



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 18-0281, **Version:** 1

Item #: C-3.

CC - (1) Waiver of Formal Competitive Bidding Procedures; and (2) Approval of an Amendment to Existing Professional Services Agreements with US Healthworks Medical Group, Venice Culver Medical Group and Westchester Medical Group to Continue Providing Pre-Employment and Industrial Medical Services for an Additional Two Years.

Meeting Date: September 25, 2017

Contact Person/Dept: Rachelle Adkins/Administrative Services

Phone Number: (310) 253-5640

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 (09/20/17);

Department Approval: Serena Wright-Black/Director of Administrative Services (09/13/17)

RECOMMENDATION

Staff recommends the City Council (1) waive formal competitive bidding procedures; and (2) approve an amendment to existing Professional Services Agreements with US Healthworks Medical Group, Venice Culver Medical Group and Westchester Medical Group to continue providing pre-employment and industrial medical services for an additional two years.

BACKGROUND

The City relies on medical professionals to provide pre-employment and industrial medical services, focusing on the health and wellbeing of workers' in the workplace and ensuring that candidates meet specific job-related physical requirements. US Healthworks, Westchester Medical Group, and Venice Culver Medical Group have been performing various medical services for Culver City for several years. Employees and HR/Risk Management staff have been generally satisfied with the level of services and quality of care provided.

US Healthworks Medical Group (USHW) has been providing a full spectrum of medical services for Culver

City since 2007. A one stop convenience, USHW are a national provider of occupational medicine 24 hours a day, 7 days per week. All medical services are provided at one central location. The facility provides immediate electronic communication regarding employee works status to both the City and the Workers Compensation Third-Party Administrator. USHW also provide timely reports regarding the employee's work/physical status, and work closely with the City to coordinate the employee's appropriate return to work. Additionally they have other locations throughout the state, which is convenient when a disabled employee or potential job candidate does not reside near Culver City, but requires on going care or needs to undergo a pre-placement medical examination. USHW services include pre-employment medical screening, drug screen collections, vaccinations, on-site x-rays, laboratory services, radiology, audiology, pulmonary function testing, immunizations, return to work/fitness for duty examinations, workers compensation initial examinations, treatment and specialized evaluations.

Westchester Medical Group is a healthcare provider with specialties in internal medicine. This group provides the specialized cardiac stress tests required for the City's Police Recruits. It is a part of the pre-employment medical requirement for police officer candidates, according to the P.O.S.T (Peace Officer Standards & Training) guidelines. They are conveniently located next door to US Healthworks.

Venice Culver Marina Medical Group has been performing various specialized medical services for Culver City since August 2004. Their services are specific to employees of the Fire and Police Departments. The services include TB administration, skin & hepatitis B screening, varicella vaccinations, pulmonary function test and flu shots. The Fire Department prefers to utilize this facility for immunizations due to the location.

All three medical groups have not increased their fees in over three years.

DISCUSSION

Consistent with past practice prior to recommending an extension, staff contacted the below medical facilities; however, the facilities are unable to provide the broad range of required medical services 24-hours per day, 7-days a week.

Kaiser on-the-Job, West Los Angeles - This is an occupational medical facility, with limited business hours. The business hours are 8:30 a.m. - 5:00 p.m.; closed for lunch 12:00 p.m. -1:30 p.m. After-hour services would be integrated with their regular Kaiser urgent care facilities.

Cedars Sinai Urgent Care, Culver City - This is an urgent care family practice facility. They offer treatment for both children and adults for common medical conditions, such as cold & flu, ear infections, and muscle aches. This location is currently not set up to provide occupational services. The business hours are from 12:00 p.m. - 9:00 p.m.

Southern California Hospital, Culver City - This facility only provides emergency care services. They are unable to provide occupational services.

Reliant Urgent Care, LAX location - This a full service occupational medical group. However, upon further consideration of the facility, they were unable to pass the Department of Transportation (DOT) mandatory Drug and Alcohol Collection standards.

Culver City Municipal Code (CCMC) § 3.07.085 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.050, where the same consultant has been utilized for a period of five years, the formal bidding procedures shall apply unless waived by the City Council. In this case, City staff is requesting that the City Council waive this requirement for the reasons stated above, in accordance with CCMC § 3.07.075.E.3.

FISCAL ANALYSIS

Determining an exact cost for these services is difficult due to numerous changing variables, such as the number of exams performed, number of injured employees, type of exams, etc.

For fiscal year 2016/2017 the City has paid the following:

- US Healthworks Medical Group - \$39,789
Staff request that Council authorize up to \$45,000 per year
- Westchester Medical Group - \$2,800
Staff request that Council authorize up to \$3,500 per year
- Venice Culver Medical Group - \$10,480
Staff request that Council authorize up to \$12,000 per year

Sufficient funds are available in the adopted Administrative Services budget for FY 2017-2018. Funding for subsequent year will be requested during the FY 2018-2019 annual budget process.

ATTACHMENTS

1. None

MOTION

That the City Council:

1. Pursuant to CCMC Section 3.07.075.E.3, waive formal competitive bidding procedures; and
2. Approve two-year professional services agreements US Healthworks, Westchester Medical and Venice Marina Culver for pre-employment and industrial medical services in an aggregate amount not to exceed \$60,500, annually; and
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.