



City of Culver City

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Staff Report

File #: 22-672, **Version:** 1

Item #: C-16.

CC - Approval of an Amendment to Existing Professional Services Agreement with Occu-Med LTD to Continue Providing Health Status Evaluation Services for an Additional Six-Month Period in an Amount Not-to-Exceed \$30,000.

Meeting Date: January 24, 2022

Contact Person/Dept: Steven Pham, Interim HR Director

Phone Number: (310) 253-5658

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 (01/20/2022)

Department Approval: Onyx Jones, Assistant City Manager (01/19/2022)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Occu-Med LTD ("Occu-Med") to continue providing health status evaluation services for an additional period of six-months in an amount not-to-exceed \$30,000.

BACKGROUND/DISCUSSION

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. Occu-Med has 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.

Occu-Med has been providing a full spectrum of medical services for Culver City since 2016. Occu-Med is a national provider of occupational medicine. Occu-Med services include evaluating the health status of applicants to determine whether there are any pre-existing medical or physical conditions that would pre-dispose the worker to injury or incapacitation from the performance of the job's

essential functions. These services involve reviewing each exam from timeliness, accuracy of medical components performed, thoroughness of medical information provided, correctness in the performance of medical testing, and completeness.

In compliance with Culver City Municipal Code ("CCMC") Section 3.07.045, a new request for quotes is being issued. To ensure continuation of services during this interim period, staff recommends City Council authorize an extension to the existing agreement with Occu-Med for a period not-to-exceed six months. Approval was granted at the June 28, 2021 Council Meeting for an extension, however, due to staffing turnover, additional time is needed to conduct the competitive solicitation process.

FISCAL ANALYSIS

Determining an exact cost for these services is difficult due to numerous changing variables, such as the number of exams performed, type of exams, etc. Accordingly, staff request that Council authorize up to \$30,000 over the course of the six-months.

Sufficient funds are available in the Adopted Administrative Services Budget for FY 2021/2022.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement for a period of six-months with Occu-Med LTD for health status evaluation services in an amount not to exceed \$30,000; and,
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.