

Mayor and Council Communication

DATE: 10/15/19

M&C FILE NUMBER: M&C 19-0238

LOG NAME: 13P19-0159 OCCUPATIONAL HEALTH AND SAFETY SERVICES HR JPB

SUBJECT

Authorize Execution of Agreements with ES Squared, LLC and Occupational Health Centers of the Southwest, P.A. d/b/a Concentra Medical Centers for Occupational Health and Safety Services in a Combined Annual Amount Up to \$461,066.00 with a Five-Year Initial Term and Authorize Two One-Year Renewal Options for the Human Resources Department (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that the City Council authorize the execution of agreements in a combined annual amount up to \$461,066.00 with a five-year initial term and two one-year renewal options for the Human Resources Department with:

- i) ES Squared, LLC for occupational health and safety consulting and training services; and
- ii) Occupational Health Centers of the Southwest, P.A. d/b/a Concentra Medical Centers for occupational health and safety care services.

DISCUSSION:

The Human Resources Department (HRD) approached the Purchasing Division to secure agreements for occupational health and safety services. The services include:

- Provide consultants to City departments regarding Occupational Safety and Health Administration (OSHA) standards;
- Develop and implement policies, programs and procedures related to OSHA;
- Provide training regarding topics and issues related to OSHA standards and/or City health, safety and environmental policies, procedures, rules and/or workplace practices; and
- Provide physical exams: fitness for duty exams and/or other assessments, drug screening, alcohol testing, clinical testing, exposure control program, commercial driver’s license program and medical surveillance program.

Staff issued a Request for Proposals (RFP) that consisted of detailed scope of services. The RFP was advertised in the Fort Worth Star-Telegram every Wednesday starting on June 12, 2019 through July 10, 2019. Seventeen vendors were solicited from the purchasing database; six responses were received.

The proposals were thoroughly reviewed by an evaluation team separately for consultation, training and care services. The evaluation team ranked the proposals based on pre-defined factors. The evaluation team determined the following vendors provide the best overall solution to the listed services:

- i) ES Squared, LLC for occupational health and safety consulting and training services; and
- ii) Occupational Health Centers of the Southwest, P.A. d/b/a Concentra Medical Centers for occupational health and safety care services.

ES Squared, LLC: Maximum Annual Not Exceed Amount						
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
\$77,500	\$79,825	\$82,220	\$84,687	\$87,228	\$89,845	\$92,540

Occupational Health Centers of the Southwest, P.A. d/b/a Concentra Medical: Maximum Annual Not Exceed Amount						
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
\$275,000	\$288,750	\$303,188	\$318,347	\$334,264	\$350,977	\$368,526

An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated

Upon City Council approval and execution of contracts, the initial five-year term of these contracts shall begin. Contracts may be renewed up to two one-year terms at the City's sole discretion. This action does not require specific City Council approval provided that sufficient funds are appropriated for the City to meet its obligations during the renewal period. No guarantee was made that a specific amount of these services will be purchased.

A waiver of the goal for MBE/SBE sub-contracting was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where sub-contracting or supplier opportunities are negligible.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon adoption of the Fiscal Year 2020 budget by the City Council, that funds will be available in the Fiscal Year 2020 budget, as appropriated, of the General Fund. Prior to expenditure being made, the Human Resources Department has the responsibility to validate the availability of funds.

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