



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 06/15/2021

ITEM NO: 9

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DATE: June 7, 2021  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Amend an Agreement for Employee Safety Compliance and Training Consultant Services with BSI EHS Services and Solutions (West) Inc. (Attachment 1) to:  
a. Extend the Term of the Agreement through June 2023, and  
b. Increase the Contract Amount by \$89,361 for a Total Amount not to Exceed \$286,711.

**RECOMMENDATION:**

Authorize the Town Manager to amend an agreement for employee safety compliance and training consultant services with BSI EHS Services and Solutions (West) Inc. (Attachment 1) to:  
a. Extend the term of the agreement through June 2023, and  
b. Increase the contract amount by \$89,361 for a total amount not to exceed \$286,711.

**BACKGROUND:**

The Town contracts with BSI to provide safety consultant services to ensure compliance with California's Occupational Health and Safety Administration (Cal-OSHA) regulations, provide on-site safety training classes, and partner with the Town's existing Health and Safety Committee to promote a safe work environment. The term of the existing agreement between the Town and BSI is January 2018 through June 2021.

**DISCUSSION:**

The Town entered into an agreement with BSI following a successful request for proposal process resulting in an initial three-year term with an option to extend for two terms of one-year each. Based upon satisfaction of the services received from BSI during the initial three-year term, staff is requesting to exercise the option to extend the remaining two years of the agreement.

**PREPARED BY:** Lisa Velasco  
Human Resources Director

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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Compliance

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CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute a fifth amendment to the agreement with BSI to extend the term through June 30, 2023 for a total amount not to exceed \$286,711.

FISCAL IMPACT:

The cost of \$40,000 for FY 2021/22 is already included in the Workers' Compensation Program of the Adopted Budget. The cost of \$49,361 will be proposed in the Workers' Compensation Program during budget development for future FY 2022/23.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Fifth Amendment to Agreement for Consultant Services with BSI EHS Services and Solutions (West) Inc.
2. Fourth Amendment to Agreement for Consultant Services with BSI EHS Services and Solutions (West) Inc.
3. Third Amendment to Agreement for Consultant Services with BSI EHS Services and Solutions (West) Inc.
4. Second Amendment to Agreement for Consultant Services with BSI EHS Services and Solutions (West) Inc.
5. First Amendment to Agreement for Consultant Services with BSI EHS Services and Solutions (West) Inc.
6. Agreement for Consultant Services with BSI EHS Services and Solutions (West) Inc.