



CITY OF CARSON
INTEROFFICE MEMORANDUM

TO: DAVID ROBERTS JR., CITY MANAGER
FROM: ROOBIK GALOOSIAN, RISK MANAGER
DESIREE JOHNSON, SR. RISK MANAGEMENT ANALYST
SUBJECT: PURCHASING WAIVER – BIDDING REQUIREMENTS
DATE: SEPTEMBER 14, 2023

To maintain compliance with CAL-OSHA and other state requirements for safety compliance training, and workers compensation claims related safety services, the Risk Management Division is requesting the Purchasing Manager to authorize waiver of the following, as permitted in the City's purchasing ordinance referenced below:



Exceptions to Bidding Requirements for Purchases Other than for Public Projects.

Section 2611(i)(9). Other Purchases. The City Council has determined that the purchase of the following items shall not require compliance with the bidding provisions of this Chapter, so long as funds have been properly appropriated and such purchases conform with all other requirements of this Chapter:

(4) Insurance, insurance adjusting, legal, and related services.

And

(9) Professional development, training, and continuing education classes for City employees.

Formal bidding or competitive proposal process would normally be required for service expenditures of \$25,000 or more. Based on the above exception, the expenditure amount may exceed this threshold without requiring a competitive proposal process. A written contract will still be required for service expenditures of \$5,000 or more.

An authorized consultant to carry out the City's safety compliance program in compliance with all applicable state, federal, and CAL-OSHA requirements, and services related to, or for prevention of workers compensation and 3rd party liability claims. These services include: creating and implementing Citywide safety program for City employees, ergonomic evaluations and as-needed safety consultations for City employees, regular safety meetings for City employees, City facility and City property inspections, and other related activities.

These services are to be procured from SCCI, Inc.

This memorandum has been reviewed and approved by the City Attorney's Office

Josilla Togiola, Purchasing Manager

September 7, 2023