City Council Staff Report

Council Meeting Date

- April 28, 2026

Subject

- Master Contract – On-Call Industrial Hygienist Services

Staff Resource(s)

- Jade Dundas, Assistant City Manager
- Amanda van Roekel, City Hall Operations Manager

Action Requested

- Adoption of a resolution authorizing the City Manager to enter into a Master Contract with ECS Southeast, LLC, for On-Call Industrial Hygienist Services for an initial 12-month period with the option to renew up to two additional 12-month periods.

Background

- The City of Asheville manages a diverse portfolio of municipal facilities, including City Hall, public safety facilities, community centers, and administrative and operational buildings. To ensure safe working environments, support sound facility management practices, and maintain compliance with federal and state regulations, specialized environmental health expertise is periodically required to evaluate potential occupational and environmental hazards.
- Industrial hygienists provide professional services related to identifying, evaluating, and controlling environmental hazards in the workplace and built environment. Typical services may include:
    - Asbestos inspections, sampling, and management support
    - Indoor air quality investigations
    - Hazardous materials assessments during renovation and demolition projects
    - Lead-based paint assessments and clearance testing
    - Occupational exposure monitoring
    - Regulatory compliance support related to OSHA, EPA, and state regulations
    - Technical reporting and professional consultation
- Because these services conform to the same regulatory requirements at each location, and are required on an as-needed basis across multiple City facilities and projects, staff recommends establishing a Master On-Call Contract. This contracting approach allows the City to respond quickly to environmental health concerns, support construction and renovation projects, and maintain regulatory compliance. This proposed contract

complies with the On-Call Contracting Guidance provided by the City's Purchasing Department.
- The multi-year contract, up to three (3) years is subject to the annual appropriation process. If the adopted budget for any given fiscal year does not include an appropriation for the service in the General Fund budget, the City shall have the right to terminate the contract.
- In any authorized contracting period, individual supplemental contracts will not exceed the budget appropriation for the services within the scope of this contract.
- Individual supplemental agreements that exceed $90,000 will require authorization by City Council.

Vendor Outreach Efforts:

- 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:
    - Terracon, of Charlotte, North Carolina, pricing is dependent on projects and needs
    - ECS Southeast, LLC, of Asheville, North Carolina, pricing is dependent on projects and needs
    - 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.

Council Vision 2036 Focus Area(s):

- A clean, safe, and healthy environment

Council Priority Recovery Area(s):

- Infrastructure

Committee(s):

- None Identified

Pro(s)

- Provides access to specialized environmental health expertise when needed
- Supports safe municipal workplaces and public buildings
- Ensures compliance with OSHA, EPA, and other regulatory requirements
- Allows rapid response to environmental concerns in City facilities
- Supports renovation and construction projects involving hazardous materials

- Provides predictable service pricing through a multi-year contract structure

Con(s)

- None Identified

Fiscal Impact

- Funding for industrial hygiene services will be authorized through individual projects and contracts and funded through applicable project budgets or departmental operating budgets.

Suggested Motion

- Motion to adopt a resolution authorizing the City Manager to enter into a Master Contract with ECS Southeast, LLC, for On-Call Industrial Hygienist Services for an initial 12-month period with the option to renew up to two additional 12-month periods.

Attachment(s)

- Resolution

City of Asheville Resolution Number 26-_____

Resolution Authorizing The City Manager To Enter Into A Master Contract With ECS Southeast, LLC, For On-Call Industrial Hygienist Services For 12 Months With The Option To Renew Up To Two Additional 12-Month Periods

Whereas, the City of Asheville has authority pursuant to Article 3 of Chapter 160A of the North Carolina General Statutes to enter into contracts for services with other entities; and

Whereas, the City of Asheville owns and manages numerous municipal facilities and infrastructure that require professional environmental and occupational health expertise to ensure safe working conditions and regulatory compliance; and

Whereas, industrial hygiene services may include environmental hazard assessments such as asbestos inspections, indoor air quality investigations, lead-based paint evaluations, hazardous materials assessments related to renovation and demolition projects, and occupational exposure monitoring; and

Whereas, the City issued a Request for Proposals for On-Call Industrial Hygienist Services (note: these are general services and not environmental services) to support municipal facility operations, maintenance activities, and construction projects; and

Whereas, establishing a Master On-Call Contract will allow the City to obtain professional industrial hygiene services on an as-needed basis through individual projects and contracts; and

Whereas, the proposed contract term will include an initial twelve-month period with the option to renew for up to two additional twelve-month periods, for a maximum total contract duration of three years; and

Whereas, the total contract amount is subject to annual budget appropriations and will not exceed the annual appropriations for the scoped services in any authorized contract period; and

Whereas, any supplemental agreement that exceeds $90,000 will be separately authorized by City Council; and

Whereas, the process followed for this proposed On-Call Contract and the terms of the contract comply with the On-Call Contracting Guidance provided by the City's Purchasing Department; and

Whereas, the City has determined that entering into a Master Contract for On-Call Industrial Hygienist Services will support safe municipal facilities, regulatory compliance, and responsible facility management;

Now, therefore, be it resolved by the City Council of the City of Asheville that:

The City Manager is hereby authorized to enter into a Master Contract for On-Call Industrial Hygienist Services for an initial twelve-month period with the option to renew for up to two additional twelve-month periods, with a total contract amount not to exceed $300,000 over the three years, and further authorized to execute any contract amendments, change orders, or

related documents necessary for the performance of said services within the authorized contract amount.

Read, approved, and adopted this the 28th day of April, 2026.

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Esther E. Manheimer, Mayor

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Brad Branham, City Attorney

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Magdalen Burleson, City Clerk