

Agenda Report

September 29, 2025

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GLEN JOHN APRAMIAN MD INC FOR VARIOUS MEDICAL SERVICES FOR UP TO FIVE YEARS FOR AN AMOUNT NOT-TO-EXCEED \$1,500,000

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; and
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process, as specified in Section 4.08.047 of the Pasadena Municipal Code, with Glen John Apramian MD, Inc. DBA St. George's Medical Clinic, for various medical services for a total amount not-to-exceed \$900,000 over a three-year term with two one-year optional extension periods. The value of each optional one-year extension period is not-to-exceed \$300,000. 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 August 7, 2025, 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. Two responses were received by the submission deadline, including one from a local Pasadena vendor. The solicitation received 370 public views, and 21 businesses downloaded the RFP. The following is the list of respondents and their respective scoring:

<u>Firm Name</u>	<u>Location</u>	<u>Score</u>
St. George's Medical Clinic	Pasadena, CA	98.67
Agile Occupational Medicine	Costa Mesa, CA	80.02

Each of the submitted proposals were evaluated on the overall strength of their respective proposals by a committee comprised of City staff from the Human Resources Department and City Manager's Office (Risk Management/Workers Compensation). Specifically, the proposals were evaluated based on the following "Evaluation Criteria":

1. Proposed Scope of Work (30%)
2. Experience and References (30%)
3. Cost Proposal (30%)
4. Local Pasadena Business (5%)
5. Small or Micro-Business (5%)

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

Under the current contract with St. George's Medical Clinic, which has been in place since 2020, the City has spent approximately \$1,100,000 on medical services through July 2025.

COUNCIL POLICY CONSIDERATION:

Approval of this 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 by selecting a local Pasadena vendor.

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:

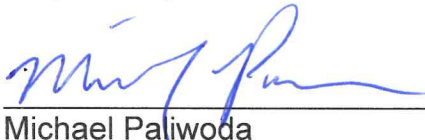
The fiscal impact of the proposed new contract is estimated to cost up to \$1,500,000 over the next five years, which includes some flexibility for unforeseen needs. This action will be funded by existing and future General Fund appropriations budgeted primarily in the Human Resources Department's annual operating budget.

Respectfully Submitted,



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Human Resources Director

Prepared by:



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Principal Human Resources Analyst

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments:

Attachment A – Scoring Summary of Ranked Proposals