



# City of Culver City

## Staff Report

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File #: 16-1006, Version: 1

Item #: C-7.

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**CC - Approval of a Professional Services Agreement with Safety Research Consultants, Inc. for Solid Waste Safety Training Services in an Amount Not-to-Exceed \$97,000**

**Meeting Date:** May 30, 2017

**Contact Person/Dept:** Kim Braun/Public Works

**Phone Number:** 310-253-6421

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**  **Attachments:**

**Commission Action Required:** Yes  No  **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/07/17);

**Department Approval:** Charles D. Herbertson, Director of Public Works/City Engineer (06/02/17)

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### **RECOMMENDATION**

Staff recommends the City Council approve a professional services agreement with Safety Research Consultants, Inc. for solid waste training services for FY 2017/18 in an amount not-to-exceed \$97,000.

### **BACKGROUND/DISCUSSION**

The Occupational Safety and Health Administration (OSHA) regulates and promotes safety, health and general wellbeing of employees. Companies must be in compliance with OSHA regulations at all times. Many standards detailed within OSHA requirements explicitly require the employer to train employees in the safety and health aspects of their jobs to increase accident prevention and improve safety.

General OSHA requirements mandate the establishment and supervision of programs for the education and training of employers and their employees to recognize, avoid and prevent unsafe conditions in the workplace. OSHA training requirements are based on the job at hand. General categories of training may include medical services and first aid, gases, vapors, dusts, mists, fire protection, fall protection; ladder hazards, proper electrical equipment and power tools operations.

The Solid Waste Association of North America (SWANA) has ranked sanitation service work as one of the top ten most dangerous jobs in the country. Public Works Environmental Programs & Operations Division (EPO) provides monthly in classroom training for the field staff. This instruction is primarily focused on general OSHA requirements. This current training program does not provide core field training for sanitation employees which may include proper pre and post trip vehicle inspections, air brake testing, proper pushing and pulling of waste containers; defensive driving; truck fires and safety issues relevant to other daily tasks. The Request for Proposals (RFP) for these training services, as discussed in further detail below, included core field sessions to be offered to all sanitation employees.

In addition, EPO supervisory staff recognized the need to provide new employees with a minimum of forty (40) hours for driver training and other sanitation equipment operations, assess driving and operating abilities, and provide certifications for each employee once training was completed. During FY 16/17, EPO hired several new drivers as vacancies arose due to approved new positions and retirements. These new employees require numerous hours of initial training to insure safe operations of heavy equipment. Existing staff resources are not available to provide proper training for these employees. EPO staff determined that all new employees should be trained and certified by professional driving instructors to insure safe operations of heavy equipment.

EPO supervisory staff also recognize the need to assess driving and equipment operations of current employees on an annual basis. Professional driving instructors will assess driving and operational abilities of current employees; provide feedback and additional training as-needed.

EPO issued an RFP in March 2017 for Solid Waste Safety Training Services. The RFP was specific to daily operations in the solid waste industry including once per month in classroom training; monthly field services training; new employee training on all sanitation equipment and annual performance assessment for all sanitation field employees.

Because the RFP was so specific to the safety concerns of the solid waste industry, only one proposal was received from Safety Research Consultants, Inc on April 27, 2017 as follows:

Type of Service	Unit	Cost
A. Classroom Training	Annual	\$ 5,100.00
B. Field Training Services	Annual	\$ 6,800.00
C. New Employee Training	Per Employee	\$ 8,500.00
D. Employee Performance Assessment	Per Employee	\$ 2,125.00
E. As-Needed Tasks	Hourly Rate	\$ 425.00

**FISCAL ANALYSIS**

With the adoption of the Proposed Fiscal Year 2017/18 budget, there will be sufficient funds budgeted in account 20260400.516100 in FY 17/18 for these services.

**ATTACHMENTS**

None

**MOTION**

That the City Council:

1. Award a Professional Services Agreement to Safety Research Consultants, Inc., in an amount not to exceed \$ 97,000 for FY 17/18;
2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.