



John Canning
Commissioner

Town of Oyster Bay
DEPARTMENT OF HUMAN RESOURCES
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September 14, 2018

Dear Sir/Madam,

The Town of Oyster Bay is seeking to procure qualified Safety and Health Consultants to assist the Town in its continuing efforts to provide a comprehensive employee Safety and Health program for all Town employees. In addition, we need to comply with various safety and health related laws and regulations, relevant to Federal and State mandates. The Safety Consultant will provide consultative and technical support on an ongoing basis for the establishment and maintenance of appropriate safety and health programs for the term of this agreement.

The specific services we wish to procure by the vendor include the following:

1. Assist the Town in compliance with applicable OSHA/PESH regulations, including the interpretation of same and completion of appropriate compliance.
2. Review existing departmental safety and health policies, procedures, and work rules, to assist in the identification of high loss exposures and make appropriate recommendations. Assist in the development and implementation of new policies and procedures pursuant to various regulatory requirements.
3. Develop and deliver training programs as required by OSHA/PESH standards.
4. Conduct safety and health site audits and inspections, and train designated personnel within various Town Departments to perform self-auditing and inspection functions.
5. Investigate, research, survey and generate reports as required in the process of fulfilling the services cited above.

Your organization/agency is invited to submit a proposal for this program for the period of January 1, 2019 through December 31, 2019 to the Town of Oyster Bay. Quotations should include a breakdown of the various components of this program and an option to continue for an additional second and third full year. Please be sure to include your firm's qualifications, experience, references, and proposed budget in your proposal.

Proposals must be received by October 5, 2018 via email to rlamarca@oysterbay-ny.gov, mail or FAX (516-624-6489). Please send the original and signed proposal by mail following your email or FAX transmittal addressed to the attention of Richard LaMarca, Director of Labor-Management Relations. Upon receipt of your proposal, your organization/agency may be contacted to schedule an in-house presentation if desired.

/s/ John Canning, Commissioner
Department of Human Resources