

# Agenda Report

June 5, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 31758 WITH GLEN JOHN APRAMIAN MD INC FOR VARIOUS MEDICAL SERVICES TO INCREASE THE NOT-TO-EXCEED AMOUNT BY \$500,000 AND TO EXTEND THE CONTRACT TERM**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption);
2. Authorize the City Manager to amend Contract 31758 with Glen John Apramian MD, Inc. DBA St. George's Medical Clinic by \$500,000, thereby increasing the total not-to-exceed amount from \$600,000 to \$1,100,000 and to extend the contract term for two years to continue to provide medical services; and
3. To the extent the amendment to Contract No 31758 could be considered a separate procurement subject to the Competitive Selection Process, grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served. These transactions are exempt from competitive bidding per PMC Section 4.08.030 and City Charter Section 1002(F) based on 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. Following City Council approval on June 29, 2020, the City Manager entered into a contract with Glen John Apramian MD, Inc. DBA St. George's Medical Clinic (St. George's Medical Clinic), a local Pasadena vendor, beginning on July 1, 2020.

Over the last three years, St. George's Medical Clinic has performed well as the City's provider of medical services and will honor the pricing of the current contract. During the COVID-19 pandemic, the City had a weekly COVID-19 testing requirement for unvaccinated employees. St. George's was one of the vendors the City utilized for weekly testing. The original contract with St. George's did not anticipate this additional City expense which was funded entirely through American Rescue Plan Act (ARPA) funds. Therefore, staff recommends that the City Council authorize an additional \$500,000 to be used in the contract. When the initial contract was awarded on June 28, 2020, the City Council approved the three-year base term, and although the two optional one (1) year extension periods were noted in the Agenda Report and included in the RFP, the optional years were not included in the recommendation. Therefore, staff recommends that the City Council authorize the City Manager to extend the contract for two (2) additional years.

The proposed amendment ensures the City continues to have a contracted medical provider for pre-employment physicals and other required job-related medical testing.

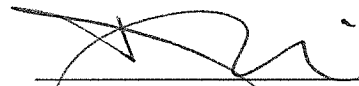
**COUNCIL POLICY CONSIDERATION:**

Amending the existing 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.

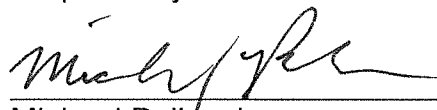
**FISCAL IMPACT:**

The fiscal impact of the proposed contract amendment is estimated to cost \$500,000 over the next two years, which includes some flexibility for unforeseen needs. This action will be funded by existing and future General Fund appropriations budgeted in the Human Resources Department's annual operating budget.

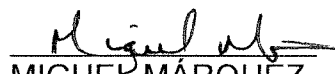
Respectfully submitted,

  
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