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**City of Las Cruces**<sup>®</sup>  
 PEOPLE HELPING PEOPLE

**Council Action and Executive Summary**

Item # 7      Resolution# 10-11-510

For Meeting of June 20, 2011  
 (Adoption Date)

**TITLE:** A RESOLUTION APPROVING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR OCCUPATIONAL MEDICAL SERVICES TO DESERT HEALTH CARE OF LAS CRUCES, NM FOR A TERM OF UP TO FIVE (5) YEARS CONDITIONED UPON ANNUAL RENEWALS AND APPROVED BUDGETS.

**PURPOSE(S) OF ACTION:** To award Professional Services contract to Desert Health Care of Las Cruces.

<b>COUNCIL DISTRICT:</b> N/A		
<b><u>Drafter/Staff Contact:</u></b> Mark Anthony Castillo	<b><u>Department/Section:</u></b> Human Resource/ Risk Management	<b><u>Phone:</u></b> 528-3665
<b><u>City Manager Signature:</u></b>		

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

The contract for occupational medical services establishes a single point of contact for the City's Occupational Medicine, Drug and Alcohol Testing, Worker's Compensation, and all other areas covered under state and federal laws. Occupational medical service providers are tasked with assisting in complying with OSHA, Department of Transportation, Federal Transportation Administration, Workers' Compensation and the National Fire Protection Association policies and regulations. These services provide an effective program to the City, and allow Risk Management to compile a comprehensive database to track the occupational medical requirements of City employees. The services also provide physical examinations and immunizations for the Police and Fire Departments.

Under the contract, Desert Healthcare provides services such as:

- A. Occupational medical services including required periodic medical tests, blood work, x-rays, physical exams, immunizations, TB tests, position evaluations and the identification of occupational diseases.
- B. Serves as the City's Medical Review Officer which provide for drug and alcohol testing for DOT and FTA safety sensitive positions and commercial driver's license holders; as well as random, reasonable cause, post-accident, pre-employment, return

(Continue on additional sheets as required)

to work and follow-up drug testing. Desert Healthcare evaluates the drug tests and immediately notifies Risk Management of the results.

- C. Workers' Compensation medical treatment and case management that includes furnishing reasonable and necessary medical care to City employees who incur on the job injuries or occupational diseases, as well as functional capacity evaluations, impairment evaluations and independent medical exams as needed.

By awarding the Professional Services contract with Desert Healthcare, the City will continue to serve the occupational medical needs of its employees in a cost effective manner.

**SUPPORT INFORMATION:**

- 1. Resolution.
- 2. Purchasing Manager's Request to Contract, Exhibit "A".

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input checked="" type="checkbox"/>	Proposed funding is from fund balance the <u>1000-General &amp; 6330-Workers' Cor Funds.</u>
<b>Does this action create any revenue?</b>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: in the amount of \$ _____ for FY ____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

N/A
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**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
<i>Various</i>	<i>Various</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

(Continue on additional sheets as required)

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes; this will allow Desert Healthcare to continue its services to the City.
2. Vote "No"; this will result in the City having to acquire occupational medical services under other provisions of the Procurement Code.
3. Vote "Amend"; this could modify the Professional Services Contract with Desert Healthcare and provide further direction to staff.

**REFERENCE INFORMATION:**

N/A

**RESOLUTION NO. 10-11-510**

**A RESOLUTION APPROVING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR OCCUPATIONAL MEDICAL SERVICES TO DESERT HEALTH CARE OF LAS CRUCES, NM FOR A TERM OF UP TO FIVE (5) YEARS CONDITIONED UPON ANNUAL RENEWALS AND APPROVED BUDGETS.**

The City Council is informed that:

**WHEREAS**, the Professional Services Contract for occupational medical services establishes a single point of contact for the City's Occupational Medicine, Drug and Alcohol Testing, Worker's Compensation, and all other areas covered under state and federal laws; and

**WHEREAS**, these services provide an effective program to the City; and

**WHEREAS**, under the contract, Desert Healthcare provides services such as periodic medical tests, position evaluations, the identification of occupational diseases, drug and alcohol testing for DOT and FTA safety sensitive positions and commercial driver's license holders, the evaluation of drug tests, and Workers' Compensation medical treatment and case management to City employees who incur on-the-job injuries or occupational diseases; and

**WHEREAS**, by awarding the Professional Services Contract with Desert Healthcare, the City will continue to serve the occupational medical needs of its employees in a cost effective manner.

**NOW, THEREFORE**, be it resolved by the governing body of the City of Las Cruces:

**(I)**

**THAT** the indefinite cost, indefinite quantity Professional Services Contract for Occupational Medical Services for to Desert Healthcare of Las Cruces, New Mexico

is approved for up to five years pending annual renewal and approved budgets.

(II)

THAT City staff is authorized to do all deeds necessary to accomplish the intent of this Resolution and the Agreement.

DONE AND APPROVED on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

VOTE:

Mayor Miyagishima: \_\_\_\_\_

Councillor Silva: \_\_\_\_\_

Councillor Connor: \_\_\_\_\_

Councillor Pedroza: \_\_\_\_\_

Councillor Small: \_\_\_\_\_

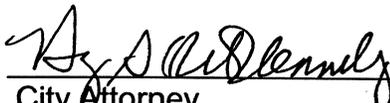
Councillor Sorg: \_\_\_\_\_

Councillor Thomas: \_\_\_\_\_

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**CITY OF LAS CRUCES**

**PURCHASING MANAGER'S REQUEST TO CONTRACT**

**For Meeting of: June 20, 2011**

**Resolution No.: 10-11-510**

**Contract Purchase For  
Occupational Medical Services**

The Las Cruces City Council is provided the following information concerning this request:

**RFP SOLICITATION INFORMATION:**

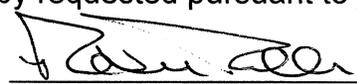
- 1. RFP No./ Due Date: **RFP No. 10-11-510/April 5, 2011**
- 2. Description: **Occupational Medical Services**
- 3. Using Department: **Human Resource Department**
- 4. Number of Responses Accepted: **Four (4)**
- 5. Award Recommendation To: **Desert Health Care of Las Cruces, NM**
- 6. Total Award Amount: **Indefinite Cost/ Indefinite Quantity**
- 7. Contract Duration: **Five years pending approved budget and annual renewal**

**LOCAL PREFERENCE FACTOR**

Local Preference Factor Applied Per LCMC §24-100	No		LCMC §24-100 not applicable to this solicitation
	Yes	x	Made A Difference To Awards(s)
		x	Made No Difference To Bid Award(s)

**PROCUREMENT CODE COMPLIANCE:**

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92.**

  
 Purchasing Manager

15/31/2011  
 Date

**CONFIRMATION OF FUND ENCUMBRANCE:**

REQUISITION or PURCHASE ORDER NUMBER:	<b>Various</b>
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