



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: OCTOBER 24, 2017**

FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**

SUBJECT: OCCUPATIONAL HEALTH SERVICES - FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH INLAND EMPIRE OCCUPATIONAL MEDICAL GROUP, INC., DOING BUSINESS AS INLAND EMPIRE OCCUPATIONAL MEDICINE, TO EXTEND THE TERM TO JUNE 30, 2018, AND INCREASE THE COMPENSATION TO \$100,000; SECOND AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES OCCU-MED, LTD., TO INCREASE THE COMPENSATION TO \$100,000

ISSUES:

Approve the First Amendment to Professional Consultant Services Agreement with Inland Empire Occupational Medical Group, Inc., doing business as Inland Empire Occupational Medicine, to extend the term to June 30, 2018, and increase the compensation to \$100,000; and approve the Second Amendment to Professional Consultant Services Agreement with Occu-Med, Ltd., to increase the compensation to \$100,000; both contracts are for occupational health services used for pre-placement services needed by the Human Resources Department.

RECOMMENDATIONS:

That the City Council:

1. Approve the First Amendment to the Professional Services Agreement with Inland Empire Occupational Medical Group, doing business as Inland Empire Occupational Medicine, to extend the term to June 30, 2018, and increase the compensation to \$100,000, for occupational health services used for pre-placement services;
2. Approve the Second Amendment to the Professional Consultant Services Agreement with Occu-Med, Ltd., to increase the compensation to \$100,000, for occupational health services used for pre-placement services; and
3. Authorize the City Manager, or his designee, to execute the First Amendment to the Professional Services Agreement with Inland Empire Occupational Medical Group, doing business as Inland Empire Occupational Medicine, and Second Amendment to the Professional Consultant Services Agreement with Occu-Med, Ltd., including making minor and non-substantive changes.

BACKGROUND:

The Human Resources Department coordinates all prospective employees' pre-placement physical examinations. Pre-placement (post job offer) medical evaluations determine a job applicant's current limitations in relation to the essential job tasks identified by the employer. Pre-placement examinations provide valuable information to the employer to assist in either determining an applicant's fitness to perform essential job tasks, or making reasonable accommodations in compliance with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA). Pre-placement evaluations are also required for Occupational Safety and Health Administration (OSHA) regulated medical surveillance.

In April 2014, the Human Resources Department issued a Request for Proposal (RFP) No. 1451 for occupational health services.

In August 2014, a Professional Consultant Services Agreement was executed with Occu-Med, Ltd., for a three-year term, with the option for annual renewals for a total contract term of five-years, in an amount not-to-exceed \$20,000 annually.

In September 2014, a Professional Consultant Services Agreement was executed with Inland Empire Occupational Medicine for a three-year term, with the option for annual renewals for a total contract term of five-years, in an amount not-to-exceed \$30,000 annually.

In June 2017, the First Amendment to the Professional Consultant Services Agreement was executed with Occu-Med, Ltd., to extend the term to June 30, 2018, in an amount not-to-exceed \$45,000 annually.

The current contract with Occu-Med, Ltd., expires on June 30, 2018, and the contract with Inland Empire Occupational Medical Group expired on June 30, 2017.

DISCUSSION:

With the increase in hiring due to the availability of Measure Z funds, the Department has experienced an unexpected increase in the number of physicals and other related occupational health services for current and prospective City employees. As of June 2017, this amount has already exceeded \$50,000.

The contract amendments for occupational health services Inland Empire Occupational Medicine and Occu-Med, Ltd., allow for dual providers for pre-placement physicals and other occupational health services. These amendment will ensure that the City continues to meet Federal, state, and local laws to place individuals in jobs they can safely perform, guard against unlawful discrimination during the hiring process, and comply with regulated medical surveillance screenings.

The Purchasing Manager agrees that the procurement that was done in accordance with the City's Purchasing Policy and related rules and regulations.

FISCAL IMPACT:

The total compensation per contract amendment is \$100,000 each, for a total of \$200,000. Sufficient funds are available in the Human Resources Department, professional services account

number 2100000-421000.

Prepared by: Stephanie Holloman, Human Resources Director
Certified as to
availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer
Approved by: Marianna Marysheva, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. First Amendment to Agreement with Inland Empire Occupational Medicine
2. Second Amendment to Agreement with Occu-Med, Ltd.