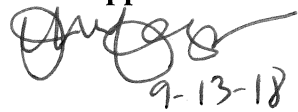


**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Finance	<b>CEQA:</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	<b>Coordination:</b> Departments of Transportation, Human Resources, Environmental Services, City Attorney's Office, City Manager's Budget Office	<b>Dept. Approval:</b> /s/ Julia H. Cooper
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b> 

**SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR CITYWIDE HEALTH AND SAFETY TRAINING SERVICES**

**RECOMMENDATION:**

Adopt a resolution to authorize the City Manager to:

1. Execute a Purchase Order with Safety Compliance Management, Inc. (San Ramon, CA) for Citywide health and safety training services for an initial twelve-month period, starting on or about October 1, 2018 and ending on or about September 30, 2019, for an amount not to exceed \$200,000, subject to the appropriation of funds.
2. Exercise up to four one-year options to extend the term of the Purchase Order with the last option year ending on or about September 30, 2023, subject to the appropriation of funds.

**Desired Outcome:** Ensure that City staff are trained to promote health and safety in the workplace.

**BASIS FOR RECOMMENDATION:**

Personnel in various City of San José departments require health and safety training to prepare staff to recognize danger, mitigate risk, and prevent occupational health and safety hazards. New and reoccurring training is mandated by the California Occupational Safety and Health Administration (Cal/OSHA). Training include courses on various subjects including, but not limited to, first aid, cardiopulmonary resuscitation (CPR), fire extinguisher operations, traffic control, and hazardous materials.

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure health and safety training services. Three bids were received and no protests were made. Staff recommends award to Safety Compliance Management, Inc. as the lowest responsive and responsible bidder pursuant to the formal bidding procedures of the San José Municipal Code, Section 4.12.310B.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This Council item is consistent with the City's 2018-2019 Adopted Operating Budget City Areas Delivery Framework: "To effectively develop, manage, and safeguard the City's fiscal, physical, technological, and human resources to enable and enhance the delivery of City services and projects."

**COST AND FUNDING SOURCE:**

Various City Departments

**FOR QUESTIONS CONTACT:** Jennifer Cheng, Deputy Director, Finance at (408) 535-7059