City Council Agenda Item Request

Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** March 18, 2026

2. **Primary contact person and Department requesting agenda item:** Jade Dundas, Assistant City Manager

3. **Requested Council meeting date:** April 28, 2026

4. **Subject:** On Call Industrial Hygienist-Master Contract

5. **Action Requested:** Resolution authorizing the City Manager to execute a contract with ECS Southeast, LLC, for an on-call industrial hygienist master contract.

6. **Note if time sensitive, and why:**

7. **Potential fiscal impact(s) - if known by staff at time of request:**

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
    - Staff performed outreach to minority and women-owned businesses through solicitation processes, including posting on the State's Interactive Purchasing System and requiring prime contractors to contact Minority & Women-Owned Business Enterprise (MWBE) service providers for subcontracted services subcontract work will be performed.
    - In response to a Request for Proposal, the following firms submitted proposals:
        i. Terracon, of Charlotte, North Carolina, pricing is dependent on projects and needs
        ii. ECS Southeast, LLC, of Asheville, North Carolina, pricing is dependent on projects and needs
        iii. Atlas Technical Consultants, LLC, of Charlotte, North Carolina, pricing is dependent on projects and needs
    - No MWBE firms submitted bids, and all work except for lab testing will be self-performed. JWJ Consulting, LLC, a MWBE firm, will perform subcontracted lab testing.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** none

10. **Identify key issues:**
    - Licensed Industrial Hygienists or environmental health consulting firms to provide on-call and scheduled industrial hygiene services, issued by the City of Asheville,
    - Tasks will include hazardous material and indoor air quality assessments, mitigation plans, and independent monitoring of abatement activities for City of Asheville-owned facilities and capital projects
    - The firm that performs these services will be responsive to the needs of the City. Using an on-call methodology allows for quick responsive service calls regardless of the circumstances.
    - The firm is also being asked to provide training services to employees, as needed, to ensure awareness of working conditions as it relates to hazardous materials and to instruct staff on proper protocol in situations where hazardous conditions and materials exist.