



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 23

Agenda Date: November 7, 2024

In Control: City Council A Session

DEPARTMENT: Office of Risk Management

DEPARTMENT HEAD: Debra Ojo

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Hearing Conservation Professional Services

SUMMARY:

This ordinance authorizes a contract with Precision Hearing Conservation to provide mobile and in-office hearing examination services for City employees for the Office of Risk Management (ORM) for an estimated cost of \$23,400.00 annually beginning upon award by City Council through September 30, 2027 for a total amount of \$70,200.00, with two additional, one-year renewals. Funding for this contract is available from the FY2025 Workers' Compensation Fund. Funding for subsequent years is contingent upon the City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by Precision Hearing Conservation to provide comprehensive occupational hearing conservation services in accordance with the 29 CFR 1910.95 Federal requirements for hearing conservation programs for City employees. These services are for all City employees whose course and scope of work implies repeated exposure to noise levels regulated by Federal requirements.

In 2020, ORM established a Hearing Conservation Program (HCP) to protect City employees from hazardous levels of occupational noise. The program includes monitoring, audiometric testing, hearing protection, training and recordkeeping. The HCP covers approximately 800 employees from several departments, including Solid Waste Management, Public Works, Aviation, Parks and Recreation, and Building and Equipment Services, among others, considered to pose the highest risk environments within the City.

The City issued a Request for Proposals (RFP) for “Hearing Conservation Professional Services” on April 10, 2024, with a submission deadline of May 20, 2024. The RFP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities Website, the San Antonio e-Procurement System and an email notification was released to a list of potential Respondents. One response was received and was deemed responsive for evaluation.

The evaluation committee consisted of representatives from the City’s Office of Risk Management. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm’s experience, background and qualifications; proposed plan and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on June 10, 2024, to discuss the sole respondent’s proposal that was received. After committee review and evaluation, Precision Hearing Conservation was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement will be for the period upon award by City Council or October 1, 2024, whichever is later, through September 30, 2027, with two additional, one-year renewals at the City’s option which will also be authorized by this ordinance.

ISSUE:

This contract will provide hearing examination services to City employees. Continuing monitoring, reporting, and notifying employees of audiometric Standard Threshold Shift (STS) is key to the HCP success, as it highlights potential liability areas in the future.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority and/or women owned businesses available to provide these items.

The Local Preference Program and the Veteran-Owned Small Business Preference Program were applicable to this solicitation; however, since only one responsive proposal was received and deemed eligible for evaluation, the programs were not scored. Rather, the evaluation committees reviewed and scored the proposal via consensus evaluation.

ALTERNATIVES:

Should this contract not be approved, the Office of Risk Management will be unable to complete hearing examinations and monitor threshold shifts, which is vital for safeguarding employees exposed to hazardous noise levels.

FISCAL IMPACT:

This ordinance will approve a contract with Precision Hearing Conservation to provide ORM with mobile and in-office hearing examination services for City employees for an estimated cost of \$23,400.00 annually beginning upon award by City Council through September 30, 2027 for a total amount of \$70,200.00, with two additional, one-year renewals. Funding for this contract is available from the FY 2025 Workers' Compensation Fund. Funding for subsequent years is contingent upon the City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

This contract was procured by means of a Request for Proposals and a Contracts Disclosure Form is required.