


---

---

## INTEROFFICE MEMORANDUM

---

---

**TO:** JAMES V. CHISHOLM, CITY MANAGER  
**FROM:** MARK E. JONES, RISK MANAGER   
**DATE:** OCTOBER 9, 2018  
**SUBJECT:** SAFETY CONSULTANT

---

The contract the City has with Alpha-Omega Training and Compliance, Inc., PO Box 236727 Cocoa, FL 32923, expires on September 30, 2018 with no renewal options remaining. As a result, a Request for Proposals for safety consulting services was prepared and distributed by the purchasing agent in July. The safety consultant services include safety training, consultation and audits of worksites and city buildings. The previous contract with Alpha-Omega was for a not to exceed amount of \$66,000 per year.

A selection committee met on September 13, 2018 and scored and ranked the two respondents to the safety consultant RFP.

It is recommended by the Human Resources Director and Risk Manager that the city enters into a contract with the number one ranked firm, Alpha-Omega Training and Compliance, Inc., PO Box 236727 Cocoa, FL 32923, as the city's safety consultant. The safety consultant will assist the City's Safety Officer conduct trainings, provide consultation services and/or audits on an as needed basis. Alpha-Omega has negotiated an hourly fee of \$152/hour (including mileage, overhead and incidentals) to perform the services requested by the City and \$155/hour for specialty designated classes such as temporary traffic control and CPR. Previously, we paid Alpha-Omega a fee of \$1,492 per day per instructor rate including expenses to perform these services for the City. Due to the fact that the City has hired a Safety Officer with the ability to conduct most trainings needed by City employees there will be a savings seen in training costs. Also, the Safety Officer has the experience and qualifications to run the City's safety program and therefore will not need the services of the safety consultant as much going forward. However, it is recommended that the City maintain an annual contract with an outside safety consultant to be able to assist with audits, provide consultation for unique safety issues and training assistance to the Safety Officer when necessary.

C: James Sexton, Human Resources Director