

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of May 13, 2014

ITEM TITLE:

Consider Approval of an Increase in the Contract Amount for independent Air Quality Testing services provided by Environmental Technical Services Inc. (ETS), Industrial Hygienists.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval to increase the ETS contract for Air Quality Testing from \$25,000 to \$40,000 (an increase of \$15,000) to perform statutory air quality testing.

ITEM SUMMARY:

The Office of Risk Management commissions independent Air Quality Testing to ensure a healthy work and learning environment. Independent Air Quality tests are ordered either proactively and on-demand to ensure that air quality meets or exceeds air quality standards set by regulatory agencies, United States Department of Labor, Occupational Safety and Health Administration (OSHA), Centers for Disease Control (CDC) National Institute for Occupational Safety and Health (NIOSH) and the California Department of Industrial Relations, Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA.

Risk Management orders air quality tests proactively after applicable construction projects, in response to employee complaints related to environmental air quality and after facilities related emergencies that may impact air quality or may lead to mold growth. For testing, Risk Management engages an industrial hygiene firm, Environmental Technical Solutions Inc., (ETS), a vendor with extensive industry experience and several years of District-wide testing.

At the beginning of each fiscal year, the contract amount for ETS is set at \$25,000 to handle projected testing needs. While this initial contract amount is based on the historical average for air testing expenses, this projection is subject to the needs of the District and Colleges.

During FY2013-14, Risk management authorized four (4) Air Quality Studies:

- Laney Tower Re-occupation - Proactive study as a result of the Laney Tower Renovation Project;
- Laney Biology Laboratory, Cold Storage Facility – Mold investigation and remediation project;
- Berkeley City College – Employee air quality complaint;
- District Center, Director of Risk Management Office – Mold remediation project after water intrusion event.

Table A – FY2013-14 Air Quality Testing Expense History.

Description	Location	Date(s)	Cost	Beginning Contract Balance	Ending Contract Balance	Results
Multiple employee complaints during re-occupation of Laney Tower	Laney Tower	9/5/2013	\$ 6,525.00	\$ 25,000.00	\$ 18,475.00	Minor off-gasing from new interiors and furniture
Suspected mold in Biology Lab - Cold Storage Lockers	Laney Bldg. B	09/25/2013 10/29/2013	\$ 4,275.00	\$ 18,475.00	\$ 14,200.00	Mold remediation completed
Employee Air Quality Complaint Suspected employee health impact	BCC	11/26/2013 12/12/2013 2/4/2014	\$ 11,985.00	\$ 14,200.00	\$ 2,215.00	No issue found;
Suspected mold from water leak resulting in ceiling collapse in Risk Manager's Office	District	2/12/2014	\$ 4,025.00	\$ 2,215.00	\$ (1,810.00)	Mold remediation completed
Estimated future testing needs	District-wide	thru 6/30/2014		\$ 15,000.00	\$ 13,190.00	

On February 12, 2013, Risk Management ordered an emergency study due to a water intrusion event with suspected mold growth to protect employee health. This emergency response exhausted the current fiscal year budget for air quality testing by (-\$1,800). As a result, Risk Management requests

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):
GENERAL FUND 01

BACKGROUND/ANALYSIS:
INCLUDED IN ITEM SUMMARY

DELIVERABLES AND SCOPE OF WORK: AIR QUALITY TESTS – RESULTS ANALYSIS AND REPORTS

ANTICIPATED COMPLETION DATE: JUNE 30, 2014

ALTERNATIVES/OPTIONS: NA

EVALUATION AND RECOMMENDED ACTION:
CHANCELLOR RECOMMENDS APPROVAL

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):
YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?
DIRECTOR OF RISK MANAGEMENT – GREG VALENTINE

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY: Greg Valentine

Prepared by: Greg Valentine
Greg Valentine – Director of Risk Management

Date: 5/6/2014

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Thuy Thi Nguyen Date: 5/7/2014

[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: _____
Susan Rinne, Interim Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Dr. José M. Ortiz
Dr. José M. Ortiz, Chancellor