

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 7, 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 \$55,000 (an increase of \$30,000) to perform statutory air quality testing.

ITEM SUMMARY:

Consider approval to increase the ETS contract for Air Quality Testing from **\$25,000** to **\$55,000** (an increase of **\$30,000**) to perform statutory air quality testing. 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 FY2014-15, Risk management authorized eight (8) Air Quality Studies:

Table A – FY2014-15 Air Quality Testing Expense History.

| Description | Location | Date(s) | Cost | Beginning Contract Balance | Ending Contract Balance | Results |
|--------------------------------|---|-----------|-----------------|----------------------------|-------------------------|---|
| Suspected Mold | Peralta TV | 7/1/2014 | \$ 4,615.00 | \$ 25,000.00 | \$ 21,785.00 | Mold removec. |
| Multiple employee complaints | District - Employee Relations | 8/29/2014 | \$ 3,215.00 | \$ 21,785.00 | \$ 19,735.00 | All results meet standards |
| Employee complaint | Laney Bldg B. Rm 256 | 9/2/2014 | \$ 2,050.00 | \$ 19,735.00 | \$ 15,945.00 | All results meet standards |
| Employee complaint | Laney Bldg e. Multiple Rooms | 9/10/2014 | \$ 3,790.00 | \$ 15,945.00 | \$ 12,560.00 | All results meet standards |
| Employee complaint | Laney Bldg B. Rm 256 | 9/11/2014 | \$ 3,385.00 | \$ 12,560.00 | \$ 9,790.00 | All results meet standards |
| Employee complaint | District - Human Resources | 9/12/2014 | \$ 2,770.00 | \$ 9,790.00 | \$ 7,020.00 | All results meet standards |
| Employee complaint | District - General Services | 9/15/2014 | \$ 2,770.00 | \$ 7,020.00 | \$ 4,250.00 | All results meet standards |
| Current Balance | | | | \$ 4,250.00 | \$ 4,250.00 | |
| Anticipated Description | Estimated future testing needs - | | Estimate | \$ 30,000.00 | | Due to emergency response - Merritt is in progress |
| Employee Complaint | Merritt Construction | | \$19,000 | | | |
| Proactive Testing | District - Office | | \$3,000 | | | |
| Unknown | Laney Culinary | | \$1,500 | | | |
| | General Services | | \$1,500 | | | |
| | TBD | | \$5,000 | | | |

On September 30, 2014, Risk Management ordered an emergency study due to air pollution from construction at Merritt College to protect employee health. This emergency response requires additional budget. In addition, Risk Management needs budget for requests in its queue.

As a result, Risk Management is requesting an increase in the contract amount of \$30,000.00 to cover current and anticipated air quality testing needs for the remainder of the fiscal year.

The Chancellor recommends approval.

Funding Source:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):
General Fund 01 (Rebate from workers' compensation insurance)

BACKGROUND/ANALYSIS:
 INCLUDED IN ITEM SUMMARY

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

ANTICIPATED COMPLETION DATE: JUNE 30, 2015

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: 10/1/2014

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Thuy Thi Nguyen Date: 10/1/2014

[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 X 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