



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 1, 2021

FROM: HUMAN RESOURCES DEPARTMENT WARDS: 1

SUBJECT: FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR PRE-EMPLOYMENT PHYSICALS AND OTHER RELATED MEDICAL SERVICES WITH INLAND EMPIRE OCCUPATIONAL MEDICINE IN THE AMOUNT OF \$108,300 FOR SERVICES FROM JULY 1, 2021 THROUGH JUNE 30, 2022

ISSUE:

Approve the First Amendment to the Professional Consultant Services Agreement for Pre-Employment Physicals and Other Related Medical Services with Inland Empire Occupational Medicine for a term of July 1, 2021, through June 30, 2022, in the amount of \$108,300.

RECOMMENDATIONS:

That the City Council:

1. Approve the First Amendment to the Professional Consultant Services Agreement for Pre-Employment Physicals and Other Related Medical Services with Inland Empire Occupational Medicine for a term of July 1, 2021, through June 30, 2022, in the amount of \$108,300; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to Professional Consultant Services Agreement for Pre-Employment Physicals and Other Related Medical Services with Inland Empire Occupational Medicine, including making minor and non-substantive changes, and authorize extensions for optional years.

BACKGROUND:

The Human Resources Department coordinates all prospective City employees' pre-placement physical examinations. Pre-placement (post job offers) medical evaluations determine a job applicant's current limitations in relation to the essential job tasks identified by the employer. Preplacement 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 contract with Inland Empire Occupational Medicine expires on June 30, 2020.

DISCUSSION:

In April 2019, the Human Resources Department issued a Request for Proposal (RFP) No. 1924 for Pre-Employment Physicals and Other Related Medical Services, and Inland Empire Occupational Medicine was the sole respondent for RFP 1924. The agreement with Inland Empire Occupational Medicine was 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 agreement with Inland Empire Occupational Medicine as a provider 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.

The Fire Department has been utilizing the contract for Inland Empire Occupational Medicine for physicals of employees to stay in compliance with USAR's annual physicals, lab requirements, and immunizations for a 20/21 Fiscal Year impact of \$54,800. The continued need for compliance will result in a 21/22 Fiscal Year impact of \$54,800.

The Police department is utilizing the contract for Inland Empire Occupational Medicine for employee immunizations and hearing tests as needed, resulting in a 20/21 Fiscal Year impact of \$3,500 and an anticipated 21/22 Fiscal Year impact of \$3,500. Purchasing Resolution 23256 Section 702 (g) states that the competitive procurement shall not be required when Services can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interest of the City to do so.

The Purchasing Services Manager concurs with the recommendation and that this purchase is in compliance with the Purchasing Resolution 23256, Section 702 (g).

FISCAL IMPACT:

The total fiscal impact of this recommendation is \$108,300. Sufficient funds have been budgeted in the following accounts in the Fiscal Year 2021/22 budget.

Department	Account #	FY2021/22 Budget
Fire Department	3510000-421000	20,000
USAR / Fire Department	9167400771-42100000	17,400
USAR / Fire Department	9170700771-44011000	17,400
Police Department	3102000-421000	3,500
Human Resources	2100000-421000	50,000
Total:		108,300

Prepared by: Colene Torres, Deputy Human Resources Director

Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer

Approved by: Rafael Guzman, Assistant City Manager

Approved as to form: Kristi J. Smith, Interim City Attorney

Attachments:

1. First Amendment to Professional Services Agreement