

Agenda Report

September 18, 2023

TO: Honorable Mayor and City Council

FROM: City Manager's Office

SUBJECT: CONTRACT AWARD TO EHS INTERNATIONAL, INC FOR SAFETY TRAINING SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$231,000

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); and
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with ehs International, Inc for a total amount not-to-exceed \$77,000 over a one-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$77,000.

BACKGROUND:

The City of Pasadena's Safety Division provides comprehensive occupational safety services to City departments. Safety training services are provided through a combination of internal staff and safety training consultants. Safety training consultants are utilized to provide Cal-OSHA mandated training on specialized topics, including but not limited to: confined space entry, excavation/trenching/shoring competent person, fall protection, NFPA 70E qualified electrical worker, and traffic control. The safety training program supports the City's mission to provide a safe and healthful workplace for all employees.

On June 20, 2023, a new Request for Proposal (RFP) was issued for safety training services. Nine proposals were received, of which three were disqualified for not meeting the minimum requirements of the RFP. Six proposals were evaluated by an internal

panel consisting of representatives from Pasadena Water and Power, Public Works, and the Safety Division. The scope of work includes performing OSHA required safety training for and conducting monthly safety meetings for Pasadena Water and Power due to a vacancy in the utility safety office.

The responses were evaluated by the internal panel and scored according to specific criteria detailed in the RFP that consisted of experience, staffing assigned to the project, cost proposal, and whether the vendor is a local Pasadena business and/or small business. The internal panel individually scored each of the written proposals and tabulated the scores. Attachment A contains a summary of the proposals and scoring based on established evaluation criteria. The following table reflects the vendor rankings:

FIRM	LOCATION	Score
ehs International, Inc	Lake Forest, CA	82.58
Wilmes, LLC	Torrance, CA	79.33
The Modern Safety Institute	Desert Hot Springs, CA	77.53
NATEC International, Inc.	Anaheim, CA	74.82
Occupational Safety Training Systems	Chino, CA	74.50
Safety Management Group	Indianapolis, IN	61.54

The proposal review panel ranked ehs as the top proposal based on the firm's demonstrated notable knowledge and experience in providing safety training in California. The not-to-exceed contract amount of \$77,000 per year was calculated based on the pricing provided by the ehs and based on past and projected usage.

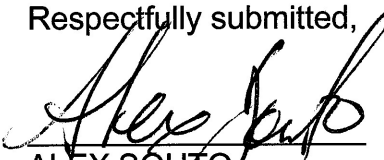
COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

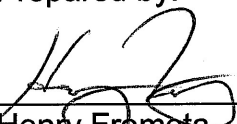
FISCAL IMPACT:

The maximum cost under this contract will be an amount not to exceed \$231,000 if the optional extensions for a second and third year are exercised. Funding for this action will be addressed utilizing existing and future General Fund appropriations budgeted in the Human Resources Department and Water and Power Department's annual operating budget.

Respectfully submitted,


ALEX SOUTO
Deputy City Manager

Prepared by:


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Safety Officer

Approved by:


MIGUEL MÁRQUEZ
City Manager

Attachment A – RFP Scoring and Ranking Summary