

Agenda Report

July 21, 2025

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NO. 31758 WITH GLEN JOHN APRAMIAN MD INC FOR VARIOUS MEDICAL SERVICES TO INCREASE THE NOT-TO-EXCEED AMOUNT BY \$125,000 AND TO EXTEND THE CONTRACT TERM

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action in the agenda report 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 \$125,000, thereby increasing the total not-to exceed amount from \$1,100,000 to \$1,225,000 and to extend the contract term for three months 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 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 five years, St. George's Medical Clinic has performed well as the City's provider of medical services. The three-year base term and two optional one (1) year extension periods concluded on June 30, 2025. Staff recommends that the City Council authorize an additional \$125,000 to be used in the contract and extend the contract term for three months to continue to provide medical services without interruption, while staff issues a Request for Proposals and awards a new multi-year contract. St. George's will honor the pricing of the current contract during the extension period.

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.

ENVIRONMENTAL ANALYSIS:

The proposed action is exempt from the CEQA pursuant to State CEQA Guidelines Section 15061 (b) (3), the "common sense" provision of CEQA (formerly the general rule), which applies to projects which may have the potential for causing a significant effect on the environment. The proposed action will not result in any new development or physical changes.

FISCAL IMPACT:

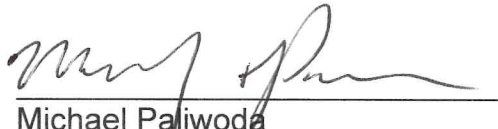
The fiscal impact of the proposed contract amendment is estimated to cost up to \$125,000 over the next three months, which includes some flexibility for unforeseen needs. This action will be funded by existing and future General Fund appropriations budgeted in the Human Resources Department's annual operating budget.

Respectfully Submitted,



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Approved by:



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