



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 18, 2025

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REQUEST FOR PROPOSAL NO. 2458 – APPROVAL OF PROFESSIONAL CONSULTANT SERVICES FOR PRE-EMPLOYMENT PHYSICALS AND DOT DMV MEDICAL EXAMS WITH COASTAL OCCUPATIONAL MEDICAL GROUP dba AKESO OCCUPATIONAL HEALTH, A CALIFORNIA CORPORATION, AND OCCU-MED LTD., A DELAWARE CORPORATION IN AN AMOUNT FOR EACH NOT TO EXCEED \$100,000 ANNUALLY; AGGREGATE AMOUNT OF \$600,000 FROM CONTRACT EXECUTION THROUGH JUNE 30, 2028, WITH AN OPTION TO EXTEND FOR TWO-YEARS

ISSUE:

Approve a professional services agreement with both Coastal Occupational Medical Group, dba Akeso Occupational Health, a California corporation, and Occu-Med Ltd., a Delaware corporation to provide pre-employment physicals and DOT DMV exams for the City of Riverside, facilitated by the Human Resources Department, for a term beginning with contract execution and continuing through June 30, 2028 with an option to extend for two-years, in an amount for each not to exceed \$100,000 annually; aggregate amount \$600,000 through the contract term.

RECOMMENDATION:

That the City Council:

1. Approve a Professional Services Agreement with both Coastal Occupational Medical Group dba Akeso Occupational Health, a California corporation, and Occu-Med Ltd, a Delaware corporation to provide pre-employment physicals and DOT DMV medical exams for the City of Riverside in an amount not to exceed \$100,000 annually, per company. The initial term of the agreement is from full execution, through June 30, 2028, with the option to extend for two-years; and
2. Authorize the City Manager, or their designee, to execute the extensions of the professional services agreements if desired and make minor and/or non-substantive changes.

BACKGROUND:

The Human Resources Department coordinates pre-employment physical examinations. These examinations determine a job applicant's ability to perform the essential job functions identified by the job description. Pre-employment examinations provide valuable information to the City of Riverside to assist in either determining an applicant's fitness to perform essential job functions or making reasonable accommodations in compliance with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA). Pre-employment evaluations are also required for Occupational Safety and Health Administration (OSHA) regulated medical surveillance. The current contracts with Coastal Occupational Medical Group dba Akeso Occupational Health and Occu-Med Ltd. expired on June 30, 2025.

DISCUSSION:

In January of 2025, the Human Resources Department issued a Request for Proposal (RFP) No. 2458 for Pre-Employment Physicals and DOT DMV certification medical exams. RFP 2458 closed on April 24, 2025, with a total of four (4) responses. Two (2) responses were found to be responsive and responsible.

Requests for services will be made based on each company's availability and the location of the City applicant or employee in need of services. Human Resources may engage either company throughout the term of the contract. Compensation will be provided on a per-service basis, according to the established fee schedule. These rates are fixed for the duration of the agreement. The City makes no guarantee of any minimum amount of work or compensation to either company.

Request for Proposal (RFP) No. 2458 was posted on the City's online bidding system, Planet Bids, on March 27, 2025, seeking prospective bidders to provide Pre-Employment Physicals and DOT DMV CERT Medical Exam Services.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	228
Vendors who downloaded the RFP	19
Proposals received	4

Under the guidance of the purchasing department, 4 City staff, evaluated the proposals for one round, which resulted in Occu-Med Ltd. ranking No. 1 and Coastal Occupational Medical Group dba Akeso Occupational Health ranking No. 2. The evaluation criteria, total points and rankings for the evaluation round are summarized in the tables below.

Round 1

Evaluation Criteria	Total Points
Qualifications	35%

Experience	20%
Professional References	10%
Approach and Methodology	10%
Pricing	25%

Evaluation Results

Vendor	Location	Total Cost	Total Point	Rank
Occu-Med Ltd.	Los Angeles, Ca	\$4,953.48	975.00	1
Coastal Occupational Medical Group dba Akeso Occupational Health	Irvine, Ca	\$5,310.00	878.21	2

Purchasing Resolution 24101, Section 508 Awards states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible, except that... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications."

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101.

FISCAL IMPACT

The total fiscal impact of the three-year term of the two agreements is \$100,000 per year, per agreement through June 30, 2028, for a total of \$200,000 per year, or \$600,000 for the initial term of the agreements, with an option to extend for additional two years. Sufficient funds are budgeted and available in the General Fund, Human Resources, Professional Services account 2100000-421000. Appropriations for future fiscal years will be included in the Department's budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Professional Consultant Services Agreement with Coastal Occupational Medical Group dba Akeso Occupational Health.
2. Professional Consultant Services Agreement with Occu-Med LTD.
3. Award Recommendation

