mayer’s part. IT staff needed to complete training to give them a needed skillset in order to move this project further forward. The additional training to IT has been completed and the IT manager is now working to move this project forward again.
- COVID 19 – testing kits have been put together that include three swabs (one for in-house and two for CDPH).
- CDPH has asked for only high risk patient tests to be sent to them – all others are to be sent to LabCorp.
- The microbiology Allscripts contract has been sent to Louis for signature. This buildout prepares MMHD for future microbiology needs as well as resolves current errors seen in microbiology results that have been discussed in quality.

### **Radiology Board Report**

- The contract with MDI to replace the current physician radiology group has been signed. Working on HL7 interface. Once completed we will be able to execute a transition from Shasta Radiology to MDI.
- Pam Sweet is working to credential all the MDI Radiologists.
- Radiology has increased its decontamination efforts in preparation for COVID 19 concerns

**Chief Operating Officer Report**  
**Prepared by: Ryan Harris, COO**

### **Hospital Expansion Project**

- As of March 19<sup>th</sup>, 2020 Layton is anticipating receiving our certificate of occupancy from OSHPD on August 4<sup>th</sup>, 2020. At this time, we can occupy the building but cannot do any patient care. After we receive our certificate of occupancy from OSHPD we can start the licensure process. This process can

take 30 to 90 days which puts our occupancy of the building in August to November. After we receive licensure we can obtain full occupancy of the building and start utilizing the building for patient care. These dates do not take into account the full electrical hook up delay and as of March 19<sup>th</sup>, 2020, that delay has not been fully realized. After several conversations with OSHPD leadership we had a site visit for ACO Robert George. He stated that as soon as the field op from today is cleared we can energize the panels we are requesting. The District has already provided the concrete break test requested in the field op and I have committed to hiring an Industrial Hygienist to clear our HVAC system before occupancy. OSHPD concern that our HVAC system would be compromised from construction debris. The only thing we are waiting on is the design team to add the electrical panel milestone to the TIO and verified reports from them.

### **Facilities, Engineering, Other Construction Projects**

- The Burney Health Clinic Bids were received, reviewed and a recommendation for award of contract will be made to Trent Construction. With approval from the Board, we will announce Award Notice on March 26<sup>th</sup>. The schedule will then be: Board Approval of Contract on April 22<sup>nd</sup>, Construction Commencement on May 6<sup>th</sup>, and expected completion on January 8<sup>th</sup>, 2021. With occupancy estimated in the spring of 2021.
- Construction on the Administration Building remodel is well underway. The new office space will house both the Administration and Finance departments. Our estimated completion date is May 1<sup>st</sup>, 2020.
- We have received extensive comments back from OSHPD on our demolition project. Greenbough design and I are working on our response to those comments. I have had conversations with OSHPD leadership in regards to an extension to our AB2190 extension and will be requesting a 11-month extension to our deadline.
- The Riverview House is in the final stages of completion. Engineering is currently working on the final punch list items to complete the project. The house will not be available until after the NHW project is completed and the sewer line can be reconnected.
- We have received our approved plans back from OSHPD on the Acute Nurse Call system. A kickoff meeting is being scheduled as well as a preconstruction meeting with OSHPD.
- SNF Refresh project will include the updating of all sinks to be ADA compliant.
- We have decided to bring the helistop project in-house. We will self-perform this project and have drawings being drafted this month. Plans are to pour the slab in November. Drawings were received on October 15<sup>th</sup>, 2019. Alex and I will work with Engineering to schedule this work.
- Facilities and engineering crews set up a triage trailer to use for our potential COVID-19. They did an excellent job and had the trailer and infrastructure for it setup in less than a day. We are still working through some issues with fueling of the generator, inside temperatures, and leaking windows but those are all being address on 3/19/2020.

### **IT**

- New ticketing system performing extremely well, with good metrics seen.
- Paragon 15 is estimated to go live in July.
- Coronavirus precautions have prompted changes in priorities for the Citrix project. We are focusing on enrolling those who need remote work instead of the Windows 7 users.
- We are contracting with Frontier to upgrade both Burney and Fall River internet speed to 1G. Fall River completion estimated for April 15<sup>th</sup>. Burney will need additional infrastructure that will not be assessed until visitation restrictions are removed.



- In the next couple of month, we will have a disaster recovery revamp proposal for review.
- IT has setup a computer, printer and internet in the COVID -19 trailer.

### **Purchasing**

- Purchasing has taken over inventory on a quarterly basis for departments using chargeable items; this includes ED, Acute, and Outpatient Medical.
- We are organizing the chargeable and non-chargeable items by first reviewing what we are currently charging for, what we should charge for and what needs to be removed from the chargeable items list. We will then make the charging process more efficient and hope that this will capture missed income.
- We have been working hard to create an inventory of all items needed for a potential COVID-19 instance.
- We have also changed our purchasing par levels and added extra security to the purchasing department during the COVID – 19 outbreaks the country is facing. This was due to supply chain problems and dwindling inventory amounts.

### **Food & Nutrition Services**

- We have created a spreadsheet to help track orders from each Station to help capture those transactions.
- We are working on a new Point of Sale system that will help the kitchen meal purchases be more efficient.

### **Environmental Services & Laundry**

- EVS staff is assisting nursing staff with disinfecting the COVID-19 trailer daily and after patients. The trailer had a total clean and disinfect before seeing any patients.



**Mayers Memorial Hospital District**  
*Always Caring. Always Here.*

**Executive Director of Community Relations & Business Development – Valerie Lakey**  
**March 2020 Board Report**

**Legislation/Advocacy**

Much of the legislative efforts are focused on the Coronavirus. Governor Newsom has signed SB 89 and SB 117, two measures that provide funding to address the COVID-19 pandemic response. The Governor has placed the California National Guard on alert to be ready to perform COVID-19-related humanitarian missions, including food distribution, ensuring resiliency of supply lines, and supporting public safety, as needed.

The big news is the California Shelter in Place order. As healthcare providers, we are considered an essential service and will continue to do our jobs.

The State Capitol is now closed to the public and only open to staff conducting essential government business.

California government has set up a webpage [www.covid19.ca.gov](http://www.covid19.ca.gov)

In light of all of this, the CHA Legislative Strategy Group has continued to meet and try to be prepared for the log jam that will happen when the Capitol gets back to business.

I can provide a list of “Hot Bills” and bills to follow at your request.

**Marketing/Public Relations/Recruiting**

Many of our marketing projects have been put on hold as the priority has been messaging and educating about COVID-19. We have developed a page on our website for the community to get information. It provides links to the County, State and Federal pages. Additionally, we have set up an employee resource on the Intranet which includes archives of the daily employee memo. Employee memos are sent daily to keep the staff informed. I also send a higher level memo to the chiefs each morning, as I have been assigned to follow incoming information including the All Facilities Letters (AFL’s)

We have been utilizing Social Media to get community messaging out. We were successful in getting MVHC, Pit River Health Services and Pit River OES to sign on to our educational flyer (attached).

Ryan Nicholls, IT Manager, and I attended the OIT Career Fair to recruit IT (and other) employees. It went very well and we have some resumes and visits to our facility in the works.

**Disaster/Emergency Preparedness**

Just as it was last month and even more so now, Coronavirus has been at the forefront of Emergency/Disaster Preparedness. We are staying up-to-date with daily communications from Shasta County Public Health All Facilities (AFL) notifications, CDPH, CDC, a dedicated pages from CHA and AHA.

It is our new normal. We have an Incident Command going to track all activity and expenses. I am sure you will hear plenty at the meeting and I can report verbally there.

**If you have any questions or concerns on these topics, I would be happy to address them.**