

Agenda Report

June 29, 2020

TO: Honorable Mayor and City Council

FROM: Department of Human Resources

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH ST. GEORGE'S MEDICAL CLINIC FOR VARIOUS MEDICAL SERVICES FOR A TERM OF THREE YEARS OR UNTIL \$600,000 IS EXPENDED, WHICHEVER OCCURS FIRST

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review; and
2. Authorize the City Manager to enter into a contract with St. George's Medical Clinic following a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, for pre-employment medical review and physicals, OSHA mandated physicals and medical monitoring, occupational therapy, and drug screens for a term of three years or in an amount not-to-exceed \$600,000, whichever occurs first. Competitive Bidding is not required pursuant to City Charter Section 1002(F) Contracts for Professional or Unique Services.

BACKGROUND:

The Department of Human Resources conducts preemployment physicals during the background process for hiring new employees. All candidates are sent to an offsite medical clinic to receive medical screening to determine their ability to meet job requirements. On May 18, 2020, the Human Resources Department issued a Request for Proposals for Medical Services. Services requested in the scope of work included: Pre-employment medical review and physicals for all classifications of employment (general office, physical labor, Public Health (new), Police Officer, Fire Fighter, pesticide exposure and respirator fit/asbestos); OSHA mandated physicals and medical monitoring; Occupational Therapy; and other medical services such as drug screening and TB testing.

The solicitation was sent to 177 vendors through the Planet Bids portal, but only one vendor submitted a proposal. St. George's Medical Clinic is a local Pasadena vendor and the current medical services provider for the City. Under the current contract, which has been in place since 2016, the City has spent approximately \$439,000 on medical services.

The proposal submitted by St. George's Medical Clinic was evaluated by a committee comprised of City staff from Human Resources/Safety, Fire and Public Health Departments in accordance with the evaluation criteria outlined in the RFP:

1. Functional and technical merit and responsiveness to scope of work (30%)
2. Experience and references (30%)
3. Cost proposal (30%)
4. Local Pasadena Business preference (5%)
5. Small/Micro Business preference (5%)

Although St. George's Medical Clinic was the only proposer, the Human Resources Department is comfortable with awarding the contract to them because they are a local Pasadena vendor, small/micro business certified and have demonstrated that they can provide the full range of services requested. The location is convenient for candidates and employees who are sent for annual physicals and OSHA testing.

The Human Resources Department seeks authorization to establish a contract with St. George's Medical Clinic. If approved, the new contract start date is July 1, 2020, and the contract term would continue for three years through June 30, 2023. There shall be two optional one-year extension periods subject to the approval of the City Manager.

COUNCIL POLICY CONSIDERATION:

Entering into a contract with St. George's Medical Clinic supports the City Council's strategic planning goals to maintain fiscal responsibility and stability, as well as supporting and promoting the local economy.

FISCAL IMPACT:

The maximum cost of this action is \$600,000, which includes some flexibility for unforeseen needs. There is sufficient funding for this action in the Fiscal Year 2021 operating existing budget appropriations as indicated below.

Benefits Fund	\$400,000
General Fund	\$100,000
Water Fund	\$30,000
Community Development Block Grant Fund	\$8,000
Safety Fund	\$5,000
Other Misc. funds	\$10,000
Total Sources	\$553,000

The table above presents a summary of the funds that will be used for the duration of the contract. The amounts are approximate based on prior usage and service costs.

Respectfully submitted,



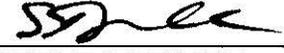
JENNIFER CURTIS
Director of Human Resources

Prepared by:



TIFFANY JACOBS-QUINN
Human Resources Manager

Approved by:



STEVE MERMELL
City Manager