



*City of Arts & Innovation*

# City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 18, 2019

FROM: HUMAN RESOURCES DEPARTMENT WARD: ALL

SUBJECT: REQUEST FOR PROPOSALS NO. 1917 AND 1924 – APPROVAL OF PROFESSIONAL CONSULTANT SERVICES AGREEMENTS FOR PRE-EMPLOYMENT PHYSICALS AND OTHER RELATED MEDICAL SERVICES WITH INLAND EMPIRE OCCUPATIONAL MEDICINE AND OCCU-MED, LTD. IN AN AMOUNT NOT TO EXCEED \$50,000 ANNUALLY; AGGREGATE AMOUNT OF \$250,000 THROUGH CONTRACT TERM FROM JULY 1, 2019 JUNE 30, 2021, WITH AN OPTION TO EXTEND FOR THREE ADDITIONAL ONE-YEAR RENEWAL TERMS.

## **ISSUE:**

Approve the Professional Consultant Services Agreements with Inland Empire Occupational Medicine and Occu-Med, Ltd. for Pre-Employment Physicals and Other Related Medical Services needed by the Human Resources Department for a term beginning July 1, 2019, to June 30, 2021 with an option to extend for three one-year renewals, in an amount not-to-exceed \$50,000 per agreement annually; an aggregate amount of \$250,000.00 through the contract term.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Consultant Services Agreement with Inland Empire Occupational Medicine for Pre-Employment Physicals and Other Related services in the amount of \$50,000 annually; an aggregate amount of \$250,000.00 through the contract term from July 1, 2019 – June 30, 2021 with an option to extend for three one-year renewals;
2. Approve the Professional Consultant Services Agreement with Occu-Med, Ltd. for Pre-Employment Physicals and Other Related Medical Services in the amount of \$50,000 annually; an aggregate amount of \$250,000.00 through the contract term from July 1, 2019 – June 30, 2021 with an option to extend for three one-year renewals; and
3. Authorize the City Manager, or his designee, to execute the Professional Services Agreement with Inland Empire Occupational Medicine and Occu-Med, Ltd. including making minor and non-substantive changes and executing contract extensions as provided for in the agreement.

## **BACKGROUND:**

The Human Resources Department coordinates all prospective City 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. The current contracts with both, Inland Empire Occupational Medicine and Occu-Med, Ltd. expire on June 30, 2019.

## **DISCUSSION:**

In April 2019, the Human Resources Department issued a Request for Proposal (RFP) No. 1917 for Pre-Employment Physicals and Other Related Medical Services. RFP No. 1917 initially had three respondents. Two of the respondents were declared non-responsive by Purchasing, leaving Occu-Med, Ltd as the sole responsive bidder. Upon notification, the Human Resources Department determined that a subsequent RFP had to be issued for a local facility to provide pre-employment services. With approval from Purchasing, RFP 1924 was generated and Inland Empire Occupational Medicine was the sole respondent for RFP 1924.

The agreements with Inland Empire Occupational Medicine and Occu-Med, Ltd. are issued for a two-year term through June 30, 2021, with the option for three one-year extensions or through June 30, 2024 upon mutual written agreement of both parties, in an amount not-to-exceed \$50,000 annually or \$250,000 aggregate.

The Human Resources Department recommends the approval of the agreements with Inland Empire Occupational Medicine and Occu-Med, Ltd. as dual providers for pre-placement physicals and other occupational health services. This ensures 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.

## **FISCAL IMPACT:**

The Agreements are for a term of July 1, 2019, to June 30, 2021, with the option for three one-year extensions, with a total aggregate compensation limit of \$250,000.00 through the contract term. Sufficient funds are available in the Human Resources Department budget Account No. 2100000-421000 (Professional Services).

Prepared by: Stephanie Holloman, Human Resources Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachment:

1. Agreement with Inland Empire Occupational Medicine

2. Agreement with Occupational Health Services
3. RFP No. 1917 Award Recommendation
4. RFP No. 1924 Award Recommendation