

May 20, 2025

Honorable Mayor and City Council
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt Specifications No. RFP HR-24-533 and award a contract to Long Beach Memorial Medical Center, of Long Beach, CA, for providing executive health physicals to eligible City of Long Beach employees, in a total annual amount not to exceed \$850,000, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary subsequent amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Long Beach Memorial Medical Center for providing executive health physicals to eligible City of Long Beach (City) employees. Executive health physicals are a negotiated benefit offered yearly to eligible employees during a three-month period.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on February 12, 2025, and 21 potential proposers specializing in executive health physicals were notified of the RFP opportunity. Of those proposers, 19 downloaded the RFP via the City's electronic bid system. The RFP was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 44 local, minority-owned, and women-owned business groups. There were 2 proposals received on March 19, 2025. Of those 2 proposers, none were Minority-owned Business Enterprises (MBEs), none were Women-owned Business Enterprises (WBEs), none were certified Small Business Enterprises (SBEs), and 1 was a Long Beach vendor (Local). The selection committee determined that Long Beach Memorial Medical Center, of Long Beach, CA (Local), was the most qualified to provide the services. Long Beach Memorial Medical Center's proposal confirmed their ability to meet the scheduling timelines, customer service requirements, and examination options necessary for a successful program.

Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Long Beach Buys platform to download RFP specifications. Through outreach, 1 Long Beach vendor was notified to submit a proposal, and 1 downloaded and submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Assistant City Attorney Gary Anderson on April 5, 2025, Administrative Analyst Tommy Ryan on April 24, 2025, and Budget Development Officer Jennifer Rodriguez on May 1, 2025.

LEVINE ACT

This item is subject to the Levine Act. The Mayor, Councilmembers, and Commissioners who have received a contribution of more than \$500 within 12 months prior from a party, participant, or their representatives involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; OR (2) return the portion of the contribution that exceeds \$500 within 30 days from the time the elected official knew or should have known about the contribution and participate in the proceeding.

All parties, participants, and their representatives must disclose on the record of this proceeding any contribution of more than \$500 made to the Mayor or any Councilmembers within 12 months prior to the date of the proceeding. The Mayor, Councilmembers, and Commissioners are prohibited from accepting, soliciting, or directing a contribution of more than \$500 from a party, participant, or their representatives during a proceeding and for 12 months following the date a final decision is rendered.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP HR-24-533 and award a contract concurrently is requested on May 20, 2025, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$850,000. There is sufficient appropriations in the Employee Benefits Fund Group in the Citywide Activities Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for approximately 3,000 employees in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



Bryce M. Tyler
Director of
Human Resources

APPROVED:



THOMAS B. MODICA
CITY MANAGER