



	Approved	Denied
Action taken	7/26/04	
Other:		
Verified by:	<i>K. Smith</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 04-53

TITLE: CONTRACT AWARD TO NANA TRAINING SYSTEMS IN THE AMOUNT OF \$99,560 TO ADMINISTER THE CITY'S HEALTH AND SAFETY PROGRAM

Agenda of: July 26, 2004
 Originator: Public Works Director

Date: July 20, 2004

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
X	Public Works Planning	<i>[Signature]</i> 7/20/04
X	Finance *signature required	<i>[Signature]</i>
X	Clerk	<i>[Signature]</i> K. Smith

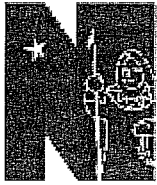
REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes \$99,560 or no Funds Available yes no
 Account name/number: 001-4310-431.30-34
 310-4351-435.30.34
 320-4361-436.30-34

Attachments: NANA Professional Services Project Plan

SUMMARY STATEMENT: NANA Training Systems responded to the City's June 2004 Request for Proposal to provide annual health and safety oversight services. Six proposals were evaluated by the Public Works Director, Deputy Public Works Director, Police Chief, and City Planner. NANA Training Systems obtained the highest ranking and attached is the proposed scope of work for FY05.

STAFF RECOMMENDED ACTION: Council is requested to authorize the contract award to NANA Training Systems in the amount of \$99,560 to administer the City's health and safety program.



NANA Training Systems

(907)565-3300 / www.nana-hts.com
A Division of NANA Management Services

City of Wasilla Professional Safety Services Project Plan

Overview

This project plan covers the period from July 1, 2004 through June 30, 2005 for the City of Wasilla.

The safety services detailed in the plan will provide the City with a functional safety and health plan, operating procedures, audit protocols and updated documentation. The plan also includes the first draft of an employee safety handbook and a substantial allowance for any required classroom training for regular and seasonal employees.

The scope of the project for this fiscal year is detailed on the following pages.

This plan is based on our review of the Request for Proposal and our pre-award discussions with the City in June 2004.

Timeline and Progress Reporting

Once the contract and purchase order are finalized, we anticipate starting on August 1, 2004. Our tentative timeline for plan element completion is noted in the matrix. We will provide monthly progress reports (or final products, as appropriate) outlining the status of plan elements in progress or completed.

We will prepare a monthly billing statement to the City of Wasilla for actual hours worked, along with a description of our efforts. Consulting/program development is billed at \$120 per hour; classroom training is billed at \$150 per hour.

9. Low Pressure Steam Boiler – write program for use of truck mounted operation.	20	\$2,400	11/30/04
10. Develop written procedures and guidelines for workplace violence prevention program.	20	\$2,400	11/30/04
11. Review other City operations; prepare gap analysis for any additional elements that need to be included in the safety plan (e.g. janitorial, police, museum, and other departments). Conduct required surveys (e.g. sound level monitoring, etc.). Review loss data, employee injury reports, interview department managers, tour facilities and operating sites.	80	\$9,600	12/30/04
12. Develop written procedures for additional required safety plan elements (such as hand and power tools, electrical safety, ladders and scaffolding, machine guarding, welding, hearing conservation, etc).	80	\$9,600	3/30/05
13. Develop administrative guidelines for safety system implementation (e.g. accountability, measurement, safety disciplinary actions, etc).	40	\$4,800	4/30/05
14. Provide new and/or streamlined tools for job hazard analysis, program audit guidelines, and checklists.	40	\$4,800	4/30/05
15. Develop draft employee safety manual.	80	\$9,600	6/30/05
16. Develop training matrix for all COW safety training requirements. Provide primary and alternate methods of training compliance (e.g. on-line, instructor led, self-study, etc.).	40	\$4,800	12/30/04
17. Revise/develop update ancillary training curricula for each required course (e.g. site specific emergency response procedures) as required.	40	\$4,800	3/30/05
18. Conduct audit of training records and provide recommendations and suggestions for any noted deficiencies.	24	\$2,880	3/30/05
19. Deliver required training for seasonal employees (as required driven by matrix).	50	\$7,500	Ongoing
20. Deliver additional training for regular employees (as required driven by matrix).	50	\$7,500	Ongoing
21. Course materials, manuals, supplies.		\$5,000	As req'd
Project Year Total		\$99,560	