

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: April 4, 2019

CAO File No. 0220-000540-1345
Council File No. 19-0256
Council District: Citywide

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Housing and Community Investment Department transmittal dated February 25, 2019; Received by the City Administrative Officer on March 11, 2019; Additional Information Received through April 2, 2019

Subject: **REQUEST FOR AUTHORITY TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LOS ANGELES AND GLOBAL ENVIRONMENTAL NETWORK, INC. FOR MANDATORY OCCUPATIONAL HEALTH AND SAFETY TRAINING**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager of the Housing and Community Investment Department (HCID), or designee, to execute a professional services agreement with Global Environmental Network, Inc. for the provision of mandatory occupational health and safety training services with a contract term of three years from April 1, 2019 through March 31, 2022 and a cumulative compensation amount not to exceed \$110,000, subject to the review and approval of the City Attorney as to form, compliance with the City's contracting requirements, and contingent upon the availability of special funds;
2. Adopt recommendations II. and III. of the related HCID transmittal dated February 25, 2019 relative to the request for authority to execute a professional services agreement with Global Environmental Network, Inc; and,
3. Instruct the HCID to incorporate language into the subject agreement indicating that compensation of the contract is contingent upon the availability of special funds.

SUMMARY

The Housing and Community Investment Department (HCID) requests approval to execute a professional services agreement with Global Environmental Network, Inc. for the provision of Memorandum of Understanding (MOU) mandatory occupational health and safety training services with a contract term of three years from April 1, 2019 through March 31, 2022 and a compensation

amount not to exceed \$110,000. Proposed contract funding will be as follows:

Fiscal Year	Contract Amount
2019	\$50,000.00
2020	30,000.00
2021	30,000.00
Total	\$110,000.00

The HCID intends to expend \$50,000 during the current fiscal year. The amounts for fiscal years 2020 and 2021 will be requested through the annual budget process.

The proposed contract will be funded by the Code Enforcement Trust Fund. The HCID is proposing to “piggyback” on the procurement completed by the Harbor Department (Harbor) to seek occupational health and safety training services. Harbor received three proposals and selected all three companies to provide health and safety training and services. The HCID contacted the three pre-qualified vendors directly to request quotes and selected Global Environmental Network, Inc. after reviewing quote submissions. Subsequent to the release of HCID’s transmittal dated February 25, 2019, the HCID provided a revised Exhibit C, “Health and Safety Training and Personnel Services Rate Schedule,” which is attached to this report. The HCID indicates that approval of this proposed agreement will allow HCID to provide annual mandatory training for 145 inspection personnel in compliance with the provisions of MOU No. 5, Inspectors Unit. Since the proposed contract will carry over into future fiscal years without an adopted City budget, the City Attorney advised that language should be added to the agreement indicating that compensation is subject to the availability of special funds. This Office concurs with the recommendations of the Department, with the inclusion of instructing the HCID to incorporate the aforementioned language in the Global Environmental Network, Inc. contract.

Pursuant to Charter Section 1022, the Personnel Department determined that City employees do have the employee classifications with the necessary qualifications to perform the work. Additionally, this Office determined that it is more feasible to contract because the services required exceed staffing availability, are of limited duration, and additional staff cannot be deployed or trained in a timely manner.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The proposed contract with Global Environmental Network, Inc. will be provided by the Code Enforcement Trust Fund No. 41M. The recommendations in this report are in compliance with the City Financial Policies in that funding for the proposed contract is available within the identified funds.

RHL:MOF:02190122C

Attachment

Exhibit C

Health & Safety Training and Personnel Services Rate Schedule

PROGRAM/COURSE	COURSE HOURS	RATE 10* OR FEWER STUDENTS	RATE 11-40 STUDENTS**
Accident Investigation	2	\$89	\$60
Aerial Devices and Lifts	8	\$89.50	\$87.50
Asbestos Worker	32	\$350	\$345
Asbestos Awareness	2	\$66	\$62
Blood borne Pathogens	1 to 2	\$66	\$61
Chemical Hygiene	2	\$75	\$70
Confined Space Entry (Awareness)	4	\$98	\$70
Confined Space Entry (Competent Person)	8	\$102	\$90
Confined Space Entry (Rescue)	8	\$200	\$150
Crane Operation	16	\$300	\$280
NCCCO Certified Crane Operator	40	\$2,900	\$2,700
Defensive Driver	2	\$89	\$82
Fall Protection (Awareness)	4	\$102	\$60
Fall Protection (Competent Person)	8	\$112	\$90
Fire Extinguisher Training	4	\$98	\$72
Medic First-Aid/CPR/AED	7	\$82	\$88
Hazard Communication (GHS – Globally Harmonized System)	2	\$89	\$82
Hazardous Waste 40	40	\$610	\$554.50
Hazardous Waste 24	24	\$310	\$282
Hazardous Waste 16	16	\$230	\$210
Hazardous Waste 8	8	\$110	\$100
Hearing Conservation	2	\$71	\$65
Heat Illness Prevention	2	\$70	\$65
Injury Illness Prevention	2	\$70	\$65
Ladder Safety & Inspection	2	\$76	\$74
Lockout/Tag-out	2	\$76	\$74
Machine Guarding	2	\$85	\$60
Marine Terminal Cranes and Winches	24	\$450	\$410
Mobile Crane Operation	16	\$350	\$240
New Employee Safety Orientation	1	\$66	\$57
Personal Protective Equipment	2	\$70	\$65
Pesticide Worker Protection	2	\$98	\$95
Respirator Use/ Fit-Testing	4	\$66 + \$15 for Fit Test	\$59 + \$15 for Fit Test
Rigging/Sling/Rope	8	\$160	\$70
Scaffold /Elevated Platform (User)	8	\$140	\$70
Scaffold /Elevated Platform (Erector)	8	\$140	\$70

Silica Hazard Awareness	2	\$89	\$60
Stormwater Pollution Prevention Plan (SWPPP) / National Pollutant Discharge Elimination System (NPDES)	4 to 8	\$112	\$60
Traffic Control (Awareness)	4	\$102	\$90
Traffic Control	8	\$120	\$110
Ergonomic Evaluation (on-site)	N/A	\$650 (min. 3 per day)	\$525
Ergonomic Safety Training	1.5	\$80	\$80
Proper Lifting/Back Safety	1	\$85	\$82
Facility Safety Inspection/Review (per class rate)	TBD	\$1400 per 6 hour block	\$1400 per 6 hour block
NFPA 70E/Electrical Safety	4	\$150	\$70
Lead Awareness	2	\$75	\$69
Trenching and Shoring (Awareness)	4	\$80	\$75
Trenching and Shoring (Competent Person)	8	\$102	\$70
Forklift Operator (Initial)	8	\$115	\$90
Forklift Operator (Refresher)	4	\$105	\$80
Forklift Operator (Train the Trainer)	8	\$170	\$110
Tree Work	4	\$170	\$110
Welding Safety	2	\$140	\$80
Peace Officer Standards & Training (POST)	8	\$2200 flat rate	\$2200 flat rate

NOTE:

***10 student minimum per class**

****Heavy Equipment/ Forklift classes: Client to Provide (1) heavy equipment/forklift for every 12 students**

Industrial Hygiene Personnel Service Rate Schedule

LABOR CLASSIFICATION	HOURLY RATE
Certified Industrial Hygeinist/Project Manager	\$125
Safety Profesional/Industrial Hygeinist	\$110
Certified Asbestos Consultant	\$110
Certified Asbestos Site Surveillance Technician	\$70
Lead Inspector/Assessor or Project Monitor	\$70
Administrative	\$35
Travel	Same as hourly rate
Program Development	\$95



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Santa Ana, CA | Oakland, CA | Guam/Marianas

February 6, 2019

Russell Tanaka
Los Angeles Housing + Community Investment Dept.
(HCIDLA)
1200 W. 7th Street, 8th Floor
Los Angeles, CA 90017

Phone: (213) 808-8530
Email: russell.tanaka@lacity.org

Dear Russell:

In response to your request, Global Environmental Network, Inc. (SafetyGENI™) is pleased to submit this proposal to conduct Safety Training at your designated site in Los Angeles. Our rates for the specific training requested are detailed in the table below.

PROPOSAL NO. 11723
PAGE 1 OF 2
PLEASE REFERENCE THE ABOVE NUMBER IN ALL CORRESPONDENCE CONCERNING THIS PROPOSAL.

OSHA 10 Hour Construction Certified Training		
Base Price	\$1,920.00	Per Class, with up to 40 students
Materials (OSHA Cert)	\$12.00	Per Student
<i>Training to be conducted at your facility at 3550 Wilshire Blvd., Los Angeles, CA 90010</i>		

This proposal is for providing training according to Cal/OSHA requirements in Title 8 of the California Code of Regulations; the Los Angeles Housing + Community Investment Dept. (HCIDLA) IIPP; and applicable written Safety Policies or CSWPs. The general course outline is available on our website. The hands-on portion of this course will include demonstration and practice with the specific equipment provided by Los Angeles Housing + Community Investment Dept. (HCIDLA) for routine use by crews in performance of their tasks. Los Angeles Housing + Community Investment Dept. (HCIDLA) will supply a sufficient amount of equipment in good working condition to properly conduct the hands-on practice. The selection of equipment to be used will be made jointly by GENI's instructor and the Los Angeles Housing + Community Investment Dept. (HCIDLA) Safety Manager or Training Coordinator.

Notes:

1. Maximum attendance will vary students per instructor.
2. Los Angeles Housing + Community Investment Dept. (HCIDLA) will provide a suitable classroom and appropriate equipment for each class.
3. GENI will provide A/V equipment that is not readily available on site. Please advise us regarding A/V equipment available at the site.
4. The instructor will confer with the Los Angeles Housing + Community Investment Dept. (HCIDLA) Safety Manager and/or Training Coordinator in advance of the class regarding your specific needs.
5. Written cancellation or rescheduling of any classes must be done at least 48 hours before the actual date of the class. Any cancellations or rescheduling



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less than 48 hours will be charged the full amount. "No-Shows" will be charged for the full amount.

The total cost of training for the above subject(s) will not exceed the amounts shown above unless the scope of the training or number of students trained is increased.

Please accept this proposal by signing below and faxing it back to us at 714-479-0809. **If you have a preference for particular dates or times, please indicate them below.** We will confirm the scheduling, training location(s), and the instructor(s) as soon as feasible.

Please note: We cannot confirm the date(s) or schedule any classes without a signature on this documentation. Please fax and return this form to Attention: Training Dept.

Please call our office at (714) 479-1199 if you have any questions or need additional information.

Accepted for Los Angeles Housing + Community Investment Dept. (HCIDLA) by:

Sincerely,

Elaine Martin

Elaine Martin
Business Development Manager

Authorized Official & Title

Authorized Signature & Date

Purchase Order Number