



City of Culver City

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Council Chambers
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Staff Report

File #: 20-1064, **Version:** 2

Item #: C-5.

CC - Approval of a Three-Year Professional Services Agreement with Safety Research Consultants, Inc. for Solid Waste Safety Training Services in an Amount Not-to-Exceed \$267,000 with an Option to Extend for Two Additional One-Year Terms in an Additional Amount Not-to-Exceed \$89,000 Annually.

Meeting Date: July 13, 2020

Contact Person/Dept: Kim Braun/PW
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 (07/08/2020);

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer (07/02/2020)

RECOMMENDATION

Staff recommends the City Council approve a three-year professional services agreement with Safety Research Consultants, Inc. for Solid Waste Safety Training Services in an amount not-to-exceed \$267,000 with an option to extend for two additional one-year terms in an additional amount not-to-exceed \$89,000 annually.

BACKGROUND/DISCUSSION

Culver City's Public Works Department, Environmental Programs & Operations Division (EPO) operates an in-house waste management service for its residents and businesses. EPO staffs approximately 50 employees that collect waste, recycling, organics, bulky items and construction and demolition debris daily. In addition, Culver City operates a 500 ton per day transfer station. Vehicles used by staff to collect materials are front loaders, automated side loaders, rear loaders, roll-off trucks, scout vehicles, stake bed vehicles, bucket loaders and fork lifts.

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.

In FY 2017, EPO approved an agreement to provide monthly classroom training for the field staff. This instruction was primarily focused on general OSHA requirements. This training program also included core field training for sanitation employees which was specific to 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.

In addition, the consultant provided new employees with a minimum of 40 hours for driver training and other sanitation equipment operations, assessed driving and operating abilities, and provided certifications for each employee once training was completed. The consultant also assessed driving and equipment operations of current employees annually.

The agreement expired on June 30, 2020. Existing staff resources are not available to provide proper training for all the services. EPO recognizes the need to continue to provide these services to all field staff.

EPO issued a Request for Proposals (RFP) in April 2020 for Solid Waste Safety Training Services. The RFP is 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. A new component was added to the RFP which requires the consultant to create a curriculum for Supervisors on conducting Safety Performance Assessments of direct report employees.

Because the RFP is specific to safety concerns of the solid waste industry, only one proposal was received from Safety Research Consultants, Inc. on May 28, 2020 as follows:

<u>Type of Service</u>	<u>Quantity</u>	<u>Per unit cost</u>	<u>Cost</u>
In class room training	26	\$ 625.00	\$ 16,250.00

In Field Training	4	\$ 1,550.00	\$ 6,200.00
New Employee Training	5	\$ 8,500.00	\$ 42,500.00
Employee Performance	6	\$ 2,125.00	\$ 12,750.00
Supervisor Training	1	\$ 2,150.00	\$ 2,150.00
OSHA Compliance Review	4	\$ 2,225.00	\$ 8,900.00
			\$ 88,750.00

FISCAL ANALYSIS

Funds for these services are available in FY 2020/2021 in account #20260400.516100. Funding for future fiscal years is contingent upon future budget authorization.

ATTACHMENTS

None

MOTION

That the City Council:

1. Approve a three-year professional services agreement with Safety Research Consultants, Inc. in an amount not-to-exceed \$267,000; and
2. Authorize the Public Works Director to exercise the option to extend the agreement for two additional one-year terms in an additional amount not-to-exceed \$89,000 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.