



## COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

### SUMMARY REPORT

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**Agenda Date:** 9/16/2025

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**To:** Board of Supervisors of the County of Sonoma, Board of Directors of the Sonoma County Water Agency, Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, Board of Commissions of the Community Development Commission

**Department or Agency Name(s):** Human Resources Department

**Staff Name and Phone Number:** Janell Crane, 707-565-2885

**Vote Requirement:** Majority

**Supervisory District(s):** Countywide

**Title:**

Amendment to Occupational Safety and Health Agreement

**Recommended Action:**

Authorize the County Executive or designee to execute an amendment to the professional services agreement with California Industrial Hygiene Services, Inc. increasing contract amount from \$90,000 to \$190,000, for the term of the contract through December 31, 2028 (including optional extensions).

**Executive Summary:**

California Industrial Hygiene Services (CIH) has provided general occupational health, safety, and industrial hygiene services focusing on indoor environmental quality. Following a Request for Proposals in September 2023, CIH was selected due to the wide scope of occupational health services they offer and their specialized qualifications in industrial hygiene, especially indoor environmental air quality. The contract was approved for an initial term of three years, through December 31, 2026, with the option to extend the contract for two years at the discretion of the Human Resources Director.

The 2024 contract was approved by the Board with a not-to-exceed amount of \$90,000. To date the County has expended approximately \$ 72,000 on this contract. Considering the high volume of indoor air quality concerns addressed by CIH during the first year of the agreement, the Department recommends increasing the contract maximum not to exceed amount by \$100,000 for the initial contract period of January 1, 2024,

through December 31, 2026 and two optional one-year extensions. This action would increase the total not-to-exceed amount of \$190,000 for the life of the agreement.

**Discussion:**

California Industrial Hygiene Services (CIH) provides general occupational health, safety, and industrial hygiene services focusing on indoor environmental quality to the County including: measurement and control of employee exposures to hazardous substances and noise, indoor air quality including mold assessments, site safety plans for remediation work and remediation oversight, industrial hygiene surveys, OSHA compliance assistance and legal services including expert witness support, for consultation in the areas of occupational health and safety as requested by the County.

After issuing a request for proposals for occupational health services in September 2023, the County entered into a three-year agreement with California Industrial Hygiene Services (CIH) effective January 1, 2024 through December 31, 2026. The HR Director has authority to extend the contract for an additional two additional years, through December 31, 2028. The initial contract authorized payments not to exceed \$90,000 for services rendered in accordance with a negotiated fee schedule and budget. There are no rate increases for services under the contract for the initial three-year period. The increased volume of industrial hygiene concerns primarily focusing on indoor air quality, including locations housing vital community services like the County's Crisis Stabilization Unit (CSU), resulted in an increased demand for industrial hygiene monitoring and testing. To date the County has expended approximately \$ 72,000 on this contract. CIH has significant expertise in the area of testing and mitigation of indoor air quality concerns and was instrumental in expediting the reopening of the CSU during the summer/fall of 2024. CIH's work on this critical issue resulted in accelerated spend against the overall contract amount. To ensure the ability to appropriately respond to similar issues that may arise during the remainder of the contract term, it is in the County's best interest to increase the contract capacity.

Human Resources (HR) is requesting that the Board authorize the County Executive or designee to amend the Agreement with CIH to increase the not-to-exceed amount to \$190,000 for the remainder of the contract period, expiring in December 31, 2026, with the option to extend for two one-year periods.

**Strategic Plan:**

N/A

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

February 27, 2024 ([item 16; File ID number 2024-0004](#)) - Authorized the Human Resources Director to execute a new agreement California Industrial Hygiene Services for an initial three-year term ending 12/31/2026 with an option to extend for two additional fiscal years through 12/31/2028.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Adopted</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

There is no additional budgeted impact to the County as a result of the amended agreement. Each department may request to utilize these services and fund them through their respective budgets. Fee for service agreements are used only as needed and as departments determine the budget exists to pay for the services.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
N/A			

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**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Amendment to the Agreement with California Industrial Hygiene Services

**Related Items “On File” with the Clerk of the Board:**

N/A