

12. 25-55255 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 City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary subsequent amendments. (Citywide)

**Levine Act: Yes**

**Office or Department:**

**Suggested Action:** Approve recommendation.

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](http://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







# LEVINE ACT DISCLOSURE STATEMENT

## DEFINITIONS

Term	Definition	Law
<b>Covered "proceedings"</b>	A proceeding to grant, deny, revoke, restrict, or modify a license, permit or other entitlement for use, that does not solely involve purely ministerial decisions and is: (1) Applied for by the party; (2) Formally or informally requested by the party; or (3) A contract between the agency and the party or a franchisee granted by the agency to the party, other than a contract that is <b>competitively bid</b> , a <b>labor contract</b> , or a <b>personal employment contract</b> .	<a href="#">FPPC Reg 18438.2(a)</a>
<b>Party</b>	Any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.	<a href="#">Gov. Code 84308(a)(1)</a>
<b>Participant</b>	Any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.	<a href="#">Gov. Code 84308(a)(2)</a> <a href="#">FPPC Reg 18438.4</a>
<b>Agent</b>	A person who represents a party or participant for compensation and appears before or otherwise communicates with the governmental agency for the purpose of influencing the pending proceeding. See FPPC Reg 18438.3 for exceptions for certain consultants.	<a href="#">FPPC Reg 18438.3</a>
<b>Competitively Bid</b>	A contract required by law to be awarded to the lowest or highest responsible bidder with a responsive bid, or, if the successful bidder refuses or fails to execute the contract, to the next lowest bidder with a responsive bid.	<a href="#">SB 1243</a>
<b>Labor Contract</b>	A contract or agreement reached through collective bargaining or with a representative group regarding the salary, benefits, or terms and conditions under an employment or retirement policy for employees or retirees, including a project labor agreement entered under Public Contract Code Section 2500.	<a href="#">FPPC Reg 18438.2(a)(3)(B)</a>
<b>Personal Employment Contract</b>	A contract for employment, including the terms and conditions of employment, between the agency and an agency employee. A contract with an independent contractor is NOT a personal employment contract.	<a href="#">FPPC Reg 18438.2(a)(3)(C)-(D)</a>