



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
Tel: 510.464.7700
TDD/TTY: 510.464.7769
Fax: 510.464.7848

Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

WI: 1153

RE: Contract – Ergonomic Services: PRN Ergonomic Services (\$75,000)

This memorandum is to request Committee approval to enter into a contract with PRN Ergonomic Services (“PRN”) through June 30, 2016, or until such time a new contractor is selected following a pending procurement, in an amount not to exceed \$75,000, to provide ergonomic services to MTC employees.

Background

Since July 2011 under a competitively – procured contract, PRN has provided MTC employees with guidance, instruction and equipment recommendations that aid employee comfort and productivity, and reduces injury. PRN has provided excellent service in the past, and staff recommends continuing with PRN on a sole source basis as provider of ergonomic services through the end of FY 2015-16, an additional year beyond the original procurement term, to provide continuity of services. Following the relocation to the Bay Area MetroCenter in San Francisco, PRN will have the added responsibility to ensure that staff is properly accommodated with the new furniture and settings of the new offices.

This contract will be for an amount not to exceed \$75,000, which is in MTC’s adopted budget for FY 2015-16. PRN is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff requests that the Committee authorize the Executive Director or his designed representative to negotiate and enter into a contract with PRN for the purposes described above in an amount not to exceed \$75,000.



Steve Heminger

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.:	1153
Consultant:	PRN Ergonomic Services
Work Project Title:	Ergonomic Services
Purpose of Project:	To provide ergonomic services
Brief Scope of Work:	To provide ergonomic services for MTC employees during the transition and after the move to the new building at 375 Beale Street until no later than June 30, 2016.
Project Cost Not to Exceed:	\$75,000.
Funding Source:	MTC Funds
Fiscal Impact:	Funds are in the MTC FY 2015-2016 Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract with PRN Ergonomic Services in the amount of \$75,000 for FY 2015-2016 and the Chief Financial Officer is authorized to set aside FY 2015-2016 funds in the amount of \$75,000 for such contract.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: December 9, 2015